



GRADUATE BULLETIN: 2017-2018



**2017 - 2018**

**Hamline University Graduate Bulletin**

1536 Hewitt Ave, Saint Paul, Minnesota 55104-1284

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

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## About the Bulletin

The *2017-2018 Hamline University Graduate Bulletin* is the primary resource for academic information, including official curricular requirements, for Hamline University graduate students. The *Hamline University Graduate Bulletin* is available electronically at <http://bulletin.hamline.edu>.

Students who are admitted for, and enrolled during, the 2017-2018 academic year are subject to the degree requirements described in this *Bulletin*. Students are encouraged to familiarize themselves with the policies and procedures of Hamline University early in their academic career. Failure to read this *Bulletin* does not excuse students from the requirements and provisions described herein.

The academic standards and policies, courses, and curricula described in this *Bulletin*, and the teaching personnel listed, are subject to change or cancellation by official action of Hamline University. Updates are made annually and every effort has been made to ensure the accuracy of the information in the *Bulletin*; should the dynamic, online and static, pdf versions of the *Bulletin* differ, the official version is the dynamic, online edition.

Neither the provisions of this *Hamline University Graduate Bulletin* nor the acceptance of students to the University through the admission, enrollment, and registration processes constitutes a contract or an offer of a contract. The University further reserves the right to require a student to withdraw from the University for cause at any time.

### Nondiscrimination Statement

Applications for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions holding collective bargaining agreements with Hamline University are hereby notified that this institution does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, disability, age, religion, marital status, sexual orientation, status as a disabled veteran or veteran of the Vietnam era, status with regard to public assistance, or any other classification protected by applicable law. Any person having inquiries concerning Hamline University's compliance with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973 is directed to contact the Office of the Dean of Students, Hamline University, 1536 Hewitt Avenue, Saint Paul, Minnesota, 55104-1284, 651-523-2421. This office has been designated by the University to coordinate its efforts to comply with the aforementioned regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with these regulations.

Hamline University further abides by its own nondiscrimination policy which states: Hamline University will not tolerate harassment, discrimination, or retaliation based on race; color; gender/sex; ethnic background; national origin; sexual orientation; gender presentation; marital, domestic partner or parental status; status with regard to public assistance; disability; religion; age; or veteran status in its employment or educational opportunities.

# About Hamline University

## Mission, Values, and Vision

### Mission

To create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service.

### Values

Hamline University recognizes its roots in the traditions and values of the United Methodist Church. Through our personal and collective effort, we will make a lasting difference in the world as we aspire to the highest standards for:

- Creation, dissemination, and practical application of knowledge
- Rigor, creativity, and innovation in teaching, learning, and research
- Multicultural competencies in local and global contexts
- The development and education of the whole person
- An individual and community ethic of social justice, civic responsibility, and inclusive leadership and service

### Vision

Hamline University will be recognized as a diverse, learning-centered university that is:

- Rooted in the tradition of liberal education
- Dynamic and actively inclusive
- Locally engaged and globally connected, and
- Invested in the personal and professional growth of persons

## The Hamline Tradition

Hamline University was Minnesota's first university, founded in 1854 by a group of visionary Methodist ministers and educators to provide education, leadership, and service to the frontier peoples of the Minnesota territory. Hamline's affiliation with the United Methodist Church complements its liberal arts tradition by encouraging the exploration of spiritual values within a social and cultural context. From that exploration comes an emphasis on the individual development of personal values.

Hamline educated and prepared Minnesota's first teachers, lawyers, judges, physicians, public administrators, and business people. This tradition has carried on for over 160 years, encouraging the exploration of spiritual values within a social and cultural context and fostering ethical leadership in service to society.

Hamline University offers bachelor's, master's, doctorate degrees—as well as certificates, professional development, and continuing education courses—to a diverse and select group of women and men. We also maintain an affiliation and collaborative relationship with Mitchell | Hamline School of Law, an autonomous law school created by the combination of Hamline University School of Law and William Mitchell College of Law. Today, Hamline University is a high-quality, top ranked liberal arts university with more than 5,000 students within the College of Liberal Arts, School of Business, School of Education, and in our relationship with Mitchell | Hamline School of Law.

## Graduate Programs at a Glance

### Creative Writing Programs

Celebrating more than 25 years of rigorous, interdisciplinary study, the Creative Writing Programs at Hamline have developed a national reputation.

Degrees offered: Master of Fine Arts in Writing (MFA) and the Master of Fine Arts in Writing for Children and Young Adults (MFAC).

- The MFA program is Minnesota's first graduate degree program in creative writing. It is distinguished by its interdisciplinary emphasis and its support of work in more than one genre.
- The low-residency MFAC is a full-immersion program boasting a five-to-one student to faculty ratio. The program brings students and distinguished faculty from across the country to campus twice a year for eleven days. Afterward, students work independently from home with a faculty advisor throughout the semester.
- MFA faculty are accomplished, practicing writers who are also generous, highly effective teachers.
- The Creative Writing Programs publish three annual literary journals edited by the students in the programs: *Water-Stone Review*, *rock, paper, scissors*, and *Runestone*.

### Graduate Legal Education

Hamline's Graduate Legal Education program is intended for the non-lawyer. It is aimed at helping individuals understand how the law relates to their current expertise and, in a broader sense, how their work affects, and is affected by, the American legal system.

Degree offered: Master in the Study of Law (MSL)

- The MSL program is consistent with Hamline's mission as an urban, liberal arts university and extends important benefits of a legal education, including critical thinking, advocacy, and problem solving skills to students.

- MSL students come from a variety of areas such as business, human resources, health care, journalism, real estate, and government agencies.

### School of Business

Hamline's School of Business offers master's degrees in all three economic sectors of government, business, and nonprofit. In addition, students can earn a doctorate in public administration, dual degrees, and professional development certificates.

- Degrees offered: Master of Business Administration (MBA); Master of Nonprofit Management (MNM); Master of Public Administration (MPA); Doctorate of Public Administration (DPA). Joint master's and juris doctor degrees (in collaboration with the Mitchell Hamline School of Law), sequential degrees, and dual master's degrees are offered as well.
- The Doctorate of Public Administration was the upper Midwest's first such program.
- International student body provides a distinctive learning atmosphere in which cross-cultural, as well as cross-sector, exchanges occur.
- Concentrations in business include international management, conflict management, marketing, and finance.
- Continuing studies seminars and certificate programs focus on current and relevant subjects to professionals in businesses, government, and nonprofit organizations.

### School of Education

For more than thirty years, Hamline's School of Education has inspired, challenged and transformed educators to improve learning for all children. More than 10,000 students have grown professionally through Hamline's quality educational coursework taught in a community of adult learners who value intellectual challenge and scholarship in an environment of mutual respect.

Degrees offered: Doctorate in Education (EdD); Master of Arts (MA) in Education (MAED); MA in Education with an emphasis in natural science and environmental education (MAED:NSEE); MA in English as a Second Language (MAESL); MA in Literacy Education; and MA in Teaching (MAT), which provides initial licensure for new teachers, MA in Teaching English to Speakers of Other Languages (MATESOL).

- Home to nationally recognized programs and centers, including second language teaching and learning, literacy, the Center for Global Environment Education, and the Center for Excellence in Urban Teaching.
- The school's ESL program, the largest in Minnesota, is internationally recognized.
- Licensure (including principal, superintendent, and special education director), certificate, and continuing

education programs serve more than 8,000 educators annually.

## Accreditation, Approvals, and Memberships

Hamline University is accredited by the Higher Learning Commission (HLC), a regional accreditation agency that accredits degree granting institutions of higher education that are based in the 19-state North Central region of the United States. More information about Hamline University's accreditation status may be found on the HLC website. The Commission is located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413 and can be reached at 800-621-7440.

Hamline University is also accredited by the:

- American Bar Association
- American Chemical Society
- National Association of Schools of Music
- National Council for Accreditation of Teacher Education
- University Senate of the United Methodist Church
- Minnesota Department of Education/Board of Teaching

The university holds memberships in the:

- Association of American Colleges and Universities
- Association of Independent Liberal Arts Colleges for Teacher Education
- American Association of Colleges for Teacher Education
- American Association of Collegiate Registrars and Admission Officers
- American Association of Higher Education
- Associated New American Colleges and Universities
- American Council on Education
- College Board of Council for Advancement and Support of Education
- Minnesota Association of Colleges for Teacher Education
- National Association for College Admission Counseling
- National Council on Undergraduate Research

Hamline's schools may have additional accreditation in specialized areas. Please contact the dean's office of each respective school for a complete listing. Hamline University is approved for attendance of non-immigrant foreign students under the Immigration and Nationality Act.

Hamline University is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Minnesota Office of Higher Education, 1450 Energy Park Dr., Suite 350, Saint Paul, MN 55108; [www.oh.e.state.mn.us](http://www.oh.e.state.mn.us); 651-642-0533.

# Graduate Academic Calendar

## 2017-2018

The academic calendar is subject to change. Please check [www.hamline.edu/academiccalendar](http://www.hamline.edu/academiccalendar) for the latest calendar.

### Graduate Degree & Licensure Programs

Creative Writing Programs (CWP)  
 Master in the Study of Law (MSL)  
 Hamline School of Business (HSB)  
 Hamline School of Education (HSE)

<b>Fall Term</b>	<b>2017</b>
Classes begin – CWP, HSE	Wednesday, September 6
Classes begin – MSL	Monday, August 21
Classes begin – HSB	Monday, August 28
Thanksgiving break (no classes)	Thursday, November 23 – Saturday, November 25
Classes end – CWP, HSE	Saturday, December 16
Classes end – MSL	Sunday, December 17
Classes end – HSB	Friday, December 15

<b>Winter Term</b>	<b>2018</b>
Classes begin – CWP, HSE	Tuesday, January 2
Martin Luther King Jr. holiday (no classes)	Monday, January 15
Classes end – CWP, HSE	Saturday, January 27

<b>Spring Term</b>	<b>2018</b>
Classes begin – CWP, HSE	Wednesday, January 31
Classes begin – MSL	Tuesday, January 16
Classes begin – HSB	Tuesday, January 2
Martin Luther King Jr. holiday (no classes)	Monday, January 15
Classes end – CWP, HSE	Saturday, May 12
Classes end – MSL	Sunday, May 13
Classes end – HSB	Friday, April 20
Commencement	Saturday, May 19

<b>Summer Term *</b>	<b>2018</b>
Classes begin – CWP, HSE	Monday, June 4
Classes begin – MSL	Monday, May 21
Classes begin – HSB	Monday, April 30
Memorial Day holiday (no classes)	Monday, May 28
Fourth of July holiday (no classes)	Wednesday, July 4
Classes end – CWP, HSE	Saturday, August 25
Classes end – MSL	Sunday, July 15
Classes end – HSB	Friday, August 17

\*Some classes meet outside of academic calendar term dates. Please check [www.hamline.edu/classsschedules](http://www.hamline.edu/classsschedules) for current course information.

# Campus Resources

## Campus Employment

A wide variety of campus employment opportunities are available for eligible students. To be eligible for campus employment during the academic year, a Hamline University student must be degree-seeking, registered for at least half-time status for each full term worked, and eligible to work in the U.S. To be eligible for summer employment, a student must be registered for at least half-time status or pre-registered for the fall term and eligible to work in the U.S.

All students are eligible to work on campus; students that have a work study award are given preference to some positions on campus. There are numerous opportunities for off-campus employment in the neighboring community and in the Saint Paul/Minneapolis metropolitan area if you have a federal or state Work Study Award. Inquiries about both on and off-campus employment should be directed to the Human Resources Office.

International students may face work restrictions working on campus due to visa status or other legal considerations. The Associate Director of the Global Engagement Center can assist students with these questions.

## Campus Recreation

Campus Recreation enhances the quality of life for students, staff, and faculty by providing a variety of programs, services, and physical spaces that promotes an active lifestyle and development of the whole person in a safe and inclusive environment. Opportunities to be involved with Campus Recreation include:

### Intramural Sport

Provides a wide range of open and inclusive intramural sports leagues, tournaments and special events each semester, and are available to current Hamline students, staff, and faculty. Activities include: volleyball, soccer, basketball, flag football, badminton, racquetball, and more.

### Sport Clubs

Recognized, student lead organization, comprised of individuals sharing a common interest in competitive, recreational, and/or instructional sport activity. Sport Clubs allows students to participate and compete in a variety of sport activities at the intercollegiate club level. Sport Clubs are created and managed by students, which provides numerous learning experiences that further enhance the overall collegiate experience for those involved.

### Fitness

Group fitness classes are offered multiple times each week in different formats and are accessible to individuals of all fitness levels.

For more information regarding recreation at Hamline please visit: [www.hamline.edu/campusrec](http://www.hamline.edu/campusrec) -or- email [campusrec@hamline.edu](mailto:campusrec@hamline.edu)

## Counseling and Health Services

The Counseling and Health Services office is located in Room 16 in the basement of Manor Hall. Appointments can be scheduled in-person, or by telephone at (651) 523-2204. Office hours are Monday through Friday, 8:00am-noon and 1:00pm – 5:00pm (closed during noon hour). The Counseling and Health Services website is: [www.hamline.edu/chs](http://www.hamline.edu/chs)

### Counseling Services

Counseling can promote personal growth and help students cope with difficulties that might adversely affect their educational goals. The mental health professionals in the Counseling & Health Services office can assist with a wide variety of concerns such as: depression, anxiety, stress, relationship problems, self-esteem, body image, grief/loss, family concerns, and identity development. The counselors can also assist with referrals for specialized treatment in the local community for issues such as substance abuse and eating disorders. Counseling services are confidential and free for Hamline undergraduate students.

### Health Services

The Health Services staff offer treatment for a wide range of illnesses and injuries, immunizations, contraception, annual physical exams, STI testing, health education, psychiatric consultation, and prescriptions. All health services are confidential. Most lab fees can be billed to students' health insurance.

## Disability Resources

Hamline University and the Disability Resources office are committed to ensuring equal access to the university and its programs for students with disabilities. Disability Resources coordinates and provides reasonable accommodations, collaborates to create an accessible and hospitable learning environment, and promotes self-determination on the part of the individuals they serve. The office supports and accommodates students with physical, sensory, attentional, psychiatric, and learning disabilities.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended 2008, Hamline University shall make reasonable accommodations to any qualified individual with a disability. To be eligible for accommodations, a student must have a documented disability as defined by the Americans with Disabilities Act, as amended 2008, and Section 504 of the Rehabilitation Act of 1973. According to these laws, a person has a disability if they have a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself,

performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A qualified student with a disability is defined by Section 504 as anyone who meets the academic and technical standards required for admission or participation in a post-secondary institution's programs and activities.

In order to receive reasonable accommodations, students are responsible for:

- Contacting Disability Resources to discuss their needs and/or request accommodations.
- Providing Disability Resources with appropriate information to establish the presence of a disability and/or support the need for reasonable accommodations. (For detailed information about documenting disabilities, visit [www.hamline.edu/disabilityresources](http://www.hamline.edu/disabilityresources) or contact the Disability Resources director.)
- Keeping the Disability Resources director informed and providing updated documentation if their disability or its symptoms change.
- Requesting accommodations as far ahead of time as possible. Some accommodations cannot be effectively arranged if they are requested on short notice. For example, it can take up to 4 weeks to prepare audio books.
- Discussing accommodations with faculty and staff members as needed and notifying Disability Resources right away if there are any concerns or difficulties with receiving accommodations.

Hamline University has the right to:

- Identify and establish essential elements and technical standards, abilities, skills, knowledge, and standards for courses, programs, and services.
- Request and receive recent and appropriate documentation from a qualified professional that verifies and supports the request for accommodations.
- Consult with the student in making the final determination regarding the selection of effective and reasonable accommodations.
- Make the final decision regarding which accommodations will be provided.
- Deny a request for accommodations if the documentation does not demonstrate they are warranted, or is not provided in a timely manner.
- Refuse to provide any accommodation that is unreasonable, including any that:
  - Poses a direct threat to the health and safety of the individual requesting the accommodation or of others.
  - Consists of a fundamental change or alteration of an essential element of a course or program.



- Results in an undue financial or administrative burden on the institution.

Students seeking accommodations should contact the Director of Disability Resources at 651-523-2521.

## Hedgeman Center for Student Diversity Initiatives and Programs

The Hedgeman Center for Student Diversity Initiatives and Programs helps create and sustain an inclusive community that appreciates, celebrates and advances multiculturalism and diversity at Hamline University. We support, empower, and promote the success of students of color, first-generation college students and students from other diverse populations. In partnership with community members, our initiatives help prepare students to live, serve and succeed in a global, multicultural world.

Specifically, we offer:

- Activities that assist students in their transition to, success at and education about diversity issues including Hamline, including Multicultural Mosaic pre-orientation program, the Hedgeman Student Empowerment Retreat, quarterly student empowerment workshops, the Hedgeman Honors and Awards Celebration, and the "Voice & Vision" newsletter;
- Nine student organizations that support to students and campus programming, including Multicultural Alliance, Asian Pacific American Coalition (APAC), FUSION the multi-racial and trans-racial adoptee organization, Hamline African Student Association (HASA), Hamline Indigenous Peoples Society (HIPS), Hispanic and Latino Organization (HALO), Hmong Student Association (HSA), PRIDE Black Student Alliance, and Student of South Asia (SOSA);
- Traditional cultural awareness and history events, including Hispanic Heritage Month, Native American Awareness Week, Hmong New Year, Black History Month, Asian Heritage Month, Kwanzaa Celebration, and Hmong New Year;
- Numerous campus diversity training and education opportunities for students; and
- Other activities and programs that provide opportunities for participants to learn about diversity and multiculturalism issues, including the Social Justice Symposium, the Dr. Martin Luther King, Jr. Commemoration and Day of Service, and the monthly storytelling series "This Is My Story: Conversations of Identity and Community."

## Information Technology Services

Approximately 200 computers are housed in public computing labs across the campus. The labs are open 90-100 hours a week, including a 24-hour lab in Sorin Residence Hall, and provide access to the Internet and a diverse range of software

applications. Secure wireless is available in all instructional areas and areas frequented by students.

Hamline's Central Service Desk, located in the Bush Library, provides a variety of services - including information and technology support - to students, faculty and staff.

Many departments utilize technology in specific ways.

Examples include the Music Department's music lab with keyboards and composition software, the Physics Department's optics lab in Robbins Science, and the Digital Media Arts Program's two digital media arts (DMA) labs.

A fleet of digital imaging machines for printing, photocopying and scanning is available in computer labs and other locations across campus, and these operations are also managed by Information Technology Services. Specific information about Hamline's "PiperXpress" services is available online ([www.hamline.edu/piperxpress](http://www.hamline.edu/piperxpress)) or via the Central Service Desk (651-523-2220).

Access to the Internet and campus network is available in all residence hall rooms either via wireless or network jack. Specific information about minimum hardware and OS requirements is available online (<http://www.hamline.edu/offices/its/get-started-guide/requirements.html>). In addition to the network jacks and wireless, every residence hall room is equipped with a cable television port.

For the full, detailed listing of all technology related policies, go to <http://www.hamline.edu/policies/technology-use>.

## Residential Life

All of Hamline's residence halls are coeducational and managed by a degreed, professional coordinator who lives on campus and is trained to work with student concerns and enrich the residential experience. Assistant area coordinators and resident advisors are trained student staff who are carefully selected and assigned to each floor or wing to act as peer liaisons.

The Charles M. Drew residence hall has a capacity of 230 and houses first year and returning students in addition to our transfer student community. Drew Hall also offers a GLBT & Social Justice theme floor along with an Honors and Transfer student floor. Manor House provides housing for 140 returning students and is next to Sorin Hall, which has single gender floors, houses 110 first year students and is barrier free. Schilling, Osborn, and Peterson Halls house nearly 100 first year students each. Special Interest Housing is available to all students, they include: Honors Housing, Wellness, and a Quiet Lifestyle floor.

In addition to traditional residence hall living, the on-campus apartment building offers the convenience of residential living

with the luxuries of apartment style furnishings and space. The apartment building houses graduate students, sophomores, juniors and seniors. Each apartment houses between one and four residents, and features a bathroom, kitchen, living room, and the option of shared or private bedrooms. Apartments are fully furnished and cable television, internet, and laundry services are included without additional fees.

When it comes to food on campus, there are a variety of meal plans to choose from. Detailed information about meal plans and declining balance can be found on the dining services website at <http://www.hamline.campusdish.com> and in the Hamline Housing Contracts. There are several various types of dining options on campus, all with different menus and hours of service. Students are encouraged to play an active role in dining services. Comment cards, online postings, dining surveys and food committee meetings all encourage feedback which is used to provide great food and make lasting memories. For more information, please visit us at <http://www.hamline.campusdish.com>. Welcome to our kitchen!

Leadership opportunities are also available in the residence halls through participation in Hall Councils. Hall Councils offer an opportunity for residents to develop social, recreational, and educational activities, assist in establishing policies that are in the best interest of all residents, and act as an advocate of residents' needs.

Whether students choose to become actively involved in Hall Councils, participate in floor activities, or simply enjoy the privacy of their rooms, the residence hall experience is designed to enhance their academic development and progress at Hamline.

### **Safety and Security**

The Office of Safety and Security Services is open 24 hours a day serving the campus community. The office is located in the Bush Center and is staffed by 20 professionals and approximately 15 student staff. Professional staff includes a director, one assistant director, office manager, investigator, three supervisors, patrol officers and two dispatchers.

Additionally, students also serve in positions as dispatchers and student security officers. The office is responsible for the general safety and security of the Hamline University campus and is the first to respond for emergencies until assistance is available by police, fire, or medical emergency agencies. All Officers are EMR trained.

### **Student Administrative Services**

Student Administrative Services (SAS) houses the areas of Financial Aid, Registration and Records, and Student Accounts. The SAS staff assist students with billing, payment, financial aid, veteran's benefits, course registration, and academic records. SAS is located in East Hall 113.

## **Student Affairs Division and the Dean of Students Office**

### **Student Affairs Division**

Student Affairs has the primary responsibility for making the out-of-classroom environment an integral aspect of students' education. This is done through the work of student affairs professionals who understand the development of college students and are committed to enriching the lives of Hamline students. This group of professionals anticipates and manages the daily activities of the students that constitute the following areas of responsibility in Student Affairs: the Career Development Center, Counseling & Health Services, the Dean of Students Office, Disability Resources, Residential Life, Student Leadership and Activities, the Wesley Center for Spirituality, Service, and Social Justice, the Bookstore, and Dining Services.

### **Dean of Students Office**

The Dean of Students Office assists students in achieving their academic and personal goals. Office staff answer questions and help resolve issues or concerns when appropriate. Additionally, they refer students to the various departments, offices, or community resources that can best serve them and meet their needs. The Dean of Students Office serves as the point of contact for students who want to talk about issues of policy or procedure, or who have questions or complaints about issues regarding their student experience. The Office also serves as the point of contact for students who want to talk about issues of harassment and discrimination. Staff in the Dean of Students Office use a case management system or serve as student advocates to help resolve issues.

The staff members of the Dean of Students Office review and formulate policies that pertain to students, their rights, and their services. The staff is committed to being a resource for parents by providing outreach to parents, and by assisting them in realizing the campus resources available to their students. The Dean of Students Office also oversees student conduct, Parent/Family Weekend, the Bookstore and Dining Services. The Office provides specialized support services and programs for transfer students, first-generation college students, and veteran students, and also provides the Sophomore Experience and student financial literacy programming. This office is also the contact for undergraduate emergency loans. The Dean and his staff serve as the main administrative contacts for students.

### **Veterans Affairs**

Located in the lower level of West Hall, the Military Student Support Center seeks to help veterans become successful students at Hamline University. The center assists veterans in finding the help they need to understand their financial aid award and how student billing works in relation to accessing

their federal funding, to understand Hamline University policies, and to utilize campus resources and support.

The Dean of Students Office oversees the Military Student Support Center. In addition, we have a Veterans Affairs committee of dedicated professional staff and faculty who are familiar with services needed by veterans. Questions and procedures for undergraduate and graduate veterans and veterans' dependents can be answered by the Dean of Students Office (651-523-2421), or by the Military Support Center (651-523-2099).

For additional information, please visit Hamline Veterans' Affairs at [www.hamline.edu/veterans](http://www.hamline.edu/veterans).

### **Wesley Center for Spirituality, Service and Social Justice**

How can you make a difference in the world that will serve the common good? How can you work with others for social justice in our communities? Are you interested in exploring interfaith perspectives and growing in your spirituality? Our programs focus on one, two, or all three of these questions. The Wesley Center for Spirituality, Service and Social Justice offers students opportunities to lead and serve through the following programs:

#### **Community Service Advising**

Support for students and/or student organizations who seek to engage in community service. Stop by or schedule an appointment to learn more about community partners and/or community service opportunities.

#### **Mahle Lecture in Residence**

Each year a progressive religious scholar is invited to campus for several days of speaking and teaching in our community, so that we have the chance to interact with the scholar in a personal way.

#### **Religious and Spiritual Advising**

For students seeking a more personal connection to talk about religious questions, find support for new understandings, and explore their Hamline experience from spiritual perspectives. Religious and Spiritual Life staff seeks to support all students, while bringing particular experience from Jewish, Christian and Islamic traditions.

## **Academic Standards and Policies**

Changes in the following standards and policies may go into effect periodically. The following are academic policies that apply specifically to graduate students. For additional Hamline University policies, visit [www.hamline.edu/policies](http://www.hamline.edu/policies).

### **Academic Integrity and the Hamline University Academic Honor Code**

#### **Statement of Purpose**

Every member of the Hamline University community—students, faculty, administrators, and staff—is responsible for upholding the highest standards of academic integrity at all times. The assumption that academic work is an honest reflection of one's knowledge and skills is fundamental to the integrity of Hamline University and to the value of a Hamline diploma. If students at an institution of higher education develop a reputation for receiving grades based on honest work, GPAs and academic degrees held by all students from that institution are valued more highly. The faculty subscribe to standards of academic honesty in their research and teaching. Every person in the University is responsible for adhering to the principles of the Academic Honor Code.

#### **Principles**

Academic dishonesty includes any act that has the effect, or intention, of giving one student an unfair advantage over others in the completion or evaluation of academic work and/or inaccurately representing one's academic work. The examples below refer to all academic work submitted for evaluation, whether completed online, in a classroom, or in a hybrid course that combines face-to-face instruction with online interactions and submissions. Prohibited conduct under the Code includes, but is not limited to, the following:

#### **Cheating**

- Using notes or other source materials (without instructor permission) on a quiz or exam
- Copying another student's answers on a quiz or exam
- Using electronic devices (e.g., phones, pagers, computers, calculators) in an unauthorized manner during an exam
- Copying another student's homework assignment
- Submitting, in whole or in part, a paper that is not your own work (e.g., purchasing a paper on the internet or submitting another student's paper)
- Collaborating on a take-home exam assigned to be completed individually
- Altering answers on a graded exam or assignment in order to resubmit your work for a better grade
- Misrepresenting yourself online, including, but not limited to, having another individual complete or submit work via your personal login to a course.

## Plagiarizing

Plagiarism is the act of using ideas and information from any source, published or unpublished, without proper attribution (e.g., from a book, journal, newspaper, report, speech, media broadcast, interview, or the internet). Plagiarism includes but is not limited to:

- Quoting, paraphrasing, or otherwise using text from a source without crediting the author(s)
- Copying sentences, phrases, or other language verbatim from a source without using quotation marks
- Presenting work completed by another individual (including another student) as your own
- Sharing files with another person outside of the requirements of the course.

## Making Multiple Submissions

- Submitting, without prior authorization, a paper or assignment completed for one class to fulfill a requirement for another class.

## Fabricating Information

- Using and/or submitting fabricated or altered information for any academic exercise or requirement; e.g., making up data for an experiment or citing non-existent sources in a paper
- Fabricating or lying about reasons for requesting an extension on a quiz or exam, paper, or other assignment.

## Using Materials in an Unauthorized Manner

- Stealing or otherwise acquiring unauthorized access to examinations or faculty instructional materials
- Removing books, periodicals, or other sources from the library without permission
- Damaging books, periodicals, and other library sources
- Keeping library and reference materials beyond permitted time with the intent of preventing others from using them (e.g., items on reserve).

## Misrepresenting Academic Records

- Misrepresenting or tampering with, or attempting to misrepresent or tamper with, any portion of an academic record either before, during, or after enrollment at Hamline
- Forging a signature on any form
- Altering, or attempting to alter, academic computer records
- Falsifying academic information on a resume.

## Facilitating Academic Dishonesty

- Knowingly engaging in any act that facilitates the academic dishonesty of another student; e.g., permitting another student to copy your answers on a quiz, exam, or assignment

- Giving or selling a quiz, exam, paper, or assignment to another student
- Informing students in later sections of a class of questions on a quiz or exam.

## Violations and Sanctions

Violations of the Academic Honor Code will be dealt with seriously. If a student is accused of engaging in academic dishonesty in a class, the faculty member may decide on a sanction for the student (e.g., assign a failing grade for an exam or the course). The student will be informed of the alleged violation, the evidence upon which the allegation is based, and the sanction to be imposed. The faculty member will file a violation report with the Office of the Dean where the course is housed, which will maintain a permanent record of reported student violations. Students may appeal to the Chair of the Department in which the course is housed. Should a student be dissatisfied with the decision of the Department Chair, the student may appeal to the appropriate academic Dean. The decision from that office will be final.

Sanctions for students found to have engaged in academic dishonesty may include:

- Failing or receiving a lower grade on an exam, paper, or assignment
- Failing or receiving a lower grade for a course
- Academic suspension or expulsion.

## Academic Load

For all graduate programs except the Master in the Study of Law (MSL), Hamline University graduate students must be enrolled in at least 4 credits to be considered half-time and in at least 8 credits to be considered full-time. MSL students must be enrolled in at least 3 credits to be considered half-time and in at least 6 credits to be considered full-time.

The following maximum credit loads apply:

- **School of Business Programs:** Registration for degree-seeking students is limited to 8 credits per term. Students wishing to register for more than 8 credits in a single term may apply to the Program Director for the program into which they have been accepted for a waiver. The Program Director shall consider the reasons set forth in the request as well as the student's academic performance and employment status. The Program Director's decision on the waiver request is final.
- **Master in the Study of Law Program:** Students may not exceed 17 credits in fall and spring terms and 10 credits in summer term.

## Academic Progress

Students must make satisfactory progress toward completion of their degree or license within the timeframe established by their program (see Time Limits). Review of students' academic progress may include but is not limited to attendance records,

course completion rates, and minimum grade and GPA requirements defined by the program of study. Time accrued on leave of absence and/or probation applies toward students' program length.

### **Probation and Suspension**

Program deans, Associate Deans, program directors, and/or faculty advisory committees may place students on probation or suspend students who are not making satisfactory progress. Definitions of satisfactory progress for probation and suspension vary by program.

### **Attendance/Assignments**

Students are not permitted to attend classes for which they are not registered.

Students are expected to attend all course meetings and to turn in all course work as assigned. Students who are unable to attend a class or submit an assignment in a timely manner should inform their instructor in advance. Academic penalties, including failure of a course, may be imposed for missing class meetings or late assignments. Expectations for online courses are handled on a course-by-course basis.

Students who miss class to observe religious holidays or to attend political caucuses will not be penalized if arrangements are made with the instructor in advance.

### **Course Cancellation**

In the unlikely event that course enrollment does not reach the minimum, the course will be canceled. Students are notified via email as soon as the course has been officially canceled by the University.

### **Course Evaluation**

All students are expected to participate in the online course evaluation process that the College of Liberal Arts, School of Business, and School of Education administer. Students should consider course evaluations to be part of the work of the course, just like exams and assignments. Individual professors, the Faculty Personnel Committee, and the Dean's office staff read these evaluations carefully and make personnel decisions and curricular changes as a result of student feedback.

Access to view grades may be delayed if a student fails to complete the course evaluation during the open period.

### **Credit Value**

The standard unit of measurement is the semester credit. Hamline University uses the definition of a credit hour as recommended by the US Department of Education:

**Federal Credit Hour Definition:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-

established equivalency that reasonably approximates not less than: (1) one academic hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

This definition of a credit hour applies to courses at all levels. However, any college within the University may choose to set a policy requiring learning outcomes equivalent to more work than is defined in the federal credit hour definition.

The number of credits associated with individual courses is indicated in the class listings.

For purposes of transferring credit, 6 quarter credits or 1 term credit is equivalent to 4 semester credits. Quarter credits may be converted into semester credits by dividing the number of quarter credits by 1.5 (or multiplying by 0.667). Term credits may be converted into semester credits by multiplying the number of term credits by 4.

### **Email and Official University Communication**

All degree-seeking students are required to use their official Hamline email (Google) accounts and are responsible for attending to any message sent to their Hamline account. Many official university communications are sent only via email such as issues related to registration, finances, graduation, and important deadlines. In addition, many instructors require the use of email in their classes. Student email accounts are generated when students register for classes for the first time. For more information, see [www.hamline.edu/its/services/](http://www.hamline.edu/its/services/).

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, affords students certain rights in regard to their education records. Hamline University intends to comply fully with the Act. Annual notification of rights under FERPA is sent to students by email annually. Students who have questions or wish to take action with respect to any of the FERPA rights listed below should contact the Registration and Records office ([registrar@hamline.edu](mailto:registrar@hamline.edu) or 651-523-3000).

#### **Definitions**

- **Education Records:** Education records include records maintained by the institution but exclude records maintained by individuals and available only to those individuals or designated substitutes (that is, "personal

files"). Student education records are located and maintained by administrators in one or more of the following offices: Admissions; Academic Advising; Alumni Relations; Financial Aid; Registration and Records; Student Accounts; and faculty advisors' offices. Note: The Registration and Records office is the only university office authorized to issue official transcripts and certify students' enrollment status. All requests for such documentation must be directed to Registration and Records.

- **Directory Information:** FERPA uses the term "Directory Information" to refer to those categories of personally identifiable information that may be released for any purpose at the discretion of Hamline University without notification of the request or disclosure to the student. Directory Information includes the following: student name; address; email address; phone number; date and place of birth; dates of attendance; class standing; enrollment status (full-time, part-time, not enrolled); major and minor fields of study; degrees, honors, and awards received (including dates); participation in officially recognized sports and activities; physical factors (height and weight) of members of athletic teams; photographs; and previous institutions attended. Records of arrests and/or convictions are public records and thus not subject to university policy. Note: If you wish to restrict the release of your directory information, you must do so by notifying the University Registrar.

#### **Rights Afforded by FERPA**

- **Right to inspect and review education records:** Students have the right to review their education records maintained by Hamline University. Student records are available to them with the following exceptions: confidential letters of recommendation submitted prior to 1975; records of their parents' financial status; records related to their student employment that are subject to other laws and are administered by the Human Resources office; medical and psychological records, which will be released only to a healthcare professional designated by the student; and, if the student signed a voluntary waiver of access, letters of recommendation related to admission, candidacy for awards, and candidacy for employment – these records may be used only for the purpose originally intended. To review their records, students must submit a signed, written request to the registrar identifying the records they wish to inspect. The registrar will respond within 45 days of receiving the request.
- **Right to request an amendment to education records:** Students have the right to seek amendment to education records that they believe are inaccurate or misleading. Students may ask Hamline University, in writing via the registrar, for such an amendment by clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If Hamline University decides not to amend the record, the registrar will notify the student of the decision and advise the student of the right to a hearing. Additional information about the hearing procedures will be provided to the student with the notification.
- **Right to consent to disclosures of personally identifiable information:** Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One such exception is disclosure to school officials with legitimate educational interest. A school official is a person employed by Hamline University including law enforcement and health staff; contractors, consultants, volunteers, and other outside service providers used by Hamline University to perform institutional services and functions; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official. A school official has a legitimate educational interest if they must review an education record in order to fulfill professional responsibility. Upon request, Hamline University discloses education records without consent to officials of another school in which the students seeks or intends to enroll and to officials of another educational agency or institution if the student is enrolled in or receives services from the other agency or institution. Students must submit a signed request to the registrar for grade reports or transcripts to be released to a third party (such as a parent or spouse).
- **Right to withhold disclosure of directory information:** Currently enrolled students have the right to withhold the disclosure of directory information as listed above by electing confidentiality. To elect confidentiality, students must file a signed Request for Confidential Status of Directory Information with the Office of Registration and Records. Electing confidentiality has significant consequences which should be carefully considered. Should a student elect confidentiality, any future request for directory information from persons or organizations outside of Hamline University (such as a degree verification request from a prospective employer) will be refused. Once confidentiality status is designated, it remains in effect until it rescinded in writing, even after the student has been awarded a degree.
- **Right to file a complaint:** Students have the right to file a complaint with the U.S. Department of Education

concerning alleged failures by Hamline University to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC, 20202.

### Release of Student Information

Except as specified below, non-directory information will be released only upon signed consent from the student. Any such release will include a notice that further release by the recipient is prohibited by law. A record of the release will be maintained.

Records may be released without consent: to parents if the student is a dependent as defined by the Internal Revenue Service; to federal officers as prescribed by law; as required by state law; to agencies or individuals conducting educational research (provided that the administrator of the records is satisfied concerning the legitimacy of the research effort and the confidentiality to be maintained by the researcher); to agencies responsible for accreditation of the institution or its programs; to military recruiters as required by the Solomon Amendment; in response to a lawful subpoena, after making reasonable attempts to provide prior notification and opportunity for objection by you; and to institutional security officers when necessary for a criminal investigation.

The confidentiality of all records may be broken in an emergency if deemed necessary by the severity of the emergency, the usefulness of the records, and the extent to which time is critical.

### Retention of Records

Hamline University reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records. However, the administrator responsible for each category of records will ensure that a record being challenged is not destroyed prior to resolution of the dispute.

### Financial Hold: Restrictions on Registration and Release of Academic Records

Students who have a past due balance on their Hamline University student account will be placed on financial hold. This financial hold prevents registration for courses or changes to a student's registration schedule. In addition, no official transcript or diploma will be released until all financial obligations are paid in full.

### Grade Definitions and Grading Information

All grades appear on students' official transcripts, but only letter grades are calculated into the GPA. Grades for courses transferred into a graduate degree program at Hamline are not calculated into students' GPAs.

### Grade Definitions:

The following grades are calculated in the grade point average (GPA):

Grade	Graduate (non-law) Point Value	Master in the Study of Law Point Value
A	4.00	4.00
A-	3.70	3.75
B+	3.30	3.50
B	3.00	3.00
B-	2.70	2.75
C+	2.30	2.50
C	2.00	2.00
C-	1.70	1.75
D+	1.30	1.50
D	1.00	1.00
D-	.70	0.75
F	0.00	0.00

The following grades are not calculated in the grade point average (GPA):

AU	Audit-no credit given-attended class
EX	Registration extended to following term
HP	High Pass
I	Incomplete
N	No Pass-no credit awarded
P	Pass-credit awarded
W	Withdrawn

**Audit Grades:** Generally, students may audit master's level courses on a space-available basis and with the permission of the program office. Students who audit a course will not receive academic credit for the course. The decision to audit is irreversible. A final grade of AU is assigned to the student's permanent record. Auditors participate in all classroom activities, projects, and assignments but do not receive evaluation for their work. College of Liberal Arts graduate writing courses, School of Business MBA modules, and EdD courses may not be audited. Contact the program office for audit registration and fee information. Students intending to audit a course must submit an audit registration form with the required approvals to Registration and Records (East Hall 113) no later than the add/drop deadline.

**Incomplete Grades:** With an instructor's approval, a student may take an incomplete ("I") in a course. An "I" is not a final grade and will be given only in unusual circumstances that are beyond the control of the student. An "I" cannot be granted for failing or uncompleted work (a substantial portion of the work must have already been completed). All instructors enter "I" grades via Piperline before a term's grading deadline.



An instructor must update an "I" to a final grade within four months of the end of the registration term (or by August 31 if the student intends to graduate in the summer). Otherwise, the "I" will convert to an "F" grade. If an "I" has been converted to an "F," the student may complete the necessary course work, at the instructor's discretion, within one year in accordance with the grade change policy. The student may not complete course work after that time.

**Minimum Grade and GPA Requirements:** Unless otherwise noted, only grades of B- or better, or Pass, are applicable to graduate degree and licensure programs and students must maintain a 3.00 cumulative GPA.

- **Master in the Study of Law:** Minimum grade not specified, but students must earn passing grades and maintain a cumulative 2.00 GPA.
- **Masters programs in the School of Business:** Minimum grade of C is required and students must maintain a cumulative 3.00 GPA.

**Pass/No Pass Grades:** Students may occasionally have the option of choosing the Pass/No Pass grading option. When this option is available, students must identify their preference at the time of registration and the decision is irreversible. Program specific information regarding P/N grades is as follows:

- **Creative Writing Programs:** Residencies, internships, and capstone projects are graded on a Pass/No Pass basis, while all other courses are assigned letter grades.
- **School of Business:** Dissertations II-V (DPA 8992, 8993, 8994, and 8995) are graded on a Pass/No Pass basis. All other courses are assigned letter grades.
- **School of Education:** Capstone, dissertation, and licensure advanced practica are graded on a Pass/No Pass basis (except for the Reading License Advanced Practicum which is taken for a letter grade). All other course work that is to be used toward a degree or licensure must be taken for a letter grade. The practicum seminar and exit interview in the Administrative Licensure Program are taken for no credit, but a "P" is issued upon completion of the processes.

**Repeat Grades and GPA:** A course may only be repeated if the final grade received was below the minimum requirement for the program (see minimum grade requirements by program above). All grades earned remain permanently on the transcript record; however, only the grade and credit recorded for the last time the course is taken are used in the calculation of the cumulative GPA and credits earned. Students incur normal tuition charges for repeated courses. When a repeated course is a transfer course, the repeated grade is not counted in the Hamline GPA.

**Repeat courses for MBA students:** The School of Business has established a limitation on the number of times an MBA student, defined as any student pursuing the MBA degree alone or as a dual degree, may repeat an MBA course that was not successfully completed in the past. An MBA course in which the student has earned a C-, D+, D, D-, F, AU, I, N or W is a course that has not been successfully completed.

- Courses repeated must be taken in the Hamline School of Business MBA program. A transferred course may not be used to replace a course that was not successfully completed.
- All course repeats must be successfully concluded prior to starting the core curriculum of Module 5.
- The number of repeats is set at one per MBA course not successfully completed.
- An MBA student's failure to successfully complete an MBA course after one repeat will result in dismissal from the MBA program. An MBA student may appeal this dismissal to the MBA program director. The appeal must demonstrate that both failures are substantially a result of a life-altering event, such as
  - a death in the immediate family or
  - the student losing employment or
  - extended serious illness or injury of the student or of an immediate family member who requires care from the student.
- If the MBA program director grants the student's appeal, then a second repeat will be permitted.
- If the MBA program director declines to grant the student's appeal for a second repeat, then the student will be dismissed from the MBA program without possibility of further appeal or readmission.
- If the MBA student fails to successfully complete an MBA course on the second repeat, no additional repeats will be permitted and the student will be dismissed from the MBA program without possibility of further appeal or readmission.

## Grade Change and Appeal

### Faculty Initiated Grade Change

Faculty members may apply to change a student's initial grade up to a year after the grade was initially due. The faculty initiated grade change form can be accessed on the Grading Instructions page of the Registration and Records website: <http://www.hamline.edu/registration-records/faculty-staff/grading-instructions/>.

### Student Initiated Grade Change

Students may request of their instructors course grade changes based on a claim of clerical mistake, oversight, omission, or arbitrary and capricious grade assignment and must do so within 30 calendar days of the date the grade was



issued. The grade change procedure is not to be used to challenge grades on individual assignments. It is the responsibility of the student to determine whether the grade change request must be made sooner than this deadline in situations where prerequisite course requirements are involved in the student's course sequence.

Students must meet with their instructor to request a grade change. To start the grade change request process, the student must contact the instructor to request a face-to-face meeting, and the instructor must respond in a timely manner to schedule the meeting. If the instructor or the student is no longer on campus, or if the student has a compelling reason why a face-to-face meeting would not be feasible, the instructor will engage in timely written communications with the student about the grade change request.

A decision regarding a requested grade change will be made by the faculty member within three weeks, or, if the request was submitted on a date outside the dates of a full semester (as defined by the program offering the course), within three weeks after the start of the academic semester following the receipt of the grade change request. By the applicable deadline, the faculty member will notify the student of the decision regarding the grade change, and, if the faculty member decides to change the course grade, the faculty member will also notify the Registrar. The Registrar will send confirmation of the grade change to the faculty member and student.

### **Grade Appeal**

No grade appeal may be filed unless a grade change has first been sought and a decision reached. The grade appeal procedure shall be utilized if a student has been unsuccessful in achieving a grade change and wishes to pursue the matter further. As with grade change requests, the appeal procedure is only for course grades and is not to be used to challenge grades on individual assignments. In addition, the appeal procedure may be used only when the student contends that the course grade was assigned on an arbitrary or capricious basis.

"Arbitrary or capricious" implies that:

- The student has been assigned a course grade on the basis of something other than his or her performance in the course; or
- The course grade is based upon standards that are significant, unannounced and unreasonable departures from those standards articulated in the course description, the syllabus, or standards otherwise clearly conveyed to the students in the course.

### **Grade appeal process:**

1. The student must first communicate with the instructor and request a grade change under the grade change process identified above.

2. If the student is unsuccessful in achieving a grade change and wishes to further pursue the matter, he or she must submit a completed Grade Appeal Request Form, with all materials supporting the grade appeal, to the department chairperson or designated academic administrator (or Dean, if the department chairperson or designated academic administrator was the instructor). Students can download the Grade Appeal Request Form at [hamline.edu/registrar/forms](http://hamline.edu/registrar/forms). The student is to complete Part 1. Department chair or dean will complete Part 2. Both forms, completed and signed, are required.
3. The student must request the grade appeal no later than six months following the end of the academic term in which the course was taken, or within 30 calendar days of notification from the instructor as to the decision on the grade change request, whichever is later. Any application for a grade appeal after this deadline will not be accepted.
4. The department chairperson or designated academic administrator (or Dean, if the department chairperson or designated academic administrator was the instructor) will consider the appeal and may request additional information if needed for consideration of the grade appeal.
5. The department chairperson or designated academic administrator (or Dean where applicable) will make his or her best effort to communicate with the instructor regarding any grade appeal and allow for input from the instructor.
6. A decision will be made by the department chairperson or designated academic administrator (or Dean where applicable) within three weeks of receiving the Grade Appeal Request Form, or, if the request was submitted on a date outside the dates of a full semester (as defined by the program offering the course), within three weeks after the start of the academic semester following the receipt of the grade appeal submission. This time line and the proceedings under this policy may be adjusted at the discretion of the department chairperson or designated academic administrator (or Dean where applicable) in the circumstances where the student has alleged a violation covered by the Discrimination and Harassment Policy in the award of a final grade.
7. The department chairperson or designated academic administrator (or Dean where applicable) will provide notification of the decision to the student, the instructor, the Dean, and the Registrar, and will provide the student a copy of the Grade Appeal Request Form with the department chairperson's or designated academic administrator's section completed.

8. If the student wishes to appeal the initial grade appeal decision, he or she may request, in writing, a review by the Dean of the department in which the course was taught. If the department chairperson or designated academic administrator was the instructor of the course and the Dean decided the initial grade appeal, the student may appeal by requesting, in writing, a review by the Provost. The written request in either event must include a copy of the Grade Appeal Request Form, as completed by the person who decided the initial appeal, and all documents submitted with the form. The request must be received within 30 calendar days of the date that the student was notified of the initial grade appeal decision. The Dean or Provost shall make a decision within 30 calendar days of receipt of the appeal materials. This decision is final.
9. The Dean or Provost will notify the student and the instructor of the final decision and provide the student a copy of the Grade Appeal Request Form with the Dean's section completed. The Dean, or the Provost, will notify the Registrar of any course grade change.

### **Graduation, Commencement, and Diplomas**

Although the words are often interchanged, "graduation" and "commencement" have different meanings. Graduation occurs when a student has fulfilled all degree requirements. A student may graduate at any point during the academic year, as long as all degree requirements are met. The transcript degree conferral date is the date when final requirements are met or the end of term.

Commencement is a ceremony held to celebrate the academic achievements of Hamline University students. Participation in commencement does not mean that a student has graduated. A student will not graduate and a degree will not be conferred until all requirements are met, regardless of participation in the commencement ceremony.

Hamline University holds one commencement ceremony each year at the end of spring term. Students who have not yet completed all degree requirements may participate in commencement provided that all remaining requirements will be completed during the summer following commencement.

Completion of all degree requirements and clearance of all financial obligations is required in order to receive a diploma. Diplomas are distributed four times per year, following each term in which students may graduate.

### **Leave of Absence and Withdrawal**

#### **Leave of Absence**

Students wishing to step away from their program of study but intending to return at a later time, are expected to request a leave of absence. Students may request a leave of absence for academic, personal, or medical reasons. Requests for a leave of absence should be directed to the Associate Dean. A leave may be granted for up to one full academic year. Leaves would not impact a student's eligibility for grants and scholarships that had been originally awarded. The deadline to take a leave of absence is at the end of three continuous terms of active status without enrollment in all three terms.

Should a student wish to extend this leave beyond a year they must make the request to do so in writing to Dean's Office personnel and/or the Associate Dean. Students not requesting an extension will be automatically withdrawn from the university.

#### **Withdrawal**

Students who wish to withdraw from the university must inform their program of study in writing. Refunds and course cancellations will be arranged only upon such written notification. Withdrawal from the university results in the forfeiture of any Hamline grants or scholarships. A student who later wishes to return must apply for readmission through the Associate Dean (and will not be eligible for grants and scholarships that had been awarded originally).

#### **Administrative Withdrawal**

After three consecutive terms of inactivity without a formal request for a leave of absence, a student will be administratively withdrawn from their program of study. A student who later wishes to return must apply for readmission through the Associate Dean (and will not be eligible for grants and scholarships that had been awarded originally).

#### **Military Leave**

If an enrolled student is called to active duty, s/he should follow the standard procedures for taking a leave of absence from Hamline University. Undergraduate students should meet with an advisor in the Academic Advising office. Graduate students should contact the Registrar in the Student Administrative Services office. The student should provide a copy of their military orders.

#### **Leave during the add/drop period**

If the student is called to active duty during the standard add/drop period, they will be dropped from their courses for that term. The student will receive full tuition refund and the courses will not appear on their transcript.

#### **Leave during the percentage withdrawal period**

If the student is called to active duty during the percentage withdrawal period, the tuition and financial aid calculations will

be processed as usual. The student will receive a grade of W for all courses for that semester.

### **Leave after the withdrawal period**

If the student is called to active duty after the withdrawal period has ended, the student's military orders will serve as a petition for late withdrawal. The student will be withdrawn from all courses. No tuition will be refunded and the student will receive a grade of W for all courses for that semester.

### **Future tuition credit**

Students who are determined to have paid tuition during the semester they are called to active duty are eligible to receive a credit for the amount paid. Following the withdrawal process, the amount of tuition paid will be determined by Student Accounts and Financial Aid in consultation with the Registrar's office. Tuition paid includes cash or check, student loans, Pell Grant, Minnesota State Grant, SEOG and outside scholarships. Hamline scholarships and grants are not included in determining the future credit. The student will receive a letter stating the amount and terms for the credit. A copy of the letter will be kept on file in Financial Aid and the Registrar's Office. The Financial Aid Office will apply the credit to the student's account during the term the student re-enrolls. The credit will be valid no more than three years from the date the student commences the non-voluntary military leave.

### **Name and Gender Changes**

All official name or gender change requests for current and former students must be made to Registration and Records (East Hall 113). The Name Change form is found at [www.hamline.edu/registrar/forms](http://www.hamline.edu/registrar/forms).

**Name Changes:** All current and former students have the opportunity to change their names on institutional records upon the production of evidence showing the student name has been officially changed, accompanied by a written request from the student. A copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full are examples of the evidence required to support an official name change. Minor changes in names can be made without a court order at the discretion of the Registrar (for example, spelling corrections or revisions). In these instances the student must provide documentation such as a current driver's license with photo, Social Security card, or resident alien card. Note that diplomas are issued with the student's legal name.

**Gender Changes:** A copy of a court order is required, along with a written request from the student in order to change gender on institutional records.

### **Pipeline**

All Hamline University students are expected to access the university's secured website (Pipeline) to register for classes, check class schedules, obtain grade reports, request official transcripts, make payments to student accounts, update addresses, and various other non-academic functions. Students receive their Pipeline login information upon admission to Hamline. Pipeline is available at [www.hamline.edu/pipeline](http://www.hamline.edu/pipeline).

Students should also maintain their current addresses and phone numbers by updating the information through Pipeline (or using the paper form available for download at [www.hamline.edu/registrar/forms](http://www.hamline.edu/registrar/forms)).

### **Registration: Adding a Course**

Registration is processed on a first-come, first-served basis. Registrations received from students with registration holds will not be processed until the hold (financial or administrative) is released.

Registration instructions and calendars are available online at [www.hamline.edu/registration](http://www.hamline.edu/registration). Course offerings are available at [www.hamline.edu/classsschedules](http://www.hamline.edu/classsschedules). Contact Student Administrative Services at [registrar@hamline.edu](mailto:registrar@hamline.edu) or 651-523-3000 if you have questions related to registration.

**Degree and Licensure Program Registration:** Students register for master's and doctoral level classes online via Pipeline ([www.hamline.edu/pipeline](http://www.hamline.edu/pipeline)). Online registration closes the day before each term begins (see the academic calendar, [www.hamline.edu/academiccalendar](http://www.hamline.edu/academiccalendar)). Once the term begins, registration changes may be initiated by email to [registrar@hamline.edu](mailto:registrar@hamline.edu). Note: registration for MBA modules and EdD core courses is handled by the program advisors.

### **Professional Development for Educators Registration:**

Students register for classes online through Pipeline at [www.hamline.edu/pipeline](http://www.hamline.edu/pipeline). Online registration for each course closes the day before the first class session.

**Non-Degree/Non-License Students:** Non-degree, visiting students (such as Sampler students) register by mail, email, fax, or in person in the Student Administrative Services office. Early registration is recommended as classes may fill. However, students may register for classes up until the first day of class as long as the course is still open.

**Enrolling after the Class Start:** Registration for a course after it has started requires instructor permission. For degree- and license-seeking students, a \$50 late fee may be charged for registrations received after the course begins.

**Cross-School or Cross-Program Registration:** Students who wish to enroll in a course that is outside of their admitted program need permission from their program chair/director and the chair/director of the program to which the course

belongs. The necessary form is available at [www.hamline.edu/registrar/forms](http://www.hamline.edu/registrar/forms).

**Special Registrations:** Independent studies, internships, field experiences, capstone, advanced practicum, and other individual projects require specific registration forms and approvals. The appropriate forms are available online or from the program offices. Prior to submitting a special registration, students should consult their advisor regarding the format of the project. Students approaching their capstone projects should meet with an advisor for guidance well before the registration term begins. Most special registrations require the permission of the project advisor, and sometimes that of the program director. The student is responsible for obtaining all necessary permissions before submitting the registration to Student Administrative Services.

**Confirmation of Registration:** Students may access their course schedule for each term in Pipeline to confirm registration.

### Registration: Dropping or Withdrawing from a Course

Students who no longer wish to attend a course for which they are registered have the option to drop or withdraw from the class. The determination of whether a student is eligible to drop or withdraw is based on how much of the course has already taken place. Graduate students must request to be dropped or withdrawn from their courses via email to [registrar@hamline.edu](mailto:registrar@hamline.edu) or in person at Student Administrative Services, located in East Hall.

It is the student's responsibility to request enrollment changes of any kind. Instructors are not permitted to drop or withdraw students from classes under any circumstances. Non-attendance does not result in an automatic drop or withdrawal.

**Dropping a course:** Students may drop a course if they are within the drop period. Dropping a course means:

- No notation of the course recorded on transcript;
- No tuition owed;
- Return of all financial aid, if applicable.

Deadlines for dropping a course are based on how many credits a course is worth and are as follows\*:

#### Fall and Spring terms (and Summer term for School of Business courses):

4 credits: 14 calendar days from the start date of the course  
3 credits: 10 calendar days from the start date of the course  
2 credits: 7 calendar days from the start date of the course  
1 credit: 2 calendar days from the start date of the course

#### Winter term:

All courses: 2 calendar days from the start date of the course

#### Summer term (except School of Business courses):

4 or 3 credits: 7 calendar days from the start date of the course

2 or 1 credits: 2 calendar days from the start date of the course

\*Notes:

- The start date of a course counts as the first calendar day in the drop period.
- If a course's duration is less than the number of calendar days in the drop schedule, the course must be dropped the day after it begins.
- If a course meets 2 days or less, the course must be dropped prior to the start of the course.
- If a course's drop date falls on a non-business day, drop requests will be honored if received by the next business day.

#### Exceptions to drop deadlines:

- MFA in Writing for Children & Young Adults students follow the above for non-residency terms. During residency terms, students may drop up to 10 days prior to the start of the residency and owe no tuition. If dropping fewer than 10 days before the start of the residency, 100% of the tuition will be owed.
- Summer Writing Workshops must be dropped by June 30. If dropping after June 30, 100% of the tuition will be owed.

**Withdrawing from a course:** Students who wish to stop attending a course after the drop deadline must request a withdrawal. Withdrawing from a course means:

- A grade of "W" recorded on transcript;
- Tuition owed based on effective date of withdrawal;
- Recalculation of all financial aid, if applicable.

In all cases, a request to withdraw from a course must be received prior to the last day of the class.

### State Eligibility and Complaint Process

**State Eligibility:** Hamline University, like all higher education institutions, is required to obtain authorization from individual states to enroll students residing outside of Minnesota. Hamline can enroll students residing in most states, but please confirm whether your state is among the eligible states.

Eligibility by state is available at

[www.hamline.edu/academics/online-state-eligibility/](http://www.hamline.edu/academics/online-state-eligibility/).

**Complaint Process:** Hamline University is committed to providing outstanding online education. If you have a question, concern, or complaint about your online education experience at Hamline, please review our complaint process for online education at Hamline at [www.hamline.edu/academics/online-state-eligibility/](http://www.hamline.edu/academics/online-state-eligibility/).

## Time Limits

**Program Completion for Degree Program Students:** Degree programs are to be completed within seven years, except for the DPA which must be completed with ten. In extenuating circumstances, the student may make a written request to the program chair/dean for an extension of the limit. The letter should outline the reasons for the request and a time line for completing degree requirements.

**Program Completion for Non-Degree Students:** Licensure program completion has no time limit; however, students should note that Hamline University retains the right to modify course planners to reflect program changes. If changes occur, students will be given one-year advance notice of the change.

### Final Paper/Project:

- **Master of Fine Arts in Writing** – Each thesis registration must be completed in one semester. If the student is unable to do so, he/she must re-register and pay for the course again.
- **Capstone**, Master in the Study of Law – One term.
- **Capstone**, School of Business – One term.
- **Dissertation I-V**, School of Business - Dissertations should be completed within one-and-a-half to two years.
- **Capstone Thesis**, School of Education - Students have three consecutive terms, starting with the term of registration, to complete the capstone. Students re-register if their capstones are not completed within three consecutive terms. The original capstone committee members are not obligated to continue. Students are eligible for one extra consecutive-term in the form of a capstone extension, which must be requested by the student.
- **Capstone Project**, School of Education – One term.
- **Dissertation I-IV**, School of Education - Dissertations must be completed within the seven-year program time limit. Extensions may be granted upon request to the department chair.

## Transcripts

Unofficial transcripts and final grades are available for students to view on the university's secure website, Pipeline ([www.hamline.edu/pipeline](http://www.hamline.edu/pipeline)). Final grades are available approximately one week after the last day of the class.

Hamline provides both electronic and paper official transcripts. For the protection of current and former students, all Requests for official transcripts must be submitted by the student in writing and personally signed or submitted via the university's secure website and electronically signed ([www.hamline.edu/pipeline](http://www.hamline.edu/pipeline)). No official transcript will be released until all financial obligations to Hamline have been met. For more information about transcripts, see [www.hamline.edu/transcript](http://www.hamline.edu/transcript).

## Admission Information

### Office of Graduate Admission

1536 Hewitt Ave., MS-A1710  
Saint Paul, MN 55104-1284  
651-523-2900 or 800-753-9753  
[gradprog@hamline.edu](mailto:gradprog@hamline.edu)

Admission information and applications can be found at [www.hamline.edu/graduate/admission](http://www.hamline.edu/graduate/admission). See individual program pages for specific application/admission requirements.

Students wishing to enroll in graduate degree program coursework must be either fully admitted to the degree program or admitted with conditional or special status. Students wishing to pursue an additional teaching license or an administrative license must apply for admission to the appropriate licensure program. Exceptions may be made at the discretion of individual programs. Admission requirements, application instructions, and deadlines are published in each program's materials.

Admission decisions are made by each program's admission committee. The admission committee will not review an application file until all required documents have been received. When a decision is made, the applicant will be notified by email or mail.

Upon admission, degree-seeking students will be asked to accept their admission and they will receive registration materials, financial policies and procedures, and instructions for accessing student information through Hamline University's secure website, Pipeline.

**Conditional Status:** Conditional admission may be granted, upon the approval of the program director or the admission committee, in those instances where the applicant has not submitted all the required materials to complete the application process. Students must submit all admission requirements prior to the completion of their first semester.

**Provisional Status:** Provisional admission is granted in situations where a student does not meet all academic standards but through the review of application materials demonstrates the ability to be successful in graduate studies. After completion of the first semester, program personnel will review to determine if the student has satisfied the requirements for full admission.

**Special Status:** Students who wish to take graduate courses for credit but do not wish to be degree candidates may be allowed to register on a space-available basis. To do so, students must apply for Special status. Application forms for Special status are available from the Office of Graduate Admission or on the program's Website.

A Special student must hold a bachelor's degree from a regionally accredited institution. Special students are expected to participate fully in all classes. Courses taken under Special status may later be applied toward degree requirements, provided that satisfactory grades are achieved. A student may take up to three courses under Special status. Special students are not considered degree seeking and are not eligible for financial aid.

**Inactive Status:** Students who have not enrolled in Hamline course work for one year from the term of their last registration will be placed on inactive status. Students who wish to have their record reactivated may do so by contacting the program in writing and requesting to be placed on active status. The period of inactivity will be counted as a part of the time frame to complete the program.

**Reactivation, Readmission, Deferral:** Students who have been admitted for a specific term may defer their admission to a following term by contacting their program office. Students who have been made inactive or who have withdrawn and wish to resume their graduate program must go through a review by program staff. Additional documentation for readmission may be requested by the program.

**Non-native English Speakers:** Non-native speakers of English may be asked in the admission process to provide TOEFL/IELTS scores or equivalent proof of language proficiency.

**International Students Additional Requirements:** Applicants with a degree from a non-U.S. institution must submit official or certified-true academic records along with a course by course credential evaluation from a NACES approved evaluator ([www.naces.org](http://www.naces.org)). An explanation of the grading system should be submitted if it differs from the U.S. 4.0 system. Students are responsible to cover all fees of such evaluation as well as to make their own arrangements with the Credential Evaluation Company to send their documents to Hamline University directly.

A minimum TOEFL score of 550 (written exam) or 213 or above (computer-based exam) must be achieved and submitted to Hamline University directly from the Educational Testing Service. The exception to this is the Master of Arts in ESL which requires a minimum TOEFL score of 600 (written). Visit [www.ets.org/toefl](http://www.ets.org/toefl) for more information about the TOEFL exam.

An Affidavit of Support needs to be completed and signed by the person who will be paying for your expenses during your studies here at Hamline and in the United States. The person that signs the Affidavit of Support must also include his/her bank statements as a proof of the said funding.

## Expenses and Financial Aid

### Tuition and Fees

Student Accounts Office  
113E East Hall  
651-523-3000  
[studentaccounts@hamline.edu](mailto:studentaccounts@hamline.edu)  
[www.hamline.edu/studentaccounts](http://www.hamline.edu/studentaccounts)

#### Tuition

The Financial Policies and Procedures brochure contains current tuition and fee information. The brochure is updated annually and is available from the Student Administrative Services office or online at [www.hamline.edu/studentaccounts](http://www.hamline.edu/studentaccounts).

#### Dual Program Tuition

Graduate students pursuing more than one program will be billed the tuition for their primary program until it is complete. Primary program hierarchy is as follows: (1) degree, (2) licensure, (3) certificate, (4) continuing studies.

#### Fees

- **Facilities Fee** - This fee (\$3.00/credit) supports the operating costs associated with the implementation of facility initiatives outlined in the strategic plan. This includes space utilization, renovation of current facilities, and construction of new facilities and preservation of open spaces. These initiatives support all students whether physically on campus or not.
- **Technology Fee** - This fee (\$9.00/credit) helps support the operating costs associated with the continually increasing technology demands that students require.
- **Program Administration Fee** - This fee (\$5.00/credit) covers the ongoing administrative costs related to registration, advising and student progress towards completion.
- **New Student Program Fee** - New students who are fully admitted to a graduate degree or licensure program are charged a one-time program fee to be paid with the first term's tuition.
- **Course Materials** - Some courses may require additional materials. The cost for these materials may be added to the student's account. Please contact the program for more specific information.
- **Other Fees** - Occasionally, a fee to cover special materials, supplies, or food will be added to the cost of the course.

## Financial Aid

Financial Aid Office  
113E East Hall  
651-523-3000  
finaid@hamline.edu  
[www.hamline.edu/fa](http://www.hamline.edu/fa)  
FAFSA school code: 002354

Hamline University graduate programs have a handful of institutional grants. The majority of graduate student aid is in the form of Federal Direct Loans to help defray their education costs. To be eligible for Federal Direct Loans, graduate students must complete the Free Application for Federal Student Aid, maintain at least half-time status (four credits per semester), and be enrolled in required courses for the degree or eligible certificate program. In addition to Federal Direct Loans, some graduate students are eligible to borrow Federal Graduate PLUS Loans and/or private alternative educational loans up to the cost of their education. Both Graduate PLUS and private alternative educational loans are dependent on passing credit checks.

## Scholarships

Hamline University's graduate programs offer the following annual scholarships:

### MFA in Writing

- Merit Scholarships: Hamline offers annual merit scholarships (which covers 25% of overall tuition in the program) to those incoming students whose application materials demonstrate the most promise. The scholarship is awarded to 10% of incoming students.
- Shirley White Pearl Annual Scholarship: Annual award is available to MFA students who are pursuing their degree full time and who demonstrate the highest potential for artistic excellence.
- Richard P. Bailey Endowed Scholarship: Annual award given to an MFA student who has demonstrated financial need and excellent writing ability.

### MFA in Writing for Children & Young Adults (MFAC)

- Frances and Kermit Rudolf Nonfiction Scholarship: Annual award given for the most promising manuscript in the field of nonfiction picture book, easy reader, or a longer nonfiction book.
- TA Barron Scholarship: Annual award given for an outstanding work of fantasy that explores moral questions and/or deeper ideas about the human condition.
- Walden Pond Press Scholarship in Middle-Grade Fiction and Nonfiction: Annual award given for the most promising manuscript in middle-grade fiction or nonfiction.

- Herman W. Block Memorial Scholarship: Annual award for new students who exhibit significant promise in writing for children and young adults.
- Anne Stickney Schmidt Scholarship in Young People's Literature presented by Houghton Mifflin Harcourt Publishing Company: Annual award given to a new or current student in the program who shows exceptional promise in the writing of children's or young adult literature.
- Vaunda Micheaux Nelson Scholarship presented by Lerner Publishing Group: Annual award given to a new or current student in the program who shows exceptional promise as a writer of color.
- Judi Shaw Scholarship: Annual award to be given to an incoming student in the MFA in Creative Writing Program who shows exceptional promise.

### School of Business

- Gladys Brooks Scholarship: Awarded yearly to a female student in either the master's or doctorate program in public administration. Recipients must be committed to the advancement of women, plan a career in public administration, and show academic achievement.
- Steve and Julie Novak Scholarship: Awarded annually to a student in either the master's or doctorate program in public administration. Recipients must show commitment to public service and the community and academic achievement.
- Holt Scholarship: Annual awards given to support student to study abroad in the School of Business
- Ruby Hunt Scholarship: Annual award for female student in master's of public administration. Recipient must work experience in the public sector, as well as a history of volunteer work.
- Jane McPeak Scholarship: Annual award to a graduate student in the master of public administration program.
- James Miller Scholarship: Annual award to a graduate student in the online public administration program.
- Disabled American Veterans Scholarship: Annual tuition scholarships, book expenses, and/or living expenses to one or more graduate student honorably discharged veterans or active service members, enrolled in an online or online hybrid program of study at HSB or HSE. Students should be in good academic standing and have financial need.

### School of Education

- Academic Merit Scholarship: Awarded to incoming students with outstanding records of academic achievement. Available for MAED, MALED, MAED:NSEE, and MATESOL students.
- Leadership Scholarship: Awarded to incoming students with exceptional records of leadership accomplishments



and areas for potential growth. Available for MAED, MALED, MAED: NSEE, and MATESOL students.

- Scholarships for aspiring teachers who are People of Color or American Indian: Hamline offers a limited number of scholarships to new students who are People of Color or American Indian admitted to the MAT program. Application required.
- Disabled American Veterans Scholarship: Annual tuition scholarships, book expenses, and/or living expenses to one or more graduate student honorably discharged veterans or active service members, enrolled in an online or online hybrid program of study at HSB or HSE. Students should be in good academic standing and have financial need.

Another important source of financial aid for Hamline University graduate students comes from outside scholarships. These are scholarships that students procure on their own from resources outside of Hamline. Graduate students are encouraged to register at [www.fastweb.com](http://www.fastweb.com), a major national scholarship database/resource. In addition, graduate students should also regularly check the Hamline University scholarship list that is maintained by the Financial Aid Office. This list is available in electronic format on Hamline's Financial Aid website at [www.hamline.edu/outsidescholarships](http://www.hamline.edu/outsidescholarships).

### **Satisfactory Academic Progress Policy for Financial Aid**

Financial aid eligibility is based on satisfactory academic progress (SAP) standards that Hamline University Office of Financial Aid is required by the U. S. Department of Education to establish, publish, and apply. The Financial Aid Office measures academic performance and enforces SAP standards to ensure that financial aid recipients progress toward completion of their degree or certificate program. Students who fail to meet these standards become ineligible to receive financial aid until compliant with all of the requirements detailed in this policy.

To demonstrate Satisfactory Academic Progress, a student's academic performance must meet two main SAP components. The first is a qualitative component, represented by grade point average (GPA). The second is a quantitative component measured by credit completion (the ratio between attempted and completed credits) and the maximum timeframe to complete the degree or certificate program.

#### **Section 1. Standards of Satisfactory Academic Progress**

**Grade Point Average** – All graduate and professional students must maintain a cumulative GPA that is equivalent to the graduation standards published by their program.

**Credit Completion** – Students must complete 67% of all credits attempted. A completed credit has a grade of A, B, C, D, HP, or P. Withdrawals, incompletes, and repeated courses are included in attempted credits.

**Maximum Time Frame** – Students are expected to finish their degree or certificate within an acceptable period of time. Acceptable period of time for financial aid recipients is defined as the earliest of either the 150% of the required number of credits needed to complete their program or completion of all required courses for the program or eligible certificate. This includes transfer credits from another college that apply to the Hamline program. For example, for a program that requires 48 credits, students must finish their program before they reach 72 attempted credits. Hamline is required to suspend aid eligibility after any review which shows that the student cannot possibly complete the program within the 150% program length. See the Financial Aid Maximum Time Frames section below for details by program. Students who require developmental coursework may appeal to have the 150% limit extended.

#### **Section 2. Definitions/Conditions**

**Credit** – A credit is the unit by which academic work is measured.

**Attempted credit** – An attempted credit includes all credits for which you are registered at the beginning of each term.

**Cumulative credits** – Cumulative credits represent the total number of credits evaluated (attempted and earned) for all periods of enrollment at the University, including summer and J-terms or terms for which the student did not receive aid.

**Earned credits** – Earned credits are those that are successfully completed with a grade of A, B, C, D, HP, and P and all plus and minus variations. Grades of I, W, N, F, and EX, or drops are not counted as earned credits. Audit credits are not counted as attempted or earned credits.

**Grade Point Average (GPA)** – The GPA is calculated using a grade point value outlined in the catalog for grades A, B, C, D, and F and all plus or minus variations. Although a grade of P or HP will count as credit earned, it carries no grade point value.

**Incompletes** – An "I" or "EX" are included in the cumulative credits attempted. These credits cannot be used as earned credits until a passing grade is assigned.

**Repeat Credits** – Repeats may be allowed in order to improve a grade or meet program requirements. They are included in credit completion and maximum time frame standards. The most recent grade will become the grade calculated for GPA.

**Transfer Credits** – Grades associated with transfer credits are not included in the cumulative GPA calculation. Transfer credits accepted by Hamline University that are applicable to the current degree program apply toward the maximum time frame calculation for that program.

**Change of Degree, and Dual Degree** – Many students receive multiple awards from Hamline University. Only attempted credits eligible for application toward the student's current degree program will count toward the maximum time frame



of that degree. Attempted and earned credits under all degrees will be included in the calculation of GPA and credit completion. Students who change degree or seek a dual degree may appeal for an extension of the maximum time frame provision of this policy. Appeals will be evaluated on an individual, case-by-case basis.

**Consortium/Joint Program Credits** – Credits accepted by the University are included with attempted and earned credit totals.

### Section 3. Implementation

Academic progress for every financial aid applicant will be monitored after each semester, including summer term. If the program is less than one year in length the review will take place at the mid-point. All of a student's academic coursework is considered in the review process, whether the student received aid that term or not. The assessment will be based on the student's entire academic record, including all transfer credit hours accepted. Because grades may not be available before the next scheduled term begins, it is possible that financial aid may be disbursed before the review is conducted. In the event that a student is found to be ineligible for the financial aid that has been disbursed due to failure to meet one of the standards, the aid that was disbursed will be canceled and returned to the appropriate program(s). If the student successfully appeals and is granted a probationary term, the aid can be reinstated for that term.

**Financial Aid Warning Status** – If the student does not meet either the GPA or Credit Completion standard, the student will be placed on Financial Aid warning for the next registered term. While on warning status, students are eligible to receive financial aid. To be removed from financial aid warning status, the student must meet the program's minimum cumulative GPA requirement and credit completion standards. A student who has reached the maximum time frame prior to completing the program will no longer be eligible for financial aid.

**Financial aid ineligibility/suspension** – Students who do not meet the minimum cumulative GPA and/or credit completion ratio after completing a term while on warning status, will be no longer eligible for federal, state or institutional aid. Students may be eligible for private loan programs and outside assistance that does not require SAP. Provided the student's academic status allows for registration, s/he may attend the University at his or her own expense until the minimum cumulative GPA and credit completion requirement has been met. Hamline University may immediately deem a student ineligible for financial aid in the event of extraordinary circumstances, such as a student who registers for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid. Students who failed to meet these standards due to unusual

circumstances may appeal the financial aid SAP suspension status.

**Academic suspension** – Students who have been suspended by the University are no longer eligible for financial aid. If a student is readmitted, s/he must complete the SAP appeal process. Eligibility for financial aid will be determined based on financial aid SAP standards through a review of the academic record.

### Section 4. Right to Appeal

A student who is unable to achieve satisfactory academic progress and is suspended from receiving financial aid has the right to appeal. The student may appeal the financial aid suspension status within 14 days of date of suspension notification or prior to the start of the term. If appeals are received after the start of the term, they will be considered, provided there is an acceptable reason for the delay.

Students are encouraged to submit appeals if:

- The record shows that the student has now earned the required cumulative minimum GPA and credit completion ratio to meet SAP standards.
- The student is readmitted after suspension by the University.
- Unusual circumstances interfered with the student's ability to meet SAP standards, including but not limited to:
  - Illness, accident, or injury experienced by the student or a significant person in the student's life.
  - Death of a family member or significant person in the student's life.
  - Divorce experienced by the student or parent.
  - Reinstatement after an academic dismissal or extended break in the student's enrollment.
  - Personal problems or issues with spouse, family, roommate, or other significant person.
  - Exceeding time frame while in a second undergraduate or dual degree program or as a result of changing major.

To appeal, students must submit to the Financial Aid Office the following:

- A statement from the student explaining the nature of the extenuating circumstances that contributed to the SAP deficiency with an explanation of how the barriers/circumstances to academic success have been removed.
- Third party documentation to support the circumstances, if applicable.
- Approved academic plan developed by the student and academic personnel from student's program office.

### Financial Aid Probation

If the student successfully appeals the financial aid ineligibility/suspension status, the student will be placed on

financial aid probation for their next registered term. While on probation, students are eligible to receive financial aid. Students on financial aid probation status are encouraged to use the many academic support services on campus to improve their academic standing.

To be removed from financial aid probation for following terms, the student must meet the general SAP GPA and credit completion standards or meet the terms listed in their specific approved academic plan. If after any review period the student is no longer meeting the terms of the academic plan or the general SAP standards, Hamline will suspend federal, state and institutional aid.

## Financial Aid Maximum Time Frames

### Creative Writing Programs

Program	Minimum Credits	Maximum Credits	Minimum GPA
MFA	48	72	3.0
MFA for Children & Young Adults	52	78	3.0

### Graduate Legal Education

Program	Minimum Credits	Maximum Credits	Minimum GPA
MSL	30	45	2.0

### School of Business

Program	Minimum Credits	Maximum Credits	Minimum GPA
DPA	48	72	3.3
MBA	48	72	3.0
MNM	48	72	3.0
MPA	48	72	3.0
Dual Master's Degrees	72	108	3.0

### School of Education

Program	Minimum Credits	Maximum Credits	Minimum GPA
EdD	68	102	3.0
MAEd	34	51	3.0
MAEd: NSEE	34	51	3.0
MAESL	40	60	3.0
MALED	34	51	3.0
MAT - Elementary	72	108	3.0
MAT - Secondary	88	132	3.0
MAT - K-12	90	135	3.0
MAT - ESL	65	97	3.0
MA in TESOL	34	51	3.0
Additional License Cert - Elementary	55	82	3.0
Additional License Cert - Secondary	79	118	3.0
Additional License Cert - K-12	64	96	3.0
Additional License Cert - ESL	53	79	3.0
Additional License Cert - Reading	15	22	3.0
Administrative License Cert	24	36	3.0

# Transfer of Credit

Credit that is deemed relevant may be transferred into a student's graduate degree program from other accredited institutions subject to certain limitations. Grade points are not transferable to Hamline. In other words, approved transfer credit will not affect the Hamline GPA. All transfer credit must be earned at regionally accredited institutions.

Transcripts from foreign schools must be submitted to an outside agency for course-by-course evaluation and processing before an evaluation can be completed. The agency must be a member of the National Association of Credential Evaluation Services (NACES). The commonly used agencies are World Education Service (WES) online at [www.wes.org](http://www.wes.org), and Educational Credential Evaluators (ECE) online at [www.ece.org](http://www.ece.org). These organizations usually charge students a fee for these services.

Students may apply for credit transfer with the assistance of their advisor. Official sealed transcripts, mailed directly from the other institution to the program office, are required to support transfer credit application. The program office, in conjunction with the registrar determines the eligibility of transfer-of-credit requests, which may be submitted once a student is advanced to candidacy. Transcripts and other documents submitted from other institutions or agencies are the property of Hamline University and will not be reissued to applicants, students, alumni, or any other party.

Coursework from Hamline's Graduate Continuing Studies program may be applied to a Hamline graduate degree program, if approved by the program.

See transfer credit policies by program below. Please contact the program office with specific questions.

## Creative Writing Programs

### MFA in Writing

*Transfer Credit Limit:* Up to 8 semester credits of graduate coursework from an outside institution may be used to fulfill elective requirements.

*Maximum Age of Transfer Credit:* 10 years prior to admission

*Minimum Grade:* B (no P/S)

*Requirements:* MFA program approval is required.

### MFA in Writing for Children and Young Adults

*Transfer Credit Limit:* Up to 2 residencies and 2 semesters (24 credits) may be transferred from other low-residency MFA programs in writing for children & young adults. Up to 1 residency and 1 semester (12 credits) may be transferred from low-residency MFA programs in writing. Up to 8 credits may be transferred from traditional residency MFA programs.

*Maximum Age of Transfer Credit:* 10 years prior to admission

*Minimum Grade:* B (no P/S)

*Requirements:* MFA program approval is required.

## Graduate Legal Education

### Master in the Study of Law

*Transfer Credit Limit:* Up to 15 semester credits of graduate coursework from an outside institution may be used to fulfill degree requirements.

*Maximum Age of Transfer Credit:* Determined on a case-by-case basis

*Minimum Grade:* C

*Requirements:* MSL program director approval is required.

## School of Business

### Doctorate in Public Administration

*Transfer Credit Limit:* Up to 8 semester credits at the doctoral level may be used to fulfill degree requirements.

*Maximum Age of Transfer Credit:* 10 years prior to admission

*Minimum Grade:* B- (no P/S)

*Requirements:* Coursework may not be from an already earned degree. The Program Director will decide whether the proposed course(s) may be transferred in. The Program Director or Graduate Programs Advisor will review transfer credits to determine transfer credit equivalencies.

### Master of Business Administration; Master of Nonprofit Management; and Master of Public Administration

*Transfer Credit Limit:* Up to 8 semester credits of graduate coursework from an outside institution may be used to fulfill degree requirements.

*Maximum Age of Transfer Credit:* 7 years prior to admission

*Minimum Grade:* B- (no P/S)

*Requirements:* Coursework may not be from an already earned degree. The Program Director will decide whether the proposed course(s) may be transferred in. The Program Director or Graduate Programs Advisor will review transfer credits to determine transfer credit equivalencies.

## School of Education

### Doctorate in Education

*Transfer Credit Limit:* Up to 8 semester credits of coursework from an outside institution or up to 8 credits of 8000+ coursework from Hamline taken before admission may be used to fulfill elective requirements.

*Maximum Age of Transfer Credit:* 7 years prior to admission

*Minimum Grade:* B (no P/S)

*Requirements:* Coursework must be post-master's and may not be from an already earned degree. Chair approval is required.

**Master of Arts in Education;**

**Master of Arts in Education: Natural Science and Environmental Education; and**

**Master of Arts in Literacy Education**

*Transfer Credit Limit:* Up to 5 semester credits of graduate coursework from an outside institution or up to 10 credits of graduate coursework from Hamline taken before admission may be used to fulfill elective requirements.

*Maximum Age of Transfer Credit:* 7 years prior to admission

*Minimum Grade:* B (no P/S)

*Requirements:* Coursework may not be from an already earned degree. (NOTE: Transfer courses for MALED must be literacy-related.)

**Master of Arts in English as a Second Language**

*Transfer Credit Limit:* Up to 16 semester credits of graduate coursework from an outside institution or up to 27 credits from a Hamline license or certificate program taken before admission may be used to fulfill degree requirements.

*Maximum Age of Transfer Credit:* 7 years prior to admission

*Minimum Grade:* B

*Requirements:* Faculty approval is required for approval of any coursework from an already earned degree.

**Master of Arts in Teaching**

*Transfer Credit Limit:* Up to 8 semester credits from an outside institution may be used to fulfill the required professional education sequence. Additionally, students may be granted equivalence for license-area content taken at other institutions. These courses are not transferred onto the student's Hamline transcript. The equivalence is noted on the student's learning contract, an outline of a student's requirements for completing the licensure program.

*Maximum Age of Transfer Credit:* Determined on a case-by-case basis

*Minimum Grade:* B

*Requirements:* Coursework must be applicable to the professional education sequence.

**Master of Arts in TESOL**

*Transfer Credit Limit:* Up to 6 semester credits of coursework from an outside institution or from Hamline taken before admission may be used to fulfill elective requirements.

*Maximum Age of Transfer Credit:* 7 years prior to admission

*Minimum Grade:* B (no P/S)

*Requirements:* Coursework may not be from an already earned degree.

**Licensure Program Equivalencies**

Students pursuing licensure may be granted equivalence for courses taken at other institutions. Courses are not transferred onto the student's Hamline transcript. The equivalency is noted on the student's course planner, an outline of a student's requirements for completing the licensure program. Transfer of coursework for licensure standards, standards, or program requirements may be subject to change, if licensure requirements change.

# Creative Writing Programs

**Office Location:** 1500 Englewood Avenue, Saint Paul, MN 55104

**Mailing Address:** MS-A1730, 1536 Hewitt Avenue, Saint Paul, MN 55104

**Phone number:** 651-523-2047

**Email:** cwp@hamline.edu

The Creative Writing Programs (CWP) in the College of Liberal Arts offer a deep immersion in the process and craft of creative writing taught by award-winning practicing writers. The college offers two graduate degree options: the master of fine arts in writing (MFA), and the low-residency master of fine arts in writing for children and young adults (MFAC). These degrees prepare students who wish to specialize in creative writing and to teach writing at the college level. The MFA is offered full- or part-time; provides depth and breadth in fiction, poetry, and creative nonfiction; and offers interdisciplinary electives. The MFAC is one of only a few programs in the country that focuses exclusively on writing for young readers. Students can complete this program in just over two years. The Creative Writing Programs in the CLA house all creative writing at the university, including the bachelor of fine arts (BFA) degree. They also publish *Water-Stone Review*, an award-winning national literary magazine.

## Academic Programs

### Master of Fine Arts in Writing

The Master of Fine Arts in Writing (MFA) is a terminal degree for students who wish to pursue careers as writers and want to teach writing at the college level or seek professional work in the literary marketplace. Hamline's MFA program, established in 1994, was the first MFA degree in creative writing in Minnesota.

The program, offered full- or part-time, allows students to develop the process and craft of writing in a rigorous, engaged, and supportive environment. Faculty who teach in the program are all accomplished, working writers. Our small class sizes provide an intimate setting in which students will establish trust and rapport with classmates and receive one-on-one advising and feedback from their professors. Students have the option of serving on the editorial board of *Water-Stone Review* and experiencing first-hand what it's like to put together a national literary magazine. They also are able to work one-on-one with nationally known visiting writers who visit campus and teach in our annual *Water-Stone Review Summer Writing Workshop*.

Many students will focus primarily on one genre in the advanced stage of the program as they move toward thesis. Students can choose from poetry, fiction (e.g. realistic,

speculative, mystery, etc.), creative nonfiction (e.g. personal and lyric essay, memoir, biography, etc.), or any combination of genres. Numerous elective courses are offered on topics such as composition theory & pedagogy, graphic novel, and shorts shorts (fiction and CNF), to name a few.

### MFA Degree Requirements

(48 credits and 3.0 GPA)

NOTE: At most, 4 credits of independent study coursework may be counted toward the MFA degree.

#### Core Seminar (4 credits):

The MFA journey begins with a core seminar course, "Writers and Readers: Creators Both." The course is a reading-intensive examination of the relationship between reading and writing. Students expand their knowledge of the craft of writing and the use of literary texts as guides for their own work. They also learn the value of giving and receiving constructive feedback, and increase their understanding of the creative process and of the relationship between writer and reader.

- WRIT 8000 - MFA Core

#### Writing Courses (24 credits):

MFA students complete a total of six writing courses. One must be a fundamentals course covering craft techniques in depth in one of the genres (e.g. Groundings in the Craft: Elements of Fiction, Creative Nonfiction, or Poetry). Another must be an advanced course in the genre in which the student does his/her thesis (e.g., Advanced Workshop: Fiction, Creative Nonfiction, or Poetry). Students choose from an array of other writing courses that are offered each term. Many students choose to take more than one Groundings course while in the program.

#### Groundings Course (4 credits):

- WRIT 8110 - Groundings in the Craft: Elements of Poetry
- WRIT 8120 - Groundings in the Craft: Elements of Creative Nonfiction
- WRIT 8130 - Groundings in the Craft: Elements of Fiction

#### Advanced Course (4 credits):

- WRIT 8310 - Advanced Poetry
- WRIT 8320 - Advanced Creative Nonfiction
- WRIT 8330 - Advanced Fiction

#### Topics (16 credits)

These include The Literary Memoir, The Personal Essay, Lyric Essay, The Novel, Point of View, Slipstream Fiction, The Short Story, Fantasy, Form and Vision in Poetry: Ode & Elegy, Form and Vision in Poetry: The Long Poem & Lyric Sequence, and more.

**Electives (12 credits):**

MFA students choose three elective courses (or 12 credits) to complement their exploration of the writing craft and expand their knowledge of other areas.

**Capstone (8 credits):**

The MFA capstone is a two-part process, Thesis 1 and Thesis 2 respectively. Each is one semester long. If necessary, Thesis 1 or 2 can be extended to two semesters, although the student will have to register again for the course.

- WRIT 8491 – Thesis 1 requires a complete draft of the envisioned work, in whole or in part. Typical projects include a collection of poetry, short stories, or essays; a novella; a memoir; a novel. Poetry projects may be 48-64 pages in length. Prose projects may be 80-100 pages in length. During this phase, students work on generation and revision of material, focusing on content, craft, and process. At the end of Thesis 1, the student and primary advisor meet to identify the strengths and weaknesses of the work and to discuss revisions.
- WRIT 8492 – Students then register for Thesis 2 in which they revise the draft into a substantive work of acceptable literary quality that shows mastery of the craft. The primary advisor and an outside reader read and critique the final draft. Students also are required to write an artist's statement in which they discuss their process and goals in writing the thesis and explore the subjects and themes contained therein.

**Mid-Point Advising:**

After completion of six courses, MFA students meet with their faculty advisor to discuss their goals and progress in the program. Under consideration are the student's plans for thesis, including the choice of genre(s), prospective thesis advisors, and timeline for completion of degree requirements.

**MFA Application Requirements**

- Complete application (online at [www.hamline.edu/graduate/admission/cla/](http://www.hamline.edu/graduate/admission/cla/)).
- Complete application questionnaire.
- Critical Essay: Write a 3-4 page critical essay, focusing on an element of craft or a particular subject in a book you admire as a writer.
- Writing sample: Attach a 20-page creative writing sample. Prose should be double-spaced. Choose whatever you regard as your best work.
- Official transcripts from your undergraduate degree-granting institution.
- Two letters of recommendation. Request these letters from two people familiar with your academic, writing, and/or professional qualifications.
- Any supplemental materials you wish the admission committee to consider.

**Master of Fine Arts in Writing for Children and Young Adults**

The Master of Fine Arts in Writing for Children and Young Adults (MFAC) program offers an exciting opportunity for writers who wish to significantly increase their knowledge and skills in, and potential for publishing, writing for children and young adults. The program, established in 2007, is a natural extension of the Master of Fine Arts in Writing that Hamline established in 1994.

The MFAC is a low-residency program that requires students to travel to Hamline's St. Paul campus twice a year for intensive, 11-day residencies. They then return home where they complete their coursework, working one-on-one with MFAC professors. During the residencies, students attend lecture, intensive mini-courses, workshops, and readings. Each student is assigned to a faculty advisor to work with throughout the semester. The low-residency model accommodates working adults and those who do not wish to or cannot relocate to attend college.

**MFAC Degree Requirements**

(52 credits and 3.0 GPA)

The usual time frame for earning the MFAC degree is just over two years.

**Five Residencies (20 credits):**

Each January and July, faculty and students gather for eleven days of intensive—and exhilarating—lectures, mini-courses, workshops, seminars, and readings devoted exclusively to writing for children and young adults.

Our unique, comprehensive program *is not defined by specific required courses*. Rather, it examines the following subjects in depth over the period of five residencies:

- Elements of the craft
- The writing process
- Forms of writing (e.g., picture book; early reader; middle-grade or young-adult fiction: fantasy, mystery, science fiction, historical, verse; nonfiction; poetry; graphic novels; comics)
- The history of children's and YA literature (including classic and seminal texts)
- Critical thinking and writing
- Diversity: what does it mean to write for a diverse audience?
- The business of publishing (e.g., finding and working with an agent, the editorial process, etc.)
- The writer's life (e.g., keeping the work going, making a living as a writer, promoting one's work, etc.)

Children and young adult literature will be explored through a required reading list and lectures and mini-courses during the residencies by faculty and experts in the field. Guest

presenters such as agents, editors, and publishers bring the business-of-books to real life.

Faculty, visiting writers, and graduating students deliver lectures, and faculty run intensive mini-courses that examine a broad range of issues for writers in the field. Workshops made up of six-ten students and run by two faculty advisors meet most mornings of the residency. Readings allow students and faculty alike to share their latest creative work with attentive and enthusiastic audiences. All residency events are held on the Hamline University campus. Summer living quarters are on the Hamline campus as well, while winter living quarters are at a nearby hotel with shuttle-bus service provided for students and faculty to travel easily from their lodgings to campus and back. Following each residency, the student works closely with a faculty advisor who provides mentoring and detailed manuscript critique by way of monthly correspondence. Students focus on establishing an effective writing process and achieving mastery of the craft in their chosen genre.

Residency courses:

- WRIT 8350 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Plot
- WRIT 8352 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Character
- WRIT 8354 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Point of View
- WRIT 8356 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Setting/Worldbuilding
- WRIT 8358 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Theme/Vision

#### **Four Semesters (32 credits):**

In the first two semesters, students are required to submit—in addition to their creative writing—monthly critical responses to assigned works in the field. The assigned reading is designed to provide students with pertinent lessons in craft while developing their ability to read as writers and learning to deconstruct a text from the inside out. While the primary focus of the program is on the craft and process of writing, students are also expanding their critical thinking and writing abilities. This culminates in their third semester, when students must submit—in addition to their creative writing and annotated bibliographies—an extended critical essay of fifteen to twenty pages on an aspect of craft or of children's/young adult literature. Students present a short lecture based on their critical essay during their fourth residency. In the fourth semester, students write and revise a creative thesis, a substantive manuscript of original work (e.g., a collection of picture books, poems, a middle-grade or young-adult work of fiction or nonfiction).

Semester courses:

- WRIT 8351 - Creative & Critical Writing: Level 1
- WRIT 8353 - Creative & Critical Writing: Level 2
- WRIT 8355 - Creative & Critical Writing: Level 3, Extended Critical Essay
- WRIT 8357 - Creative & Critical Writing: Level 4, Creative Thesis

#### **MFAC Application Requirements**

- Complete application (online at [www.hamline.edu/graduate/admission/cla/](http://www.hamline.edu/graduate/admission/cla/)).
- Complete application questionnaire.
- Critical Essay: Write a 3-4 page critical essay, focusing on an element of craft or a particular subject in a children's or young adult book that has impressed you.
- Writing sample: Attach a writing sample in at least one of the following areas: two to three picture book stories, 20 pages middle grade prose (double-spaced,) 20 pages young adult prose (double-spaced.).
- Official transcripts from your undergraduate degree-granting institution.
- Two letters of recommendation. Request these letters from two people familiar with your academic, writing, and/or professional qualifications.
- Any supplemental materials you wish the admission committee to consider.

## Courses

### WRIT 8000 - MFA Core

The MFA journey begins with a core seminar course, "Writers and Readers, Creators Both." The course is a reading-intensive examination of the relationship between reading and writing. Students expand their knowledge of the craft of writing and the use of literary texts as guides for their own work.

Credits: 4

Note: Required of MFA students

### WRIT 8010 - Composition Theory and Pedagogy

This course introduces students to the theory and practice of teaching writing at the college level. Students will examine a range of composition philosophies and pedagogies, including expressive, rhetorical, collaborative, cultural, and critical approaches. Through extensive reading and peer-reviewed demonstrations, students will learn and practice a process-based approach to teaching critical thinking, reading, and writing skills in the writing classroom. Students will learn strategies for designing courses and assignments, facilitating discussions and peer reviews, integrating technology and research methods, and responding to writing through tutorials and written evaluations. Readings and presentations by practitioners will also introduce students to the philosophies and practices of Writing Across the Curriculum, the Writing Center, and second-language and basic writing instruction.

Credits: 4

Note: MFA Elective

### WRIT 8063 - The Creative Process

"There are three rules for writing the novel. Unfortunately, no one knows what they are." --- W. Somerset Maugham

After all the courses, the critiques, and The Capstone, Hamline's MALS and MFA graduates move into their spheres of influence to participate as creators. A working relationship with the creative process is a vital part of that transition, as well as a foundation for the work students do as creators within their graduate program. This course is structured as an investigation and an experiment. Each student will identify the elements of "right practice" for a productive individual approach to generating, developing, and bringing new ideas to fruition. We'll study the testimonies of writers, artists, musicians, mathematicians, scientists, psychologists, philosophers and other creative minds for patterns and collective wisdom. We'll consider theories and models for the workings of the creative process across disciplines. Most importantly, each student will observe their own creative process through a series of exercises and experiments. Course requirements include an attitude of curiosity and a willingness to experiment, substantial reading and discussion, completion of a detailed

process journal, and a critical essay which both makes a creative contribution to the conversation and reflects the theories, models, and experiments undertaken during the semester

Credits: 4

Note: MFA elective

### WRIT 8110 - Groundings in the Craft: Elements of Poetry

In this course, students study important elements of poetry: metaphor, simile, voice, forms and structures for poems, free verse structures, and the image.

Credits: 4

Note: MFA writing/elective

### WRIT 8120 - Groundings in the Craft: Elements of Creative Nonfiction

This foundation class explores the fundamental craft skills and broad structural subgenres of creative nonfiction.

Credits: 4

Note: MFA writing/elective

### WRIT 8130 - Groundings in the Craft: Elements of Fiction

The focus is on the fundamentals of writing fiction: character development, scene, plot, narrative voice, structure, setting, and dialogue.

Credits: 4

Note: MFA writing/elective

### WRIT 8210 - Currents in Poetry: Riding the Waves as Editor and Writer (*Water-Stone Review*)

What urgency moves a poem out of the pile and onto the page for publication? Contemporary poetry boasts multiple aesthetics and thousands of poems making the rounds of literary magazines. How do editors choose what to publish? How do writers navigate the currents of contemporary poetry, making a place in it yet remaining open to diverse influences and in turn influencing it? As members of the *Water-Stone Review* poetry editorial board, you will work from the perspectives of editor and writer to engage with the 'thrill of the big littles.' The 'big little' magazine or literary journal traditionally has determined the parameters of American poetry, both establishing standards and featuring edgy new arrivals; that process, one editor suggests, "keeps writers writing and their work flowing . . . ." How will thinking—and seeing—as an editor influence your work? You will read, discuss, and select poetry submissions to *Water-Stone Review*, explore other literary journals, study essays on poetic craft, complete short writing exercises, and prepare poems for submission to journals of your choice. Students will revise and workshop at least one selection of their own work in this course as they prepare their journal submissions.

Prerequisite: WRIT 8110 or permission of the instructor

Credits: 4

Note: MFA writing/elective



**WRIT 8220 - Creative Nonfiction Today: Navigating the Craft as Editor and Writer (Water-Stone Review)**

Why is one creative nonfiction magazine submission forgettable, another indelible? What's right, and wrong, with nonfiction journal submissions? What gives your essays and memoirs the za-za-zoom that leads editors to love your work, pass on the others? What's the difference between workshop critique and editorial interrogation? How does contemporary editorial taste intersect with agreed-upon elements of literary quality, and which editors prefer which sorts of nonfiction form? Where does nonfiction live in the indie magazine scene now, and where might your work fit? Through lively and immersive work on the CNF editorial board of *Water-Stone Review*, you will analyze and select from manuscripts submitted to the journal, study journals publishing nonfiction today as well as craft essays illuminating the contemporary conversation about the genre, and prepare your own CNF for submission to magazines of your choice. Students will revise and workshop at least one selection of their own work in this course as they prepare their journal submissions.

Prerequisite: WRIT 8120 or permission of the instructor

Credits: 4

Note: MFA writing/elective

**WRIT 8230 - The Successful Story: Fiction Through the Lens of Editor and Writer (Water-Stone Review)**

What moves a story beyond first cut? What does it take for a story to beat out hundreds of others on the path to publication? What's the quality of fiction being submitted to national literary journals? Where does our own work fit into the wide range of publishing possibilities? How does editorial work change your fiction forever? In this dynamic, hands-on class, students will take on the role of fiction editorial board for the next issue of *Water-Stone Review*. Working as a team of editors and writers, we will ask the same questions of our own work that we ask of others: What does it take to succeed? Is quality simply a matter of taste? Is publication purely subjective? Class work will include submission screening, short writing exercises, and the study of national literary journals with an eye toward future placement of our own fiction. Students will revise and workshop at least one selection of their own work in this course as they prepare their journal submissions.

Prerequisite: WRIT 8130 or permission of the instructor

Credits: 4

Note: MFA writing/elective

**WRIT 8310 - Advanced Poetry**

In this course we work toward the dual goals of preparing students to successfully complete a poetry thesis and become a poet in the world. The course is set up to let students engage with course materials and their writing as working artists. Students will work on full-length poetry manuscripts as we deeply immerse ourselves in the ongoing

conversation of poets across time and place, through the study of both poetry and poets' thoughts on craft, influence, and process, as presented through craft essays and interviews.

Prerequisite: WRIT 8110

Credits: 4

Note: MFA writing/elective

**WRIT 8320 - Advanced Creative Nonfiction**

This class is a sequel to "Groundings in the Craft: Elements of Creative Nonfiction." Its purpose is to build upon fundamental craft knowledge already practiced by the student, and to pursue rigorously and adventurously the development of finished works that reflect a writer's vision and knowledge.

Prerequisite: WRIT 8120

Credits: 4

Note: MFA writing/elective

**WRIT 8330 - Advanced Fiction**

This is an advanced level, thesis preparation class designed for students who have had substantial coursework and who are ready to begin the serious work of shaping an 80-100 page fiction thesis.

Prerequisite: WRIT 8130

Credits: 4

Note: MFA writing/elective

**WRIT 8350 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Plot**

In this session, students study the fundamentals of the craft of plot in the picture book, fiction, and nonfiction as well as the history of these genres. Students participate in daily two-hour workshops led by faculty advisors, attend and write reflections in response to daily lectures/presentations and mini-courses, and read and discuss common books selected by the faculty. In addition, they explore the processes of submitting their work for publication to an agent or editor, working with an editor, promoting their creative work, living life and making a living as a writer. Third semester students give a lecture based on the material in their extended critical essays; fourth semester students give a public reading from their creative thesis projects.

Credits: 4

Note: MFAC

**WRIT 8351 - Creative & Critical Writing: Level 1**

In this semester-long intensive seminar, students are introduced to the craft and process of writing for children and/or young adults. They can choose to focus on the picture book, the novel (middle-grade or young adult), poetry, nonfiction, or a combination. Each month students do the following: (1) they complete assigned reading, annotated bibliographies, short reflective essays, and writing exercises that explore issues of craft; (2) they do

extensive creative writing and revision in response to detailed feedback from faculty advisors; (3) and they write and revise short critical essays based on issues of craft or topics of interest that arose from their own creative work or from assigned reading.

Credits: 8

Note: MFAC

**WRIT 8352 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Character**

In this session, students study the fundamentals of the craft of character in the picture book, fiction, and nonfiction, as well as the history of these genres. Students participate in daily two-hour workshops led by faculty advisors, attend and write reflections in response to daily lectures/presentations and mini-courses, and read and discuss common books selected by the faculty. In addition, they explore the processes of submitting their work for publication to an agent or editor, working with an editor, promoting their creative work, living life and making a living as a writer. Third semester students give a lecture based on the material in their extended critical essays; fourth semester students give a public reading from their creative thesis projects.

Credits: 4

Note: MFAC

**WRIT 8353 - Creative & Critical Writing: Level 2**

In this semester-long intensive seminar, students are introduced to or taken deeper into the craft and process of writing for children and/or young adults. They can choose to focus on the picture book, the novel (middle-grade or young adult), poetry, nonfiction, or a combination. Each month students do the following: (1) they complete assigned reading, annotated bibliographies, short reflective essays, and writing exercises that explore issues of craft; (2) they do extensive creative writing and revision in response to detailed feedback from faculty advisors; (3) and they write and revise short critical essays based on issues of craft or topics of interest that arose from their own creative work or from assigned reading.

Credits: 8

Note: MFAC

**WRIT 8354 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Point of View**

In this session, students study the fundamentals of the craft of point of voice and voice in the picture book, fiction, and nonfiction as well as the history of these genres. Students participate in daily two-hour workshops led by faculty advisors, attend and write reflections in response to daily lectures/presentations and mini-courses, and read and discuss common books selected by the faculty. In addition, they explore the processes of submitting their work for

publication to an agent or editor, working with an editor, promoting their creative work, living life and making a living as a writer. Third semester students give a lecture based on the material in their extended critical essays; fourth semester students give a public reading from their creative thesis projects.

Credits: 4

Note: MFAC

**WRIT 8355 - Creative & Critical Writing: Level 3, Extended Critical Essay**

In this semester-long intensive seminar, students research and develop a topic relevant to their creative work into a thirty-page critical essay. They continue to explore the craft and process of writing as they work on the continuation of creative projects or experiment with new work. They also develop a lecture based on their critical thesis to be given during the ensuing residency.

Credits: 8

Note: MFAC

**WRIT 8356 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Setting/Worldbuilding**

In this session, students study the fundamentals of the craft of setting/worldbuilding in picture book, fiction, and nonfiction as well as the history of these genres. Students participate in daily two-hour workshops led by faculty advisors, attend and write reflections in response to daily lectures/presentations and mini-courses, and read and discuss common books selected by the faculty. In addition, they explore the processes of submitting their work for publication to an agent or editor, working with an editor, promoting their creative work, living life and making a living as a writer. Third semester students give a lecture based on the material in their extended critical essays; fourth semester students give a public reading from their creative thesis projects.

Credits: 4

Note: MFAC

**WRIT 8357 - Creative & Critical Writing: Level 4, Creative Thesis**

In this semester-long intensive seminar, students complete a book-length creative project or a series of picture books that illustrates mastery of the craft in their chosen genre(s) and demonstrates their ability to establish an independent artistic process. They also prepare a public reading based on their creative thesis to be given during their final residency.

Credits: 8

Note: MFAC

**WRIT 8358 - Groundings in the Craft, Literature, and Business of Writing for Children and Young Adults: Theme/Vision**

In this session, students study the fundamentals of the craft of theme/vision in the picture book, fiction, and nonfiction as well as the history of these genres. Students participate in daily two-hour workshops led by faculty advisors, attend and write reflections in response to daily lectures/presentations and mini-courses, and read and discuss common books selected by the faculty. In addition, they explore the processes of submitting their work for publication to an agent or editor, working with an editor, promoting their creative work, living life and making a living as a writer. Third semester students give a lecture based on the material in their extended critical essays; fourth semester students give a public reading from their creative thesis projects.

Credits: 4

Note: MFAC

**WRIT 8400 - Form and Vision in Poetry**

Topics vary. Recent example: Obsession

What can you not let go of? What can't let go of you? In this course, we'll examine how obsessions can serve as a muse, if we understand obsession as any prolonged and impassioned fascination or devotion. We will examine how devotion and obsession allow poets to generate and examine material, to wrestle and revel in it, and to organize it into collected work. In addition to looking at full-length collections of poetry, we'll read and discuss several chapbooks and think about how the form's compressed space affects obsessive material. Readings may include work by Charles Baudelaire, Elizabeth Bishop, John Donne, Camille Dungy, Nick Flynn, Brigit Pegeen Kelly, Wayne Koestenbaum, Federico Garcia Lorca, Pablo Neruda, Claudia Rankine, and others.

Credits: 4

Note: MFA writing/elective

**WRIT 8401 - The Novel**

This is an advanced level fiction course for students who want to explore the novel form and generate work for their own novels. It is understood that the novel is a long, circuitous journey. Within the structure of this class, students will generate early material as well as develop an individual relationship with their work. Emphasis will be on the novel's possibility and potential as students develop their fictional dream. Early work will not be critiqued but will be shared informally with peers as time allows. As part of our exploration, we will read novels with a range of narrative strategies. Readings on craft will also be included. Students should expect to write at least ten new pages per week, participate in class exercises and discussion, write brief responses to assigned readings, and complete a final project.

Prerequisite: WRIT 8130

Credits: 4

Note: MFA writing/elective

**WRIT 8402 - Lyric Essay**

While the term "lyric essay" has become recently fashionable, the emergence of essays and prose poems that explore subject matter through imaginative intensity and focused compression--including great freedom of movement and of transition--goes back to the nineteenth century. This class will give students the opportunity to study models of the form from authors such as Charles Lamb, Charles Baudelaire, Max Jacob, Virginia Woolf, Mary Ruefle, Akutagawa Ryunosuke, and others. One critical essay on the lyric essay form will be required of each student, along with two creative manuscript submissions.

Credits: 4

Note: MFA writing/elective

**WRIT 8491 - Thesis I**

MFA: Capstone, Part One

The MFA Capstone is a two-part process, Thesis I and Thesis II respectively. Each is one semester long. If necessary, Thesis I or Thesis II can be extended to two semesters, although the student must register again. Thesis I requires a completed draft of the envisioned work. Students then register for Thesis II, in which they refine the draft into a work of acceptable literary quality that shows mastery of the craft. Students are required to write a critical preface in which they discuss their process in writing the thesis and explore the subjects and themes contained therein.

Special registration required for both semesters of Thesis.

Please contact your advisor or the program office.

Credits: 4

Note: MFA Required

**WRIT 8492 - Thesis II**

MFA: Capstone, Part Two

The MFA Capstone is a two-part process, Thesis I and Thesis II respectively. Each is one semester long. If necessary, Thesis I or Thesis II can be extended to two semesters, although the student must register again. Thesis I requires a completed draft of the envisioned work. Students then register for Thesis II, in which they refine the draft into a work of acceptable literary quality that shows mastery of the craft. Students are required to write a critical preface in which they discuss their process in writing the thesis and explore the subjects and themes contained therein.

Special registration required for both semesters of Thesis.

Please contact your advisor or the program office.

Prerequisite: WRIT 8492

Credits: 4

Note: MFA Required

## Faculty

Year following name is first year of appointment

\* indicates part-time

**John Brandon, 2012**

Assistant Professor

BA 1999, University of Florida

MFA 2001, Washington University

**Patricia Weaver Francisco, 1988-2011\*, 2011**

Professor of Practice

BA 1973, University of Michigan

**Sheila O'Connor, 1992**

Associate Professor

BA 1982, University of Minnesota

MFA 1986, Iowa Writers Workshop

**Katrina Vandenberg, 2013**

Assistant Professor

BFA 1992, Bowling Green State University

MFA 1997, University of Arkansas

**Angela Pelster-Wiebe, 2015**

Assistant Professor

B.Ed. 2001, University of Alberta

MFA 2012, University of Iowa

For faculty in the MFA in Writing for Children and Young

Adults program, please visit the website at

[www.hamline.edu/cwp](http://www.hamline.edu/cwp).

# Graduate Legal Education

**Mailing Address:** MS-B1805, 1536 Hewitt Avenue, Saint Paul, MN 55104

**Phone number:** 651-523-2582

**Email:** msl@hamline.edu

A legal education continues to be valuable in professional settings outside the law firm or law department. In addition to well-known examples such as health care and financial services, business activity has become increasingly regulated. Legal compliance is a frequent and early consideration in most transactions and legal education that does not include a license to practice law will benefit professionals who have to interact with lawyers or, at a minimum, understand the legal implications of work decisions.

## Academic Program

### Master in the Study of Law: Conflict Resolution Concentration

The Master in the Study of Law (MSL) program is consistent with Hamline's mission as an urban liberal arts university and extends important benefits of a legal education, including critical thinking, advocacy, and problem solving to students who are not enrolled in a J.D. program.

The typical MSL student is a professional who is currently working or has worked in any number of disciplines who believes he/she would benefit from understanding legal principles and the American legal system, but does not want to attend three years of law school in order to earn the J.D. degree and obtain a law license. Students might come from areas such as business, human resources, health care, journalism, real estate, government agencies, and NGOs and have experienced situations where understanding basic legal principles would add value to their current employment. The MSL degree offers students a rigorous, integrated approach to legal education by immersing them in the "culture of law" and enabling them to be sophisticated consumers of legal advice and information. Students gain a nuanced understanding of how their work affects and is affected by the American legal system, while receiving training in practical dispute resolution and problem-solving tools applicable in all work environments.

This program is not approved by the American Bar Association for training paralegals and does not qualify recipients for the practice of law. MSL credits are not transferable to a JD program, should a student decide to pursue a JD after completing MSL courses. Find out more about Hamline's Paralegal Certificate or practice law with a Juris Doctor from Mitchell Hamline School of Law.

### State Eligibility

Hamline University, like all higher education institutions, must follow individual state regulations before enrolling students outside of Minnesota in its online programs. Hamline can enroll students residing in most states, but please confirm whether your state is among the eligible states.

### MSL Degree Requirements

(30 credits and 2.0 GPA):

#### Foundations in Law (11 credits):

- LGST 8010 - Common Law: Civil and Criminal
- LGST 8015 - Regulation in America
- LGST 8020 - Legal Writing and Research
- LGST 8000 - Intro to Legal Method and Ethics

#### Foundations in Problem-Solving (4 credits)

- LGST 8025 - Theories of Conflict
- LGST 8030 - Negotiation

#### Conflict Resolution Concentration (12 credits)

- LGST 8035 - Designing Conflict Systems
- LGST 8040 - Cross-Cultural Dispute Resolution
- LGST 8045 - Employment Law
- LGST 8050 - Arbitration
- LGST 8055 - Mediation

#### Capstone (3 credits)

- LGST 8495 - Capstone

### MSL Application Requirements

- Completed application.
- Official transcript from all colleges attended. You must have earned a baccalaureate degree from a regionally accredited institution in the U.S., with a GPA of at least a 3.0 on a 4.0 scale or a comparable degree from an officially recognized college or university outside of the U.S.
- You can submit a graduate admission test score (e.g., GMAT, GRE, or LSAT) or narrative explaining at least two years applicable professional experience.
- Personal statement - The 2 to 3 double-spaced page statement should address the reasons you have elected to pursue an MSL degree in general and why specifically at Hamline. You should also comment on your professional plans following completion of the degree. The committee weighs this statement heavily in the decision-making process and also considers it a writing sample.
- Résumé.
- Two letters of recommendation are required (no more than three will be accepted). If you received your baccalaureate degree more than two years prior to applying to the MSL program, you may seek

recommendations from a supervisor or someone who is familiar with your professional abilities, and applied knowledge and skills. We strongly discourage you from seeking recommendations from personal contacts or relatives.

- If English is not your native language, you must submit evidence that you possess a sufficient level of English to undertake graduate studies at Hamline University. You can demonstrate your English proficiency in one of the following ways: 1) A minimum score on the Test of English as a Foreign Language (TOEFL) of 600 (paper-based format), 250 (computer-based) or 100 (iBT); or 2) A minimum score of 7.0 on the International English Language Testing System (IELTS); or 3) A minimum score of 90 on the Michigan English Language Assessment Battery (MELAB). Please note: Scores more than two years old are not accepted.

The admission committee reviews applications and renders admission decisions approximately three to four weeks after receipt of a completed application file. We highly suggest that you apply by December 1 for the Spring semester and by July 1 for the Fall semester. This will allow for adequate placement in courses and for timely completion of the financial aid process.

## Courses

### **LGST 8000 - Intro to Legal Method and Ethics**

This course introduces MSL students to the study of law and prepares them for academic success in their upper level curriculum. After an initial intense focus on the fundamentals of legal reasoning and analysis, the course offers a general overview of the American legal system and examines the ethics rules that govern the work of lawyers and so profoundly influence lawyer-client interactions.

Credits: 2

### **LGST 8010 - Common Law: Civil and Criminal**

Introduces MSL students to basic principles of the common law, including torts, contracts and property, as well as an introduction to the functions of the criminal law as a means of social control, focusing on the process of crime creation and the elements of criminal liability.

Credits: 3

### **LGST 8015 - Regulation in America**

Focusing on American businesses and their workplaces, this course examines the complex web of regulatory and constitutional authority within which business must navigate. Included is an examination of the powers and procedures of administrative agencies; basic principles of constitutional interpretation, including doctrines and competing philosophies; and the framework of state and federal government under the Constitution.

Credits: 3

### **LGST 8020 - Legal Writing and Research**

Introduces MSL students to the structure of writing legal analysis and the skills of legal drafting, with an emphasis on professional letter and email writing. Teaches basic legal citation and primary and secondary research skills, with an emphasis on cost-effective research.

Credits: 3

### **LGST 8025 - Theories of Conflict**

This interdisciplinary course introduces students to important theoretical perspectives on our understanding of conflict and conflict response. Specifically, students explore the biological/ physiological, psychodynamic, social psychological, communication and sociological/political perspectives on conflict by reading and discussing major theoretical works within each perspective. Emphasis is on comparing and distinguishing key dimensions of these theories, such as the nature and sources of conflict, conflict escalation, conflict response, and the nature of the third party role. Classes follow an interactive format. Using case studies, exercises, and group discussion to draw upon personal experiences, including those involving race and

social identity, the course explores the usefulness of each perspective to understanding the experience of conflict.  
Credits: 2

### **LGST 8030 - Negotiation**

This course examines the skills, constraints, and dynamics of the negotiation process. A theoretical framework for understanding negotiation practice in a variety of contexts will be developed through readings and highly interactive exercises and role-plays. The course addresses the fundamental skills of systematic and thorough negotiation preparation, the ongoing management of a negotiation process, and the identification and achievement of optimal agreements. Legal and ethical constraints of negotiation also are considered. Course content is drawn from the fields of law, psychology, business, and communication.

Credits: 2

### **LGST 8035 - Designing Conflict Systems**

This course examines theoretical and practical approaches to diagnosing and solving complex organizational conflict. Students will learn how to conduct a needs assessment, and how to design, evaluate, and improve internal conflict management systems for organizations in the private and public sector.

Credits: 2

### **LGST 8040 - Cross-Cultural Dispute Resolution**

This course examines how obvious and not-so-obvious cultural difference impacts resolution of inter-personal and inter-state (international) disputes. Specifically, the course will bring an international perspective to understanding the impact of culture in the most commonly used international and domestic dispute resolution processes (negotiation, mediation and arbitration). It will follow a three-step approach to know and understand the influence of culture on decision-making, including: awareness and knowledge of one's own culture; knowledge and understanding of another party's culture; and knowledge and impact of either on the desired goal/outcome of the dispute. This course will help students be more culturally aware and better equipped for effective participation in dispute resolution processes that increasingly involve different languages, customs, values, nationalities, and states of origin.

Credits: 2

### **LGST 8045 - Employment Law**

Surveys the common law and selected state and federal statutory schemes that regulate the employment relationship in the United States. This course does not focus on the anti-discrimination statutes such as Title VII or labor-management relations statutes such as the National Labor Relations Act. The course explores how state court decisions have eroded the employment at will doctrine; employee hiring and discharge; federal and state fair labor

standards acts; employee privacy rights; occupational safety and health acts; worker's compensation; and a variety of fringe benefit regulations.

Credits: 3

### **LGST 8050 - Arbitration**

Examines statutes, rules and treaties related to international, federal, and state arbitration. Topics may include commercial, insurance, sports, medical, and labor arbitration with role plays and simulations throughout the course. Taught as a skills course with limited enrollment. Students may not enroll in this class if they have previously completed the Arbitration Certificate Program.

Credits: 2

### **LGST 8055 - Mediation**

Through discussion, simulations, and role-play, this course focuses on the structure and goals of the mediation process and the skills and techniques mediators use to aid parties in overcoming barriers to dispute resolution. The course also examines the underlying negotiation orientations and strategies that mediators may confront and employ, the roles of attorneys and clients, dealing with difficult people and power imbalances, cultural considerations, and ethical issues for lawyers and mediators. In addition, special attention is devoted to the art of successful representation of clients in mediation.

Note: Students may not enroll in this class if they have completed Family Mediation.

Credits: 3

### **LGST 8495 - Capstone**

MSL students take a capstone course that requires a research action project that is directly relevant to their current or future workplace or a substantial thesis-quality research paper. Research action projects follow standardized approaches used in the student's chosen field. Examples of such include developing an environmental assessment, creating a legal compliance program, designing a workplace dispute system, or preparing a conflict resolution curriculum. Research action projects are expected to be professional in their presentation and scope, but need not adhere to the formal thesis guidelines typically appropriate in traditional academic courses. Thesis-quality research papers should be focused on a law-related topic relevant to the student's concentration. Whether a research action project or a research paper, capstone projects should reflect student competency in the following areas:

- Legal research and analysis
- Critical thinking and problem-solving
- Legal writing, including citation

Credits: 3

# School of Business

**Office Locations:** East Hall, second floor, 1492 Hewitt Avenue, Saint Paul, MN 55104

**Minneapolis Courses:** 1600 Utica Avenue, Suite 700, Saint Louis Park, MN 55416

**Mailing Address:** MS-A1740, 1536 Hewitt Avenue, Saint Paul, MN 55104

**Phone Number:** 651-523-2284

**Email:** [hsb@hamline.edu](mailto:hsb@hamline.edu)

The Hamline School of Business prepares the next generation of nonprofit, government, and business leaders to serve, collaborate, and lead in their organizations and communities. Our integrated approach, unlike any other, dissolves the narrow confines of business education to produce leaders who are forward-thinking, ethical, and have a broad worldview. At Hamline, students join a network of strong leaders prepared to effect change and be supported by faculty and staff members and alumni who are personally invested in their success.

## Vision

Where the business, government, and non-profit sectors intersect to educate and collaborate for the common good.

## Mission Statement

The Hamline School of Business is an inclusive community dedicated to the professional and personal development of our students, faculty and staff and to the advancement of the common good. We achieve our mission through teaching excellence, the integration of theory and practice, and the engagement of a network of stakeholders (including alumni and community partners) to address complex issues facing the business, government, and non-profit sectors. We see our mission firmly rooted within the values of Hamline University.

## Academic Programs

### Doctorate in Public Administration

The Hamline University Doctorate in Public Administration (DPA) is a cohort program that starts every other fall term. A cohort is a group of students who start the program together. This program is available at the Hamline University Saint Paul Campus. The DPA is ideal for professionals who wish to build on the knowledge and experience they have already attained, who are anticipating their next career step, or who want to pursue the highest qualification in their profession.

The DPA is a part-time program designed for working professionals interested in the in-depth analysis of state and local public policy issues. The program integrates theory and practice, service and values to foster students' critical thinking skills and scholarship. Students completing the program should expect to achieve:

- Advanced public leadership skills and knowledge, with a focus on critical issues and challenges facing senior managers in governance and politics
- Mastery of the field of public administration, due to an in-depth exploration of contemporary ideas and practices related to public administration
- A substantial ability to work with, synthesize, and integrate public administration concepts
- Enhanced skills as producers and consumers of public administration research, applying this advanced knowledge to the field and to the workplace
- An improved ability to communicate public administration concepts to diverse audiences
- Enrichment through interaction with other reflective public administration practitioners

**Note:** Hamline recognizes that many professionals interested in public administration may have received master's degrees or extensive graduate-level education in fields other than public administration. To accommodate these students, the Hamline University School of Business offers options to prepare academically prior to entering the program.

### DPA Degree Requirements

(48 credits, exam completion, dissertation completion/defense, and 3.3 GPA):

#### Six Required Core Courses (24 credits)

- DPA 8501 - Historical Foundations and Professional Development
- DPA 8502 - Research Methods
- DPA 8503 - Critical Issues for Public Administrators
- DPA 8504 - Advanced Organizational Theory and Leadership
- DPA 8506 - Advanced Seminar in Public Policy
- DPA 8507 - Dissertation I: Advanced Research Methods

#### Four Elective Courses (16 credits)

Choose from any School of Business course level 8500 or above.

#### Comprehensive Exam:

After completion of core and elective coursework, students must complete and pass the written comprehensive exam before defending a dissertation proposal.

#### Doctoral Dissertation (8 credits)

The completion and defense of a dissertation is the final requirement in the DPA program. The DPA candidate must demonstrate a high level of academic competence, which typically results in a significant contribution of new knowledge in the field. The DPA dissertation usually focuses on applying theory to practice in the contexts of critical public issues and the student's professional experience. To advance to degree candidacy, the DPA student is required to complete the



Dissertation I course then register for dissertation work (Dissertation II through Dissertation V) for four consecutive semesters. Students must successfully defend the first three chapters (dissertation proposal) after Dissertation III before advancing to candidacy and registering for Dissertation IV and V.

- DPA 8992 - Dissertation II
- DPA 8993 - Dissertation III
- DPA 8994 - Dissertation IV
- DPA 8995 - Dissertation V

#### **Course Substitution or Waiver**

Student requests for substitution of a required course or courses shall be forwarded to the Program Director whose decision on the request shall be final. No more than two (2) required courses may be substituted.

If the basis for the substitution request is having already successfully completed coursework in a different program at Hamline University or another institution, the student must provide the syllabus or syllabi from the course(s) taken and an official transcript showing successful completion unless that transcript is already a part of the student's application file. Under no condition may the course(s) used as the basis of the substitution have been completed more than ten (10) years prior to admission to the DPA.

Waiver of a required course(s) for reasons of extensive professional experience and expertise, documented to have occurred within the last ten (10) years, is at the sole discretion of the Program Director. No more than two (2) required courses may be waived.

In all instances of substitution or waiver of required courses, the student is required to register and successfully complete another course or courses whose total credits equal the number of credits represented by the substituted or waived required course(s).

#### **Time Limit:**

Seven years is the maximum time allowed for students to finish their core and elective coursework in DPA program. Ten years is the maximum time allowed for students to complete the doctorate in public administration including the dissertation.

New students enter in the fall semester, and normally complete most or all of their core courses together. (Exceptions can be arranged with the approval of a student's advisor and the program director.) Satisfactory/steady progress is typically completion of one course per term, two or three terms per year. Normally students complete all required core courses within the first three years of study.

**Note:** These requirements are consistent with other doctoral program requirements (as per the National Association of

Schools of Public Affairs Administration Committee on Doctoral Programs, 1993).

#### **DPA Application Requirements**

- Completed application form (available online at: [www.hamline.edu/graduate/admission/hsb.html](http://www.hamline.edu/graduate/admission/hsb.html))
- Personal Statement. A one- to two-page personal statement, typewritten and double-spaced, detailing:
  - why you have chosen Hamline University and
  - how the degree program will help you meet your career goals
- Professional résumé or curriculum vitae.
- Official transcripts from all undergraduate and graduate work. If your transcripts are in a language other than English, you must submit both the original and an official or a certified course by course English translation. The Hamline University School of Business reserves the right to require applicants to have their academic records evaluated by an academic credential evaluator.
- Three letters of recommendation, written by people familiar with your academic and/or professional history, detailing your specific qualifications to pursue advanced study (letters from family members are unacceptable).
- Writing sample. A sample of your academic or work-related writing, typewritten, at least three pages in length, written in the last two years, and written solely by you.

#### **Master of Business Administration**

The Master of Business Administration (MBA) program is designed as a modular program. The module topics surface in everyday activities and long-term planning for all organizations. Many programs provide stand-alone courses in these topics. Our approach is to integrate these topics throughout the core modules with repeated emphasis from a variety of perspectives.

The MBA is available at Hamline University's Saint Paul and Minneapolis campuses as a cohort program. (A cohort is a group of students who start and finish a program together.)

All students in the MBA program are required to complete forty-eight academic credits. This includes core and elective courses in six modules, completed over 24 months.

Due to the uniquely integrated nature of the MBA curriculum, transferred course work may not be used in place of required core courses.

## MBA Degree Requirements

(48 credits and 3.0 GPA)

### Module 1 (8 credits):

Leading People with Integrity and Purpose

- MBA 8101 - Leading in Organizations
- MBA 8110 - Critical Thinking
- MBA 8120 - Global Context of Business

### Module 2 (8 credits):

Managing Financial Resources

- MBA 8130 - Accounting for Managers
- MBA 8145 - Managerial Finance

### Module 3 (8 credits):

Leveraging Organizational Resources

- MBA 8155 - Data Analytics and Decision Making
- MBA 8165 - Marketing Management

### Module 4 (8 credits):

Improving and Protecting Resources

- Elective (selected from approved list, below)
- MBA 8170 - Managerial IT
- MBA 8180 - Business Law and Ethics

### Module 5 (8 credits):

Planning and Leading Change

- Elective (selected from approved list, below)
- MBA 8195 - Strategic Financial Analysis
- MBA 8495 - Strategic Management I

### Module 6 (8 credits):

Planning and Leading Change

- Elective (selected from approved list, below)
- MBA 8496 - Strategic Management II and Capstone

### Concentrations

There are four concentrations within the master of business administration (MBA) program. Concentrations can be earned by completing three elective courses within the same subject area. Each allows a student to focus more deeply on one area of interest. Students may select three electives within their chosen concentration, but concentrations are not required. Currently, students may complete concentrations in business analytics, finance, leadership and change management, or marketing.

### Elective Courses

A range of elective courses are available for students.

#### *Business Analytics*

Three analytics courses. Examples include:

- Data Management and Communications
- Analytical Methods for Business
- Data Mining

#### *Finance*

- MBA 8020 - Corporate Finance
- MBA 8021 - Financial Institutions and Markets
- MBA 8022 - Finance Theory & Applications
- Investments and Portfolio Construction

#### *Leadership and Change Management*

- MBA 8010 - Negotiation
- MBA 8011 - Leading Through Change
- MBA 8012 - Conflict Theories
- Project Management

#### *Marketing*

- MBA 8044 - Social Demographics
- MBA 8051 - Consumer Behavior in a Digital Environment
- MBA 8052 - Marketing Research
- MBA 8053 - Marketing in a Global Environment
- Project Management

### Additional Requirements

Completion of undergraduate coursework in economics and statistics with a grade of B or better.

### Time Limit

The MBA is a 24-month cohort program; however, 7 years is the allowed maximum.

### MBA Application Requirements

- Completed application form/application fee.  
Application available online at: [www.hamline.edu/graduate/admission/hsb.html](http://www.hamline.edu/graduate/admission/hsb.html). (If you submit a paper application, there is a non-refundable fee of \$30. International applicants must pay a \$100 application fee.)
- Official transcripts from all undergraduate and graduate work
  - Official sealed transcripts from a regionally accredited college or university should be sent directly from the institution to the Graduate Admissions Office.
  - If your transcripts are in a language other than English, you must submit both the original and an official or certified course by course English translation. The Hamline University School of Business reserves the right to require applicants to have their academic records evaluated by an academic credential evaluator.
- Minimum of two years of relevant post-baccalaureate work experience.
- Current résumé - A professional résumé including a chronological list of your employers, positions held, and job responsibilities.
- Personal statement - A 1-2 page personal statement, typewritten and double-spaced, detailing: (a) why you have chosen Hamline University, (b) how the degree

program will help you meet your career goals, and (c) which concentrations or fields are of interest to you and why.

- Writing sample - A sample of your academic or work-related writing, typewritten, at least three pages in length, written in the last two years, and written solely by you.
- Two letters of recommendation written by people familiar with your academic and/or professional history, detailing your specific qualifications to pursue advanced study, and sent directly to the Office of Graduate Admission. (Letters from family members are unacceptable.) Note: If your letters of recommendation are in a language other than English, please send the original letters and certified English translations.

## Master of Nonprofit Management

The Hamline University master of nonprofit management (MNM) program gives working professionals the practical knowledge, tools, and skills they need to manage the complex challenges of the nonprofit sector. The MNM program is recognized as the premier master's degree program in the region dedicated exclusively to management principles of practitioners and professionals in the discipline. The curriculum provides breadth and depth on managing nonprofit organizations with strong theory to practice orientation. The program also provides exceptional networking and career enhancing opportunities.

The MNM program is available at the Hamline University Saint Paul campus.

All students in the MNM program are required to complete forty-eight academic credits. This includes eight required core courses, three elective courses, and one capstone course.

The MNM program begins with a fundamentals course, which provides students with a sound foundation in the history, theory, and management standards of the nonprofit sector. Other courses (required and elective) provide working professionals with a base of knowledge in a variety of subjects, each necessary to build effective management skills.

## MNM Degree Requirements

(48 credits and 3.0 GPA):

### Eight Core Courses (32 credits)

- MNM 8001 - Leading in Organizations
- MNM 8000 - The Role of Nonprofits in Society
- MNM 8040 - Governance of Nonprofit Organizations
- MNM 8045 - Strategic Planning for Nonprofit Organizations
- MNM 8030 - Financial Management of Nonprofit Organizations
- MNM 8035 - Fundraising for Nonprofits

- MNM 8055 - Data Analytics and Decision Making
- MNM 8090 - Program Evaluation and Assessment

### Three Elective Courses (12 credits)

Three elective courses must be chosen from among the School of Business graduate level courses.

### Capstone Course (4 credits):

- MNM 8492 - Capstone Skills Development for Nonprofits

### Additional Requirements

Students are expected to arrive with paid or volunteer experience in the field and are generally employed in the sector while completing the program.

### Course Substitution

Student requests for substitution of a required course or courses shall be forwarded to the Program Director whose decision on the request shall be final. No more than two (2) required courses may be substituted. In all instances of substitution of required courses, the student is required to register and successfully complete another course or courses whose total credits equal the number of credits represented by the substituted required course(s).

The only basis for requesting a substitution of a MNM required course shall be duplication of coursework already successfully completed in a different program at Hamline University or another institution. The student must include the syllabus or syllabi from the course(s) taken and an official transcript showing successful completion unless that transcript is already a part of the student's application file. Under no condition may the course(s) used as a substitution have been completed more than seven (7) years prior to admission to the MNM program.

### Time Limit

Generally, it will take students 2-3 years to complete the traditional MNM program; however, 7 years is the allowed maximum.

## MNM Application Requirements

- Completed application form (available online at: [www.hamline.edu/graduate/admission/hsb.html](http://www.hamline.edu/graduate/admission/hsb.html))
- Personal statement. A one-to two-page personal statement, typewritten and double-spaced, detailing:
  - why you have chosen Hamline University,
  - how the degree program will help you meet your career goals, and
  - what nonprofit experience you currently have
- Professional résumé or curriculum vitae.
- Official transcripts from all undergraduate and graduate work. If your transcripts are in a language other than English, you must submit both the original and an official

or a certified course by course English translation. The Hamline University School of Business reserves the right to require applicants to have their academic records evaluated by an academic credential evaluator.

- Two letters of recommendation, written by people familiar with your academic and/or professional history, detailing your specific qualifications to pursue advanced study (letters from family members are unacceptable).
- Writing sample. A sample of your academic or work-related writing, typewritten, at least three pages in length, written in the last two years, and written solely by you.

## Master of Public Administration

The Hamline University master of public administration (MPA) gives working professionals the practical knowledge, tools, and skills they need to manage effectively and to meet the complex fiscal and economic challenges of their sector.

The MPA is available at the Hamline University Saint Paul and Minneapolis campuses. The flexible model is offered in St. Paul and the online hybrid model is offered in Minneapolis.

All students in the MPA program are required to complete forty-eight academic credits. This includes eight required core courses, three elective courses, one final course (either Capstone Skills Development or Master's Thesis). For some students, an internship with a government entity is also a program requirement.

**NOTE:** Requirements for the online hybrid MPA programs are slightly different. Students are required to take 12 set courses.

The MPA program begins with a foundations course, which provides students with a sound foundation in the history, theory, and management standards of the government sector. Other courses (required and elective) provide working professionals with a base of knowledge in a variety of subjects, each necessary to build effective management skills.

## MPA Degree Requirements

(48 credits and 3.0 GPA):

### Eight Required Core Courses (32 credits)

- MPA 8001 - Leading in Organizations
- MPA 8000 - Foundations in Public Administration
- MPA 8055 - Data Analytics and Decision Making
- MPA 8010 - Professional Ethics
- MPA 8040 - Public Policy Analysis
- MPA 8030 - Public Fiscal Management
- MPA 8050 - Human Resource Management for Government
- MPA 8061 - Administrative Law

### Three Elective courses (12 credits)

Three elective courses must be chosen from among the School of Business graduate level courses.

### Capstone Course (4 credits)

- MPA 8490 - Capstone Skills Development for Government

### Additional Requirements

- Completion of an economics course prior to taking Public Fiscal Management (GPA 8030) for students with no economics background.
- An internship (GPA 8494), for students with limited public sector experience.

### Course Substitution or Waiver

Student requests for substitution of a required course or courses shall be forwarded to the Program Director whose decision on the request shall be final. No more than two (2) required courses may be substituted.

If the basis for the substitution request is having already successfully completed coursework in a different program at Hamline University or another institution, the student must provide the syllabus or syllabi from the course(s) taken and an official transcript showing successful completion, unless that transcript is already a part of the student's application file. Under no condition may the course(s) used as the basis of the substitution have been completed more than seven (7) years prior to admission to the MPA.

Waiver of a required course for reasons of extensive professional experience and expertise, documented to have occurred within the last seven (7) years, is at the sole discretion of the Program Director. No more than two (2) required courses may be waived.

In all instances of substitution or waiver of required courses, the student is required to register and successfully complete another course or courses whose total credits equal the number of credits represented by the substituted or waived required course(s).

### Time Limit

Generally, it will take students 2-3 years to complete the traditional MPA program; however, 7 years is the allowed maximum.

## MPA Application Requirements

- Completed application form (available online at: [www.hamline.edu/graduate/admission/hsb.html](http://www.hamline.edu/graduate/admission/hsb.html))
- Personal statement. A one- to two-page personal statement, typewritten and double-spaced, detailing:
  - why you have chosen Hamline University, and
  - how the degree program will help you meet your career goals

- Professional résumé or curriculum vitae.
- Official transcripts from all undergraduate and graduate work. If your transcripts are in a language other than English, you must submit both the original and an official or a certified course by course English translation. The Hamline University School of Business reserves the right to require applicants to have their academic records evaluated by an academic credential evaluator.
- Two letters of recommendation, written by people familiar with your academic and/or professional history, detailing your specific qualifications to pursue advanced study (letters from family members are unacceptable).
- Writing sample. A sample of your academic or work-related writing, typewritten, at least three pages in length, written in the last two years, and written solely by you.

## Sequential Master's Degree Completion

Graduates of the MBA, MPA, or MNM programs may return within 5 years of earning their degree to complete a sequential degree with any of the other masters programs in the School of Business. Students must complete the subsequent degree within 3 years of beginning work on the sequential degree.

### MNM or MPA to MBA Sequential Degree

Students who have completed the MNM or MPA degree at Hamline take the following MBA courses (32 credits) to complete a sequential MBA degree.

From Module 1 (4 credits):

- MBA 8110 - Critical Thinking
- MBA 8120 - Global Context of Business

Module 2 (8 credits):

- MBA 8130 - Accounting for Managers
- MBA 8145 - Managerial Finance

From Module 3 (4 credits):

- MBA 8165 - Marketing Management

Module 5 (8 credits):

- MBA 8195 - Strategic Financial Analysis
- MBA 8495 - Strategic Management I
- MBA 8XXX - Elective

Module 6 (8 credits):

- MBA 8496 - Strategic Management II and Capstone
- MBA 8XXX - Elective

### MBA or MPA to MNM Sequential Degree

Students who have completed the MBA or MPA degree at Hamline take the following MNM courses (28 credits) to complete a sequential MNM degree.

- MNM 8000 - The Role of Nonprofits in Society
- MNM 8030 - Financial Management of Nonprofit Organizations
- MNM 8035 - Fundraising for Nonprofits
- MNM 8040 - Governance of Nonprofit Organizations
- MNM 8045 - Strategic Planning for Nonprofit Organizations
- MNM 8090 - Program Evaluation and Assessment
- MNM 8492 - Capstone Skills Development for Nonprofits

### MBA or MNM to MPA Sequential Degree

Students who have completed the MBA or MNM degree at Hamline take the following MPA courses (28 credits) to complete a sequential MPA degree.

- MPA 8000 - Foundations in Public Administration
- MPA 8030 - Public Fiscal Management
- MPA 8040 - Public Policy Analysis
- MPA 8050 - Human Resource Management for Government
- MPA 8061 - Administrative Law
- MPA 8490 - Capstone Skills Development for Government

#### One course chosen from:

- MPA 8001 - Leading in Organizations
- MPA 8010 - Professional Ethics

## Dual Degree Programs

The Hamline University Dual Degree Programs allow students to save time and money while completing two graduate degree programs simultaneously. A dual degree helps working professionals develop the core competencies they need to succeed and lead in today's diverse business, nonprofit, and government environments.

Dual Degree options are:

- Master of Business Administration and Master of Nonprofit Management (MBA/MNM)
- Master of Business Administration and Master of Public Administration (MBA/MPA)
- Master of Public Administration and Master of Nonprofit Management (MPA/MNM)

For more information on dual degrees, contact the School of Business at 651-523-2284 or [hsb@hamline.edu](mailto:hsb@hamline.edu) or the Graduate Admission office at 651-523-2900 or [gradprog@hamline.edu](mailto:gradprog@hamline.edu).

## **MBA/MNM Degree Requirements**

(72 credits and 3.0 GPA):

### **MNM Courses (32 credits)**

- MNM 8000 - The Role of Nonprofits in Society
- MNM 8001 - Leading in Organizations
- MNM 8040 - Governance of Nonprofit Organizations
- MNM 8045 - Strategic Planning for Nonprofit Organizations
- MNM 8030 - Financial Management of Nonprofit Organizations
- MNM 8035 - Fundraising for Nonprofits
- MNM 8090 - Program Evaluation and Assessment
- MNM 8492 - Capstone Skills Development for Nonprofits

### **MBA Module 2 (8 credits)**

- MBA 8130 - Accounting for Managers
- MBA 8145 - Managerial Finance

### **MBA Module 3 (8 credits)**

- MBA 8155 - Data Analytics and Decision Making
- MBA 8165 - Marketing Management

### **MBA Module 5 (8 credits)**

- MBA 8195 - Strategic Financial Analysis
- MBA 8495 - Strategic Management I
- MBA 8XXX - Elective

### **MBA Module 6 (8 credits)**

- MBA 8496 - Strategic Management II and Capstone
- MBA 8XXX - Elective

### **8 Additional MBA or MNM Elective Credits**

Coursework is completed with an additional 8 credits that can come from MBA or MNM courses.

### **Additional Program Requirements**

- Students need to complete an undergraduate course in economics and statistics before starting the MBA portion of the program.
- For students with limited nonprofit sector experience: Completion of an internship.

## **MBA/MPA Degree Requirements**

(72 credits and 3.0 GPA):

### **MPA Courses (32 credits)**

- MPA 8000 - Foundations in Public Administration
- MPA 8001 - Leading in Organizations
- MPA 8010 - Professional Ethics
- MPA 8030 - Public Fiscal Management
- MPA 8040 - Public Policy Analysis
- MPA 8050 - Human Resource Management for Government

- MPA 8061 - Administrative Law
- MPA 8490 - Capstone Skills Development for Government

### **MBA Module 2 (8 credits)**

- MBA 8130 - Accounting for Managers
- MBA 8145 - Managerial Finance

### **MBA Module 3 (8 credits)**

- MBA 8155 - Data Analytics and Decision Making
- MBA 8165 - Marketing Management

### **MBA Module 5 (8 credits)**

- MBA 8195 - Strategic Financial Analysis
- MBA 8495 - Strategic Management I
- MBA 8XXX - Elective

### **MBA Module 6 (8 credits)**

- MBA 8496 - Strategic Management II and Capstone
- MBA 8XXX - Elective

### **8 Additional MBA or MPA Elective Credits**

Coursework is completed with an additional 8 credits that can come from MBA or MPA courses.

### **Additional Program Requirements**

- Students need to complete an undergraduate course in economics and statistics before starting the MBA portion of the program. The economics requirement will need to be completed before taking Public Fiscal Management.
- For students with limited government sector experience: Completion of an internship.

## **MPA/MNM Degree Requirements**

(72 credits and 3.0 GPA):

### **Six MNM Courses (24 credits)**

- MNM 8000 - The Role of Nonprofits in Society
- MNM 8030 - Financial Management of Nonprofit Organizations
- MNM 8035 - Fundraising for Nonprofits
- MNM 8040 - Governance of Nonprofit Organizations
- MNM 8045 - Strategic Planning for Nonprofit Organizations
- MNM 8090 - Program Evaluation and Assessment

### **Six MPA Courses (24 credits)**

- MPA 8000 - Foundations in Public Administration
- MPA 8010 - Professional Ethics
- MPA 8030 - Public Fiscal Management
- MPA 8040 - Public Policy Analysis
- MPA 8050 - Human Resource Management for Government
- MPA 8061 - Administrative Law

### Two Cross-Sector Courses (8 credits)

- MNM 8001 - Leading in Organizations or
- MPA 8001 - Leading in Organizations
- MNM 8055 - Data Analytics and Decision Making or
- MPA 8055 - Data Analytics and Decision Making

### Three Elective Courses (12 credits)

- MNM Elective (4 credits)
- MPA Elective (4 credits)
- Additional Elective (4 credits)

### Capstone (4 credits)

- MNM 8492 - Capstone Skills Development for Nonprofits or
- MPA 8490 - Capstone Skills Development for Government

### Additional Program Requirement

For students with limited nonprofit or government sector experience: Completion of an internship.

## School of Business Joint Degree Programs with Law

In collaboration with the Mitchell Hamline School of Law, the School of Business offers law students the opportunity to earn two degrees which combine law with public administration, business administration, or nonprofit management.

### Three joint degrees are offered:

- Law & Public Administration (JD/MPA)
- Law & Business Administration (JD/MBA)
- Law & Nonprofit Management (JD/MNM)

For more information on joint degrees, contact the School of Business at 651-523-2284 or [hsb@hamline.edu](mailto:hsb@hamline.edu) the Graduate Admission office at 651-523-2900 or [gradprog@hamline.edu](mailto:gradprog@hamline.edu).

## Courses

### DPA 8501 - Historical Foundations and Professional Development

This course examines how public administration and nonprofit management have evolved as fields of study, and how they are designed and practiced. The academic and career development goals of individual students are addressed. Students are prepared to integrate theory into practice at an advanced level.

Credits: 4

### DPA 8502 - Research Methods

Advanced Research Methods introduces students to the basic techniques of quantitative and qualitative research required in the field of public administration. Students learn how to define a research project and select appropriate methodologies to investigate political and social phenomena. Emphasis is also placed on learning how to interpret and critically evaluate public administration and other research.

Credits: 4

### DPA 8503 - Critical Issues for Public Administrators

This course identifies and explores important contemporary issues facing public administration practitioners, and looks at how these issues relate to major ideas in the history of the field. This course examines leading-edge professional practices related to these issues, and the extent to which these practices have been successful in local, state, and national contexts. Students integrate their learning from the other core courses and prepare for written exams in the program.

Credits: 4

### DPA 8504 - Advanced Organizational Theory and Leadership

This course is an advanced, in-depth examination of the concepts, analytical tools, and personal skills underlying behavior in organizations. The course offers a more complex review and analysis of contemporary organizations and the challenges that they face.

Credits: 4

### DPA 8506 - Advanced Seminar in Public Policy

This course examines the theoretical and philosophical approaches used to systematically examine the public policy process. Because no single theory or model can adequately describe the complexities of this process, the analytical frameworks and assumptions of the major approaches to policy analysis are emphasized, and emerging theories explored. In individual assignments, students are encouraged to examine policy issues and frameworks that relate to potential dissertation topics.

Credits: 4

**DPA 8507 - Dissertation I: Advanced Research Methods**

This course prepares students to design, develop, complete, and defend an applied dissertation research project. The nature and purpose of dissertation research are explored, and technical issues relevant to research in the field of public administration are examined. By the end of the course, students are expected to develop dissertation prospectuses of sufficient quality to be submitted to their dissertation committees for review and approval. (Graded on an A-F basis)

Credits: 4

**DPA 8523 - Contemporary Social Policy Issues**

This course examines the historical context, theoretical arguments, and political controversies surrounding current and emerging social policy issues. It considers the impacts of changing social policies on vulnerable populations, the delivery of health and human services, and society at large.

Credits: 4

**DPA 8524 - Housing and Economic Development Policy**

This course examines economic development theories and housing policies in the United States. Emphasis upon understanding how economic and housing markets operate and how national, state, and local governments can influence business investment and job development decisions and the construction and rehabilitation of housing for different populations. This course first provides an overview on how economic and housing markets function. The discussion will include discussion of basic principles of microeconomics and the analysis of specific views of economic development, including export-base, community analysis, and locational theories. The course then provides specific analysis and evaluation of the different policies and techniques governments have used to secure economic and housing goals. Among the techniques examined will be: tax incentives and TIFs, bonding, public subsidies, public/private partnerships, infrastructure development, and direct government investment in, or ownership of housing and economic development entities.

Credits: 4

**DPA 8527 - Alternative Service Delivery**

State and local governments are continually under pressure to provide more cost efficient and effective services. As a result, public officials in Minnesota and across the United States are seeking alternative ways to deliver services. This course examines the theoretical underpinnings, implementation methods, and track records of various alternatives to public service delivery. Topics include collaborations, consolidation, privatization, contracting, private and nonprofit partnerships, and the use of market incentives and competition to improve service delivery. We will also examine a variety of policy areas where alternative means to service delivery have been analyzed or

implemented including criminal justice, information technology, environmental services, education, health care, welfare, and transportation.

Credits: 4

**DPA 8534 - Civic Engagement**

Fundamental to our democracy is the active involvement of citizens. Today we hear a lot of talk about civic engagement. But what is civic engagement? How do the public and nonprofit sector become models of citizen participation? This course will explore the discontents and the promises, introducing students to a new model of engaged democratic practice which is deeply political in an older sense of politics as engaging different interests and views in solving common problems and creating common things.

Credits: 4

**DPA 8540 - Social Demographics**

This course will look at some of the details impacting our society and specifically how immigration, aging, and policy converge in our society and ultimately in our policymaking. Any one of the three issues covered in this course could be a separate, semester-long course. This course covers basic concepts present in each of the three areas.

Credits: 4

**DPA 8545 - National Public Policy**

Washington DC has a special place when it comes to public administration. It is the center of the federal government but as important, it is the center of discussion around many public policy and administration issues. Every successful public administrator needs to have an understanding of how things in Washington DC work, how they can work effectively on national issues and deal with the federal government.

This class will provide students with several unique experiences that can only be had in Washington DC. These experiences include talking with national leaders to discuss cutting-edge issues facing public administration, talking with persons who implement federal programs to understand the complexities of programs from the national level and understanding the federal policy-setting process by talking with actors in that process. In addition, this class will take advantage of a unique opportunity to talk about ethical issues facing public administrators that can only be had in Washington DC.

Credits: 4

**DPA 8570 - Managerial Leadership and Cultural Competency**

This course is designed to provide students with an opportunity to examine issues of cultural competence in managing and leading organizations in changing times. This course will engage students in a series of dialogues concerning issues of cultural competence in the workplace,



their impact on the processes of management, work and the organization. Emphasis will be placed on workplace issues of race and gender and will include discussions of issues of disability, age, social class, sexual identity, religion and ethnicity.

Credits: 4

#### **DPA 8600 - Strategic Planning and Decision Making in the Public Sector**

The first half of the course is a survey of strategic planning, to include: organization of the planning process; the mission statement; analysis of environmental strengths, weaknesses, opportunities, and threats (SWOT analysis); and identifying strategic issues or goals. The effectiveness of strategic planning in government is also examined. Students will examine strategic plans and work in teams on planning exercises. As strategic planning should lead to decision making in an organization, the second half of the course is on normative and behavioral decision making. Several normative models of decision making are introduced and contrasted with findings from psychological research and behavioral decision theory on how individuals and groups make decisions in practice. Research shows that people often do not think in the best way or make the best decisions to reach their own goals. Psychological biases are shown to occur in probability estimation, hypothesis testing, preference reversals, framing effects, and risk avoidance. Doctoral students will lead discussions and write papers on assigned topics.

Credits: 4

#### **DPA 8992 - Dissertation II**

The preparation of a successful doctoral dissertation (one approved by the student's doctoral committee), with direction from the student's committee. (Graded on a Pass/no Credit basis)

Credits: 2

#### **DPA 8993 - Dissertation III**

The preparation of a successful doctoral dissertation (one approved by the student's doctoral committee), with direction from the student's committee. (Graded on a Pass/no Credit basis)

Credits: 2

#### **DPA 8994 - Dissertation IV**

Independent work completing research based on approved proposal.

Credits: 2

#### **DPA 8995 - Dissertation V**

Independent work with chair/mentor writing up analysis and conclusions. Outcome is finished dissertation that will go to final defense.

Credits: 2

#### **DPA 8997 - Independent Study**

Independent study provides an opportunity to work independently under the direction of a faculty member. The student and the instructor work out a course of study before the term begins and typically meet four to six times throughout the term to discuss readings and papers. Students may take two independent studies.

Credits: 1-4

#### **MBA 8010 - Negotiation**

Through both lecture and simulation, this course explores major themes in negotiation theory and practice, including distributive versus integrative bargaining, personality styles, multi-party negotiation, and ethical issues. Students are encouraged to reflect on the foundations that underlie our actions and on the many considerations that influence constructive, ethical negotiation practices.

Credits: 4

#### **MBA 8011 - Leading Through Change**

This course will help you understand organizations at a systems level, improve decisions, increase creativity, enhance others' performance and your capacity to build a healthy, productive workplace. Students will experience how conflict is managed individually and systemically through assessing culture elements such as patterns, roles, concerns, power differentials and differing workplace assumptions and will work in teams to design customized change leadership responses. They will learn how assessments, buy-in, design teams, development, implementation, roll-out and feedback loops and other group process practices can build their capacity to lead systemic change more effectively.

Credits: 4

#### **MBA 8012 - Conflict Theories**

This course explores the nature of conflict and the implications for individuals, groups and organizational change from a range of theoretical and research-based perspectives. Students will learn how to identify underlying causes of conflict and resistance to change and to develop appropriate approaches to constructive engagement and sustainable change.

Credits: 4

#### **MBA 8020 - Corporate Finance**

This course presents the theory and practice of corporate finance with case studies. Topics include concepts of corporate valuation, financial statement analysis and forecasting; the evaluation of capital investments under differing assumptions about risks and the state of the world; the financing choice for capital projects; the effects of debt, equity and derivative financial instruments on the value of the firm; dividend policy and other stakeholder forms of payment; corporate restructuring, bankruptcy, and mergers;

and issues in corporate control and compensation. This course builds on the knowledge and skills learned in Managerial Finance and is designed to focus on financial decisions corporate leaders make frequently. The course will also deal with the ambiguities such as limited data and competing interests that permeate corporate decision making.

Credits: 4

#### **MBA 8021 - Financial Institutions and Markets**

This course covers financial markets and institutions, the relationship between interest rates and security prices, money markets where interest rates are determined, and the roles of consumers, businesses, and governments in the financial markets. The course (1) examines how markets are organized and how trading occurs; and (2) establishes a framework for understanding how existing markets are established and how markets evolve over time. The concentration is on securities markets and trading practices; and the role of regulation of financial institutions is examined in detail.

Credits: 4

#### **MBA 8022 - Finance Theory & Applications**

This course covers the major decision-making areas of corporate finance and selected areas of finance theory. Its focus is on financial analysis and planning, corporate policies, valuation, and risk-management. Topics include firm capital structure, dividend payout policy, short- and long-term financial planning, options, risk management and derivatives.

Credits: 4

#### **MBA 8031 - International Business Transactions**

International Business Transactions will take students through the life-cycle of a model business transaction in which an existing product and service offering will be provided for the first time in an international location. For each transaction life-cycle element, emphasis will be placed on considerations unique to the conduct of the transaction across political, geographic and cultural boundaries. Readings in bargaining strategies and international contract structure will be applied through a series of practical classroom exercises and preparation of typical transaction deliverables.

Credits: 4

#### **MBA 8044 - Social Demographics**

This course will look at some of the details impacting our society and specifically how immigration, aging, and policy converge in our society and ultimately in our policymaking. Any one of the three issues covered in this course could be a separate, semester long course. This course covers basic concepts present in each of the three areas.

Credits: 4

#### **MBA 8051 - Consumer Behavior in a Digital Environment**

This course builds on the Marketing Management Course by focusing on the consumer decision process and the impact of external environmental influences and internal psychological influences on consumer decision making. The course offers concepts that students can immediately apply to interactions with existing and potential consumers. The course includes frameworks and tools for designing and implementing internet-based marketing activities.

Credits: 4

#### **MBA 8052 - Marketing Research**

This course provides frameworks for asking the critical questions to prepare for new product development, marketing plan design and plan implementation. It provides a hands-on exploration of multiple primary and secondary methodologies, including survey, observational, and experimental approaches to marketing research. As data collection is increasingly integrated with marketing communication in an online world, the course builds fundamental skills relevant to existing social media opportunities and for addressing new opportunities as technology makes them available.

Credits: 4

#### **MBA 8053 - Marketing in a Global Environment**

This course builds on the Global Context and Marketing Management Courses by emphasizing the special challenges and opportunities of marketing across borders in tactical and strategic decisions in both the business-to-consumer and business-to-business arenas. We examine the multiple modes of entering foreign markets, including export, license, and direct investment, and we explore the challenges of negotiation, management, and marketing communications in the course of serving international markets.

Credits: 4

#### **MBA 8097 - International Seminar**

Credits: 4

#### **MBA 8101 - Leading in Organizations**

This course focuses on the skills leaders need to elicit commitment and productivity from individuals and groups to create positive change and build flourishing organizations. Students will learn theories and practices for identifying and motivating key actors in the workplace, and to create and lead successful teams. Awareness of one's own values, beliefs, decision-making tendencies and behaviors is a crucial first step in becoming a leader. Thus, a significant portion of the course consists of assessment and reflection activities designed to enhance students' self-awareness of their cultural intelligence, conflict style, team behaviors and preferences, sense of flourishing and wellbeing, and their leadership values and goals.

Credits: 4

### **MBA 8110 - Critical Thinking**

It is a challenging objective to raise student skills in critical and analytical thinking. And this course's purpose is just that.

Through exploring today's complex business problems, students will develop a critical thinking attitude while learning how to apply an array of critical thinking skills. Emphasis will be placed on using logical reasoning supported by qualitative and quantitative evidence to identify problems, evaluate alternatives, and justify decisions. It is expected that students will become better listeners, more capable communicators – both in writing and speaking – as well as better at reflecting upon their own thinking.

The class is based on the premise that critical thinking and communication skills are best learned through practice. Therefore, repeated writing and speaking exercises will be core components of the class, and students will receive training and practice as well as instructor and peer feedback to help them improve their skills.

Credits: 2

### **MBA 8120 - Global Context of Business**

Businesses today operate in a changing global context. Even if they are not active internationally, they may have competitors and suppliers, who are and/or who originate in other markets, so it is important for managers to understand the context in which they operate. In this course, we cover aspects of the business environment that differ across markets, and that have the potential to impact the organization. Included is material on differences in political and economic structures, differences in culture and ethical perspectives, and differences in policy toward foreign trade and investment.

Credits: 2

### **MBA 8130 - Accounting for Managers**

Managers, shareholders, creditors, and financial analyst are all prospective consumers of financial information. This course develops their understanding of financial accounting fundamentals and the substance of the income statement, balance sheet, and statement of cash flows. Traditional accounting procedure and the double entry system are considered; however, this course focuses on financial statement content and how generally accepted accounting principles shape the financial statements.

Credits: 4

### **MBA 8145 - Managerial Finance**

Today, managers need to understand the fundamentals of financial decision making in order to succeed. This course covers the issues in finance that a manager is likely to encounter. It will be taught in two parts. The first portion of the course will discuss the financial statements, cash flows and the time value of money. Once we understand these topics we will discuss valuations and risk surrounding

corporate issuance of debt and equity. We will calculate and analyze capital investments and discuss how a company decides to allocate its resources in a value-maximizing manner. We will also discuss risk and return and how it can affect the company's cost of capital. The second part of the course focuses on applying concepts learned to understand the cost of capital in the realm of capital allocation selection.

Credits: 4

### **MBA 8155 - Data Analytics and Decision Making**

Organizations today operate in a complex environment, with more data available than ever before. While tools and technology have enabled better use of that data, managers must be prepared to structure data-driven decision-making processes, understand the implications and assumptions of analytical methods, and successfully communicate findings to non-technical audiences. This course will build a strong foundation in decision-making theory, data management and analysis, and communication. Students will build skills in using tools for data management, analysis and visualization. The course will add to your toolbox of managerial skills and help get you ready for analysis in the real world, where problems and data do not come in neatly wrapped packages; data and decision-making is messy.

Credits: 4

### **MBA 8165 - Marketing Management**

It is essential for leaders across every business function to understand the drivers and resource limitations of their organization's marketing strategy. This course gives students an overview of the complex challenges of capitalizing on opportunities in local and global markets. Students will learn marketing theory and state-of-the-art practices and develop the skills and knowledge to influence profitable and ethical marketing choices.

Credits: 4

### **MBA 8170 - Managerial IT**

Technology is integral to business operations. While it could perhaps in the past have been considered a back office operation, it is now front and center to business strategy and a driver of competitive advantage. This course is designed to help you understand the technology environment and how to use technology as a competitive advantage. Key focus areas will include the technology and applications landscape; risks and threats, including security / cyber threats and obsolescence; key issues and drivers; technology strategies, from an architecture perspective as well as a services perspective; and perhaps most importantly – aligning technology to business strategy for competitive advantage.

Credits: 2

### **MBA 8180 - Business Law and Ethics**

This course will help students develop a clear understanding of basic principles of law as they relate to business. Topics covered include business organizations, contracts, product liability, intellectual property, and ethics. Students gain the knowledge and skills they need to identify common legal problems and ethical issues and to communicate effectively and concisely about them.

Credits: 2

### **MBA 8195 - Strategic Financial Analysis**

Viewing strategy through the lens of financial performance sharpens (or enhances) management (or management capabilities). Whether evaluating alternative strategies, setting strategy-assessing metrics, or judging strategy implementation, financials play a paramount role. Strategic Financial Analysis is designed to provide students with both theory and hands-on analytical practice to analyze and support strategic decisions. Value creation and competent financial analysis are central to good management and firm success. The goals of this course are to answer the following questions: 1) Is our strategy working? 2) What are the sources of problems, if they exist? 3) What corrective actions and targets should be established to get back on track?

Credits: 2

### **MBA 8495 - Strategic Management I**

In this course students begin integrating knowledge and learning accumulated throughout the MBA Program, focusing on the long-term direction and profitability of the overall firm. You will explore how organizations leverage external and internal environments to create sustained competitive advantage and superior performance. You will hone your critical thinking skills by performing a variety of strategic analyses as they apply to organizations and will practice making strategic recommendations as a manager. Key topics covered in this course include developing and integrating your vision, mission, and values, analyzing the external environment and developing internal resources and capabilities. In addition, you will learn about different types of business strategy and when they may be most valuable to the organization.

Credits: 2

### **MBA 8496 - Strategic Management II and Capstone**

This course provides students the opportunity to work in teams in partnership with a local organization, applying knowledge and learning accumulated throughout their MBA education to a real-world situation and making recommendations to the business partner. In addition to accomplishing this project, students will gain a better understanding of the formulation and implementation of strategy by learning more about diversified firm strategy, corporate social responsibility, ethics, and sustainability,

organizational structure, internal controls and organizational culture.

Credits: 4

### **MNM 8000 - The Role of Nonprofits in Society**

The work of nonprofits is the work of democracy. In this course you will learn the historical development of the charitable sector, its relationship to the public and private sectors, and its evolving role in delivering services. You will understand the tension of being both a partner with government as well as holding government accountable.

Credits: 4

### **MNM 8001 - Leading in Organizations**

This course focuses on the skills leaders need to elicit commitment and productivity from individuals and groups to create positive change and build flourishing organizations. Students will learn theories and practices for identifying and motivating key actors in the workplace, and to create and lead successful teams. Awareness of one's own values, beliefs, decision-making tendencies and behaviors is a crucial first step in becoming a leader. Thus, a significant portion of the course consists of assessment and reflection activities designed to enhance students' self-awareness of their cultural intelligence, conflict style, team behaviors and preferences, sense of flourishing and wellbeing, and their leadership values and goals.

Credits: 4

### **MNM 8030 - Financial Management of Nonprofit Organizations**

This course introduces concepts and techniques in financial management applicable to nonprofit organizations. The focus is on nonprofit accounting, the interpretation and analysis of nonprofit financial statements, data and procedures for operational forecasts and budgets, financial responsibility, and the duties of nonprofit boards.

Credits: 4

### **MNM 8035 - Fundraising for Nonprofits**

This course examines strategies for diversifying revenues and creating short and long-term development plans. This course helps students develop skills in conducting research, identifying resources for public and private grants, and writing proposals. Covers capital campaigns, earned income opportunities, membership development, individual donors, planned giving campaigns, and other fundraising initiatives.

Credits: 4

### **MNM 8040 - Governance of Nonprofit Organizations**

Good governance is the hallmark of high-performing, high community impact nonprofit organization. This course will focus on examining broad questions of accountability as well as models of governance systems and typical problems

between boards and management. Students will be introduced to the governance process in nonprofit organizations, including the composition, roles, responsibilities and purposes of governing boards; the relationship between boards and staff; and the role of governing boards in planning the issue of governance.

Credits: 4

#### **MNM 8045 - Strategic Planning for Nonprofit Organizations**

Nonprofit organizations continually evolve through a lifecycle and are affected by their ever-changing environment. Strategic planning is a technique used by organizational leaders to think strategically about organizational adaptability and long-term viability. Students will gain an understanding of the strategic planning process through the use of the strategic change cycle.

Credits: 4

#### **MNM 8052 - Human Resource Management for Nonprofit Organizations**

This course provides an overview of the human resources function, with emphasis on the unique issues facing nonprofit organizations. It examines challenges of recruitment, retention, compensation, and personnel policies. Special attention is given to the role of boards and other volunteers.

Credits: 4

#### **MNM 8055 - Data Analytics and Decision Making**

Organizations today operate in a complex environment, with more data available than ever before. While tools and technology have enabled better use of that data, managers must be prepared to structure data-driven decision-making processes, understand the implications and assumptions of analytical methods, and successfully communicate findings to non-technical audiences. This course will build a strong foundation in decision-making theory, data management and analysis, and communication. Students will build skills in using tools for data management, analysis and visualization. The course will add to your toolbox of managerial skills and help get you ready for analysis in the real world, where problems and data do not come in neatly wrapped packages; data and decision-making is messy.

Credits: 4

#### **MNM 8062 - Law for Nonprofit Organizations**

This course examines the legal history and frameworks of nonprofit organizations. Emphasis is placed on the laws relating to the incorporation and tax-exempt status of nonprofit organizations. Students look at issues of accountability for nonprofit organizations and analyze the differences between profit and nonprofit organizations.

Credits: 4

#### **MNM 8082 - Volunteer Management**

This course explores the theories and practices required to develop and implement effective volunteer management programs within nonprofits. Topics include planning to ensure the success of volunteer programs, outlining the steps of appropriate volunteer recruitment, creating effective personnel policies and procedures, orientation training, supervising and evaluating, and recognizing volunteers for their contributions. Some related topics covered: what is national service, the changing demographics of the community volunteer, and organizational responsibilities and liabilities with administering volunteer programs.

Credits: 4

#### **MNM 8090 - Program Evaluation and Assessment**

Continuously improving the services and programs of public agencies and nonprofits is critical to their ongoing success as organizations. Truly understanding what is happening in a program, service or organization of the social or governmental sector is important to help managers and leaders to improve those programs, services, and organizations. The methodologies and tools of research and program evaluation are the means to this understanding. This course will investigate the principle methodologies of research: quantitative, qualitative, and mixed methods. It will consider the methods employed by each to capture and utilize data.

Credits: 4

#### **MNM 8100 - Communications and Marketing for Nonprofits**

This course explores research and marketing techniques used by nonprofits. Examines the importance of long range strategic planning for nonprofit organizations' market development. The course involves students in exercises in brand development and management, audience targeting, development of key messages, and other components of effective communication.

Credits: 4

#### **MNM 8360 - Advocacy and Lobbying for Nonprofits**

This course provides the historical and theoretical context for nonprofit involvement in advocacy and lobbying; addresses organizational infrastructure needs in building capacity for public policy work; examines legal guidelines for nonprofit lobbying; and provides students with practical experience in working with the legislative process at all levels of government.

Credits: 4

#### **MNM 8440 - Social Demographics**

This course will look at some of the details impacting our society and specifically how immigration, aging, and policy converge in our society and ultimately in our policymaking. Any one of the three issues covered in this course could be

a separate, semester long course. This course covers basic concepts present in each of the three areas.

Credits: 4

#### **MNM 8492 - Capstone Skills Development for Nonprofits**

This course is open to MNM students who have no more than four (4) elective credits and the Capstone course remaining or who have completed all program course requirements except the Capstone course. It provides students with a rigorous classroom and practicum experience that helps them demonstrate the skills and knowledge they have mastered in the program and test their critical thinking and skills abilities to manage and/or lead a nonprofit organization. Students will study and examine the critical or current issues of the nonprofit sector, complete an applied research project with a Twin Cities organization, and present the project including a final paper and presentation at the end of each semester.

Credits: 4

Note: MNM Capstone

#### **MNM 8497 - Independent Study**

Independent study provides an opportunity to work independently under the direction of a faculty member. The student and the instructor work out a course of study before the term begins and typically meet four to six times throughout the term to discuss readings and papers. Students may take one independent study.

Credits: 1-4

#### **MPA 8000 - Foundations in Public Administration**

This course introduces students to the professional study of public administration. The course provides a historical overview of American public administration and each of its significant sub-fields, as well as an introduction to contemporary reform efforts, both within and outside the public sector. Students learn to integrate their own experiences with key concepts in public administration and to use these experiences and concepts to plan the rest of their master's programs.

Credits: 4

#### **MPA 8001 - Leading in Organizations**

This course focuses on the skills leaders need to elicit commitment and productivity from individuals and groups to create positive change and build flourishing organizations. Students will learn theories and practices for identifying and motivating key actors in the workplace, and to create and lead successful teams. Awareness of one's own values, beliefs, decision-making tendencies and behaviors is a crucial first step in becoming a leader. Thus, a significant portion of the course consists of assessment and reflection activities designed to enhance students' self-awareness of their cultural intelligence, conflict style, team behaviors and

preferences, sense of flourishing and wellbeing, and their leadership values and goals.

Credits: 4

#### **MPA 8010 - Professional Ethics**

This course explores selected theories of ethics and fundamental principles of ethical management, with a focus on practical approaches to dealing with ethical dilemmas primarily across the public sector.

Credits: 4

#### **MPA 8030 - Public Fiscal Management**

This course analyzes government revenue and expenditure policies, with an emphasis on the Minnesota state budgetary process. Topics include principles of public fiscal management, tax and spending systems, revenue sources, intergovernmental relations, and the administrative and political aspects of fiscal policy.

Credits: 4

#### **MPA 8040 - Public Policy Analysis**

This course evaluates a variety of approaches and models used to analyze the making of public policy by examining the assumptions and limitations of each model. Current policy issues are explored. Each student designs and completes a significant research project on a selected public policy issue.

Credits: 4

#### **MPA 8045 - National Public Policy**

Washington DC has a special place when it comes to public administration. It is the center of the federal government but as important, it is the center of discussion around many public policy and administration issues. Every successful public administrator needs to have an understanding of how things in Washington DC work, how they can work effectively on national issues and deal with the federal government.

This class will provide students with several unique experiences that can only be had in Washington DC. These experiences include talking with national leaders to discuss cutting-edge issues facing public administration, talking with persons who implement federal programs to understand the complexities of programs from the national level and understanding the federal policy-setting process by talking with actors in that process. In addition, this class will take advantage of a unique opportunity to talk about ethical issues facing public administrators that can only be had in Washington DC.

Credits: 4

#### **MPA 8050 - Human Resource Management for Government**

This course examines current case law, regulations, and trends that define and influence the personnel function. Topics include recruitment, selection, compensation, employee

motivation, collective bargaining, organizational philosophies, and legislation and regulation.

Credits: 4

#### **MPA 8055 - Data Analytics and Decision Making**

Organizations today operate in a complex environment, with more data available than ever before. While tools and technology have enabled better use of that data, managers must be prepared to structure data-driven decision-making processes, understand the implications and assumptions of analytical methods, and successfully communicate findings to non-technical audiences. This course will build a strong foundation in decision-making theory, data management and analysis, and communication. Students will build skills in using tools for data management, analysis and visualization. The course will add to your toolbox of managerial skills and help get you ready for analysis in the real world, where problems and data do not come in neatly wrapped packages; data and decision-making is messy.

Credits: 4

#### **MPA 8061 - Administrative Law**

This course has been designed to be user-friendly to the nonlawyer and has as its goal to acquaint students with the fundamental principles and concepts of administrative law. Taught from a public administration perspective, the course provides students the opportunity to explore the interplay between and among politics, democracy, and bureaucracy; to examine bureaucracy's relationship to the legislative branch of government and to the courts; to learn about the administrative process at the local, state, and federal levels; to focus on the regulatory aspects of administrative law with particular attention to controlling risks, solving problems, and managing compliance; and to take a look at some contemporary substantive issues through the lens of administrative law.

Credits: 4

#### **MPA 8120 - Labor Relations**

This course offers a wide review of Labor Relations. The course assumes a general understanding of relationships between management and organized labor and other core graduate courses specifically organizational theory and human resource management. The instructional approach is in the survey form and will employ lecture, readings, guest speakers, student presentation, and case study to achieve its objectives. It is not intended to train students for specialized careers in labor relations in a single course, but to acquaint the student with the underlying values, systems, laws and procedures shaping Labor Relations and the pertinent topics affecting the workplace today.

Credits: 4

#### **MPA 8130 - Housing & Economic Policy**

This course examines economic development theories and housing policies in the United States. Emphasis upon understanding how economic and housing markets operate and how national, state, and local governments can influence business investment and job development decisions and the construction and rehabilitation of housing for different populations. This course first provides an overview on how economic and housing markets function. The discussion will include discussion of basic principles of macro and microeconomics and then analysis of specific views of economic development, including export-base, core-periphery, and locational theories. The course then provides specific analysis and evaluation of the different policies and techniques governments have used to secure economic and housing goals. Among the techniques examined will be: tax incentives and TIFs, bonding, public subsidies, public/private partnerships, infrastructure development, and direct government investment in, or ownership of housing and economic development entities.

Credits: 4

#### **MPA 8140 - Local Government Budgeting**

This course focuses on the basic elements of developing, implementing, and evaluating the operating and capital budgets of local governments, emphasizing governments in Minnesota. Topics include review of major revenues and spending of local governments and their estimation and management within budgets, alternative strategies for developing and presenting budgets that align with public policy goals, the interaction of state and federal policies with local budgets, monitoring and managing an adopted budgets, and understanding and effectively communicating local financial issues and consequences to policymakers and citizens.

Credits: 4

#### **MPA 8201 - Public Dispute Resolution**

This course is an introduction to the public policy formation and implementation process. Public organizations encounter many situations where negotiation skills and mediation/arbitration training in a public context is useful. Neighborhood disputes, development issues or special interest concerns require public officials to negotiate and mediate between parties in order to reach consensus and resolution to different opinions and points of view. These skills are different than the typical policymaking and implementation training that most public officials are used to. In today's world of public participation and citizen awareness, negotiation and mediation skills are essential.

Credits: 4

#### **MPA 8208 - Organizational Culture**

Organizations with highly effective cultures are more able to attract funding and clients, have stronger market share and

profit, and serve more constituents more effectively than organizations with weaker cultures. In this course, you will learn how to determine the effectiveness of an organization's culture and what you can do to maximize the performance of public, private, or nonprofit organizations.

Credits: 4

### **MPA 8223 - Contemporary Social Policy Issues**

This course is open to advanced master's level students. This course examines the historical context, theoretical arguments, and political controversies surrounding current and emerging social policy issues. Consideration is given to the impacts of changing social policies on vulnerable populations, the delivery of health and human services, and society at large.

Credits: 4

### **MPA 8225 - Critical Issues in Public Administration**

This course explores in-depth those changes that are likely to have the greatest impact on local government managers in today's environment. External factors such as changing demographics, rising citizens' expectations, and the evolving nature of federalism will be examined as context for how effective managers must now respond. Several important internal issues such as how to motivate the new work force, how to determine the costs and benefits of technology in service delivery, and governing body expectations for successful managers will also be covered.

Credits: 4

### **MPA 8228 - Public Arbitration Skills Building**

This course is designed to make students familiar and comfortable with arbitration as a dispute resolution process in the public sector. Students will have a chance to participate in several scripted arbitration proceedings that will give them knowledge of the legal requirements and tactical underpinnings of this common workplace process. Employees will be made aware of the State Statutes governing public employee disputes and will become familiar with both salary and discipline arbitration proceedings.

Credits: 4

### **MPA 8230 - Municipal County Administration**

This course is a survey of contemporary issues facing municipalities specifically in Minnesota and generally in the upper Midwest. The semester will explore the practicalities and politics of managing a municipal organization using a variety of current practitioners in the field. Areas of concentration will include: community roles and power structures, city council and staff relations, public safety and public works issues, land use and community development, employee relations, finance, legal authority and emerging issues of governance and the role of citizen participation. Students currently will find this class a good way to acquire

a broad-based understanding of municipal operations and the complexities of this occupational field.

Credits: 4

### **MPA 8233 - Social Policy Administration**

This course is designed to look at the administration and implementation of social and human services policies at the agency/street level. Students will have the opportunity to concentrate on the policy analysis, evaluation, development, and implementation implications surrounding the provision of social services, especially in relation to our ever-growing, culturally diverse community. Course activities will include on-site meetings with community groups and work with local social service agencies. Through course readings, community focus groups, on-line discussion, an analysis of census data, direct engagement with community groups, and other classroom events, the student will have the opportunity to assess and increase her/his own knowledge of issues surrounding implementation and administration of social programs as well as improving understanding of cultural competency issues.

Credits: 4

### **MPA 8234 - Civic Engagement**

Fundamental to our democracy is the active involvement of citizens. Today we hear a lot of talk about civic engagement. But what is civic engagement? How do the public and nonprofit sector become models of citizen participation? This course will explore the discontents and the promises, introducing students to a new model of engaged democratic practice which is deeply political in an older sense of politics as engaging different interests and views in solving common problems and creating common things.

Credits: 4

### **MPA 8235 - Strategic Planning and Decision Making in the Public Sector**

This course provides students a high-level overview of strategic management and planning. The course focuses on the elements of the strategic management process with an emphasis on strategy development, planning, evaluation, decision making, citizen/customer engagement and environmental scanning.

The course is designed for students with management experience who are near the completion of course requirements. It presents a systemic approach to the integration of management functions into a continuous process of improvement with a focus on results and the customer, improving performance and being responsive to customer needs in a continuously changing environment.

Credits: 4

### **MPA 8250 - Legislative Practicum**

An in-depth exploration of how the state legislative processes operates and how knowledge of the law-making process is



critical to public policy management and advocacy. The course will employ reading, discussion, guest presenters, on-site visits, and a project that requires students to follow a bill from start to finish.

Credits: 4

#### **MPA 8260 - Alternative Service Delivery**

State and local governments are continually under pressure to provide more cost efficient and effective services. As a result, public officials in Minnesota and across the United States are seeking alternative ways to deliver services. This course examines the theoretical underpinnings, implementation methods, and track records of various alternatives to public service delivery. Topics include collaborations, consolidation, privatization, contracting, private and nonprofit partnerships, and the use of market incentives and competition to improve service delivery. We will also examine a variety of policy areas where alternative means to service delivery have been analyzed or implemented including criminal justice, information technology, environmental services, education, health care, welfare, and transportation.

Credits: 4

#### **MPA 8270 - Managerial Leadership and Cultural Competency**

This course is designed to provide students with an opportunity to examine issues of cultural competence in managing and leading organizations in changing times. This course will engage students in a series of dialogues concerning issues of cultural competence in the workplace, their impact on the processes of management, work and the organization. Emphasis will be placed on workplace issues of race and gender and will include discussions of issues of disability, age, social class, sexual identity, religion and ethnicity.

Credits: 4

#### **MPA 8300 - Strategic Management and Planning**

This course provides a thorough grounding in the formulation and implementation of organizational strategy. It focuses on the development of corporate missions, goals, and objectives. The class will define important business problems, analyze external and internal environments, formulate alternative strategic options, and address implementation issues.

Credits: 4

#### **MPA 8440 - Social Demographics**

This course will look at some of the details impacting our society and specifically how immigration, aging, and policy converge in our society and ultimately in our policymaking. Any one of the three issues covered in this course could be a separate, semester long course. This course covers basic concepts present in each of the three areas.

Credits: 4

#### **MPA 8490 - Capstone Skills Development for Government**

This course is open to MPA students who have no more than four (4) elective credits and the Capstone course remaining or who have completed all program course requirements except for the Capstone course. It requires students to integrate the diverse materials mastered in the core program, formulate business recommendations, and communicate findings in oral and written form. In a series of structured simulations of contemporary problems commonly encountered by administrators, students receive the opportunity to practice managerial skills and demonstrate the leadership necessary for effective managerial performance.

Credits: 4

Note: MPA capstone

#### **MPA 8494 - Internship**

Any student without professional work experience in his or her field of study is required to participate in an internship. This internship is an additional course that will not fulfill an elective requirement. Each student is notified at the time of admission whether an internship is a required component of his or her individual program. If the student is required to complete an internship, he or she must work with his or her advisor in planning the internship.

Credits: 4

#### **MPA 8497 - Independent Study**

Independent study provides an opportunity to work independently under the direction of a faculty member. The student and the instructor work out a course of study before the term begins and typically meet four to six times throughout the term to discuss readings and papers. Students may take one independent study.

Credits: 1-4

## Faculty

Year following name is first year of appointment

\* indicates part-time

### **Hossein Akhavi-Pour**, 1982-1988\*, 1988

Professor

BA 1969, Faculty of Law, University of Tehran

MA 1975, PhD 1980, Kansas State University

### **Peggy Andrews**, 2011

Senior Lecturer

BA 1989, Ambassador University

MA 1999, St. Mary's University

PhD, University of Minnesota

### **David Berg**, 2009

Associate Professor

BA 1981, St. Olaf College

MIBS 1984, University of South Carolina

PhD 1998, University of Minnesota

### **Stacie Bosley**, 2012

Associate Professor

BBA 1994, University of Wisconsin-Madison

PhD 2001, University of Minnesota

### **Thomas Burns**, 2009-2014\*, 2014

Visiting Instructor

BA 1966, Iona College

MBA 1990, University of St. Thomas

### **Jeannie Fox**, 2015\*

Professor of Practice

BA 1988, South Dakota State University

M.Ed. 1993, University of North Texas

### **Kenneth Fox**, 1996

Professor

Director, Conflict Studies

Senior Fellow, Dispute Resolution Institute

BA 1979, University of California

JD 1985, Northwestern School of Law at Lewis and Clark College

### **James M. Hagen**, 2008

Professor

AB 1974, University of Michigan

MS 1987, University of Minnesota

PhD 1997, University of Illinois

### **J. Dan Lehmann**, 2008

Senior Lecturer

BS 1974, MS 1975, PhD 1982, University of Illinois

### **Jae Hawn Lee**, 2015

Assistant Professor

BA 2000, MA 2006, Seoul National University

MBA 2008, Brigham Young University

PhD 2015, Texas Tech University

### **John Lochner**, 2016

Visiting Instructor

BS 1980, Ohio State University

MA 1987, University of Texas-Dallas

MA 2009, Hamline University

DPA In-Progress, Hamline University

### **Kristen Norman-Major**, 2001

Professor

BA 1987, Hamline University

MA 1990, University of Minnesota

PhD 1996, Vanderbilt University

### **Jack Reardon**, 2008

Professor

BA 1981, Economics, College of the Holy Cross

MA 1984, Economics, University of Notre Dame

PhD 1991, University of Notre Dame

### **Robert Routhieaux**, 2006

Associate Professor

BS 1987, California State University, Chico

MS 1993, PhD 1995, University of Arizona

### **James Scheibel**, 2006\*, 2014

Professor of Practice

BA 1969, St. John's University, Collegeville, MN

Master of Public Affairs 2014, University of Minnesota

### **Chad Sponsler**, 2009

Senior Lecturer

BA 2002, MBA 2003, University of North Dakota

JD 2008, Hamline University

### **Daniel Toninato**, 2014

Instructor

BS 1987, St. John's University, Collegeville, MN

MBA 2011, Augsburg College

### **Craig Waldron**

Lecturer

BA 1972, University of Iowa

MA 1973, Minnesota State University, Mankato

DPA 2003, Hamline University

### **Nancy Webber**, 2008

Senior Lecturer

BS 2002, MBT 2004, University of Minnesota

# School of Education

**Office Location:** West Hall, second floor

**Mailing Address:** MS-A1720, 1536 Hewitt Avenue, Saint Paul, MN 55104

**Phone number:** 651-523-2600

**Email:** education@hamline.edu

The Hamline School of Education (HSE) has a long history of providing coursework tailored to the needs of local and regional educators. Our vision is to inspire, challenge, and transform. HSE faculty and staff understand and respond to the needs of working adults and are committed to offering programs for adult learners that provide active, collaborative, and reflective learning in an atmosphere of mutual respect and intellectual challenge. More than 8,000 educators enroll in coursework through Hamline's School of Education. A variety of degree, licensure, and certificate programs are offered to graduate students.

## Academic Programs - Advanced Degrees

### Doctorate in Education (EdD)

The learning community structure and thematic curriculum of the doctorate in education (EdD) provide intellectually stimulating and collaborative teaching and learning. Each community remains together during a set of core courses, thus deepening personal connections and enriching shared experiences. Eight powerful themes are integrated into the curriculum: building community; constructivism/constructing knowledge; language/communication; child/adult development; technology; leadership; inquiry; and assessment. The themes form the nucleus for exploring and understanding current education ideas and issues. The quality of the doctoral experience results from the meaningful program design, the exploration of eight program themes and their implementation, the responsive setting of the learning climate, and the skills and expertise of the faculty and students.

### EdD Degree Requirements

(68 credits and 3.0 GPA):

#### 12 Required Core Courses (36 credits)

- GED 8501 - The Learning Organization
- GED 8502 - Educational Foundations
- GED 8504 - Educational Organizations
- GED 8505 - Leadership
- GED 8507 A - Frameworks for Inquiry
- GED 8507 B - Frameworks for Inquiry
- GED 8508 - Advanced Inquiry
- GED 8513 - Paideia Seminar: Knowledge Construction
- GED 8514 - Doctoral Writing Seminar

- GED 8515 - Paideia Seminar: Community Building
- GED 8516 - Equity and Social Justice Policy
- GED 8517 - Paideia Seminar: Inquiry and Reflection

#### Elective Courses (16 credits)

(see below)

#### Dissertation (16 credits)

- GED 8991 - Dissertation I
- GED 8992 - Dissertation II
- GED 8993 - Dissertation III
- GED 8994 - Dissertation IV

#### Successful completion of the following

- a written examination
- a synthesis presentation
- a dissertation

#### Advancement to Candidacy

Required coursework must be completed prior to advancement to candidacy.

#### Grade Requirement

Students must maintain a minimum grade of 3.0 (B grade or higher) in all coursework.

#### Electives

Sixteen semester credits of elective course work are required. A maximum of eight credits of independent study may be counted toward the elective requirement. Students may begin taking electives during the next term following admission. However, EdD students are discouraged from co-enrolling in electives during their first year of required courses. The elective requirement may be satisfied by taking electives at Hamline, at another regionally accredited university, or through a combination of these two options. Each is explained below.

#### Electives at Hamline

Students may use selected 8000-level graduate courses from HSE master's programs, though course restrictions apply and registration may need to be approved. It is important that students consult their faculty advisers to determine which courses may be available to them. In addition, selected courses in the School of Business, and master's-level course work in The Creative Writing Programs may be used to fulfill elective credits. Prerequisites apply as indicated. HU continuing studies or professional development courses may not be used to fulfill elective credit.

EdD students who earn an administrative license through the HU School of Education may apply these credits toward their electives, whether they earned the license before or during their doctoral work. That is, Hamline University administrative license alumni may transfer 16

credits. Note: New administrative licensure students must apply for admission to that program separately. Licensure course work may precede, overlap, or extend beyond earning an EdD.

### **Electives at Other Institutions**

EdD students may transfer a maximum of 8 semester credits of course work from another regionally accredited university. This credit may have been earned prior to admission to the EdD program or it may be taken while students are registered for courses in the EdD program. Continuing studies or professional development courses will not be accepted to satisfy doctoral requirements. Approval to transfer credit depends on meeting transfer credit criteria. For additional information, see the EdD program website or contact the program administrator.

If EdD students wish to transfer graduate courses from international universities, transcripts should be accompanied by translation and recommendations from one of several educational services recommended by HU Student Administrative Services for this purpose.

### **EdD Application Requirements:**

- Completed application (available through Graduate Admission, [www.hamline.edu/graduate/admission/hse.html](http://www.hamline.edu/graduate/admission/hse.html))
- Personal statement detailing how an EdD will help the applicant achieve their professional goals, and why Hamline will help them achieve those educational goals/objectives.
- Resume.
- Official sealed transcripts of undergraduate and graduate work.
- Three recommendations with at least two from instructors, employers, or colleagues who are familiar with the applicant's learning capacity, leadership capacity, and ability to sustain collaboration in a learning community.
- Submission of a short, article-length piece of writing (ten pages) demonstrating ability to synthesize and portray thinking about a critical issue in education as described in the application form.
- Interview with a faculty committee following successful review of application and materials described above.

### **Master of Arts in Education (MAEd)**

Designed to help educators meet the challenges of today's schools and society, this program continues Hamline's tradition of relevant curriculum, outstanding faculty, and collaborative learning. The curriculum is strongly inspired by the HSE conceptual framework: build learning communities, advocate for equity and social justice, construct knowledge, and practice reflection and inquiry. The curriculum builds on your

knowledge and prior experience and links theory to practice. Instructional strategies promote reflection, engagement, and collaboration. At the heart of the curriculum is a set of guiding questions that stimulate thought-provoking discussion and professional growth. Elective credits are chosen based on personal and professional interests and needs. A Hamline certificate or license may be applied as electives.

The MAEd program is available in a fully online format or in a hybrid format that combines face-to-face courses with online learning. Online courses are facilitated by faculty during the fall, spring, and summer terms. Active engagement in online learning is expected beginning with the first week of class; weekly learning schedules are posted, and synchronous activities may be required.

### **MAEd Degree Requirements**

(34 credits and 3.0 GPA):

#### **Core Courses (20 credits)**

- GED 8020 - Explorations: Reflection, Community Building, and Knowledge
- GED 8021 - Designing Effective Learning Environments
- GED 8022 - Action Research: Practice and Application
- GED 8024 - Educating for Equity and Social Justice
- GED 8025 - Public Policy Design and Action
- GED 8023 - Capstone Practicum

#### **Electives (10 credits)**

Elective credits may be earned through 6000, 7000, or 8000-level Hamline University graduate courses or through graduate course work at other accredited institutions. At least five of the ten elective credits must be completed through Hamline University. Graduate work (either through Hamline University or another accredited institution) completed before admission into the MAEd program may be used towards elective credits, provided the transfer criteria are met. Transfer of prior credit occurs after successful completion of GED 8020. Most elective choices are made to meet students' personal curriculum and instructional needs. A Hamline certificate or licensure program may be used to fulfill the elective requirement.

Note: Co-sponsored courses offered through HSE's Continuing Studies department may be applied to degree program requirements up to 25% of the total credits.

#### **Capstone (4 credits)**

Choose one of the following capstone options.

- GED 8490 - Capstone Project
- GED 8495 - Capstone Thesis

## MAEd Application Requirements:

- Completed application (available through Graduate Admission, [www.hamline.edu/graduate/admission/hse.html](http://www.hamline.edu/graduate/admission/hse.html))
- Goal Statement
  1. Why have you decided to pursue graduate study?
  2. How will the MAEd meet your personal and/or professional goals?
  3. What outcomes do you expect as a result of the MAEd program at Hamline University?
- Official, sealed undergraduate degree transcript.
- Two letters of recommendation.

## Master of Arts in Education: Natural Science and Environmental Education (MAEd: NSEE)

One of the nation's most respected environmental education programs has designed a graduate degree program to bring out the best in you and impact the world in which we live.

The MAEd: NSEE program inspires through a focus on leadership development that taps participants' convictions and passions. It promotes field based research and community collaborations including partnerships with the Audubon Center of the North Woods, Science Museum of Minnesota, Como Park Zoo and Conservatory, the American Museum of Natural History and other prominent organizations. It challenges through inquiry, reflection and a strong focus on research and transforms through a constructivist approach that draws on each student's strengths and experiences as vital contexts for learning.

The MAEd: NSEE program focuses on environmental teaching and learning with an emphasis on systems and problem solving. It is designed for both classroom teachers and non-formal educators.

## MAEd: NSEE Degree Requirements

(34 credits and 3.0 GPA):

### Core Courses (20 credits)

- NSEE 8000 - The Environment and Society
- NSEE 8010 - History of the Environment
- NSEE 8110 - Foundations of Environmental Education
- NSEE 8200 - Ecological Systems: Biomes
- GED 8023 - Capstone Practicum

### Electives (10 credits)

Choose from ENED, SCED, and other education 6000- and 7000-level course offerings.

Note: Co-sponsored courses offered through HSE's Continuing Studies department may be applied to degree program requirements up to 25% of the total credits.

## Capstone (4 credits)

Choose one of the following Capstone options.

- GED 8490 - Capstone Project
- GED 8495 - Capstone Thesis

## MAEd: NSEE Application Requirements:

- Completed application (available through Graduate Admission, [www.hamline.edu/graduate/admission/hse.html](http://www.hamline.edu/graduate/admission/hse.html)).
- Essay—Submit a 500-word essay that describes your personal and professional philosophy of environmental education.
- Résumé.
- Two letters of recommendation. Request these letters from people familiar with your academic and/or professional qualifications.
- Official, sealed transcripts from your undergraduate degree-granting institution.
- Any supplemental materials you wish the admission committee to consider.

## Master of Arts in English as a Second Language (MAESL)

If you have licensure or a certificate in ESL, TEFL, adult ESL, or bilingual education, you have the option of pursuing an advanced degree in ESL. Developed in consultation with experts in the field and designed for those currently teaching, the MAESL offers online and evening courses to accommodate working adults. MAESL graduates are ESL teachers/leaders who understand systems of language, the language-culture relationship, how these affect learning, and integrate technology into instruction. Courses integrate linguistics and literacy, feature practical applications, and are taught by experienced professionals.

## MAESL Degree Requirements

### Required Courses for all Concentrations

(29 credits and 3.0 GPA):

- ESL 7502 - Language and Society
- ESL 7519 - Linguistics for Language Teachers
- ESL 7610 - History of English
- ESL 7650 - Basics of Modern English
- ESL 7660 - Second Language Acquisition
- ESL 8010 - Phonetics and Phonology
- ESL 8020 - Advanced Linguistic Analysis
- GED 8023 - Capstone Practicum

### Capstone

Choose one of the following capstone options.

- GED 8490 - Capstone Project
- GED 8495 - Capstone Thesis

## Concentration Areas:

### Adult ESL Concentration (11-12 credits)

The MA-ESL with the Adult ESL Concentration prepares graduates to teach ESL in community-based ESL programs, Adult Basic Education programs, and colleges, where many immigrant students start their advanced education in the United States.

#### One of the following:

- ESL 6611 - Technology Enhanced Language Learning
- ESL 6612 - Advocating for English Language Learners

#### And each of the following:

- ESL 7631 - Introduction to the Adult ESL Learner: Developing Reading and Writing Skills
- ESL 7634 - Introduction to the Adult English Language Learner: Developing Oral Skills
- ESL 7636 - Course Design for Adult ESL Classes
- ESL 7638 - Assessment of the Adult English Language Learner
- Practicum Experience (1-2 credits)

### K-12 ESL Licensure Concentration (14-19 credits)

With a concentration in K-12 ESL Licensure, graduates will be able to teach K-12 and will also qualify for university and community college ESL positions in both the United States and abroad. All teachers must meet licensing requirements in the state where they teach.

- ESL 6612 - Advocating for English Language Learners
- ESL 7753 - Testing & Evaluation of English Language Learners
- ESL 7755 - Development of Literacy Skills
- ESL 7776 - ESL Methods
- Practicum Experience (1-6 credits)
- Elective course with a literacy, technology, or cultural focus (2 credits)

### TEFL Concentration (12 credits)

Graduates who complete the MA-ESL with a TEFL concentration generally go abroad and teach English for a limited period of time. With their advanced knowledge of language theory and linguistics, graduates will qualify for university and community college positions both in the United States and abroad.

#### TEFL Certificate:

- ESL 6620 - TEFL Certificate Course
- OR
- ESL 6621 - TEFL Certificate Part I
  - ESL 6622 - TEFL Certificate Part II

#### And each of the following:

- ESL 7636 - Course Design for Adult ESL Classes
- ESL 7638 - Assessment of the Adult English Language Learner

## MAESL Application Requirements:

- Completed application (available through Graduate Admission, [www.hamline.edu/graduate/admission/hse.html](http://www.hamline.edu/graduate/admission/hse.html)).
- Two letters of recommendation from professors with whom you have studied. These may include Hamline professors.
- Official sealed transcript of undergraduate and relevant graduate work. Hamline licensure and TEFL program graduates do not need to resubmit transcripts.
- Submit an academic paper dealing with a second language issue that shows that you can:
  1. synthesize information from several sources; or
  2. apply information from academic or research articles to your teaching or personal experience.
- MAESL students must have at least two years of high school or one year of college foreign language, or the equivalent. Foreign language study must be documented.
- Non-native speakers of English must also submit evidence of passing scores on the Praxis or MTLE test (Minnesota standards), a bachelor's degree from an English-language university, a TOEFL score of 107 for internet-based, 253 for computer-based, or 625 for paper based, or a score of 7.5-8.0 on the IELTS.

## Master of Arts in Literacy Education (MALED)

The courses in the Master of Arts in Literacy Education (MALED) will provide a comprehensive, rigorous focus on literacy instruction and leadership.

### Acquired skills and knowledge

Teachers who graduate from the MALED program will:

- Develop the expertise, confidence and skills needed to become teacher leaders in their classrooms, schools and communities.
- Gain experience staying abreast of literacy theory, research and classroom application.
- Become supporters, promoters and advocates of literacy in schools and communities.

### Conceptual framework and guiding questions

The Professional Education Program at Hamline University is committed to developing teacher-leaders who promote equity in schools and society, build communities of teachers and learners, construct knowledge, and practice thoughtful inquiry and reflection. This conceptual framework is reflected in a series of guiding questions woven throughout the MALED curriculum.

Each required course has a set of guiding questions. The following is a sampling from one of the required courses, GED 8030: Essentials in Literacy & Learning:

- What is literacy and how does the expanding definition of literacy affect teaching and learning?
- What is the relationship between literacy theories and beliefs, values and practices?
- How does a theoretical context for understanding research support study in diverse educational contexts?
- How can seminal literacy research in language, literacy and culture inform practice?
- What are the foundations of building and sustaining a learning community of literacy professionals?
- How do the essentials in literacy and learning contribute to the research base for the capstone?

## MALED Degree Requirements

(34 credits and 3.0 GPA):

The MALED provides a broad array of literacy-rich elective credit options and draws upon established certificates, licensures and institutes to provide you with wide-ranging choice in elective credit. The variety of these options will enable you to tailor your learning experiences to specific areas of literacy education (e.g., reading, writing, children's literature or book arts).

At least five of the ten elective credits should be literacy-focused. Most elective choices are made to meet students' professional learning needs. Credits may be earned through 6000, 7000, or 8000-level Hamline University Graduate Continuing Studies/Professional Development courses or at other accredited institutions.

### Core Courses (20 credits)

- GED 8030 - Essentials in Literacy and Learning
- GED 8031 - New Literacies in the 21st Century
- GED 8032 - Rethinking Literacy Across the Disciplines
- GED 8034 - Literacy Leadership and Coaching
- GED 8023 - Capstone Practicum
- GED 8040 - Critical Literacy
- GED 8036 - Educational Policy and Literacy Practice

### Electives (10 credits)

Elective coursework in this degree may be acquired through graduate language arts courses:

- K-12 Reading License
- Literacy Certificate
- Writing Certificate
- Children's Literature Certificate
- A combination of courses from the above certificates and license
- Other elective credit options

Note: Co-sponsored courses offered through HSE's Continuing Studies department may be applied to degree program requirements up to 25% of the total credits.

## Capstone (4 credits)

Choose one of the following capstone options.

- GED 8490 - Capstone Project
- GED 8495 - Capstone Thesis

## MALED Application Requirements

- Completed application (available through Graduate Admission, [www.hamline.edu/graduate/admission/hse.html](http://www.hamline.edu/graduate/admission/hse.html)).
- Written essay: The Admission Committee uses this essay to learn about your plans for the Master of Arts in Literacy Education program and your ability to think and write. Please answer the following questions:
  1. Why do you want to pursue the Master of Arts in Literacy Education?
  2. How will the MALED meet your personal and/or professional goals?
  3. What outcomes do you expect will result from participation in the MALED at Hamline University?
- Official undergraduate degree transcript sent directly from the institution to Graduate Admission or in a sealed, signed envelope. You do not need to supply transcripts for courses taken at Hamline University.
- Two letters of recommendation.

## Master of Arts in Teaching (MAT)

Designed for working adults, this degree program provides initial licensure leading to a master's degree in a supportive learning environment. Faculty have K-12 experience and a commitment to helping you become a successful teacher. Learn hands-on applications in an integrated curriculum focusing on urban, multicultural issues. Five categories of licensure are available:

- Elementary Education K-6
- Secondary Education (5-8) in the specialty area of science;
- Secondary Education (5-12) in the specialty areas of communication arts and literature, mathematics, or social studies;
- Secondary Education (9-12) in the specialty areas of chemistry, life science, or physics;
- K-12 Education in the specialty areas of dance and theatre, English as a Second Language (ESL), or world languages and cultures (German or Spanish).

Field placements are integrated throughout the program so you practice what you learn in your courses as you progress toward full-time student teaching. You will develop the skills, content, and confidence to be a highly qualified teaching professional. Graduate education classes typically meet once a week in the evening. Some daytime classes are also available.

You may attend the program on a full-time or part-time basis, according to your preferred pace of study.

For program course requirements, refer to the MAT website or contact a staff advisor. After successfully completing the courses listed in an individually-developed course planner, students apply for acceptance to student teaching. Upon successful completion of the license requirements, students are recommended for state licensure. Students have seven years to complete their MAT degree. Students must maintain a 3.0 overall GPA and earn B- or higher in all licensure courses. Refer to the student handbook for program details and requirements.

## **MAT Degree Requirements**

(3.0 GPA)

### **Education Courses (All Licenses)**

- GED 7801 - Introduction to Advanced Teacher Thinking
- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7867 - Theory to Practice
- GED 7872 - Exceptionality
- GED 7888 - English Learners in the Mainstream  
(*ESL candidates are exempt from this course requirement*)

### **Methodology Courses by License Area**

#### **Elementary K-6**

(Note: GED 7846 and GED 7847, the elementary literacy sequence, must be taken in the same term)

- GED 7835 - Teaching Art in the Elementary School K-6
- GED 7836 - Teaching Music in the Elementary School K-6
- GED 7837 - Teaching Health in the Elementary School K-6
- GED 7838 - Teaching Physical Education in the Elementary School K-6
- GED 7840 - Teaching Social Studies in the Elementary School K-6
- GED 7846 - Teaching Literacy in the Elementary School K-6
- GED 7847 - Critical and Connected Learning Approaches to Literacy Instruction in the Elementary School
- GED 7851 - Teaching Science in the Elementary School
- GED 7852 - Teaching Math in the Elementary School

#### **Secondary (5-12 or 9-12) and K-12**

- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12  
(Note: ESL licensure candidates meet the literacy requirement through ESL 7755)

#### *Chemistry/Life Science/Physics 9-12; Science 5-8*

- GED 7879 - Teaching Mathematics and Science in the Middle and Secondary School Part I
- GED 7874 - Teaching Science in the Middle and Secondary School Part II

#### *Communication Arts and Literature 5-12*

- GED 7857 - Teaching Communication Arts/Literature, Dance/Theatre Arts Part I
- GED 7870 - Teaching Communication Arts/Literature in the Middle and Secondary School Part II

#### *Dance and Theatre Arts K-12*

- GED 7857 - Teaching Communication Arts/Literature, Dance/Theatre Arts Part I
- GED 7882 - Teaching Dance/Theatre Arts in K-12 Part II

#### *English as a Second Language K-12*

- GED 7878 - Teaching ESL and World Languages in K-12 Part I
- ESL 7776 - ESL Methods

#### *Mathematics 5-12*

- GED 7879 - Teaching Mathematics and Science in the Middle and Secondary School Part I
- GED 7880 - Teaching Mathematics in the Middle and Secondary School Part II

#### *Social Studies 5-12*

- GED 7858 - Teaching Social Studies in the Middle and Secondary School Part I
- GED 7873 - Teaching Social Studies in the Middle and Secondary School Part II

#### *World Languages and Cultures K-12*

- GED 7878 - Teaching ESL and World Languages in K-12 Part I
- GED 7881 - Teaching World Languages K-12 Part II

### **Specialty Coursework**

Coursework for your area of specialty will vary according to licensure area.

### **Student Teaching Seminar**

- GED 7050 - Student Teaching Seminar

### **Student Teaching**

One of the following

- GED 7885 - Elementary Student Teaching K-6 (12 weeks)
- GED 7894 - Secondary Student Teaching 9-12 (12 weeks)
- GED 7895 - Secondary Student Teaching 5-12 (12 weeks)
- GED 7896 - Student Teaching K-12 (16 weeks)



### **Degree Completion Courses (Master of Arts in Teaching)**

Upon successful completion of student teaching, MAT students complete their Master of Arts in Teaching (MAT) degree by enrolling in either of the following degree completion options:

#### **Action Research Plan (12 credits)**

- GED 8023 - Capstone Practicum
- GED 8025 - Public Policy Design and Action Capstone - Choose one of the following capstone options:
  - GED 8490 - Capstone Project
  - GED 8495 - Capstone Thesis

#### **Focused Content Plan (12 credits)**

Students must choose one content area and complete course work in that area. Choose from four content cohorts, as follows:

##### *ESL Cohort*

- GED 8041 - Understanding Language and Language Learners
- GED 8042 - Academic Language for English Learners
- GED 8043 - Supporting and Advocating for English Learners

##### *Literacy Cohort*

- GED 8051 - Literacy Connections in the Classroom
- GED 8052 - Summer Literacy Institute
- GED 8053 - Literacy Connections in the Classroom II: Assessing and Enhancing Student Understanding

##### *Science and Inquiry Cohort*

- GED 8061 - Nature of Science and Historical Perspectives
- GED 8062 - Science Teaching and Learning
- GED 8063 - Rivers Institute and Project Completion

##### *Culture and Diversity Cohort*

- GED 8071 - Race and Culture in Today's Classroom
- GED 8072 - Intercultural Competency and Dimensions of Diversity
- GED 8073 - Linking Community to Classroom: Building on Learner Capital

### **MAT Application Requirements**

- Completed application (available through Graduate Admission, [www.hamline.edu/graduate/admission/hse.html](http://www.hamline.edu/graduate/admission/hse.html)).
- Official sealed transcripts of previous coursework.
- Two letters of recommendation. Request these letters from people familiar with your academic and/or professional qualifications.
- Written essay. Submit a one- to two-page, double-spaced essay discussing why you have decided to pursue public school licensure. Please include your experience (volunteer or paid) in working with children.
- Résumé

### **Master of Arts in Teaching English to Speakers of Other Languages (MA in TESOL)**

English is an essential skill in the 21st century. Adults, both in the United States and abroad, are seeking opportunities to acquire professional and academic English skills. Become part of the exciting and growing field of teaching English to speakers of other languages!

Hamline's cutting-edge Master of Arts in Teaching English to Speakers of Other Languages (MA in TESOL) prepares you to meet the needs of these learners through immersion in first-rate scholarship that prepares you for a dynamic global career working with private and public universities in the U.S. and abroad, international corporations and NGOs, and private language schools in teaching or administration.

With an MA in TESOL from Hamline, you will:

- Understand the relationship between language and culture and its implications for learning and society.
- Develop 21st-century skills in teaching and assessment.
- Design curricula for general and specialized purposes for any setting.
- Establish the research skills you need to be an informed, active, and collaborative practitioner.
- Become an advocate and leader in the TESOL field.

The MA in TESOL is offered fully online.

### **MA in TESOL Degree Requirements**

(34 credits and 3.0 GPA)

#### **Required Core - 28 Credits**

- ESL 8100 - Introduction to Applied Linguistics
- ESL 8101 - Exploring Contexts for Language Teaching and Learning
- ESL 8102 - Exploring Second Language Acquisition
- ESL 8103 - Exploring Language: Grammar and Discourse
- ESL 8104 - Applied Phonetics and Phonology
- ESL 8105 - English Teaching Practices
- ESL 8106 - Teaching Academic Discourse
- ESL 8107 - Course Design and Assessment
- ESL 8108 - Developing a Culminating Professional Project

#### **Electives - 6 Credits**

Courses may be chosen from the following:

#### **Language**

- ESL 7502 - Language and Society
- ESL 7610 - History of English
- ESL 8020 - Advanced Linguistic Analysis

#### **Teaching**

- ESL 6611 - Technology Enhanced Language Learning
- ESL 6620 - TEFL Certificate Course

- ESL 7631 - Introduction to the Adult ESL Learner: Developing Reading and Writing Skills
- ESL 7634 - Introduction to the Adult English Language Learner: Developing Oral Skills

### **K-12 Teaching**

- ESL 7753 - Testing & Evaluation of English Language Learners
- ESL 7755 - Development of Literacy Skills
- ESL 7776 - ESL Methods

### **MA in TESOL Application Requirements**

1. A free, online application (available through Graduate Admission, [www.hamline.edu/graduate/admission/hse.html](http://www.hamline.edu/graduate/admission/hse.html)).
2. An official transcript of a bachelor's degree with a GPA of at least 3.0 from a regionally-accredited university or evaluated as such by an expert Academic Credential Evaluator. This should be sent directly from the institution to Graduate Admission or provided in a sealed, signed envelope. You do not have to supply transcripts for courses taken at Hamline University.
3. A 2-page essay explaining why you have decided to pursue the MA in TESOL and how the program will support your professional goals. Your essay should include an overview of your strengths, experience, and expertise in teaching and/or research and identify what areas of the TESOL field interest you most and why.
4. Two letters of recommendation from individuals who can accurately assess your potential for successful graduate study. Letters must be sent directly to Graduate Admission by the persons writing the recommendations.
5. Non-native speakers of English must also submit evidence of either a bachelor's degree from a English-language university or a TOEFL score of 100 for internet-based, 250 for computer-based, or 600 for paper-based or IELTS score of 7.

## **Academic Programs - Additional Licensure**

### **5-12 Communication Arts and Literature**

#### **State Licensing Tests**

- Basic Skills Test or equivalents - see MDE website
- Pedagogy: Secondary (Grades 5-12)
- Content Knowledge: Communication Arts/Literature (Grades 5-12)

#### **Education Courses**

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology

- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7857 - Teaching Communication Arts/Literature, Dance/Theatre Arts Part I
- GED 7870 - Teaching Communication Arts/Literature in the Middle and Secondary School Part II
- GED 7990 - Advanced Practicum (4 credits)

### **Communication Arts/Literature Content Courses**

- ENG 1900 - Introduction to Literature and Criticism
- ENG 3020 - Literary and Cultural Theory
- ENG 3390 - Advanced Writing: Expositions and Argumentation
- ESL 7519 - Linguistics for Language Teachers
- COMM 1100 - Introduction to Communication Studies
- COMM 1110 - Public Speaking
- COMM 3320 - Media in the Digital Age
- COMM 3380 - Small Group Communication
- One English course at any level with a focus on gender issues
- One English course at any level with a focus on race/ethnicity issues

#### *One literature survey course in an earlier period:*

- ENG 1210 - British Literatures to 1789
- ENG 1230 - American Literatures to 1860

#### *One literature survey course in a later period:*

- ENG 1220 - British Literatures after 1789
- ENG 1240 - American Literatures after 1860

### **5-12 Mathematics**

#### **State Licensing Tests**

- Basic Skills Test or equivalents - see MDE website
- Pedagogy: Secondary (Grades 5-12)
- Content Knowledge: Mathematics (Grades 5-12)

#### **Education Courses**

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7879 - Teaching Mathematics and Science in the Middle and Secondary School Part I

- GED 7880 - Teaching Mathematics in the Middle and Secondary School Part II
- GED 7990 - Advanced Practicum (4 credits)

### Mathematics Content Courses

- MATH 1170 - Calculus I
  - MATH 1180 - Calculus II
  - MATH 1200 - Statistics
  - MATH 3320 - Multivariable and Vector Calculus
  - MATH 3330 - Linear Algebra
  - MATH 3550 - Foundations of Mathematics
  - MATH 3560 - Modern Geometry
  - MATH 5890 - Algebra
  - MATH 5910 - Analysis
  - MATH 5950 - Topics in Advanced Mathematics
- Recommended:
- CSCI 1250 - Introduction to Computer Science

## 5-12 Social Studies

### State Licensing Tests

- Basic Skills Test or equivalents - see MDE website
- Pedagogy: Secondary (Grades 5-12)
- Content Knowledge: Social Studies (Grades 5-12)

### Education Courses

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7858 - Teaching Social Studies in the Middle and Secondary School Part I
- GED 7873 - Teaching Social Studies in the Middle and Secondary School Part II
- GED 7990 - Advanced Practicum (4 credits)

### Social Studies Content Courses

- ANTH 1160 - Introduction to Anthropology
- ECON 1310 - Microeconomic Analysis
- ECON 1320 - Macroeconomic Analysis
- PSCI 1110 - American Government and Politics
- PSY 1330 - General Psychology
- SOC 1110 - Introduction to Sociological Thinking
- One course in Human Geography or World Geography (not offered at Hamline)

### Three History Courses

- HIST 1310 - Introduction to U.S. History: 1865-Present
- One non-Western history course
- One course at the level of HIST 3011 or above

### Concentration Courses

Six courses in one concentration area from one of the subject areas listed above. At least one of the six courses must be at the 5000 level and at least one must be at the 3000 level. This concentration must also include the methodology course in the discipline from among the options below. Note: Courses listed above are counted toward the concentration area.

### Methodology Course

Choose the course that matches the concentration area.

- QMBE 1310 - Statistics
- PSCI 3540 - Political Research and Analysis
- PSY 1340 - Statistics: Behavioral Science
- SOC 3930 - Social Research Methods
- HIST 3000 Workshop in History or HIST 3010 Historical Methods

## 5-8 Communication Arts and Literature Endorsement

### State Licensing Tests

- Basic Skills Test or equivalents - see MDE website
- Pedagogy: Secondary (Grades 5-12)
- Content Knowledge: Middle Level Communication Arts/Literature (Grades 5-8)

### Education Courses

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7870 - Teaching Communication Arts/Literature in the Middle and Secondary School Part II
- GED 7876 - Teaching in the Middle School
- GED 7990 - Advanced Practicum (4 credits)

### 5-8 Communication Arts and Literature Courses

- ENG 1900 - Introduction to Literature and Criticism
- ENG 3390 - Advanced Writing: Expositions and Argumentation
- COMM 1110 - Public Speaking
- One literature course with a race/ethnicity or gender focus

*One Literature Survey Course from:*

- ENG 1210 - British Literatures to 1789
- ENG 1220 - British Literatures after 1789
- ENG 1230 - American Literatures to 1860
- ENG 1240 - American Literatures after 1860
- ENG 1250 - World Literatures

*One Communications Course from:*

- COMM 1100 - Introduction to Communication Studies
- COMM 1320 - Introduction to Critical Media Studies

## 5-8 Mathematics Endorsement

### State Licensing Tests

- Basic Skills Test or equivalents - see MDE website
- Pedagogy: Secondary (Grades 5-12)
- Content Knowledge: Middle Level Mathematics (Grades 5-8)

### Education Courses

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7825 - Educational Psychology
- GED 7815 - Schools and Society
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7876 - Teaching in the Middle School
- GED 7880 - Teaching Mathematics in the Middle and Secondary School Part II
- GED 7990 - Advanced Practicum (4 credits)

### Math 5-8 Specialty Courses

- MATH 1170 - Calculus I
- MATH 1180 - Calculus II
- MATH 1200 - Statistics
- MATH 3440 - Discrete Mathematics
- MATH 3550 - Foundations of Mathematics
- MATH 3560 - Modern Geometry

## 5-8 Science Endorsement

### State Licensing Tests

- Basic Skills Test or equivalents - see MDE website
- Pedagogy: Secondary (Grades 5-12)
- Content Knowledge: Middle Level Science (Grades 5-8)

### Education Courses

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology

- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7874 - Teaching Science in the Middle and Secondary School Part II
- GED 7876 - Teaching in the Middle School
- GED 7990 - Advanced Practicum (4 credits)

### Science 5-8 Specialty Courses

- BIOL 1800 - Principles of Ecology and Evolution
- BIOL 1820 - Principles of Plant and Animal Physiology
- CHEM 1130 - General Chemistry I
- CHEM 1140 - General Chemistry II
- SCED 7021 - Astronomy for Teachers (or equivalent astronomy course)
- SCED 7205 - Earth System Science for Middle School Teachers (or equivalent Physical Geology course)
- MATH 1150 - Pre-Calculus

*One year of general physics (select one I/II sequence below):*

- PHYS 1150 - Algebra-Based Physics I
  - PHYS 1160 - Algebra-Based Physics II
- or
- PHYS 1230 - General Physics I
  - PHYS 1240 - General Physics II

## 5-8 Social Studies Endorsement

### State Licensing Tests

- Basic Skills Test or equivalent - see MDE website
- Pedagogy, Secondary (Grades 5-12)
- Content Knowledge: Middle Level Social Studies (Grades 5-8)

### Education Courses

Note: GED 7825, 7815, 7862, 7872, 7867 typically satisfied by initial license.

- GED 7825 - Educational Psychology
- GED 7815 - Schools and Society
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7873 - Teaching Social Studies in the Middle and Secondary School Part II
- GED 7876 - Teaching in the Middle School
- GED 7990 - Advanced Practicum (4 credits)

### 5-8 Social Studies Courses

- ANTH 1160 - Introduction to Anthropology
- HIST 1310 - Introduction to United States History: 1865-Present
- HIST 3000 - Workshop in History
- PSCI 1110 - American Government and Politics
- One course in Human Geography or World Geography (not offered at Hamline)

#### One Economics Course from:

- ECON 1310 - Microeconomic Analysis
- ECON 1320 - Macroeconomic Analysis

### 9-12 Chemistry

#### State Licensing Tests

- Basic Skills Test or equivalents - see MDE website
- Pedagogy, Secondary (Grades 5-12)
- Content Knowledge: Chemistry (Grades 9-12)

#### Education Courses

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7879 - Teaching Mathematics and Science in the Middle and Secondary School Part I
- GED 7874 - Teaching Science in the Middle and Secondary School Part II
- GED 7990 - Advanced Practicum (4 credits)

#### Chemistry Content Courses

- BIOC 3820 - Biochemistry I
- CHEM 1130 - General Chemistry I
- CHEM 1140 - General Chemistry II
- CHEM 3240 - Analytical Chemistry
- CHEM 3450 - Organic Chemistry I
- CHEM 3550 - Physical Chemistry I
- CHEM 5840 - Advanced Inorganic Chemistry

#### Choose one of the following:

- BIOC 3830 - Biochemistry II
- CHEM 3330 - Instrumental Methods
- CHEM 3460 - Organic Chemistry II
- CHEM 3560 - Physical Chemistry II

#### Physics Courses

One year of general physics (select one I/II sequence below):

- PHYS 1150 - Algebra-Based Physics I
- PHYS 1160 - Algebra-Based Physics II

Or

- PHYS 1230 - General Physics I
- PHYS 1240 - General Physics II

#### Math Courses

- MATH 1170 - Calculus I
- MATH 1180 - Calculus II

Recommended:

- MATH 1200 - Statistics

### 9-12 Life Science

#### State Licensing Tests

- Basic Skills Test or equivalents - see MDE website
- Pedagogy, Secondary (Grades 5-12)
- Content Knowledge: Life Science (Grades 9-12)

#### Education Courses

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7879 - Teaching Mathematics and Science in the Middle and Secondary School Part I
- GED 7874 - Teaching Science in the Middle and Secondary School Part II
- GED 7990 - Advanced Practicum (4 credits)

#### Life Science Content Courses

- BIOL 1800 - Principles of Ecology and Evolution
- BIOL 1820 - Principles of Plant and Animal Physiology
- BIOL 3050 - Principles of Genetics
- BIOL 3060 - Principles of Cell Biology

#### Choose one from each of the following three categories:

##### Organismal

- BIOL 3400 - Comparative Vertebrate Evolution and Anatomy
- BIOL 3500 - Plant Adaptation and Diversity
- BIOL 3650 - Invertebrate Biology
- BIOL 5600 - Developmental Biology

##### Cell Molecular

- BIOC 3820 - Biochemistry I
- BIOC 3830 - Biochemistry II
- BIOL 3830 - Applied Biotechnology
- BIOL 5550 - Microbiology
- BIOL 5760 - Immunology

##### Population Biology

- BIOL 3770 - Population Genetics and Evolution
- BIOL 5540 - Aquatic Biology

- BIOL 5590 - Ecology
- BIOL 5650 - Animal Behavior

#### Research Course

Note: The Hamline course that fulfills the research component is BIOL 5650.

#### Chemistry Course

- CHEM 1130 - General Chemistry I

#### Related Courses

Choose one math course and one statistics course from the following:

- MATH 1150 - Pre-Calculus
- MATH 1170 - Calculus I
- PSY 1340 - Statistics: Behavioral Science
- QMBE 1310 - Statistics

## 9-12 Physics

### State Licensing Tests

- Basic Skills Test or equivalents - see MDE website
- Pedagogy, Secondary (Grades 5-12)
- Content Knowledge: Physics (Grades 9-12)

### Education Courses

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7879 - Teaching Mathematics and Science in the Middle and Secondary School Part I
- GED 7874 - Teaching Science in the Middle and Secondary School Part II
- GED 7990 - Advanced Practicum (4 credits)

### Physics Content Courses

*One year of general physics* (select one I/II sequence below):

- PHYS 1150 - Algebra-Based Physics I
- PHYS 1160 - Algebra-Based Physics II

or

- PHYS 1230 - General Physics I
- PHYS 1240 - General Physics II

#### Modern Physics

- PHYS 3540 - Modern Physics

*One 5000 Level Course from the list below*

(MATH 3720 is a prerequisite for each of the 5000-level courses)

- PHYS 5930 - Theoretical Mechanics
- PHYS 5940 - Advanced Electromagnetic Field Theory
- PHYS 5950 - Advanced Quantum Mechanics
- PHYS 5955 - Advanced Topics in Physics

#### Research Course

NOTE: Hamline courses that fulfill research component: PHYS 5920 or PHYS 5960

#### Related Courses

- MATH 1170 - Calculus I
- MATH 1180 - Calculus II
- MATH 3320 - Multivariable and Vector Calculus
- MATH 3720 - Differential Equations

## Autism Spectrum Disorders - Birth to Age 21

Students must hold a current Special Education License to qualify for this program.

### Required Courses (23 credits)

- SPED 7100 - ASD: Introduction and Overview
- SPED 7101 - Proactive Behavior Management
- SPED 7102 - Assessment: Identification and Planning for the Student with ASD
- SPED 7103 - Communication, Assessment, and Intervention for Learners with ASD
- SPED 7104 - Intervention and Strategies for Students with ASD
- SPED 7105 - Collaborative Transition Programming to Support Individuals with ASD Across Ages
- SPED 7106 - Social Cognition
- GED 7888 - English Learners in the Mainstream
- GED 7990 or GED 7991/7992 - ASD Licensure Advanced Practicum (5 credits)

### Course Equivalencies

Students pursuing licensure may be granted equivalence for courses taken at Hamline or at other accredited institutions.

## K-12 Dance and Theatre

### State Licensing Tests

- Basic Skills Test or equivalents - see MDE website
- Pedagogy
- Content Knowledge: Dance and Theatre (Grades K-12)

### Education Courses

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality

- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7857 - Teaching Communication Arts/Literature, Dance/Theatre Arts Part I
- GED 7882 - Teaching Dance/Theatre Arts in K-12 Part II
- GED 7990 - Advanced Practicum (4 credits)

#### **Dance and Theatre Arts Content Courses**

- THTR 1120 - Studies in Dramatic Storytelling and Performance: Stage and Screens
- THTR 1130 - Dance I
- THTR 1230 - Acting I
- THTR 1420 - Technical Theatre
- THTR 3120 - Analyzing the Dramatic Text
- THTR 3140 - Theatre and Culture: Ancient to Renaissance
- THTR 3160 - Theatre and Culture: Modern to Post-Modern
- THTR 3700 - Children's Theatre
- THTR 5520 - Stage Direction
- THTR 5910 - Senior Theater Project and Seminar

#### *Dance II or Ensemble - choose one:*

- THTR 1140 - Dance II
- THTR 3800 - Dance Ensemble

#### *Design - choose one:*

- THTR 3440 - Scene and Lighting Design
- THTR 3450 - Costume Design

### **K-12 English as a Second Language (ESL)**

#### **Required Courses (29 credits)**

- ESL 7502 - Language and Society
- ESL 7519 - Linguistics for Language Teachers
- ESL 7610 - History of English
- ESL 7650 - Basics of Modern English
- ESL 7660 - Second Language Acquisition
- ESL 7753 - Testing & Evaluation of English Language Learners
- ESL 7755 - Development of Literacy Skills
- ESL 7776 - ESL Methods
- GED 7990 or 7991/7992 - Advanced Practicum (4 credits)

#### **Additional Requirement**

This course is required for those without an elementary license.

- LANG 7901 - Foundations of Reading, K-12

### **K-12 Reading**

Grow your literacy expertise. Too many children struggle with reading. With Hamline's K-12 Reading Additional Licensure program, educators gain the knowledge and experience to optimize student reading achievement.

With a K-12 Reading License from Hamline, you will:

- Identify key skills, strategies, and concepts central to reading achievement.
- Become skilled at adapting your reading instruction strategies to meet the needs of students at all reading levels.
- Learn what it takes to be a literacy leader through immersion in the field.

#### **Required Courses**

- LANG 7901 - Foundations of Reading, K-12
- LANG 7902 - Developing Elementary Readers, K-6
- LANG 7903 - Advancing Secondary Readers, 7-12
- LANG 7904 - Reading Assessment and Evaluation, K-12
- LANG 7905 - Advanced Practicum in Reading Interventions
- LANG 7906 - Becoming Literacy Leaders

#### **Field Experiences: (4 Experiences, 35 Hours)**

Participate in at least one field experience at the elementary, middle, and high school levels. You may also work with students in your own educational setting.

#### **Licensure**

Candidates are required to pass the Reading Teacher Test as part of the Minnesota Teacher Licensure Examinations to receive a license. Optional test preparation is available through Hamline.

### **K-12 World Languages and Cultures: German**

#### **State Licensing Tests**

- Assessment of Language Proficiency Test (Contact K-12 academic advisor for information)
- Basic Skills Test or equivalents - see MDE website
- Pedagogy (Elementary or Secondary)
- Content Knowledge: German (Grades K-12)

#### **Education Courses**

GED 7815, 7825, 7862, 7867, 7872 are typically satisfied through initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7867 - Theory to Practice
- GED 7872 - Exceptionality
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12

- GED 7878 - Teaching ESL and World Languages in K-12 Part I
- GED 7881 - Teaching World Languages K-12 Part II
- GED 7990 - Advanced Practicum (4 credits)

#### **German Content Courses**

- GERM 3900 - Advanced German Conversation and Composition
- GERM 3910 - Professional German

#### *Linguistics/Language - choose one:*

- ESL 7519 - Linguistics for Language Teachers
- MODL 1010 - The Language Phenomenon

#### *Language and Society - choose one:*

- ESL 7502 - Language and Society
- MODL 1020 - Language and Society

#### *Six additional courses in German*

- Six additional German courses numbered above 3220 are required. Topical choices include literature, civilization/culture, history, politics, and language coursework.

## **K-12 World Languages and Cultures: Spanish**

#### **State Licensing Tests**

- Assessment of Language Proficiency Test (Contact K-12 academic advisor for information)
- Basic Skills Test or equivalents - see MDE website
- Pedagogy (Elementary or Secondary)
- Content Knowledge: Spanish (Grades K-12)

#### **Education Courses**

Note: GED 7815, 7825, 7862, 7867 and 7872 are typically satisfied through initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7867 - Theory to Practice
- GED 7872 - Exceptionality
- GED 7888 - English Learners in the Mainstream
- GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12
- GED 7878 - Teaching ESL and World Languages in K-12 Part I
- GED 7881 - Teaching World Languages K-12 Part II
- GED 7990 - Advanced Practicum (4 credits)

#### **Spanish Content Courses**

- SPAN 3900 - Advanced Conversation and Composition
- SPAN 3910 - Spanish for the Professional

#### *Linguistics/Language - choose one:*

- ESL 7519 - Linguistics for Language Teachers
- MODL 1010 - The Language Phenomenon

#### *Language and Society - choose one:*

- ESL 7502 - Language and Society
- MODL 1020 - Language and Society

#### *Seven additional courses in Spanish*

- Seven Spanish Courses beyond SPAN 3220 Intermediate Spanish II, must incorporate a global sampling of Spanish-speaking geographic regions. Topical Choices: Literature (Must be represented), Civilization/Culture, History, Politics, Language Coursework

## **K-6 Elementary Education**

#### **State Licensing Tests**

- Basic Skills Test or equivalents - see MDE website
- Pedagogy, Elementary
- Elementary Education Content Knowledge

#### **Education Courses**

Note: GED 7815, 7825, 7862, 7872, 7867 are typically satisfied by initial license.

- GED 7815 - Schools and Society
- GED 7825 - Educational Psychology
- GED 7862 - Education and Cultural Diversity
- GED 7872 - Exceptionality
- GED 7867 - Theory to Practice
- GED 7888 - English Learners in the Mainstream
- GED 7990 - Advanced Practicum (4 credits)

#### **Elementary K-6 Courses**

- GED 7835 - Teaching Art in the Elementary School K-6
- GED 7836 - Teaching Music in the Elementary School K-6
- GED 7837 - Teaching Health in the Elementary School K-6
- GED 7838 - Teaching Physical Education in the Elementary School K-6
- GED 7840 - Teaching Social Studies in the Elementary School K-6
- GED 7846 - Teaching Literacy in the Elementary School K-6
- GED 7847 - Critical and Connected Learning Approaches to Literacy Instruction in the Elementary School
- GED 7851 - Teaching Science in the Elementary School
- GED 7852 - Teaching Math in the Elementary School



## Academic Programs - Administrative Licensure

Administrative Licensure can provide new career opportunities for experienced P-12 teachers who have already earned a master's degree and also have at least three years of teaching experience. The School of Education offers preparation for three administrative licenses: Principal, Superintendent, and Director of Special Education.

The Administrative Licensure program prepares students for instructional leadership to effectively address changing demographics, focus on results-based education, and address the needs of an increasingly broad range of stakeholders.

Students in the program:

- grow foundational knowledge through instruction that blends theory and practice;
- expand leadership skills through meaningful and relevant curriculum;
- develop the confidences necessary for educational leaders assuming the complex duties required in today's schools and districts.

The state of Minnesota requires administrative licensure applicants to acquire a minimum of 60 credits past a baccalaureate degree, which must include a master's degree.

Administrative licensure candidates at Hamline complete an Initial Leadership Assessment course that will determine development for collaborative and diversity leadership, as well as to establish a program plan for licensure completion. This also includes an initial competency assessment of the state's administrative licensure requirements.

The program is offered in a low-residency format that blends online instruction with campus-based instruction.

### Administrative License Program Requirements

Fulfillment of a Hamline administrative license includes completion of coursework, 320 hours of field experience, and an electronic portfolio.

#### Core courses (16 credits)

- GED 8145 - Introduction to Administrative Licensure
- GED 8150 - Initial Leadership Assessment
- GED 8100 - Leadership and Organization
- GED 8125 - School Finance
- GED 8142 - Education Law and Ethics
- GED 8101 - Human Relations in Organizations

#### One licensure-focused course (4 credits)

- GED 8135 - The K-12 Principal
- GED 8120 - The District Superintendent
- GED 8115 - Director of Special Education

#### Field Experience (6 credits)

##### *Principal*

- GED 8175 - Principal Field Experience I: Plan
- GED 8176 - Principal Field Experience II: Portfolio
- GED 8177 - Principal Field Experience III: Exit

##### *Superintendent*

- GED 8185 - Superintendent Field Experience I: Plan
- GED 8186 - Superintendent Field Experience II: Portfolio
- GED 8187 - Superintendent Field Experience III: Exit

##### *Director of Special Education*

- GED 8195 - Director Field Experience I: Plan
- GED 8196 - Director Field Experience II: Portfolio
- GED 8197 - Director Field Experience III: Exit

#### Electives

The number of electives varies by student, but generally ranges from 0-4 credits. The minimum number of elective credits required is determined by evaluating two factors:

- Whether the candidate needs additional course work to develop leadership competencies; and
- If the candidate still needs additional credits to satisfy the state requirement of having 60 credits beyond their bachelor's degree including a master's degree.

Transferred coursework may be used to fulfill electives.

### Administrative License Admission Requirements

Applicants must have a master's degree, hold a teaching license, and have three years of teaching experience.

(Applicants may also satisfy MN Rule Chapter 3512.0700, subpart 4).

To apply for admission, please submit the following to Graduate Admission

([www.hamline.edu/graduate/admission/hse.html](http://www.hamline.edu/graduate/admission/hse.html)).

- Completed online application (no fee for U.S residents).
- A current Minnesota educator license.
- A current résumé or curriculum vitae, verifying at least 3 years of classroom teaching experience to meet licensure requirements.
- A one-page personal statement that addresses why you aspire to be an educational leader.
- Official transcripts from each nationally or regionally accredited college or university attended with a GPA of at least 3.0, including a transcript of a completed master's degree. These should be sent directly from the institution(s) to Graduate Admission or provided in a sealed, signed envelope. You do not have to provide transcripts for courses taken at Hamline University.
- Three letters of recommendation written by people unrelated to you who are familiar with your academic and/or professional history, detailing your specific qualifications as an educational leader.

*Provisional admission:* If you have a GPA of 2.5-2.9, you may be considered for provisional admission. Please provide a one to two page written reflection indicating your plans for meeting the Hamline GPA requirements if admitted to the program. Applicants who have successfully completed a master's degree (GPA >3.0) are exempt from the provisional review process.

## Academic Programs - Certificates

For more information about certificate programs, contact the School of Education at 651-523-2600 or [education@hamline.edu](mailto:education@hamline.edu).

### Adult Basic Education Certificate

As an Adult Basic Education (ABE) instructor, you are critical to providing the instruction adults need to transition into educational or career opportunities and to thrive in their communities.

ABE instructors are needed more than ever, whether providing GED/ high school equivalency, ESL, basic skills, improvement, digital literacy, career readiness, or other adult educational programming. Not only is Hamline's program the only one of its kind in the region, but it is taught by nationally-known leaders in adult learning, literacy, numeracy, and ESL.

With an ABE Certificate from Hamline, you will:

- Understand the field of adult education and its essential components: effective communication, numeracy, and literacy.
- Gain insight into the needs of adults for whom English is not their primary language and the implications on instruction.
- Learn how to design courses to meet a variety of learner backgrounds and needs.
- Develop authentic assessment tools for academic and workplace settings, including how to assess student progress in adult education programs.

#### Certificate Requirements

##### Required Courses (10 credits)

- EDUC 7601 - Introduction to Adult Education
- ESL 7631 - Introduction to the Adult ESL Learner: Developing Reading and Writing Skills
- EDUC 7636 - Course Design for Adult Education Classes
- EDUC 7638 - Assessment in Adult Education

##### Elective Courses (2 credits)

- Content course or courses in teaching math, reading, ESL, or science.
- Co-sponsored courses offered in conjunction with Hamline's ATLAS program (ABE Teaching and Learning System), such as Adult ESL Institute or STAR programs.

### Adult ESL Certificate

Professionals who want to serve adult English-language learners are in high demand. Let Hamline's program prepare you to make sound decisions in course design and classroom practice in a wide variety of setting:

- Adult basic education programs.
- Technical/vocational programs.
- College and university courses.
- Community-based or volunteer programs.

Through a hands-on, practitioner-based approach, the Certificate for Teachers of Adult EAL supports individuals in acquiring the knowledge, practical skills, and abilities to teach English as a second language to adults from linguistically and culturally diverse populations.

#### Certificate Requirements

- ESL 7631 - Introduction to the Adult ESL Learner: Developing Reading and Writing Skills
- ESL 7634 - Introduction to the Adult English Language Learner: Developing Oral Skills
- ESL 7636 - Course Design for Adult ESL Classes
- ESL 7638 - Assessment of the Adult English Language Learner

### Autism Spectrum Disorders Certificate

Whether you are a mainstream classroom teacher, parent, or other education or community professional who works with individuals identified on the autism spectrum, Hamline's certificate will help you gain the skills and enhance your knowledge to better serve your students, children, or clients.

With Hamline's Autism Spectrum Disorders Certificate, you will:

- Gain the expertise to engage ASD learners in school, clinic, community, and home settings.
- Learn from experienced and well-respected specialists in the field.
- Develop research-based strategies to help individuals with ASD of any age that are on the autism spectrum become independent.
- Experience the convenience, community, and connection of a fully-online program.

#### Certificate Requirements

##### Required Courses

- SPED 7100 - ASD: Introduction and Overview
- SPED 7101 - Proactive Behavior Management
- SPED 7104 - Intervention and Strategies for Students with ASD

### One Course from the Following

- SPED 7102 - Assessment: Identification and Planning for the Student with ASD
- SPED 7103 - Communication, Assessment, and Intervention for Learners with ASD

### Elective Courses

Choose two additional credits from the list below:

- SPED 7105 - Collaborative Transition Programming to Support Individuals with ASD Across Ages
- SPED 7106 - Social Cognition
- SPED 6998 - Topics (1 credit each)

### Bullying Prevention Certificate

You have the power to stop bullying. One in four students reports being bullied on a regular basis. Bullying impacts not only the student who bullies and the student being bullied, but it has broad implications for bystanders and the overall climate of the school.

Through a cultural transformation and system-wide approach to bullying prevention rooted in broad-based research Hamline's Bullying Prevention Certificate is fully online and provides you with the knowledge and skills to transform your school's culture so that all members interact in a positive, respectful manner that reinforces the value of each community member. Be an agent for change in your school.

This series of courses is designed to support teachers, administrators, and other school staff to meet professional development goals under the Safe Schools Act.

#### Certificate Requirements

- EDUC 7140 - Foundations of Bullying Prevention
- EDUC 7141 - Bystander Behavior and Bullying Prevention
- EDUC 7142 - LGBT and Gender-Based Bullying
- EDUC 7143 - Cyber Bullying
- EDUC 7145 - Final Synthesis Bullying Prevention Certificate

### College Admission Counseling Certificate

Respond to the ever-changing landscape of college admission with a certificate designed to prepare professionals in any venue to counsel high school students through their post-secondary planning and admission processes.

This certificate is designed to prepare professionals anywhere in the country from school counselors, career center specialists, and teacher of career classes, to individuals who are interested in developing an independent college counseling practice.

With a College Admission Counseling Certificate from Hamline, you will:

- Gain a comprehensive overview of postsecondary education options and key stakeholders to create a college-going culture.
- Develop the skills to prepare and assist students in applying to postsecondary institutions.
- Build tools for helping students with career development and assessment so they can make good decisions about their postsecondary education.
- Examine issues pertaining to special populations (students of color, first generation, low socioeconomic status) and how to best counsel these populations for success in the college admission process.
- Apply what you learn with a field-based project in a counseling venue that is close to you.

#### Certificate Requirements

- EDUC 7201 - Fundamentals of Counseling the College Bound Student
- EDUC 7202 - Understanding the College Admission Process
- EDUC 7203 - Career Development and Assessment
- EDUC 7204 - Special Populations in College Counseling
- EDUC 7206 - Practicum in College Counseling

### ESL for Mainstream Teachers Certificate

Facing increasing numbers of English-language learners in your classroom?

Our coursework will help you make pedagogical decisions about the education of the English-language learners you save that will build your confidence and skills working with them in your classroom.

#### Certificate Requirements

- ESL 6610 - ESL Learner Mainstream Classroom
- ESL 7502 - Language and Society
- ESL 7753 - Testing & Evaluation of English Language Learners
- ESL 7755 - Development of Literacy Skills

### Gifted Education Certificate

Meet the needs of gifted and talented learners in your classroom.

Thousands of students are identified as gifted and talented learners in our schools represent diverse populations in all of our communities and are capable of high achievement when they receive differentiated and challenging instruction.

Hamline's Gifted Education Certificate prepares educators working both in and out of the classroom—teachers, administrators, curriculum specialists, resource teachers—to foster the growth and success of gifted and talented learners and build their capacity to become program coordinators.

## Certificate Requirements

### Required Courses (10 credits)

It is advised to start with GTED 6245 and end with GTED 7609.

- GTED 6245 - Inquiry for Gifted Students
- GTED 7604 - Identifying Gifted Learners: Theories and Procedures
- GTED 7606 - Affective Needs of Gifted Students: Counseling Issues & Strategies
- GTED 7607 - Differentiation: Instructional Models & Strategies in Gifted Education
- GTED 7609 - Gifted Education Program Models

### Elective Courses (2 credits)

Hamline offers a variety of 1-2 credit courses each term on timely topics in gifted education, such as:

- GTED 7617 - Gifted Underachievers
- Working with Families of Gifted Students: Effective Strategies (1 credit)

## K-5 Mathematics Certificate

Your students' success is linked both to your knowledge of how students think mathematically and your ability to shape questions and conversations around mathematical ideas.

Utilizing standards for elementary math specialists developed by the National Council of Teachers of Mathematics, Hamline's K-5 Mathematics certificate prepares educators who seek to expand their proficiency in math instruction, including K-5 classroom teachers, those who are or are preparing to be math instructional coaches, gifted and talented, Title I, basic skills, and special education professionals.

With a K-5 Mathematics Certificate from Hamline, you will:

- Learn and apply research-based developmental frameworks and learning trajectories for the K-5 learner.
- Develop and implement the instructional dispositions and discourse practices of professional noticing—attending, interpreting, and responding to learners.
- Explore the critical mathematical concepts that K-5 students need to learn and be able to identify content relationships with middle and high school standards.
- Refine and implement reflective practices in order to analyze one's own instructional decision making.

### Certificate Requirements

- MAED 7110 - Number Operations & Base Ten Development
- MAED 7120 - Fractions & Decimals - Geometry & Measurement
- MAED 7130 - Assessment & Intervention: Summer School Practicum

## Other Health Disabilities Certificate

Hamline's Other Health Disabilities (OHD) Certificate program offers course content that is directly aligned with competencies recommended by OHD practitioners in Minnesota and the Council for Exceptional Children to Teachers, special educators, and personnel in related services.

Coursework in this certificate leads to greater understanding and collaboration between schools, the community, families, and the medical team. Discussion and ideas for creating collaborative relationships to support the overall educational plans of OHD learners are woven throughout the coursework.

"Other Health Disability refers to a wide range of chronic or acute health conditions that may be either congenital or acquired. Students with health conditions may have associated characteristics or symptoms ranging from mild to severe. Some of the health conditions are progressive and some have associated symptoms that vary in intensity from day to day. Medications, treatments, therapies, and repeated hospitalizations for a range of chronic or acute health conditions can affect a student's ability to learn and function at school."

-Source: Minnesota Department of Education, 2007

Gain the skills necessary to help students with OHD achieve success in the classroom and actively participate in society.

### Certificate Requirements

#### Required Courses (9 credits)

- SPED 7081 - Other Health Disabilities 101
- SPED 7082 - Cognitive Aspects of Chronic Health
- SPED 7083 - Biomedical Aspects of Physical and Developmental Disabilities
- SPED 7084 - Neurobiological Disorders
- SPED 7085 - ADHD Learners
- SPED 7995 - Final Synthesis

#### Elective Courses (3 credits)

Elective courses vary, but upcoming courses include:

- SPED 7075 - Introduction to Childhood Sleep Disorders
- SPED 7076 - Introduction to Childhood Depression
- SPED 7089 - Introduction to Shaken Baby Syndrome

## Teaching English as a Foreign Language (TEFL) Certificate

Teach English overseas, live abroad, and experience another culture while working.

Hamline's TEFL program has been preparing individuals to become effective teachers of English to speakers of foreign languages for over twenty-five years. Whether you have little to no teaching experience or have already spent your career in a classroom, this program provides you with what you need to

join our graduates who have taught in more than 40 countries worldwide. Hamline's program is taught by faculty with advanced degrees and years of experience in the field and who are all locally, nationally, and internationally recognized leaders in the profession. With Hamline's program, you will get the industry standard number of contact hours that also includes 40 hours of teaching and observation in a classroom with English learners so that you have real-world engagement in a classroom.

Hamline's program is one of only two university-based, accredited programs in the Midwest. With this comes global recognition of our program and preference for our graduates who employers know receive the best training available.

**The TEFL program is available in these formats:**

- Evening/Weekend Option: Begin fall or spring term. Complete the 8-credit certificate course in one term.
- Extended Daytime Option: Begin fall term. Complete the 8-credit certificate course with one course in fall term and one course in spring term.

**Certificate Requirements**

Students complete TEFL Certificate Course or TEFL Certificate Part I and II.

- ESL 6620 - TEFL Certificate Course
- Or*
- ESL 6621 - TEFL Certificate Part I
  - ESL 6622 - TEFL Certificate Part II

**Traumatic Brain Injury Certificate**

Gain the knowledge and skills you need to work with students with TBI and other special needs.

Each year, over 1.5 million people will sustain a traumatic brain injury. And more than 2,700 Minnesota children experience such an injury each year. Students with traumatic brain injury (TBI) come to schools and classrooms with a unique set of needs.

**Certificate Requirements**

**Required Courses (9 credits)**

- SPED 7071 - Traumatic Brain Injury 101
- SPED 7072 - TBI: Emotional/Behavioral Issues
- SPED 7083 - Biomedical Aspects of Physical and Developmental Disabilities
- SPED 7084 - Neurobiological Disorders
- SPED 7089 - Introduction to Shaken Baby Syndrome
- SPED 7995 - Final Synthesis

**Elective Courses (3 credits)**

Choose three additional credits from other special education (SPED) courses offered by the Continuing Studies Department

**Urban Teaching Certificate**

Help urban learners succeed. Today's classrooms are alive with students from many cultures, who speak a variety of languages as their first language, and who come from a variety of socioeconomic situations. This often creates a challenging teaching environment to address the many learning needs and styles of students.

Whether you are a new teacher in an urban classroom or a veteran educator in a school with changing demographics, you will gain new knowledge and skills to ensure all students succeed.

**Certificate Requirements**

- URED 7720 - Intro to Urban Education and Reflective Thinking
- URED 7723 - Managing the Urban Classroom
- URED 7724 - Culturally-Relevant Pedagogy
- URED 7725 - Linking Communities to Classrooms: Contextualizing Student Learning
- URED 7731 - Interpersonal Dynamics: Racism

## Courses

### **EDUC 7140 - Foundations of Bullying Prevention**

This course will provide a research base for understanding various types of bullying, the characteristics of those engaged in bullying, and essential intervention elements to successfully address bullying behavior. It will also provide practical strategies for creating system wide change concerning bullying and bystander behavior.

Credits: 3

### **EDUC 7141 - Bystander Behavior and Bullying Prevention**

This course provides a critical component of system-wide culture change around bullying. Identifying, engaging, and empowering the bystander are key elements to addressing bullying behavior. This course will create a knowledge base about bystander behavior and provide practical strategies to engage bystanders in positive action.

Credits: 2

### **EDUC 7142 - LGBT and Gender-Based Bullying**

The vast majority of bullying in schools stems from either perceived sexual orientation, gender expression, or both. This course will focus on fostering an environment where all students feel welcomed and safe. It will also provide strategies for creating a gender-expansive classroom as well as a framework for teaching and embracing family diversity. This course will provide skills to respond to anti-gay and gender-related comments often associated with bullying.

Credits: 2

### **EDUC 7143 - Cyber Bullying**

This course will examine various types of cyber bullying that occur at different age levels. It will provide a knowledge base to successfully address and manage cyber bullying in schools and classrooms as well as provide the tools to work with parents and the community to combat bullying that occurs with social networking.

Credits: 2

### **EDUC 7145 - Final Synthesis Bullying Prevention Certificate**

The final seminar will use the knowledge and skills gained from the courses in the Bullying Prevention Certificate to develop a 2-3 hour professional development experience for a specific audience. Students will also provide a written synthesis of the experience with overall goals and learner outcomes.

Credits: 1

### **EDUC 7201 - Fundamentals of Counseling the College Bound Student**

This introductory course is designed to provide students with an overview of the College Admission Counseling program. Topics covered include the need for postsecondary-

education in today's world, types of post-secondary education options and training, K-12 college awareness, counseling special populations, identification of key players in college counseling and their roles and responsibilities, ethics and best practices, creating a college going culture, and organizing a college and career counseling office/center. Target audience: Junior high, middle, and high school counselors; career-center specialists; teachers of career classes; individuals interested in developing an independent college counseling practice.

Online login and course information at

[www.hamline.edu/education/online](http://www.hamline.edu/education/online)

NOTE: This course is required for completion of the College Admissions Counseling Certificate.

Credits: 3

### **EDUC 7202 - Understanding the College Admission Process**

Develop the skills to prepare and assist students/clients in applying to postsecondary institutions. When students/clients understand career options, they are able to narrow their college options and better focus their search. Understanding of the various post-secondary options, learn admission criteria, gain insight into choosing a college, and develop the tools to create a college admissions program.

Target audience: junior high, middle and high school counselors; career center specialists and teachers of career classes; individuals interested in developing an independent college-counseling practice.

NOTE: This course is required for completion of the College Admissions Counseling Certificate.

Credits: 3

### **EDUC 7203 - Career Development and Assessment**

Examine the theories and components of career development, career assessment instruments that help students identify their interests, skills, values and abilities, and standardized college entrance exams taken by college bound students as they move toward college admissions. Focus on understanding the strengths and shortcomings of instruments and learn to select instruments that meet the needs of students. Help students and clients get to know themselves better so they are prepared to make good decisions about their postsecondary education and, ultimately, their careers.

Target audience: Junior high, middle, and high school counselors; career-center specialists and teachers of career classes; individuals interested in developing an independent college counseling practice.

Online login and course information at

[www.hamline.edu/education/online](http://www.hamline.edu/education/online)

NOTE: This course is required for completion of the College Admissions Counseling Certificate.

Credits: 3

### **EDUC 7204 - Special Populations in College Counseling**

Examine current issues pertaining to special populations within college admission counseling. Focus on college counseling special groups including under-represented students (students of color, first generation, low socio-economical status), undocumented students, students with disabilities, home school students, and adult learners. Learn about College Access Programs, such as AVID, Upward Bound, Admission Possible, and TRIO.

Target audience: Junior high, middle and high school counselors; career center specialists and teachers of career classes; individuals interested in developing an independent college-counseling practice.

NOTE: This course is required for completion of the College Admissions Counseling Certificate.

Credits: 3

### **EDUC 7206 - Practicum in College Counseling**

The practicum portion of the certificate program will guide students to exercise course application with an appropriate student/client age group. Students will complete 65 hours of supervised fieldwork in a local counseling venue. Fieldwork must consist of individual counseling and/or a pre-approved project. Students will also complete the 12-week online portion of the course in which practicum experiences are shared with colleagues and reviewed by the instructor. The volunteer hours may be combined with a research project, but at least 45 hours must be completed on-site. This course will also help you acquire the knowledge and resources to advise students, families, and re-entry adults seeking financial support for a range of postsecondary pursuits.

NOTE: This course is required for completion of the College Admissions Counseling Certificate.

Prerequisites: EDUC 7201, EDUC 7202, EDUC 7203, and EDUC 7204.

Credits: 4

### **EDUC 7601 - Introduction to Adult Education**

This course familiarizes teachers with the field of adult education and its major components. This course explores the theoretical underpinnings of adult learning and how these take shape in today's adult education classrooms. The course includes an emphasis on the skills needed for adults to transition to deeper engagement within their communities, high school completion, and increasing achievement in careers and post-secondary settings. Sections of the course concentrate on many of the essential components of adult basic learning, including effective communication, numeracy, and literacy.

Credits: 4

### **EDUC 7636 - Course Design for Adult Education Classes**

Adult learners come to educational programs for a variety of reasons: some need basic skills or English for the workplace;

some are seeking a GED/high school equivalency; others plan to study in a community college or university. In this course, participants explore the principles of needs assessment and course design and learn tools to develop courses tailored to students' language and learning needs. They create curricula and materials for use in their own programs that prepare adults for the demands of the 21st century.

ABE certificate seekers register for EDUC 7636 and Adult ESL certificate seekers register for ESL 7636.

Credits: 2

### **EDUC 7638 - Assessment in Adult Education**

This course addresses the entrance and exit criteria for adult education and ESL programs and provides guidance on how to evaluate student progress. The politics of testing and assessment are explored as well. Participants learn how to conduct valid and reliable formal and informal assessments of adult learners, and they develop authentic assessment tools for academic and workplace settings.

ABE certificate seekers register for EDUC 7638 and Adult ESL certificate seekers register for ESL 7638.

Credits: 2

### **ESL 6610 - ESL Learner Mainstream Classroom**

Study the theory and techniques related to sheltered instruction. Ensure that all students (especially ELLs) can access grade level content and state standards. Included in the courses is an introduction to second language acquisition and learning as well as the eight components of SIOP (R) (Sheltered Instruction Observation Protocol).

Credits: 1

### **ESL 6611 - Technology Enhanced Language Learning**

Develop an understanding of how current technologies can enhance the ESL/EFL language curriculum. Learn how to effectively integrate educational technology tools into the language classroom using interactive websites, blogs, wikis, audio/video, mobile apps, cloud and software applications with a focus on good pedagogy. Analyze current research and best practices in the field, view sample practical applications of educational technology, share your ideas and reflections with colleagues, and create lesson plans and projects integrating technologies into your own classroom curriculum.

Credits: 2

### **ESL 6612 - Advocating for English Language Learners**

Are you advocating for students, programs, and professional status? Learn to enlist support from administrators, parents, community, lawmakers, and the media. Through a series of readings, guest speakers, discussions, and assignments, learn how to speak and write about issues with authority, how to identify and organize potential supporters, and how

to take practical steps toward changing policies and attitudes that affect ESL students, programs, and teachers. Target audience: teachers of ESL/bilingual K-Adult; others who advocate for ESL/bilingual students in a school setting. Credits: 2

### **ESL 6620 - TEFL Certificate Course**

Live your dream, teach overseas!

Experience another culture while living and working overseas after earning a Teaching English as a Foreign Language (TEFL) certificate. Gain hands-on experience, spending over 40 hours teaching, observing, and giving feedback in a classroom with English language learners. Our nationally recognized program was established in 1991 and over 1,200 Hamline graduates have taught in more than 40 countries worldwide. Join them!

Note: Application is required for participation in this program. Please visit [www.hamline.edu/tefl](http://www.hamline.edu/tefl) for course details and an online application.

Credits: 8

### **ESL 6621 - TEFL Certificate Part I**

Through an interactive hands-on approach, discover the principles and practices of teaching English as a foreign language. Explore factors that affect second language acquisition. Learn how to create meaningful, contextualized lessons addressing language skills, grammar, vocabulary and pronunciation for adults learning English as a foreign language.

Note: Application is required for participation in this program. Please visit [www.hamline.edu/tefl](http://www.hamline.edu/tefl) for course details and an online application.

Credits: 4

### **ESL 6622 - TEFL Certificate Part II**

Through an interactive hands-on approach, discover the principles and practices of teaching English as a foreign language. Explore the place of culture in learning; develop skills for assessing learning and giving feedback. In this course you apply what you have learned in this class and TEFL Part I as you practice teaching English in community programs.

Note: Application is required for participation in this program. Please visit [www.hamline.edu/tefl](http://www.hamline.edu/tefl) for course details and an online application.

Prerequisite: ESL 6621

Credits: 4

### **ESL 7502 - Language and Society**

Focus on the varieties of language and how they reflect social patterns. Explore the importance of language in all our interactions. Examine the social nature of language, and how language reflects social situations. Study the issues of language and social class, ethnic group, and gender, as well as topics in language and nationality, language and

geography, and the social nature of writing. Learn to pay particular attention to the social-linguistic situations of second language learners (i.e., those who are not native speakers of a socially dominant language or dialect) as well as the sociolinguistics of language in the classroom.

Target audience: language arts, modern language, and ESL teachers, K-adult.

Credits: 4

### **ESL 7519 - Linguistics for Language Teachers**

This is a broad, applied introduction to the study of language including morphology (word forms), syntax (sentence structure), semantics (meaning), and phonetics/phonology (pronunciation), as well as the social and cognitive dimensions of language.

Study the application of linguistic skills to language instruction and the use of technology in teaching, in addition to an introduction to graduate-level research and Internet skills in a two-hour in-class library orientation.

Target audience: K-Adult ESL and bilingual/bicultural teachers.

Credits: 4

### **ESL 7610 - History of English**

Have you wondered why the English language has such a bizarre spelling system, so many exceptions to its grammar rules, and the largest vocabulary of any modern world language? Discover the answers by studying the development and forms of the English language from Anglo-Saxon beginnings to present-day standard English and varieties of English. Understand the sociocultural and linguistic forces that cause language to undergo constant change. NOTE: Should be taken after or concurrently with a linguistics course.

Target audience: K-12 language arts and ESL teachers.

Credits: 1

### **ESL 7631 - Introduction to the Adult ESL Learner: Developing Reading and Writing Skills**

This course provides an introduction to second language acquisition theory, English as a Second Language (ESL) literacy development, and issues of acculturation for adult English language learners in all Adult Basic Education (ABE) classrooms. Effective ESL instruction for adults stems from understanding of the second language learning process as well as the cultural and political context for learning. This course provides an overview of current theory and practice in teaching reading and writing to adults at all proficiency levels. This course is intended for ESL instructors and ABE instructors in all content areas, where in many programs, nearly 50% of ABE learners have a first language other than English.

If you are new to the field of adult ESL and are planning to complete the Certificate for Teachers of Adult ESL, you must start with ESL 7631 or 7634.

Credits: 2



### **ESL 7634 - Introduction to the Adult English Language**

#### **Learner: Developing Oral Skills**

This course covers the nature of oral communication. Gain an awareness of the form, meaning and use of spoken English and how to present language to learners most effectively. Learn about the principles of teaching listening and speaking, use of authentic materials, and the assessment of oral proficiency and listening comprehension. Develop a basic understanding of the sound system of English: phonetics, stress, rhythm and intonation. Learn strategies for teaching pronunciation. Emphasis is put on developing classroom practices that maximize student participation.

Target audience: ESL teachers of adult learners.

Credits: 2

### **ESL 7636 - Course Design for Adult ESL Classes**

Adult learners come to educational programs for a variety of reasons: some need basic skills or English for the workplace; some are seeking a GED/high school equivalency; others plan to study in a community college or university. In this course, participants explore the principles of needs assessment and course design and learn tools to develop courses tailored to students' language and learning needs. They create curricula and materials for use in their own programs that prepare adults for the demands of the 21st century.

Target audience: ABE teachers and adult ESL teachers

Credits: 2

### **ESL 7638 - Assessment of the Adult English Language**

#### **Learner**

This course addresses the entrance and exit criteria for adult education and ESL programs and provides guidance on how to evaluate student progress. The politics of testing and assessment are explored as well. Participants learn how to conduct valid and reliable formal and informal assessments of adult learners, and they develop authentic assessment tools for academic and workplace settings.

ABE certificate seekers register for EDUC 7638 and Adult ESL certificate seekers register for ESL 7638.

Target audience: ESL teachers of adult learners.

Credits: 2

### **ESL 7650 - Basics of Modern English**

An overview of English grammar designed for teachers of ESL grades K-Adult.

Develop an understanding of the basics of English grammar both descriptively and pedagogically, particularly in areas that cause difficulties for learners of English as a second language. Improve your skills at error analysis and your ability to effectively incorporate grammar instruction into your classroom in a way that is meaningful and interesting to your learners. NOTE: Should be taken after or concurrently with a linguistics course.

Target audience: educators K-Adult.

Credits: 4

### **ESL 7660 - Second Language Acquisition**

How do students learn a second language?

Examine the factors that affect how languages are learned--age, environment, academic background, motivation, and developmental processes. Emphasis will be placed on understanding the language learning process and being able to communicate this process to administrators, teachers, and parents. Current research issues will also be addressed, with opportunities for teachers to apply theory to practice. NOTE: Should be taken after or concurrently with a linguistics course.

Target audience: K-Adult ESL and bilingual/bicultural education teachers.

Credits: 3

### **ESL 7753 - Testing & Evaluation of English Language Learners**

Examine the complex issues of assessment, testing, and evaluation of ESL students, in both ESL and mainstream classrooms. Develop an understanding of the policies, procedures and instruments used in assessing English language proficiency and the academic competency of ESL students. Learn how to use appropriate assessment to improve student performance and how to advocate for students in testing situations.

Target audience: educators K-12.

Credits: 2

### **ESL 7755 - Development of Literacy Skills**

Literacy development is crucial for the academic success of ELLs.

Expand your understanding of emergent literacy and gain a working knowledge of literacy development for second language learners. Explore best practices for vocabulary development, comprehension strategy instruction, and questioning. Learn how to develop standards-based lessons for all stages of reading.

Target audience: educators K-12.

Credits: 3

### **ESL 7776 - ESL Methods**

Goals: To allow teacher candidates to practice and to demonstrate competence with effective assessment and teaching methodology within K-12 ESL classrooms. Second in a two-course sequence.

Content: Planning curriculum that incorporates national, state and local standards; implementing a variety of instructional strategies to address the needs of diverse learners; using and implementing formative and summative assessments. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Prerequisite: For K-12 ESL licensure candidates - GED 7878 with a grade of B- or better

Credits: 4

### **ESL 8010 - Phonetics and Phonology**

Help English language learners attain intelligible pronunciation.

This course addresses areas of phonetics and phonology that ESL professionals need to know in order to assess and respond to learner needs. Issues of age, motivation, and context as they relate to pronunciation are discussed. Ideas for integrating pronunciation instruction into various curricula are included as well. The needs of both children and adults are addressed.

Credits: 2

### **ESL 8020 - Advanced Linguistic Analysis**

Using naturally occurring linguistic data from the first languages that ESL practitioners encounter in Minnesota (e.g. Spanish, Hmong and Somali), this course will provide ESL practitioners with a solid understanding of topics in syntax, semantics and pragmatics. The emphasis will be on recognizing pattern and structure (including linguistic universals) and relating this knowledge to the language learning needs of ESL students.

Credits: 3

### **ESL 8100 - Introduction to Applied Linguistics**

This course provides a broad, applied introduction to the study of language by covering such core areas as phonetics and morphology, and by applying this knowledge to TESOL instruction. Additionally, the course connects structural elements to broader discourse-pragmatic functions, such as participant and process roles; and helps expand participants' knowledge of World Englishes and language universals by including data from different varieties of English and other languages. Graduate-level research skills are addressed in the context of writing the advance to candidacy paper.

Credits: 4

### **ESL 8101 - Exploring Contexts for Language Teaching and Learning**

This course focuses on English as a lingua franca and the development of World Englishes in the increasingly globalized world of the 21st century. Candidates examine the world-wide scope of English use and teaching as well as the hegemonic position of English in the world today.

Credits: 2

### **ESL 8102 - Exploring Second Language Acquisition**

This course addresses the knowledge base of first and second language acquisition, including theories of language learning and the factors of individual learning. Learner language and instructor-student interaction are examined as are error

correction techniques. Candidates learn to identify the range of research carried out in SLA through reading research and writing critical evaluations of research on their topics of interest.

Credits: 4

### **ESL 8103 - Exploring Language: Grammar and Discourse**

In this course candidates explore both sentence and discourse levels of English grammar by applying various analytic approaches, including systemic functional grammar. They complete projects involving text analysis and they explore grammar pedagogy. The aim of the course is to give candidates the tools to analyze language their students encounter in order to integrate grammar instruction appropriately.

Credits: 4

### **ESL 8104 - Applied Phonetics and Phonology**

This course addresses areas of phonetics and phonology that English teaching professionals need to know in order to assess and respond to learner needs. Issues of intelligibility, age, motivation, advocacy and context as they relate to pronunciation are discussed. Ideas for integrating pronunciation instruction into various curricula are included as well.

Credits: 2

### **ESL 8105 - English Teaching Practices**

This course presents teaching methodologies suitable for a variety of teaching contexts that are based on language acquisition research and best practices in reflective teaching. Principles of planning activities and lessons using authentic materials, guiding language acquisition through interactive activities, and assessing learning are included. Teaching to promote success with 21st century skills is emphasized. Candidates apply these practices in their teaching contexts through action research, exploratory practice, or supervised teaching. They identify a critical question of personal significance for their culminating professional project.

Credits: 4

### **ESL 8106 - Teaching Academic Discourse**

This course focuses on the analysis of spoken and written discourses in a range of academic and professional registers. The application of this knowledge for teaching reading and writing for academic and professional purposes is included as well.

Candidates continue to apply these practices in their teaching contexts through action research, exploratory practice, or supervised teaching.

Credits: 2

### **ESL 8107 - Course Design and Assessment**

In this course, candidates acquire tools for developing courses tailored to the language and learning needs of their students. The course also covers language assessment theory and practice. Candidates learn how to conduct valid and reliable formal and informal assessments, and develop authentic assessment tools for academic and workplace settings.

Credits: 4

### **ESL 8108 - Developing a Culminating Professional Project**

In this course, students complete the final project addressing the critical question that they identified. The final project can be a review of the literature, materials development, classroom-based research, a text analysis or some other kind of professional project related to language or culture. The project should be of significant personal interest and of publishable quality.

Credits: 2

### **GED 7050 - Student Teaching Seminar**

This is the required weekly seminar that accompanies the student teaching experience. Refer to the course description for the student teaching experience.

This course is only open to teacher-candidates who have adequate preparation in licensure areas; have demonstrated proficiency in Minnesota's Standards for Effective Practice for Beginning Teachers (SEPTBs); have received formal approval by the education faculty to student teach; have met all program requirements; and have demonstrated the dispositions, knowledge, and skills to enter the teaching profession. Concurrent registration in the appropriate student teaching section is also required (course number is based on your licensure area).

Teacher candidates must attend a student-teaching intake session, which takes place in the fall semester. Contact your advisor or the Placement Office for scheduling information.

Credits: 2

### **GED 7801 - Introduction to Advanced Teacher Thinking**

This session welcomes students to Hamline's School of Education (HSE). Students will be introduced to HSE's Conceptual Framework which forms the foundation on which the Teacher Licensure Program is grounded. The session will examine the attitudes and dispositions necessary to be an effective and professional educator as well as the value HSE places on reflection, collaboration, social justice, and equity.

Note: This lab course is required, bears no academic credit, and is graded on a Pass/No Pass basis.

Credits: 0

### **GED 7815 - Schools and Society**

This course will explore the profession of teaching from historical, philosophical and sociological viewpoints.

Students will develop a personal philosophy of education and conduct research on current topics in the field. This course includes three days of school tours.

Credits: 4

### **GED 7825 - Educational Psychology**

This course surveys theories of learning, motivation and intelligence; theories of cognitive, social, and emotional development; and, influences of social and cultural background on development and learning. Students will learn about assessment and evaluation and the theoretical bases for instructional models. This course includes a five hour case study.

Credits: 4

### **GED 7835 - Teaching Art in the Elementary School K-6**

Select and implement developmentally appropriate materials and activities for the teaching of art in the elementary classroom. Overview of basic concepts and skills in art; group activities and/or classroom involvement with elementary school children.

This is a graduate level course with graduate level expectations.

Recommended prerequisite: GED 7867 Theory to Practice with grade of B- or higher, or concurrent enrollment.

Concurrent enrollment in GED 7836 - Teaching Music in the Elementary School, GED 7837 - Teaching Health in the Elementary School, and GED 7838 - Teaching Physical Education in the Elementary School, is recommended. Courses are offered consecutively.

Credits: 1

### **GED 7836 - Teaching Music in the Elementary School K-6**

Select and implement developmentally appropriate materials and activities for the teaching of music in the elementary classroom. Overview of basic concepts and skills in music; group activities and/or classroom involvement with elementary school children.

This is a graduate level course with graduate level expectations.

Recommended prerequisite: GED 7867 - Theory to Practice with grade of B- or higher, or concurrent enrollment.

Concurrent enrollment in GED 7835 - Teaching Art in the Elementary School; GED 7837 - Teaching Health in the Elementary School; and GED 7838 - Teaching Physical Education in the Elementary School, is recommended. Courses are offered consecutively.

Credits: 1

### **GED 7837 - Teaching Health in the Elementary School K-6**

Select and implement developmentally appropriate materials and activities for the teaching of health in the elementary classroom. Overview of basic concepts and skills in health; group activities and/or classroom involvement with elementary school children.

This is a graduate level course with graduate level expectations.

Recommended prerequisite: GED 7867 - Theory to Practice with grade of B- or higher, or concurrent enrollment.

Concurrent enrollment in GED 7835 - Teaching Art in the Elementary School; GED 7836 - Teaching Music in the Elementary School; and GED 7838 - Teaching Physical Education in the Elementary School, is recommended. Courses are offered consecutively.

Credits: 1

### **GED 7838 - Teaching Physical Education in the Elementary School K-6**

Select and implement developmentally appropriate materials and activities for the teaching of physical education in the elementary classroom. Overview of basic concepts and skills in physical education; group activities and/or classroom involvement with elementary school children.

This is a graduate level course with graduate level expectations.

Recommended prerequisite: GED 7867 - Theory to Practice with grade of B- or higher, or concurrent enrollment.

Concurrent enrollment in GED 7835 - Teaching Art in the Elementary School; GED 7836 - Teaching Music in the Elementary School; and GED 7837 - Teaching Health in the Elementary School, is recommended. Courses are offered consecutively.

Credits: 1

### **GED 7840 - Teaching Social Studies in the Elementary School K-6**

Practice teaching methods specific to the teaching of social studies. Develop an understanding of social studies and the purposes they serve. Exploration of issues in curriculum development. Survey methods of teaching; planning for teaching; study and research skills in social studies; professional and community resources for the social studies teacher; and current trends in social studies.

This is a graduate level course with graduate level expectations.

Recommended prerequisite: GED 7867 - Theory to Practice with grade of B- or higher

Credits: 4

### **GED 7846 - Teaching Literacy in the Elementary School K-6**

This two part course focuses on literacy practices for the elementary reader and writer in a 21st century environment. Part one focuses on knowledge of literacy practices. Part two focuses on systems used in the school and classroom to create literate environments that foster reading and writing. Participants will observe, analyze, engage, and co-teach in the elementary classroom. Thirty focused clinical experience hours are required between the two courses.

Recommended prerequisite: GED 7867

Corequisite: This course is required to be taken in the same term with the 2-credit hybrid course GED 7847 - Critical and Connected Learning Approaches to Literacy Instruction in the Elementary School.

Credits: 4

### **GED 7847 - Critical and Connected Learning Approaches to Literacy Instruction in the Elementary School**

This two part course focuses on literacy practices for the elementary reader and writer in a 21st century environment. Part one focuses on knowledge of literacy practices. Part two focuses on systems used in the school and classroom to create literate environments that foster reading and writing. Participants will observe, analyze, engage, and co-teach in the elementary classroom. Thirty focused clinical experience hours are required between the two courses.

Recommended prerequisite: GED 7867

Corequisite: This course is required to be taken in the same term with the 4-credit course GED 7846 - Teaching Literacy in the Elementary School K-6.

Credits: 2

### **GED 7851 - Teaching Science in the Elementary School**

Develop understandings and pedagogical competencies necessary to implement effective science curriculum in the elementary classroom. Implement methods that promote student investigation, discussion, and assessment models that meet the diverse learning needs of elementary students.

This is a graduate level class with graduate level expectations.

Recommended prerequisite: GED 7867 - Theory to Practice with grade of B- or higher

Credits: 4

### **GED 7852 - Teaching Math in the Elementary School**

Develop understandings and pedagogical competencies necessary to implement effective math curriculum in the elementary classroom. Implement methods that promote student investigation, discussion, and assessment models that meet the diverse learning needs of elementary students.

This is a graduate level class with graduate level expectations.

Concurrent registration with GED 7852L (lab) is required.

Recommended prerequisite: GED 7867 - Theory to Practice with grade of B- or higher

Credits: 6

### **GED 7857 - Teaching Communication Arts/Literature, Dance/Theatre Arts Part I**

Goals: To introduce students to the history, theory, pedagogy, and management of teaching Communication Arts/Literature and Dance/Theater Arts at the middle and secondary levels. First in a two-course sequence.

Content: The nature of the Communication Arts/Literature and Dance/Theater; research on teaching and learning in

these areas; and the motivation, engagement, and management of adolescents in the middle and secondary classroom settings. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Target audience: 5-12 Communication Arts/Literature and Theater/Dance licensure candidates

Taught: Fall term only

Recommended Prerequisites: GED 7815, GED 7825, GED 7867

Credits: 4

### **GED 7858 - Teaching Social Studies in the Middle and Secondary School Part I**

Goals: To introduce students to the history, theory, pedagogy, and management of content in the social sciences and history at the middle and secondary levels. First in a two-course sequence.

Content: The nature of the social studies; research on social studies teaching and learning; and the motivation, engagement, and management of adolescents in the middle and secondary classroom settings. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Target audience: 5-12 Social Studies licensure candidates

Taught: Fall term only

Recommended Prerequisites: GED 7815, GED 7825, GED 7867

Credits: 4

### **GED 7862 - Education and Cultural Diversity**

This course will explore the impact of diversity in the classroom: race/ethnicity, class, gender, language, sexual orientation, and disability and will explore nature, causes, and effects of prejudice. Approved by MN Department of Education as satisfying the Education 521 human relations requirement.

Credits: 4

### **GED 7867 - Theory to Practice**

This course will require students to analyze the structure and methods of managing learning environments, design developmentally appropriate learning opportunities that incorporate different approaches to learning, learning styles, and multiple intelligences, and practice strategies for culturally mediated instruction and uses of technology to facilitate and enhance learning. This course has a 15-hour field placement.

Credits: 4

### **GED 7870 - Teaching Communication Arts/Literature in the Middle and Secondary School Part II**

Goals: To allow teacher candidates to practice and to demonstrate competence with effective assessment and teaching methodology within middle and secondary communication arts/literature classrooms. Second in a two-course sequence.

Content: Planning curriculum that incorporates national, state and local standards; implementing a variety of instructional strategies to address the needs of diverse learners; using and implementing formative and summative assessments. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Target audience: 5-12 Communication Arts/Literature licensure candidates

Taught: Spring term only

Prerequisite: GED 7857 with a grade of B- or better (GED 7867 is recommended)

Credits: 4

### **GED 7871 - Teaching Literacy in the Middle and Secondary School 5-12**

Address the needs of middle- and secondary-level students as they make the transition from emergent to fluent readers. Gain an expanded definition of literacy that incorporates reading, writing, and speaking as tools for learning. Form the basis for instructional strategies designed to improve students' appreciation for skills of literacy in the learning process. This is a graduate level course with graduate level expectations.

Prerequisite: Completion of GED 7815 - Schools and Society, GED 7825 - Educational Psychology, and GED 7867 - Theory to Practice. GED 7862 - Education and Cultural Diversity is recommended.

Credits: 4

### **GED 7872 - Exceptionality**

This course will survey areas of exceptionality such as learning disabilities, physical and mental disabilities, emotional and behavior disorders, and giftedness, and consider their impact on classroom learning. The course will address educational practices for responding to exceptional students' needs. The course includes a 4-hour field placement.

Credits: 2

### **GED 7873 - Teaching Social Studies in the Middle and Secondary School Part II**

Goals: To allow teacher candidates to practice and to demonstrate competence with effective assessment and teaching methodology within middle and secondary social studies classrooms. Second in a two-course sequence.

Content: Planning curriculum that incorporates national, state and local standards; implementing a variety of instructional strategies to address the needs of diverse learners; using and implementing formative and summative assessments. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Target audience: 5-12 Social Studies licensure candidates

Taught: Spring term only

Prerequisite: GED 7858 with a grade of B- or better (GED 7867 is recommended)

Credits: 4

### **GED 7874 - Teaching Science in the Middle and Secondary School Part II**

Goals: To allow teacher candidates to practice and to demonstrate competence with effective assessment and teaching methodology within middle and secondary science classrooms. Second in a two-course sequence.

Content: Planning curriculum that incorporates national, state and local standards; implementing a variety of instructional strategies to address the needs of diverse learners; using and implementing formative and summative assessments. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Target audience: 5-12 Science licensure candidates

Taught: Spring term only

Prerequisite: GED 7879 with grade of B- or better (GED 7867 is recommended)

Credits: 4

### **GED 7876 - Teaching in the Middle School**

This course has a 30-hour field placement.

This course provides background in philosophy and organization of the middle school while gaining practice in the planning, assessing, and applying of effective interdisciplinary teaching techniques across disciplines. Will target use of technology to facilitate and enhance teaching and assessment. Will develop feedback and reflection skills. This is a graduate level course with graduate level expectations.

Prerequisites: GED 7815 - Schools and Society; GED 7825 - Educational Psychology; and GED 7867 - Theory to Practice

Credits: 4

### **GED 7878 - Teaching ESL and World Languages in K-12 Part I**

Goals: To introduce students to the history, theory, pedagogy, and management of teaching second-language learners in K-12. This course provides ESL and world language candidates with a foundation in best practice literacy instruction for K-12 students. First in a two-course sequence.

Content: The nature of literacy in a second language; research on teaching and learning in these areas; and the motivation, engagement, and management of K-12 students. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Target audience: K-12 ESL and World Language licensure candidates

Taught: Fall term only

Recommended Prerequisites: GED 7815, GED 7825, GED 7867

Credits: 4

### **GED 7879 - Teaching Mathematics and Science in the Middle and Secondary School Part I**

Goals: To introduce students to the history, theory, pedagogy, and management of teaching mathematics and science at the middle and secondary levels. First in a two-course sequence.

Content: The nature of the mathematics and science; research on science and mathematics teaching and learning; and the motivation, engagement, and management of adolescents in the middle and secondary classroom settings. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Target audience: 5-12 Mathematics and Science licensure candidates.

Taught: Fall term only

Recommended Prerequisites: GED 7815, GED 7825, GED 7867

Credits: 4

### **GED 7880 - Teaching Mathematics in the Middle and Secondary School Part II**

Goals: To allow teacher candidates to practice and to demonstrate competence with effective assessment and teaching methodology within middle and secondary mathematics classrooms. Second in a two-course sequence.

Content: Planning curriculum that incorporates national, state and local standards; implementing a variety of instructional strategies to address the needs of diverse learners; using and implementing formative and summative assessments. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Target audience: 5-12 Mathematics licensure candidates

Taught: Spring term only

Prerequisite: GED 7879 with a grade of B- or better (GED 7867 is recommended)

Credits: 4

### **GED 7881 - Teaching World Languages K-12 Part II**

Goals: To allow teacher candidates to practice and to demonstrate competence with effective assessment and teaching methodology within K-12 World Languages classrooms. Second in a two-course sequence.

Content: Planning curriculum that incorporates national, state and local standards; implementing a variety of instructional strategies to address the needs of diverse learners; using and implementing formative and summative assessments. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Target audience: K-12 World Languages licensure candidates

Taught: Spring term only

Prerequisite: GED 7878 with a grade of B- or better (GED 7867 is recommended)

Credits: 4

### **GED 7882 - Teaching Dance/Theatre Arts in K-12 Part II**

Goals: To prepare the prospective teacher seeking a license in theatre/dance for the professional work.

Content: Techniques and content ideas for addressing the State of Minnesota Rules Chapter 8710.4300.subpart 3, curriculum and season planning considerations for the teacher, methods of evaluation creative work in an academic setting, best practices for the drama classroom, portfolio development, and the uses of drama techniques in teaching other content areas.

Target audience: K-12 Theatre Arts/Dance licensure candidates

Taught: By arrangement. This is a tutorial class that involves both online learning and seminar sessions. This course includes 30 hours of clinical experience outside of scheduled class time - dates, times, and school sites to be determined.

Prerequisites: GED 7815 and GED 7825.

Credits: 4

### **GED 7885 - Elementary Student Teaching K-6**

Elementary student teaching provides preservice educators with experiences to connect theory and practice in the context of a K-12 classroom; instructional planning; and implementation in an assigned learning environment.

Preservice teachers' responsibilities include; longterm planning, implementation of an integrated curriculum, the facilitation of small- and large-group learning, and the development of assessment systems that support the Minnesota graduation standards for K-12 students.

Open only to preservice teachers who have adequate preparation in subject matter; have demonstrated proficiency with regard to the program and Minnesota's Standards for Effective Practice for Beginning Teachers; have met all program requirements; and, have evidenced fitness for entering the teaching profession. This is graduate level student teaching with graduate level expectations.

Students must attend a student teaching intake session, which takes place in the fall semester. Contact your advisor or the Director of Field and Student Teaching Experiences, for scheduling information.

Concurrent registration in GED 7050 - Student Teaching Seminar (2 credits) and participation in the seminar each week is also required.

Prerequisite: Formal acceptance in the teacher education program; successful completion of content area and education course requirements; and, successful presentation and evaluation of your Professional Teaching Portfolio.

Credits: 6

### **GED 7888 - English Learners in the Mainstream**

This course, which is geared toward mainstream teachers across content areas and grade levels, ensures that teacher candidates make their grade-level content accessible to

English learners by learning how to write, integrate, and assess academic language objectives into their instruction. Course includes an overview of second language acquisition theories, an introduction to WIDA levels, and a focus on cultural responsiveness for English learners and their families.

Credits: 2

Note: This course is not required for teacher candidates in ESL additional or initial licensure programs. It is required for all other additional or initial licensure candidates.

### **GED 7894 - Secondary Student Teaching 9-12**

Secondary student teaching provides the teacher-candidate the experiences to connect theory and practice in the context of 9-12 classrooms through instructional planning and implementation in an assigned learning environment. The teacher-candidate's responsibilities include: long-term planning; implementation of an integrated curriculum; the facilitation of small- and large-group learning environments; and the development of assessment systems that support the Minnesota graduation standards for K-12 students.

This course is only open to teacher-candidates who have adequate preparation in licensure areas; have demonstrated proficiency in Minnesota's Standards for Effective Practice for Beginning Teachers (SEPBTs); have received formal approval by the Education Department faculty to student teach; have met all program requirements; and have demonstrated the dispositions, knowledge, and skills to enter the teaching profession.

Teacher-candidates must attend a student-teaching intake session, which takes place in the fall semester. Contact your advisor or the Placement Office for scheduling information.

Concurrent registration in GED 7050 - Student Teaching Seminar (2 credits) and participation in the seminar each week is also required.

Credits: 6

### **GED 7895 - Secondary Student Teaching 5-12**

Secondary student teaching provides the teacher-candidate the experiences to connect theory and practice in the context of 5-12 classrooms through instructional planning and implementation in an assigned learning environment. The teacher-candidate's responsibilities include: long-term planning; implementation of an integrated curriculum; the facilitation of small- and large-group learning environments; and the development of assessment systems that support the Minnesota graduation standards for K-12 students.

This course is only open to teacher-candidates who have adequate preparation in licensure areas; have demonstrated proficiency in Minnesota's Standards for Effective Practice for Beginning Teachers (SEPBTs); have received formal approval by the Education Department faculty to student teach; have met all program requirements; and have demonstrated the dispositions, knowledge, and skills to enter the teaching profession.

Teacher-candidates must attend a student-teaching intake session, which takes place in the fall semester. Contact your advisor or the Placement Office for scheduling information.

Concurrent registration at GED 7050 - Student Teaching Seminar (2 credits) and participation in the seminar each week is also required.

Credits: 6

### **GED 7896 - Student Teaching K-12**

K-12 student teaching provides the teacher-candidate the experiences to connect theory and practice in the context of K-12 classrooms through instructional planning and implementation in an assigned learning environment. The teacher-candidate's responsibilities include: long-term planning; implementation of an integrated curriculum; the facilitation of small- and large-group learning environments; and the development of assessment systems that support the Minnesota graduation standards for K-12 students.

This course is open only to teacher-candidates who have adequate preparation in licensure areas; have demonstrated proficiency in Minnesota's Standards for Effective Practice for Beginning Teachers (SEPBTs); have received formal approval by the Education Department faculty to student teach; have met all program requirements; and have demonstrated the disposition, knowledge, and skills to enter the teaching profession.

Teacher-candidates must attend a student-teaching intake session, which takes place in the fall semester. Contact your advisor or the Placement Office for scheduling information.

Concurrent registration in GED 7050 - Student Teaching Seminar (2 credits) and participation in the seminar each week is also required.

Credits: 8

### **GED 8020 - Explorations: Reflection, Community Building, and Knowledge**

Participants increase their reflection skills through dialogue, writing, and examination of their personal beliefs about teaching and learning. They learn about and practice building community with class colleagues and in their workplaces. They explore how knowledge is constructed individually and socially.

Credits: 4

### **GED 8021 - Designing Effective Learning Environments**

In the context of individual values and beliefs and the complexity of an increasingly diverse society, providing effective learning environments for all students is a continual and complex challenge. Participants take up this challenge by considering a variety of research-based approaches for crafting inclusive, active, and engaging learning environments. These include pedagogically sound technology integration, differentiated instruction, and understanding by design.

Credits: 2

### **GED 8022 - Action Research: Practice and Application**

Participants design an action research project. In the process, they learn to value their own voices and the questions they generate about their professional practice. Engaging in action research enables participants to use structured inquiry as a strategy for enhancing learning environments.

Credits: 2

### **GED 8023 - Capstone Practicum**

As members of an inquiry community, participants challenge contemporary notions of "research." Each participant explores and owns a critical question and drafts a capstone proposal. Participants learn to design and implement an extended structured inquiry.

Credits: 4

### **GED 8024 - Educating for Equity and Social Justice**

This community critically examines education through an equity and social justice lens. Using critical cultural studies and multicultural education as theoretical frameworks, participants collaboratively investigate ways in which racism, sexism, classism, heterosexism, ageism, and other forms of discrimination permeate educational policy and practice. Participants consider what individuals and communities can do to ensure that all students have equitable educational opportunities.

Credits: 4

### **GED 8025 - Public Policy Design and Action**

All policy decisions are courses of action that provide teachers with opportunities to improve teaching and learning. Participants will learn about the importance of using a systematic process to collect data, analyze problems and design policy initiatives, which may be at the classroom, department, school, district, state or federal level.

Credits: 4

### **GED 8030 - Essentials in Literacy and Learning**

Examine the relationship between literacy theories and classroom practice. Expand the definition of literacy as it relates to self, students and society. Learn about and practice building community with colleagues in a literacy environment.

Credits: 4

### **GED 8031 - New Literacies in the 21st Century**

Explore the variety of different text types that can be used to teach 21st century students. Examine visual literacies and methods for teaching reading and writing with multimedia and new literacies. Learn an array of strategies intended to increase new literacy practices in the classroom.

Credits: 2



**GED 8032 - Rethinking Literacy Across the Disciplines**

Gain an overview of the reading process based on current theory and research. Practice and incorporate instructional methods for teaching and promoting literacy across the disciplines. Learn how to expand language specific to academic subjects and explore assessment tools that strengthen student learning with diverse texts.

Credits: 3

**GED 8034 - Literacy Leadership and Coaching**

Explore the role of literacy leaders and literacy coaches in schools. Learn a wide range of leadership skills through the study of adult learning, professional development and research-based coaching practices. Examine methods for building and maintaining relationships with colleagues and the school community.

Credits: 3

**GED 8035 - Literacy Capstone - Thinking, Researching, Writing**

Become a teacher researcher by learning to design and implement structured inquiry in literacy education. Develop a critical question and draft a capstone proposal. Expand an understanding of the research process, methodology and structure of the capstone.

Credits: 4

**GED 8036 - Educational Policy and Literacy Practice**

Develop an understanding of educational policy at the classroom, department, school, district, state or federal level. Study literacy reform efforts through inquiry, reflection and analysis. Learn how to influence policy and become an agent of change.

Credits: 2

**GED 8040 - Critical Literacy**

Deepen understanding of critical literacy by actively questioning the stance found within, behind, and among texts. Learn to guide students to ask questions about representation, marginalization, power and benefit. Encourage critical awareness through personal and professional transformation.

Credits: 2

**GED 8041 - Understanding Language and Language Learners**

As the number of English learners (ELs) increase in K-12 schools, teachers need to learn how to address their linguistic and cultural needs. This course will introduce the principles of language and culture that teachers need to know when working with ELs as well as critical reflection skills that benefit teachers throughout their career. Questions addressed will include: What is the nature of language? How is a second language learned? What is the relationship between language, culture, and the language

learner? Within this course students will begin the process of researching and generating the final project(s) for the MAT degree and will learn the skills necessary to complete these tasks successfully.

Credits: 4

**GED 8042 - Academic Language for English Learners**

This course will address best practices in the instruction of ELs. Questions this course will address are: How can language be learned in a content classroom? How do teachers make instruction and assessment accessible? Why is it important to teach academic language and how is it done? Within this course students will continue the process of researching and generating the final project(s) for the MAT degree, utilizing the research and writing skills introduced in the first program course.

Credits: 4

**GED 8043 - Supporting and Advocating for English Learners**

This course will show teachers ways to advocate for English Learners in the classroom, in the school, and in the community. It also provides ways to show ELs how to speak up for themselves, their families, and their communities. This course culminates the participants' work with research and academic writing as they complete and present the MAT degree completion final project(s).

Credits: 4

**GED 8051 - Literacy Connections in the Classroom**

Literacy Connections in the Classroom is the first in a series of degree completion courses developed to meet the specific needs of Hamline University MAT license completers. Participants enrolled in this course will be supported by a curriculum that builds upon the foundational and content knowledge gained in pre-service literacy coursework. It will also scaffold literacy learning gained from MAT clinical and student teaching experiences. The course is designed to maximize learning opportunities that allow for critical reflection as one moves through their teaching career. Therefore, the content and course activities will provide an emphasis on literacy instruction that prepares candidates to further enhance their ability to be successful practitioners in today's classrooms. Within this course students will begin the process of researching and generating the final project(s) for the MAT degree and will learn the skills necessary to complete these tasks successfully.

Credits: 4

**GED 8052 - Summer Literacy Institute**

This is one of three courses in the Literacy Series specifically designed for Hamline MAT license completers. During this course students will participate in and critically reflect upon Hamline's Summer Literacy Institute featuring national literacy leaders and also break-out sessions presented by local practitioners. Within this course students will continue

the process of researching and generating the final project(s) for the MAT degree, utilizing the research and writing skills introduced in the first program course.

Credits: 4

### **GED 8053 - Literacy Connections in the Classroom II: Assessing and Enhancing Student Understanding**

Literacy Connections in the Classroom II is the third in a series of degree completion courses developed to meet the specific needs of Hamline University MAT license completers. Building on the learning opportunities in Literacy Connections in the Classroom and students' Summer Literacy Institute experiences, this course works to deepen candidates' understanding of how to formatively assess student understanding and to plan effective instruction based on that assessment. Special attention will be given to vocabulary instruction and one's ability to help students understand the academic language inherent in the content therefore leading to deepened comprehension. This course culminates the student's work with research and academic writing as they complete and present the MAT degree completion final project(s).

Credits: 4

### **GED 8061 - Nature of Science and Historical Perspectives**

Fundamental to effective science teaching is a deep understanding of how science works, its challenges through history, and its impact on those we call "scientists." This course will help students explore science through cultural and historical perspectives and make the history and nature of science more inclusive in STEM-related curricula. This course will also prepare students for completing their final MAT paper.

Please note: This online course is the first of three parts in the MAT degree completion series (Focused Content Plan). It is open to any teacher of science at any grade level but also to those who teach other disciplines and have an interest in scientific practices and learning. A science degree is not a prerequisite.

Credits: 4

### **GED 8062 - Science Teaching and Learning**

This course will address best practices in the instruction of science that include many strategies useful in teaching other disciplines. This is a STEM practitioner's course where inquire-based instructional strategies will be actively investigated. Included is continued support toward completing the final MAT paper.

Please note: This on-campus course is the second of three parts in the MAT degree completion series (Focused Content Plan). Successful completion of GED 8061 is required to register for this course.

Credits: 4

### **GED 8063 - Rivers Institute and Project Completion**

This field-based course addresses the natural overlaps between science and processes, content, community connections, and the skills of literacy. Our natural affinity to water makes rivers and watersheds a useful and relevant context for teaching and learning. During this course, students will complete their MAT degree completion paper. Please note: This off-site course is the third and final part of the MAT degree completion series (Focused Content Plan). Successful completion of GED 8061 and GED 8062 are prerequisites.

Credits: 4

### **GED 8071 - Race and Culture in Today's Classroom**

This course will explore how race and culture impact teacher instruction and student learning. You will look at a little talked about theory: White Racial Frame and how this frame impacts the effort and excellence in urban and urban/like classrooms. Participants will review strategies and techniques to reach all students and not just those that may look, dress, talk or act like a participant. When educators begin to focus on culturally proficient/responsive instruction all students benefit: poor students, middle class students, rich students, students of color, immigrant students, language students, and students with disabilities. All stakeholders become winners: students, teachers, parents, schools, and districts. Within this course students will begin the process of researching and generating the final project(s) for the MAT degree and will learn the skills necessary to complete these tasks successfully.

Credits: 4

### **GED 8072 - Intercultural Competency and Dimensions of Diversity**

As our schools become increasingly diverse with students from various ability, racial, economical, linguistic, sexual, and religious backgrounds, it is vital that intercultural competency and critical reflection are valued to ensure effective teaching and cross-cultural communication. Participants examine how various dimensions of difference impact the life experience and access to opportunity of people in U.S. schools and society. Dimensions for consideration include race, ethnicity, citizenship status, sexual orientation, home language, (dis)ability, gender, religion, and intersections of these. This course will offer teachers an in-depth analysis of who they are culturally and identify at least one identity of intersectionality and how to improve their practice as it relates to meeting the needs of diverse learners in the 21st century. Two tools will be used in the class to assess students on their current level of intercultural competency; Intercultural Development Inventory (IDI), and Racial Identity Development Models and Theories. Within this course students will continue the process of researching and generating the final project(s) of

the MAT degree, utilizing the research and writing skills introduced in the first program course.

Credits: 4

### **GED 8073 - Linking Community to Classroom: Building on Learner Capital**

Learning can be meaningful, engaging, and permanent when it builds upon the social and cultural capital learners bring to the classroom. Students will further understand how to build upon the rich and diverse out-of-school experiences of learners from diverse backgrounds and develop ways to acknowledge and integrate those experiences into one's teaching through readings, lesson plan development, reflection, and interaction with families and communities. This course culminates the student's work with research and academic writing as they complete and present the MAT degree completion final project(s).

Credits: 4

### **GED 8100 - Leadership and Organization**

Examine various dimensions of leadership and how it interacts with the organizational structures in varied, complex educational and business organizations. Consider qualities and skills required of leaders, the tasks of leadership, and the types and personalities of leaders. Explore opportunities for creating a future as a leader and the development of personal growth plans for leadership.

Credits: 4

### **GED 8101 - Human Relations in Organizations**

This course examines human resources, organizational development, structural analysis, and how to promote learning in the school system. Students will utilize decision-making and problem solving methods to focus on roles, responsibilities, and governance of a mission, vision, and values to lead initiatives and communication efforts. The course content will focus on the knowledge, skills and dispositions needed to perform these leadership responsibilities to promote equity and inclusivity for educational organizations.

Credits: 2

### **GED 8115 - Director of Special Education**

This course provides an overview of the role of the director of special education. Leadership and management knowledge, skills, and applied strategies are addressed. Theory and practice are connected for use in the daily work of this position. Scenarios and case studies, readings of books and articles, and class interaction are used to increase learning and the application to real-life situations.

Credits: 4

### **GED 8120 - The District Superintendent**

Focus on the supervisory responsibilities of the superintendent by considering a variety of theories, methods, and management techniques. Course is specifically designed to meet the competencies of Rule 3512, Administrative Licensing. Focus on the connection from theory to practice.

Credits: 4

### **GED 8125 - School Finance**

Focus on budget allocations, planning, reporting, and auditing. Consider district perspectives as well as those related to building management. Discuss influences by the federal and state government, use this information in budgeting processes.

Credits: 2

### **GED 8135 - The K-12 Principal**

Focus on supervisory responsibilities of staff using a variety of theories, methods, and management techniques. This course is specifically designed to meet the competencies of Rule 3512, Administrative Licensing. The connection from theory to practice will be the major focus.

Prerequisite: GED 8145 Developing the School Administrative Portfolio is recommended but not required

Credits: 4

### **GED 8142 - Education Law and Ethics**

Examine several emerging areas of education law. Topics include the right to an education; equity finance litigation; current issues that relate to desegregation, including same-race schools; special education; and rights of teachers.

Credits: 4

### **GED 8145 - Introduction to Administrative Licensure**

This introductory course addresses school and district roles and responsibilities specific to effective Instructional Leadership. The specific focus is on the alignment of instructional goals from the district level, to the building and then classroom levels. All administrative licensure candidates explore their educational philosophies that inform and influence one's leadership philosophies, beliefs, and practices. Licensure candidates will begin to explore licensure competencies and identify educators and mentors who practice successful Instructional Leadership.

Credits: 2

### **GED 8150 - Initial Leadership Assessment**

This course is a compliment to GED 8145 Introduction to Administrative Licensure. All administrative licensure candidates must complete the Initial Competency Assessment (ICA) referenced in the introductory course and cited in MN Statute 3512.010. Students will assess themselves on their knowledge, experience, and skills for

the state established competencies in the licensure area and for diversity leadership. They will then also explore, examine, and create plans for their own growth and development for administrative competency areas, inclusive leadership, cultural competence, and diversity leadership.

Credits: 2

#### **GED 8175 - Principal Field Experience I: Plan**

This course is designed to organize the process of Field Experience hours in the educational setting and through seminar sessions. These sessions will specify the field experience requirements and process needed to acquire a MN administrative license. This course will specifically focus on establishing a Field Experience Plan, holding a site visit at the main field site, establishing logs, reflections, and artifacts.

Credits: 2

#### **GED 8176 - Principal Field Experience II: Portfolio**

This course is designed to organize the process of Field Experience hours in the educational setting and through seminar sessions. These sessions will specify the field experience requirements and process needed to acquire a MN administrative license. This course will specifically focus on establishing field experiences at secondary sites and creating an electronic portfolio, while continuing the development of logs, reflections, and artifacts.

Credits: 2

#### **GED 8177 - Principal Field Experience III: Exit**

This course is designed to organize the process of Field Experience hours in the educational setting and through seminar sessions. Candidates will complete the field experience and exit requirements to acquire a MN administrative license. This course will specifically focus on collecting all documents at the completion of the field experience and provide an exit interview for portfolio presentation and assessment.

Credits: 2

#### **GED 8185 - Superintendent Field Experience I: Plan**

This course is designed to organize the process of Field Experience hours in the educational setting and through seminar sessions. These sessions will specify the field experience requirements and process needed to acquire a MN administrative license. This course will specifically focus on establishing a Field Experience Plan, holding a site visit at the main field site, establishing logs, reflections, and artifacts.

Credits: 2

#### **GED 8186 - Superintendent Field Experience II: Portfolio**

This course is designed to organize the process of Field Experience hours in the educational setting and through

seminar sessions. These sessions will specify the field experience requirements and process needed to acquire a MN administrative license. This course will specifically focus on establishing field experiences at secondary sites and creating an electronic portfolio, while continuing the development of logs, reflections, and artifacts.

Credits: 2

#### **GED 8187 - Superintendent Field Experience III: Exit**

This course is designed to organize the process of Field Experience hours in the educational setting and through seminar sessions. Candidates will complete the field experience and exit requirements to acquire a MN administrative license. This course will specifically focus on collecting all documents at the completion of the field experience and provide an exit interview for portfolio presentation and assessment.

Credits: 2

#### **GED 8195 - Director Field Experience I: Plan**

This course is designed to organize the process of Field Experience hours in the educational setting and through seminar sessions. These sessions will specify the field experience requirements and process needed to acquire a MN administrative license. This course will specifically focus on establishing a Field Experience Plan, holding a site visit at the main field site, establishing logs, reflections, and artifacts.

Credits: 2

#### **GED 8196 - Director Field Experience II: Portfolio**

This course is designed to organize the process of Field Experience hours in the educational setting and through seminar sessions. These sessions will specify the field experience requirements and process needed to acquire a MN administrative license. This course will specifically focus on establishing field experiences at secondary sites and creating an electronic portfolio, while continuing the development of logs, reflections, and artifacts.

Credits: 2

#### **GED 8197 - Director Field Experience III: Exit**

This course is designed to organize the process of Field Experience hours in the educational setting and through seminar sessions. Candidates will complete the field experience and exit requirements to acquire a MN administrative license. This course will specifically focus on collecting all documents at the completion of the field experience and provide an exit interview for portfolio presentation and assessment.

Credits: 2

### **GED 8490 - Capstone Project**

Capstone Project is one of the culminating options for a MA student's work in the School of Education at Hamline University. It is a research project connected to the student's professional setting or goals. The student develops a project from prerequisite work completed in their prior research methods course(s), proposes a timeline for completion (within the course time frame), and works toward project completion. In addition to a four chapter project summary, the student creates a culminating project allowing for public display of student scholarship.

Prerequisite: Research Methodology/Capstone Practicum (ESL 8490, GED 8023, or GED 8035)

Credits: 4

### **GED 8495 - Capstone Thesis**

The capstone thesis is the culmination of an MA student's work at Hamline University. It is generally an applied research project conducted in the student's school or workplace. The student works closely with an administrative advisor to construct the research, carry out the research, and complete the project. The capstone committee offers additional support throughout the process. Registration requires advisor and committee members' signatures. Capstone registration materials, timelines, and formatting guidelines are found in the Capstone Completion Guide and Capstone Formatting Guide, which are available online. If you have questions, please contact the Advanced Degrees Department program administrator.

Prerequisite: Successful completion of GED 8023 or GED 8035 (Literacy Education).

Credits: 4

Note: Students have 3 consecutive terms, starting with and including the term of registration, to complete Capstone Thesis. Financial aid and in-school deferment on student loans are only available for the term in which the registration is posted.

### **GED 8501 - The Learning Organization**

This course examines the social foundations of United States education from comparative and historical perspectives with attention to future trends. The course provides ample opportunities for participants to articulate and understand the presuppositions and suppositions (foundations) of their individual philosophy, knowledge base, valuation of education, schooling, the relationship between teachers and learner, and between skills and knowledge.

Credits: 4

### **GED 8502 - Educational Foundations**

This overview course examines how schools, universities, and other formal organizations built around learning have evolved, particularly in the United States. Learners and learning processes, teachers and teaching processes, and

leaders and leading processes will be discussed in the context of education as a discipline.

Credits: 4

### **GED 8504 - Educational Organizations**

This course examines organizations that educate: their structures and processes, cultures, management of change processes, productivity and effectiveness issues, their place in society, and organizational development techniques and theories. Participants will explore the implications of social, cultural, and racial demographic changes on historically Eurocentric thinking about organizations. This exploration offers opportunities to rethink these social constructions.

Credits: 4

### **GED 8505 - Leadership**

This course focuses on understanding and analyzing these aspects of leadership: theories, with special attention to constructivist leadership; complexities of leading in an interdependent world; leader-follower relationships; change and transition; and communication and decision-making processes. Participants will apply their understanding and analysis to personal, professional, and organizational settings.

Credits: 4

### **GED 8507 A - Frameworks for Inquiry**

The major aim of this course is to develop and extend critical habits of mind via inquiry. It surveys the qualitative and quantitative research paradigms. Both paradigms require habits of mind that include: making sense of competing paradigms; framing research questions; respecting data over prejudices; and judging whether conclusions are supported by evidence. This course continues the study of research designs and methods from both paradigms.

Credits: 2

### **GED 8507 B - Frameworks for Inquiry**

The major aim of this course is to develop and extend critical habits of mind via inquiry. It surveys the qualitative and quantitative research paradigms. Both paradigms require habits of mind that include: making sense of competing paradigms; framing research questions; respecting data over prejudices; and judging whether conclusions are supported by evidence. This course continues the study of research designs and methods from both paradigms.

Credits: 2

### **GED 8508 - Advanced Inquiry**

This course extends the knowledge and activities of Frameworks for Inquiry with attention to the intersection of the two paradigms and multimethod designs. Participants critique current research practices, analyze research findings related to current educational issues, and analyze

and evaluate the implications of those findings. Participants also draft a dissertation prospectus, which is the initial stage of dissertation work.

Credits: 4

#### **GED 8513 - Paideia Seminar: Knowledge Construction**

Participants in the seminar explore and think critically about ideas and practices related one EdD theme:

Constructivism/Constructing Knowledge. Exploration is done through Socratic questioning, a set of guiding questions, and active participation in a variety of learning mediums.

Credits: 2

#### **GED 8514 - Doctoral Writing Seminar**

Participants focus in improving aspects of writing assignments from the 1st-semester courses. This is done through assessments, analysis of strong and weak models of doctoral-academic writing, focused revision, self-reflection, and goal setting to improve writing for the doctoral course work and the dissertation.

Credits: 2

#### **GED 8515 - Paideia Seminar: Community Building**

Participants in the seminar explore and thinking critically about ideas and practices related to one category of the professional education unit's shared vision: Building Community. Exploration is done through a set of guiding questions and active participation in a variety of learning mediums.

Credits: 2

#### **GED 8516 - Equity and Social Justice Policy**

In addition to an overview of educational policy development, particular focus is placed on equity and social justice implications of educational policies at the local, state, national, and international levels. This includes the impact of the history of the U.S. civil rights and global human rights movements on educational policy. Public scholarship related to policy is examined. Participants engage in the design, development, and evaluation of policy related to educational policy issues. An underlying principle of the course is policy activism.

Credits: 4

#### **GED 8517 - Paideia Seminar: Inquiry and Reflection**

Participants in the seminar explore and think critically about ideas and practices related to one category of the professional education unit's shared vision: Practice thought inquiry and reflection. Exploration is done through a set of guiding questions and active participation in a variety of learning mediums.

Credits: 2

#### **GED 8991 - Dissertation I**

This is the first of four 4-credit registrations for the dissertation. Working individually with a dissertation committee, the student develops a dissertation proposal and successfully presents it at a committee proposal meeting. Graded on a Pass/No Pass basis.

Prerequisites: Successful completion of all required courses, written examinations, synthesis presentation, and portfolio.

Credits: 4

#### **GED 8992 - Dissertation II**

This is the second of four dissertation courses. Following a successful proposal meeting in GED 8991, students continue to work with a dissertation committee to develop, implement, and write the dissertation. Graded on a Pass/No Pass basis.

Prerequisite: Successful completion of GED 8991, including the dissertation proposal meeting.

Credits: 4

#### **GED 8993 - Dissertation III**

This is the third of four dissertation courses. Students continue to work with a dissertation committee to develop, implement, and write the dissertation. Graded on a Pass/No Pass basis.

Prerequisite: Successful completion of GED 8991 and 8992.

Credits: 4

#### **GED 8994 - Dissertation IV**

This is the fourth and final dissertation course. Students continue to work with a dissertation committee to complete the dissertation. Completion of the dissertation, including the final meeting or defense, is the final requirement for the Doctorate in Education (EdD) degree. Graded on a Pass/No Pass basis.

Prerequisite: Successful completion of GED 8991, 8992, and 8993.

Credits: 4

#### **GTED 6245 - Inquiry for Gifted Students**

Inquiry as an approach to learning explores the natural or material world and leads to asking questions and making discoveries in the search of new understandings. Gain an understanding of the features of classroom inquiry and how to implement inquiry-based instruction into your classroom. Experience and examine the types of inquiry models and the art of questioning in the classroom to maximize student learning.

Credits: 2

#### **GTED 7604 - Identifying Gifted Learners: Theories and Procedures**

How do school districts identify students to service in a gifted program? This course reviews current theories of

intelligence and historical literature related to the recognition of gifted populations. You will reflect on current models of gifted characteristics (pre-K through adult) and strategies for finding gifted learners from various cultural backgrounds. You will also investigate informal and formal assessment tools to determine which best fit your district needs. Ideas for developing an identification/assessment process sensitive to all populations will also be shared.

Credits: 2

#### **GTED 7606 - Affective Needs of Gifted Students:**

##### **Counseling Issues & Strategies**

Develop strategies to address the affective needs of your gifted students! Giftedness has emotional and social implications beyond the obvious intellectual and academic ones. Gifted students often experience a 'lack of fit' in school and social environments, resulting in common issues: supersensitivity, social exclusion, stress, perfectionism, even underachievement. Timely proactive service may avoid such difficulties. Examine asynchronous development, intensity, and introversion in the gifted, and leave with tools to identify concerns and to assess the impact of classroom climate on gifted learners. Gain ideas for curricular modifications to address affective concerns.

Credits: 2

#### **GTED 7607 - Differentiation: Instructional Models & Strategies in Gifted Education**

Is the curriculum we offer gifted learners rigorous enough? Participate in an overview of strategies and models for differentiating, tiering, compacting the curriculum, and adding depth and complexity for the gifted learner. Explore instructional models to develop challenging, interdisciplinary learning. Current research on grouping is included.

Credits: 2

#### **GTED 7609 - Gifted Education Program Models**

Learn how to create the best program with available resources. Explore program models that effectively serve gifted and talented learners within the regular classroom as well as those services that extend beyond the classroom setting. Address the design of both district-wide and school programs.

Credits: 2

#### **GTED 7617 - Gifted Underachievers**

Gifted students, because of their "special status," may engage in behaviors that put them at risk for not "meeting school expectations," which is the definition of underachievement. They might not have the habits to achieve their own goals, either. Yet other gifted students might not have these challenges, which can confuse their teachers. This course will inform educators about the dynamics of underachievement, including differences that can trigger underachievement in some but not all. It will also teach

useful skills and strategies for developing the best supportive relationships with gifted students.

Credits: 1

#### **LANG 7901 - Foundations of Reading, K-12**

This course provides a theoretical, historical and evidence-based perspective on reading instruction. Students will explore a wide range of literacy research and investigate how these studies impact reading instruction in their own teaching lives. This course will include the examination, discussion and application of the following foundational topics: 1) emergent reading skills, 2) word recognition, 3) vocabulary, 4) fluency, 5) comprehension, 6) writing to advanced reading development, and 7) electronic and professional resources to support literacy.

Credits: 3

#### **LANG 7902 - Developing Elementary Readers, K-6**

This course is designed to prepare teachers of reading to promote and sustain reading competencies of elementary learners. Teachers of reading will investigate the reading process and the many strategies that are appropriate for classroom implementation. Teachers will also explore literature resources, with an emphasis on children's literature, that support elementary students reading development. Upon completion, teachers will be able to select and incorporate instructional strategies into the curriculum; and model reading strategies for students in their classrooms.

Prerequisite: Foundations of Reading, K-12: LANG 7901

Credits: 2

Note: Field Experience: 2 hours

Determine the strengths and needs of a young reader and develop a specific plan for instruction.

#### **LANG 7903 - Advancing Secondary Readers, 7-12**

This course will investigate the reading process and strategies appropriate for use with secondary learners at the middle and high school levels. Students will learn about current methods, theories and materials used in secondary literature instruction. Explore literature resources that emphasize fiction, nonfiction and technical literature to support 7 - 12 development in reading.

Prerequisite: Foundations of Reading, K-12: LANG 7901

Credits: 2

Note: Field Experience: 3 hours

Become familiar with the attitudes, behaviors and thinking of two adolescents and identify specific instructional recommendations to accommodate the maturation, development, literacy interests, gender, cultural and linguistic differences of these two students.

#### **LANG 7904 - Reading Assessment and Evaluation, K-12**

This course explores the selection, administration, scoring and interpretation of a variety of individual and group reading

assessment tools. Principles of assessment provide the foundation for field experiences with assessment. The purposes, strengths, and limitations of each assessment instrument will be examined. In this course, teachers will learn to use assessment information in planning and evaluating reading instruction, with a focus on differentiated classroom instruction; they will also learn to effectively communicate the results of assessments to a range of audiences.

Prerequisites: Foundations of Reading, K-12 LANG 7901; Developing Elementary Readers, K-6 LANG 7902; Advancing Secondary Readers, 7-12 LANG 7903; and admission to the K-12 Reading License program

Credits: 3

### **LANG 7905 - Advanced Practicum in Reading Interventions**

This course is designed for practitioners who will be responsible for developing and administering reading intervention programs for students experiencing difficulties in reading. The course will focus on four main aspects of reading intervention: 1) the nature and causes of reading difficulties; 2) the application of assessment instruments and results to develop assessment-based intervention; 3) research-based intervention models; 4) design, planning, and implementation of effective reading interventions for individuals and small groups

Prerequisites: Foundations of Reading, K-12 LANG 7901; Developing Elementary Readers, K-6 LANG 7902; Advancing Secondary Readers, 7-12 LANG 7903; Reading Assessment and Evaluation, K-12 LANG 7904; and admission to the K-12 Reading License program

Credits: 3

Note: Field Experience: 15 hours

Develop and implement an assessment-based intervention plan designed to meet the instructional needs of a student or small group of students experiencing reading difficulties.

### **LANG 7906 - Becoming Literacy Leaders**

This course focuses on various leadership roles in literacy education - reading teacher, reading specialist and literacy coach. The dimensions of each role will be explored and compared. Major topics studied will include: using district and school assessment data to determine student needs; creating a literacy vision for your school; assisting teachers in instructional organization, management, and strategies; selecting appropriate core and supplemental materials; and developing and implementing a year-long professional development plan (PDP).

Prerequisites: Foundations of Reading, K-12 LANG 7901; Developing Elementary Readers, K-6 LANG 7902; Advancing Secondary Readers, 7-12 LANG 7903; and admission to the K-12 Reading License program.

Credits: 2

### **MAED 7110 - Number Operations & Base Ten Development**

The content focus of this course is on understanding various developmental frameworks of how K-5 students construct their mathematical knowledge on single and multi-digit number operations, including exploring algebraic properties that underlie the mathematics. Developing instructional strategies, discourse practices, and reflective teaching disposition along with documenting student case studies are core elements threaded throughout this course.

Credits: 4

### **MAED 7120 - Fractions & Decimals - Geometry & Measurement**

The content focus of this course is on understanding various developmental frameworks of how K-5 students construct their mathematical knowledge of fractions and decimals as well as shape, space, and measurement. Continued development of instructional, discourse, and reflective teaching practices, along with further documentation of student case studies is threaded throughout the course.

Credits: 4

### **MAED 7130 - Assessment & Intervention: Summer School Practicum**

This course is scheduled in two blocks of time. This first is four full days with a focus on assessment and intervention practices. The second block is seven full days embedded in a summer school classroom working with children in the morning then debriefing, analyzing, and planning for instruction. The intent is to use this experience to focus intently on one's instructional and discourse practices while working only with small groups of students.

Credits: 4

### **NSEE 8000 - The Environment and Society**

Participate in a community investigation of natural and social environmental issues. Explore the concept of environmental literacy, build a solid understanding of the basics of environmental education, and be actively involved in a series of community investigations in human-built and natural locations around Minnesota's Twin Cities. Learn to focus through three "lenses": systems (knowledge of social and natural systems and their interaction); problem identification and solving (ethics typically are an issue in these situations); and move to action (defined as citizenship and stewardship). Examine and reflect on your environmental philosophies and behaviors.

Credits: 4

### **NSEE 8010 - History of the Environment**

Environmental education is the outgrowth of dedication, perseverance, literature, painting and politics, but the history of environmental ethics, movements and education is not well understood. Meet people like Leopold, Olson, Comstock, Peterson, and Carson; look at the power of the



individual, the organization of groups, and emerging and changing ethics. Course includes some humor and some drama.

Credits: 4

### **NSEE 8110 - Foundations of Environmental Education**

You will read, discuss, and write about contemporary issues in teaching, learning, and assessment as they apply to education about the environment. You will demonstrate your reflection skills through dialogue, writing, and examination of your personal beliefs about teaching and learning. You will explore how knowledge is constructed individually and socially. In this course, you will study teaching and learning concepts, but also challenge them. In a supportive community of learners, we will think critically about how theories apply to practice, and explore different approaches to helping people make environmentally literate decisions.

Credits: 4

### **NSEE 8200 - Ecological Systems: Biomes**

The concept of systems is essential to understanding ecological principles; nothing demonstrates this better than the biomes of Minnesota.

Each of Minnesota's biomes (prairie, deciduous forest, boreal forest) is an interplay of large geologic, biologic, cultural, and meteorological systems. Within each broad system is a subset of systems recognized as plant communities. Experience hands-on, wet-feet camping; sampling, identifying, and observing; travel and reflection, story-sharing; and science knowledge. Discover applications for your own classroom.

Credits: 4

### **SCED 7021 - Astronomy for Teachers**

Are you excited to learn more about the universe, solar system, and the astronomy you teach?

Experience the basics of observational astronomy as you gain a multitude of strategies to excite students about the universe. Tour the night sky, explore seasonal constellation changes, the life cycle of stars, and the members of our solar system. Build an astrolab, plot the path of the sun, and use a toilet plunger to demonstrate the rotation of the Earth. With the use of "star hops" and STARLAB, learn how to navigate your way through the sky to identify stars and constellations. Discover activities that teach the planets, phases of the moon, the solar system and constellations. Investigate recent discoveries pertaining to the Kuiper Belt, Oort Cloud, and Aurora Borealis. Teaching activities are geared towards the middle school space science standard, but can be adapted to elementary or high school.

Target audience: educators K-12.

Note: Please note: This course may be eligible as an equivalency for required coursework in 5-8 science licensure. Contact your K-12 licensure advisor for more

information. This course can also fulfill requirements for the Environmental Education certificate.

### **SCED 7205 - Earth System Science for Middle School Teachers**

A standards-based course for teachers excited to learn more about the earth sciences they teach.

Explore the fundamental concepts, principles, and processes involved in the Earth's formation, its composition and structure, and its natural systems and their associated biogeochemical cycles. Topics include: internal and external energy transfer and its implications for Earth systems, rock and mineral identification, plate tectonics, relative and radiometric dating, stratigraphy and surficial processes.

Target audience: earth science educators.

Note: NOTE: Possible equivalency for required coursework in the 5-8 science licensure.

### **SPED 7071 - Traumatic Brain Injury 101**

Gain a better understanding of a brain injury and its impact on school-age children and how this affects in classrooms.

Study selected information in neuroanatomy, what happens when the brain is injured, measures used to label the severity of an injury, and the recovery process. Discuss how a brain injury affects the entire family and the importance of working collaboratively with medical and community agencies. Explore instructional strategies to employ in classroom settings. Become familiar with the Minnesota special education criteria for traumatic brain injury (TBI).

Credits: 2

### **SPED 7072 - TBI: Emotional/Behavioral Issues**

Understand the neuroanatomy of an injured brain and how students may deal with resulting emotional and behavioral issues.

Examine the current research for TBI cases in the areas of medication therapy, sexuality, chemical dependency, friendships, depression, and challenging behaviors. Review specifics for identifying, evaluating, and observing behaviors and discuss the use of specific strategies for changing those behaviors.

Credits: 1

### **SPED 7075 - Introduction to Childhood Sleep Disorders**

This is an introductory course that will examine childhood sleep disorders. Students can expect to learn basic information about childhood Insomnia, Sleep Apnea, Restless Leg Syndrome, and night terrors and bedwetting. Students will learn about the causes and increased risk factors that contribute to sleep disorders in children. Basic interventions, treatment options, and strategies appropriate for children with sleep related disorders will also be discussed in this course. This course will also discuss the impact of childhood sleep disorders on parents and caregivers.

Credits: 1

### **SPED 7076 - Introduction to Childhood Depression**

This is an introductory course that will examine the impact of depression on children and their families. Particular focus will be placed on how depression impacts cognitive development and learning in children. This class will also explore the most common medical and psychological conditions associated with depression in children. Basic screening and intervention practices will also be discussed.

Credits: 1

### **SPED 7081 - Other Health Disabilities 101**

Understand the unique needs of students with chronic or acute health conditions.

Examine various medical diagnoses, their effect on students' educational performance, and the impact on the lives of students and their families. Learn how to implement the state Other Health Disabilities (OHD) criteria and the process of identifying and evaluating students, birth through 21 years. Discuss service options, role of team members, and appropriate educational planning and strategies. Target audience: educators, special educators, related service personnel, administrators, school nurses.

Credits: 2

### **SPED 7082 - Cognitive Aspects of Chronic Health**

Understand the cognitive and social emotional aspects associated with having a chronic illness.

Address issues of collaboration between educational and medical teams, family and social issues, and ethics related to working with children with chronic illness. Review and discuss research designed to develop an understanding of the effects illness and treatment can have on cognitive functioning. Target audience: educators K-12, school psychologists, speech/language clinicians.

Credits: 1

### **SPED 7083 - Biomedical Aspects of Physical and Developmental Disabilities**

Become familiar with the medical aspects and terminology used when working with students with physical and health disabilities.

Knowledge and skills covered include genetics and heredity, pediatric pharmacology, and secondary health care issues accompanying various syndromes, birth defects and medical diagnoses. Collaboration among families, medical providers, and school personnel will be emphasized. NOTE: Required course for Certificates in Other Health Disabilities and Traumatic Brain Injury. Online login and course information at [www.hamline.edu/education/online](http://www.hamline.edu/education/online). Target audience: educators, special educators birth-21, school nurses, psychologists, therapists, and related service personnel.

Credits: 2

### **SPED 7084 - Neurobiological Disorders**

Gain an understanding of neurobiological disorders (NBD) and their effects on educational performance. Through the use of texts and web-based information, study the history of NBD, criteria and definitions, common diagnoses, service options, and the roles of team members through the evaluation and implementation process.

Credits: 2

### **SPED 7085 - ADHD Learners**

Develop skills to understand the diagnosis of AD/HD, including recent brain research.

Learn the impact that AD/HD has on a student's social, academic, and psychological functioning, along with practical strategies to assist the student in the classroom. Discuss the following topics: differentiating AD/HD from other disorders, brain-based research, special education and 504 accommodations, social skills, organizational skills, and academic modifications. Target audience: educators, special educators K-12.

Credits: 1

### **SPED 7089 - Introduction to Shaken Baby Syndrome**

Abusive Head Trauma/Shaken Baby Syndrome is a traumatic brain injury in infants and young children that is the result of child abuse. It is also the leading cause of death and long term disability for infants/young children and over half of the survivors will enter the educational system with complex educational needs. This introductory course will address the cause, warning signs, risk factors, and outcomes associated with it. An understanding of the medical aspects of the mechanism of injury and diagnosis process will be explained as well as family/caregiver impact and family grief/loss issues over the child's lifespan. Since a significant number of shaken baby syndrome survivors will enter the classroom with behavior disorders, we will also discuss tools such as functional behavior assessment and use of positive behavior intervention and supports to get the most out of evidence based behavioral interventions. The course will conclude with an overview of prevention strategies, associated Minnesota laws, and Minnesota child abuse/neglect mandatory reporting laws. A list of additional resources and information will be provided to utilize beyond this course.

Credits: 1

### **SPED 7100 - ASD: Introduction and Overview**

The incidence of autism spectrum disorders has increased significantly, and schools are charged with creating appropriate programs.

Examine autism and Asperger Syndrome, educational criteria, identification and assessment, personal perspectives, teaching strategies, and family issues. Discuss specific research related to autism and educational practices. Address the effects of autism on families, as well as how to include the family in educational planning. Target audience:

educators, administrators, autism resource specialists, special educators P-12, and related services personnel.  
NOTE: This course is required for completion of the Autism Spectrum Disorders Certificate.  
Credits: 2

### **SPED 7101 - Proactive Behavior Management**

Too often, students with autism are 'treated' with behavior management strategies that expect the student to have necessary skills in the areas of emotional regulation, perspective-taking, and executive functioning. The emergence of scientific information regarding behavior and brain function should compel us to rethink many of our preconceived ideas about challenging behaviors and the strategies we use for intervention. In addition, research regarding emotional regulation development and sensory systems deficits, offers us an increased understanding of why our students struggle in specific situations. This class examines behavior management philosophy, sensory and emotional regulation research, tools for Functional Behavior Assessments, and strategies for writing Positive Behavior Support Plans for students on the autism spectrum.

Note: This course is required for the completion of the Autism Spectrum Disorders certification and may also be taken as an elective for the Other Health Disabilities Certificate.

Prerequisite: SPED 7100

Credits: 2

### **SPED 7102 - Assessment: Identification and Planning for the Student with ASD**

Become competent in the identification and assessment of individuals with autism spectrum disorders. Review Minnesota state criteria for the process of identification, assessment and educational planning for students with autism spectrum disorders. Effectively select, utilize, and report results using appropriate tools for evaluation of autism spectrum disorders. Write your own comprehensive evaluation report based on results obtained from testing an individual to which you have access.

Online login and course information at [www.hamline.edu/education/online](http://www.hamline.edu/education/online). Target audience: educators, administrators, autism resource specialists, special educators P-12, and related services personnel.

NOTE: This course is required for completion of the Autism Spectrum Disorders certificate.

Prerequisite: SPED 7100

Credits: 2

### **SPED 7103 - Communication, Assessment, and Intervention for Learners with ASD**

This course is required for students pursuing the ASD license (meets required competencies). It is one of two choices for an assessment class in the ASD certificate program, providing educators with an overview of the communication characteristics of individuals with ASD and exploring current

assessment tools and strategies related to communication. The following areas will be addressed: development of social communication and its relevance in ASD, communicative characteristics across the autism spectrum, formal and informal assessment tools and strategies currently used to evaluate communication, including the use of informal tests to evaluate communicative functions, social communication, non-verbal language and play skills, use of assessment results to identify needs and develop intervention plans, and principles of guiding language intervention in ASD.

Credits: 2

### **SPED 7104 - Intervention and Strategies for Students with ASD**

This course examines how to organize and structure learning environments and integrate various evidence based strategies/interventions to support learners on the autism spectrum. This is a required course for both the ASD license and ASD certificate and is intended to be completed near the end of your ASD licensure/certificate.

Credits: 4

### **SPED 7105 - Collaborative Transition Programming to Support Individuals with ASD Across Ages**

The intent of this course is to develop an understanding of the impact an autism spectrum disorder has throughout an individual's educational, employment, and independent living environments. Emphasis will be on the characteristics, issues, and essential elements for effective transition involved in the education and support of adolescents and young adults across the spectrum.

Participants will learn effective strategies based on current research they can use to teach individuals with ASD how to manage, cope, contribute, and succeed in educational, home, employment, and community environments. Collaboration among multidisciplinary team members involved in the assessment of academic, functional, social communication, employment, and independent living abilities will be a major focus of this course. A variety of educational approaches will be explored. Participants will integrate, apply, and evaluate strategies learned and have the opportunity to share and reflect on the results with their classmates.

The overall goal of this course is to teach educators and other team members how to prepare self-determined individuals able to advocate their wishes, goals, needs, and accommodations. Curricular options will be carefully considered to provide opportunities related to an individual's interests, strengths, instructional level, self-understanding, self-regulation, and self-determination. This is a requirement for the ASD license and an elective course for the ASD certificate. It is intended to be completed near the end of the ASD license/certificate.

Credits: 2

### **SPED 7106 - Social Cognition**

Recognizing differences in learning and perception is essential to teaching individuals on the autism spectrum. Individuals with ASD have unique social cognitive processing styles and needs that impact their participation in school and the community. In addition, they face unique challenges with executive functions such as organization, planning/prioritizing, and social self-monitoring. In this course, participants will gain advanced knowledge of social cognitive and executive function differences for individuals with ASD, learn about formal and informal assessment tools, and learn how to design and implement instructional programs that promote social participation and interpersonal interactions. The strategies explored in the course specifically target promoting skills in: social understanding, selfmonitoring/self-advocacy, problem solving, cognitive flexibility, and effective organization, planning, and time management skills.

Course assignments and resources access information from a variety of sources such as peer reviewed journal publications, text selections, web-based resources, direct student-application opportunities, and small group interaction to engage in relevant professional development and reflection, to increase knowledge and skill as a special educator, and inform your instructional practices with students and families. This course is a required course for the ASD licensure and an elective course for those seeking the ASD certificate.

Credits: 2

### **SPED 7995 - Final Synthesis**

This is a culminating synthesis/project for the following programs: Autism Spectrum Disorders Certificate, Other Health Disabilities Certificate, Traumatic Brain Injury Certificate. It is a one credit independent project undertaken by a student with the supervision of a program faculty member. This faculty member is chosen by the student and will help define the topic, suggest resources, and will finally grade the project. Topics can cover a range of ideas and interests, but must demonstrate knowledge and application of the information and strategies learned in the program coursework. A separate registration form is required which includes the faculty member's signature, a description of the synthesis/project, and detailed information for an objective grading process.

For the registration form, please contact [gcs@hamline.edu](mailto:gcs@hamline.edu).

Credits: 1

### **URED 7720 - Intro to Urban Education and Reflective Thinking**

Review current, research-based urban education theories. Reflect on how to apply these theories in the classroom and incorporate them into everyday classroom strategies. This

introductory course will assist the teacher in examining urban and cultural implications for teaching.

Credits: 2

### **URED 7723 - Managing the Urban Classroom**

Gain fresh ideas for responding to the daily challenges of maintaining an effective learning environment. Learn creative classroom management strategies, practical ideas for developing a community of learners, and effective techniques for increasing students' participation in learning.

Credits: 2

### **URED 7724 - Culturally-Relevant Pedagogy**

Hear authentic voices and make cross-cultural connections with leaders of many cultures.

Expand your multicultural knowledge and add to your repertoire of cross-cultural strategies to connect with students in classrooms of today. Explore and create organizers for including new cultural knowledge and integrating higher order thinking skills, problem solving strategies, motivation, and multiple intelligences into planning for instruction.

Credits: 2

### **URED 7725 - Linking Communities to Classrooms: Contextualizing Student Learning**

Learning can be meaningful, engaging, and permanent when made contextual.

Develop a knowledge base regarding historical, socio-economic and political factors impacting urban schools. Build upon the rich and diverse out-of-school experiences of urban learners through readings, lesson plan development, reflection, and interaction with families and communities. Leave with instructional strategies and resources for your school site.

Credits: 2

### **URED 7731 - Interpersonal Dynamics: Racism**

An intensive conversation on the dynamics of racism and how it affects adults and learners personally.

The study circle dialogues are interactive and instructive through reflective engagement, readings and videos. The quality and integrity of the dialogues depend upon commitments to honest, open and respectful speech; to remain in conversation; and to mutual development and transformation. It requires physical, emotional and intellectual presence. This course will enhance your knowledge base and equip you for social action.

Credits: 2

## Faculty

Year following name is first year of appointment

\* indicates part-time

### **Letitia Basford, 2008**

Associate Professor  
BA 1995, University of Minnesota  
MA 2000, San Francisco State University  
PhD 2008, University of Minnesota

### **Michelle Benegas, 2015**

Assistant Professor  
BA 2000, University of St. Thomas  
MA 2003, Hamline University

### **Patty Born-Selly, 2015**

Assistant Professor  
BA 2001, Metropolitan State University  
MA 2005, Hamline University

### **James Brickwedde, 1995\*, 2011**

Assistant Professor  
BA 1977, State Universities of New York-Buffalo  
MSE 1993, University of Wisconsin-River Falls  
PhD 2011, University of Minnesota

### **Jennifer Carlson, 2006**

Associate Professor  
BS 1991, Winona State University  
MS 1998, Minnesota State University, Mankato  
PhD 2001, University of Wisconsin, Madison

### **Jeff Fink, 2009**

Lecturer  
BS 1976, University of Minnesota  
MA 1984, University of St. Thomas

### **Tracy Fredin, 1995**

Assistant Professor  
Director, Center for Global Environmental Education  
BS 1980, University of Minnesota-Morris  
MA 2005, Hamline University

### **LeeAnne Godfrey, 2016**

Assistant Professor  
BA 2000, University of Wisconsin, Madison  
MA 2004, PhD 2015, University of Minnesota

### **Kim Hartung, 2007**

Assistant Professor  
BS 1980, University of Minnesota, Duluth  
MA 1995, University of Minnesota  
EdD 2005, Hamline University

### **Trish Harvey, 2014**

Assistant Professor  
BA 1992, Luther College  
MS 1996, University of Wisconsin, LaCrosse  
EdD 2003, University of Minnesota

### **Sarah Hick, 2007**

Associate Professor  
BA 1992, Grinnell College  
MA 1996, Yale University  
PhD 2008, University of Minnesota

### **Vivian Johnson, 1996**

Associate Professor  
BA 1974, University of Colorado  
MAT 1980, Monmouth College  
MS 1986, PhD 1988, University of Oregon

### **Kim Koeppen, 2004**

Professor  
BA 1984, Iowa State University  
MS 1991, Northern Illinois University  
PhD 1996, University of Iowa

### **Joe Lewis, 2006**

Associate Professor  
BA 1989, Grinnell College  
MA 1999, University of Wisconsin-Milwaukee  
EdD 2006, Columbia University Teachers College

### **William Lindquist, 2008**

Associate Professor  
BA 1976, Augsburg College  
MA 1993, University of St. Thomas  
PhD 2001, University of Minnesota

### **Karen Moroz, 2011**

Assistant Professor  
Chair, Advanced Degrees and Administrative Licensure  
Department  
BS 1992, Saint Cloud State University  
MA 1997, Saint Mary's University  
EdD 2004, Hamline University

### **Rebecca Neal, 2015**

Assistant Professor  
BS 1993, Hampton University  
MEd 1994, College of William and Mary

### **Betsy Parrish, 1991**

Professor  
BA 1982, MA 1985, University of Minnesota

**Julia Reimer, 1997**

Associate Professor  
BA 1986, Goshen College  
MSW 1988, Wilfrid Laurier University  
MAT 1999, School for International Training

**Marcia Rockwood, 1999**

Assistant Professor  
BS 1974, St. Cloud State University  
MA 1982, University of Minnesota

**Andreas Schramm, 1995**

Associate Professor  
MA 1985, University of Freiburg  
MA 1993, PhD 1998, University of Minnesota

**Deb Sheffer, 2002**

Assistant Professor  
BA 1977, Gustavus Adolphus College  
MA 1998, Hamline University  
EdD 2011, Hamline University

**John Shepard, 1996**

Associate Professor  
Assistant Director, Center for Global Environmental Education  
BA 1976, University of the Pacific  
MA 1979, Indiana University

**Jean Strait, 2004**

Professor  
BS 1987, University of Pittsburgh  
MS 1991, Moorhead State University  
PhD 1995, University of Minnesota

**Maggie Struck, 2016**

Assistant Professor  
BA 2000, University of St. Thomas  
MA 2012, PhD candidate, University of Minnesota