

Course Offerings

The courses listed in this section of the catalog are arranged alphabetically by discipline within colleges and schools in the following order: College of Arts and Sciences – departments; College of Arts and Sciences – interdisciplinary programs; College of Business; School of Education; School of Social Work; Affiliated Programs. Each listing includes a description of the course, and an indication of any prerequisites. Numbers which appear in parentheses next to a course title refer to courses whose content overlaps with the course described. Students may not receive credit for both of the courses in such cases.

Course Unit

The basic unit of instruction is a four-credit course. The ordinary academic load for a student during one semester is sixteen credits. Courses that carry more or fewer credits than four are noted in the listing.

Generic Courses

Some courses are offered under the same numbers in all or most academic departments. Since the particular subject matter changes, these course numbers may be taken more than once in a given department. Departments may choose to place limitations on these courses, or may have additional requirements. Additional information will be found in the departmental listings. Generic courses include Topics, Experiential Learning, Seminars, Research, and Individual Study.

Topics Courses

The subject matter of the course, announced in the annual *Class Schedule*, will vary from year to year, but will not duplicate existing courses.

295, 296 Topics 2 credits

The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

297, 298 Topics 4 credits

The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

487, 488 Topics 2 credits

The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

489, 490 Topics 4 credits

The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

Experiential Learning

The university will grant credit for experience to a registered student if the student's proposal for the work (to include the method of evaluation of the learning that occurs) receives prior approval of the department involved, and the student successfully completes the experience agreed upon. The most common type of experiential learning is an internship.

Credit granted in this way is graded on an S/R basis. A maximum of eight credits of Experiential Learning may be counted toward the 132 credits required for graduation. The regular tuition for the number of credits is charged.

Prior to the occurrence of the experience for which credit is being sought, a student makes a formal request for four credits or two credits. This request includes:

- a detailed description of the experience for which credit is sought and a statement of its academic significance and validity in the student's program;
- an indication of any supplementary academic requirements to be fulfilled: papers, reports, etc.;
- the name of the person at the University of St. Thomas who will approve the proposal, maintain periodic contact with the off-campus supervisor and student and corroborate the evaluation of the experience;
- an outline of the evaluation procedures to be used.

Students requesting credit for Experiential Learning usually will have attained junior or senior status. The request must be approved by the chair of the department in which credit will be awarded.

The minimum number of hours of on-site work (usually 100 hours for two credits; 200 hours for four credits), meetings with St. Thomas faculty, meetings with the on-site supervisor, and evaluation of the project will be determined by the department.

Forms for requesting credit for Experiential Learning are available from the chair of the department involved. These must be completed, obtaining signatures from the faculty member, the chair of the department, and the dean. The form is then presented to the registrar at the time of registration.

When, in the view of the department, supervision and evaluation of the experience are provided chiefly by a person at the University of St. Thomas, the student should seek credit by means of Individual Study.

Curricula – Generic Courses

475, 476 **Experiential Learning** 2 credits
The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

477, 488 **Experiential Learning** 4 credits
The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

Seminars

Seminars are offered in a number of departments. With the exception of Honors Seminars in the Aquinas Scholars program, regular tuition is charged.

483, 484 **Seminar** 2 credits
The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

485, 486 **Seminar** 4 credits
The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

Research

Some departments offer the opportunity to do research in the discipline. Research involving human subjects may not begin prior to review and approval by the Institutional Review Board (IRB) for the Protection of Human Research Subjects. Student researchers are advised to consult with a faculty adviser and secure the needed forms and other information from the IRB Web site (<http://www.stthomas.edu/irb>) early in the research planning process. Regular tuition is charged.

491, 492 **Research** 2 credits
The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

493, 494 **Research** 4 credits
The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

Individual Study

Individual Study refers to a type of learning contract in which a registered student and/or professor have the responsibility for defining, organizing and evaluating a special project of limited scope (limited in content and in the time designated for its completion). Individual Study provides an opportunity for students (usually at junior or senior status) to receive one-to-one instruction and guidance, while pursuing a subject of special interest. It also allows instructors to share their continuing personal study and to foster the abilities manifested by their students. This work is completed independently under the instructor's personal direction.

Students interested in pursuing Individual Study should discuss their plans with the appropriate faculty member. When the project has been determined, the faculty member will provide the Individual Study contract forms. These must be completed prior to registration. The Individual Study contract must be approved by the supervising faculty member, the chair of the department, and the dean of the College.

The grading for Individual Study may be standard (A,B,C, etc.) or Pass/Fail (S/R). This selection and a statement of explanation justifying the choice must be indicated on the Individual Study contract when it is presented to the registrar. (If the course is in the major field, grading must be on the standard system.)

Individual Study may be pursued for either two or four credits. Determination of the amount of credit awarded is at the discretion of the department, but should reflect an academic rigor commensurate with a regularly-offered course for the same amount of credit. Regular tuition is charged.

495, 496 **Individual Study** 2 credits
The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

497, 498 **Individual Study** 4 credits
The even number is normally used by the department. The odd number is used if the course has been approved to fulfill a core curriculum requirement.

