The Mission of Dallas Baptist University

The purpose of Dallas Baptist University is to provide Christ-centered, quality higher education in the arts, sciences, and professional studies at both the undergraduate and graduate levels to traditional age and adult students in order to produce servant leaders who have the ability to integrate faith and learning through their respective callings.
History of the University

Decatur Baptist College, established in 1898 and the forerunner of Dallas Baptist University, had the distinction of being the first two-year institution of higher education in Texas. The Baptist General Convention of Texas had purchased land in 1897 from Northwest Texas Baptist College. The school enjoyed a rich, full history in Decatur until 1965 when it moved to Dallas, at the invitation of the Dallas Baptist Association. Dallas Baptist University was established in Dallas in 1965 as Dallas Baptist College. The initial 100 acres of land for the campus, overlooking Mountain Creek Lake in the hill country of southwest Dallas, were donated by John Stemmons, Roland Pelt, and associates. An interested group of businessmen donated an additional 100 acres, and in 1994 a donation by the Louis Hexter family added another 88 acres. More recent additions have increased the current size of the DBU campus to 293 acres.

Beginning with the fall semester of 1968, the college moved from junior college to senior college status. The junior year of academic work was added that year, the senior year in June of 1969. The first Bachelor’s degrees were awarded in May 1970.

In 1985, the college name officially became Dallas Baptist University and significant changes were made. The new structure consisted of the College of Arts and Sciences, the Mary C. Crowley College of Christian Faith, the Dorothy M. Bush College of Education, and the College of Business. In 1988, the College of Adult Education was added, and in 1989 and 1990 three new colleges were added by dividing the College of Arts and Sciences into the College of Fine Arts, the College of Humanities and Social Sciences, and the College of Natural Sciences and Mathematics.

Graduate studies began in 1981 with the initiation of the Master of Business Administration degree program. Graduate programs were later added in counseling, education, higher education, liberal arts (including leadership studies), professional development, organizational management, school counseling, criminal justice, and teaching to bring the total number of graduate programs to ten.

The fall semester of 2002 saw the enrollment of the University reach a record 4,417 students, including 1,010 graduate students. Indeed the future is bright at Dallas Baptist University where a commitment to providing quality, Christian higher education through the integration of faith and learning gives direction and purpose to the entire educational enterprise.

MEMBERSHIPS

Alliance for Higher Education
American Association of Collegiate Registrars and Admissions Officers
American Council on Education
Association for Christians in Student Development
Association for Texas Professional Educators
Association of Collegiate Business Schools and Programs
Association of Graduate Liberal Studies Programs
Association of Institutional Research
Association of Southern Baptist Colleges and Schools
Association of Texas Colleges and Universities
Baptist Association for Student Affairs
Christians in the Visual Arts
Consortium for Global Education
Council for Adult and Experiential Learning
Council for Christian Colleges and Universities
Independent Colleges and Universities of Texas
Mathematical Association of America
Metroplex Teacher Education Center
National Association of Independent Colleges and Universities
National Association of Schools of Music
National Collegiate Athletic Association
North Texas Council of College and University Registrars and Admissions Officers
Southern Association of Colleges and Schools
Southern Association of Collegiate Registrars and Admissions Officers
Texas Association of Colleges for Teacher Education
Texas Association of Collegiate Registrars and Admissions Officers
Texas Association of Collegiate Veteran’s Programs Officials
Texas Association of Music Schools
Texas Association of Schools of Art
Texas Music Educators Association

Accreditation

DBU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number (404) 679-4501) to award master’s, bachelor’s, and associate degrees.
Graduate Degrees Offered

**Master of Arts in Counseling (M.A.C.)**

**Master of Arts in Criminal Justice (M.A.C.J.)**

**Master of Arts in Organizational Management (M.A.O.M.)**
Concentrations:
Conflict Resolution Management, General Management, Health Care Management, Human Resource Management

**Master of Arts in Professional Development (M.A.P.D.)**
Concentrations:
Accounting, Church Leadership, Corporate Management, Counseling, Criminal Justice, Finance, Higher Education, Leadership Studies, Management, Management Information Systems, Marketing

**Master of Arts in Teaching (M.A.T.)**
All-Level Certification
Elementary Certification
Secondary Certification

**Master of Business Administration (M.B.A.)**
Concentrations:

**Master of Education (M.Ed.)**
Specializations:
Early Childhood Education, Educational Organization and Administration, Elementary Education with Reading, General Elementary Education, Reading Specialist
Certifications:
Principal Certification, Reading Specialist Certification, Master Reading Teacher Certification

**Master of Education in Higher Education (M.Ed.)**
Tracks:
Administration
Instructional

**Master of Education in School Counseling (M.Ed.)**
Professional Counselor Certificate

**Master of Liberal Arts (M.L.A.)**
Concentrations:
Art, Biblical Studies, Christian Ministry, Education, English, History, Political Science
The purpose of the College of Adult Education is to serve adult learners by enlisting, empowering, and challenging them to complete their academic goals and to attain their fullest potential with an emphasis on lifelong educational development from a Christian perspective.

Programs Offered
Through the College of Adult Education, a student may pursue the Master of Liberal Arts degree or the Master of Arts in Professional Development degree. Both degrees are broad-based interdisciplinary programs that enable the student to take a variety of courses, including those offered in DBU's other graduate programs. Each student creates his or her own degree plan consisting of courses that will aid in career development, as well as personal growth. There is no entrance exam or foreign language required for either of these non-thesis programs.

A core requirement of nine credit hours of interdisciplinary, team-taught courses is required. Students have two options to earn the remaining twenty-seven hours.

**Master of Liberal Arts (M.L.A.)**
For the Master of Liberal Arts degree, the first option is to complete any combination of DBU graduate courses. The second option allows students to complete an eighteen-hour minimum-maximum concentration in a specific subject area, such as:

- Art
- Christian Ministry
- English
- Fine Arts
- History
- Political Science

**Master of Arts in Professional Development (M.A.P.D.)**
For the Master of Arts in Professional Development degree, the first option is to complete an eighteen-hour minimum-maximum concentration in a specific subject area, such as:

- Accounting
- Church Leadership
- Corporate Management
- Counseling
- Criminal Justice
- Finance
- Higher Education
- Leadership Studies
- Management
- Management Information Systems
- Marketing

The second option is to select fifteen hours in a primary discipline and twelve hours in a secondary discipline.

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**PROGRAM FEATURES**

Prominent features of both the Master of Liberal Arts and the Master of Arts in Professional Development degrees include:

- Thirty-six hours total
- Six credit hours of graduate work accepted from programs other than DBU
- No Graduate Record Exam (GRE) or Graduate Management Aptitude Test (GMAT) required
- No foreign language required
- No thesis or comprehensive final
- Up to eighteen hours can transfer into the M.L.A. or M.A.P.D. programs from DBU’s other graduate programs
- Directed-study credit option
- Travel-study credit option
The Master of Liberal Arts program at Dallas Baptist University is designed to meet the needs of students who want the flexibility of an interdisciplinary curriculum rather than the limitations of a major in one discipline. This approach offers a diverse selection of courses for personal or professional development. The convenience of evening and weekend courses allows busy professionals to earn their degrees at a time convenient to them. The M.L.A. program holds full membership in the Association of Graduate Liberal Studies Programs, and offers courses in the arts, Christian ministry, English, fine arts, history, and political science. This consortium of over one hundred colleges and universities is located throughout the United States and Canada.

**Program Requirements**

The Master of Liberal Arts degree is a 36-hour, non-thesis program. There is a core requirement of 9-credit-hours, which are interdisciplinary, team-taught liberal arts courses:

**Core Courses (9 hrs)**

MALA 5300 Western Heritage and Christianity
MALA 5350 World Views: Human Beliefs/Human Actions
MALA 5370 Western Culture Through the Arts

Two major options are available for the remaining 27 hours:

**Option 1:** Any combination of Master’s-level courses selected in consultation with the Program Director.

**Option 2:** An 18-hour minimum/maximum concentration in a particular subject area. The M.L.A. Program Director will assist in the selection of degree electives.

For both options, a maximum of 12 hours in Directed Studies and/or Travel Study courses may be taken and a maximum of 9 hours may be earned under a Pass/Fail designation.

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The Master of Arts in Professional Development (M.A.P.D.) adopts a unique approach to graduate studies. Designed especially for professionals who desire to expand their knowledge and credentials beyond the boundaries of their Bachelor’s degree, the M.A.P.D. enhances the context of graduate specialization with surveys of leadership, career development, and world views. The M.A.P.D. offers the practicing professional a graduate education that surveys professional concepts in lieu of vocation-specific research. The curriculum provides students a broad and diverse educational experience in one of five disciplines: business, counseling, criminal justice, higher education, or leadership.

**Program Requirements**

The 36-hour curriculum is comprised of a nine-hour interdisciplinary core with two options available for the completion of the remaining 27 core hours:

**Core Courses (9 hrs)**

MAPD 5305 Introduction to Leadership Studies
MAPD 5350 World Views: Human Beliefs/Human Actions
MAPD 6347 Career Development and Life Transitions

Two major options are available for the remaining 27 hours:

**Option 1:** Single-Discipline Track includes an 18-hour minimum/maximum concentration in one of eleven disciplines and 9 hours of electives.

**Option 2:** Interdisciplinary Track includes 15 hours in a primary discipline and 12 hours in a secondary discipline.

For both options, a maximum of 12 hours in Directed Studies and/or Travel Study courses may be taken and a maximum of 9 hours may be earned under a Pass/Fail designation.

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Lynda Jackson, M.L.A.
Director of the M.L.A. and M.A.P.D. Programs

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The M.A.P.D. opens an opportunity to develop personally and professionally in a way once only dreamed possible.

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**MLA Core Courses**

- MALA 5300
- MALA 5350
- MALA 5370

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**MAPD Core Courses**

- MAPD 5305
- MAPD 5350
- MAPD 6347

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Note: All prerequisites for selected courses must be met. Some program restrictions may apply.
The Graduate School of Business recognizes the ever-changing social, political, economic, and business environment in which we live, as well as the current and future ramifications of globalization. The curriculum equips students with the conceptual and analytical abilities necessary to recognize and address the complex issues facing management today.

Sound management preparation and experience foster viable business enterprises. The Graduate School of Business is committed to providing quality management education and business experiences to its students. It does so believing that graduates will make a difference in the world through their chosen careers.

Flexibility and Convenience
The graduate business programs are designed for the working professional. DBU recognizes that students have differing needs and expectations in pursuit of a graduate education. Meeting those needs with quality and convenience is the focus of DBU’s Business programs.

Most classes are conducted in the evenings and on Saturdays. During the fall and spring semesters, classes meet 2.5 hours one evening per week. Summer classes meet 4 hours one evening per week or twice a week for short summer semesters. In addition, one- and two-week mini-term classes are offered several times throughout the year. Check the appropriate semester schedule of classes for designated class times.

Students whose schedules are limited may choose to pursue the M.B.A. in Management on the weekend, or Management Information Systems, Finance, or eBusiness entirely via the Internet. Students may also pursue the M.A.O.M. in General Management or Human Resource Management entirely via the Internet. Students can attend classes every weekend, on alternating weekends, one weekend a month, only on Saturdays, or only on Friday evenings.

Dallas Baptist University provides a full complement of services in addition to regularly scheduled courses. Full-Service Saturdays usually occur on the second Saturday of each month. On these days, student services offices and the bookstore are open for the convenience of prospects, applicants, and students.
Foundational Requirements
All graduate business students are required to complete the foundational courses for the appropriate program through undergraduate or graduate course work. Students who have not completed appropriate undergraduate business courses will be required to take equivalent 5000-level graduate courses upon acceptance to the program. Students who have completed undergraduate business courses may have any (or all) of the 5000 level prerequisite courses waived, if courses meet the following waiver criteria:

- the completed undergraduate course is equivalent to the 5000 level course
- the course grade is at least a “B”
- the course is taken at a regionally accredited institution
- foundational courses from non-U.S. universities in foreign countries may not be considered for waiver

Class Locations
In addition to the main campus, located near Mountain Creek Lake, classes are offered at other locations in the metroplex. Full-service offices are also available to students at the DBU-North Dallas Center (4120 International Parkway, Suite 1110, Carrollton). Check the course schedule for times and locations.

Prerequisite Internet Courses
Some of the prerequisite (foundational) business courses are available on the Internet to students upon acceptance to the graduate program. Internet courses are designed to allow maximum flexibility in completing the prerequisites for the program. Communication with instructors for assistance with questions is required through e-mail, fax, or telephone through the duration of the course. Students are expected to complete these courses according to an established time schedule. Contact the Graduate School of Business for more information.

Master of Business Administration
The Master of Business Administration (M.B.A.) program serves the educational needs of professionals who desire to enhance their management skills and acquire new ones for more effective service in their organizations. The M.B.A. program is nationally accredited by the Association of Collegiate Business Schools and Programs.

In addition to the general admission requirements, an acceptable GMAT score may be required for admission to the M.B.A. program. Applicants with an overall undergraduate grade point average (GPA) of 3.2 or higher and five years of significant, relevant work experience may be allowed to waive the GMAT. Other applicants may be considered for admission prior to submitting a GMAT score. However, if admitted, these applicants must submit GMAT scores before or during the first semester enrolled.

International students with no prior course work in an American university must enroll in BUAD 5301 Orientation to American Business Techniques and Culture during their first semester in the program. This course applies toward the foundational requirements. Once the GMAT and BUAD 5301 are completed, an official degree plan will be issued. Until these requirements are met, admission status will remain probationary for international students.

Program Requirements
A degree plan is issued to the student upon admission. Students will select a concentration and follow the appropriate sequence of courses leading to the M.B.A. degree. Any modification to the degree plan must be approved by the program director and filed with the Registrar. M.B.A. students must complete a minimum of 36-credit hours. Students may also choose the option of a dual concentration, which requires a minimum of 45-credit hours.

A maximum of six credit hours of graduate business courses may be transferred, in accordance with the transfer policies of the university stated on page 25 of this catalog.
M.B.A. students may choose from one of ten concentration areas. The total number of credit hours required to complete the degree will depend on the number of core, concentration, and foundation courses needed, as reflected on the degree plan.

**MBA Foundation Courses**
(may be waived with undergraduate equivalents with course grade of “B” or above)

- ACCT 5311 Survey of Accounting (Accounting I & II)
- ECON 5311 Managerial Economics (Macro and Micro Economics)
- FINA 51.521 Foundations of Finance (Corporate Financial Management)
- MANA 5313 Quantitative Methods in Management (Managerial Statistics)
- MANA 51.522 Management Theory (Principles of Management)
- MANA 51.521 Business Legal Environment (Business Law)
- MRKT 51.521 Marketing Concepts (Principles of Marketing)

**Curriculum Overview**

**M.B.A. Required Core Curriculum (24 hrs)**
- ACCT 6321 Managerial Accounting
- FINA 6301 Corporate Finance
- MANA 6302 Quantitative Analysis for Managers
- MANA 6310 Leadership in Management
- MANA 6320 Business Ethics
- MANA 6341 Strategic Management Decisions (last course in program)
- MISM 6314 Management Information Systems
- MRKT 6301 Creative Problem Solving for Marketing Decisions

**Accounting (12 hrs)**
The Accounting Concentration is designed to provide a broad understanding of the accounting industry. The Accounting Concentration introduces the graduate student to the development and analysis of financial and managerial accounting systems, emphasizes the uses of cost information, and stresses the application of financial accounting in decision making.

Required courses in this concentration include:
- ACCT 6331 Federal Taxes and Management Decisions

(Students who have 6 hours of undergraduate credit in taxation must choose another accounting course instead of this class.)

ACCT 6333 Accounting Systems
ACCT 6335 Financial Statement Analysis

And select one of the following:
- ACCT 6341 Advanced Managerial Accounting
- ACCT 6342 Internal Auditing
- ACCT 6343 Accounting for Governmental and Nonprofit Entities

**Conflict Resolution Management (12 hrs)**
The Conflict Resolution Management Concentration is designed to provide students with the practical experience and theoretical foundation needed to become effective at mediating conflict. The format of classes includes lectures, group discussions, and many practice mediation sessions. Following completion of the courses, the student will be qualified to perform court appointed mediations in Texas.

- CRMN 6310 Conflict Resolution Management
- CRMN 6330 Internship in Mediation
- MANA 6342 Employee Negotiations and Collective Bargaining

And select one of the following:
- CRMN 6320 Advanced Family Mediation
- CRMN 6321 Advanced Business Mediation

**eBusiness (12 hrs)**
The eBusiness Concentration is designed to provide students with both the business and technical knowledge needed to succeed in the exciting new world of business conducted using Internet technology. The eBusiness Concentration includes advanced study and application in synchronous and asynchronous environments, data warehousing and data mining, intranet and extranet development, knowledge management, intellectual property, financial analysis techniques, short-term and long-term planning, virtual offices, how to attract and maintain an e-customer base, and supply chain management. This knowledge is essential in all professions. This concentration is offered only online in order to facilitate learning in the eBusiness environment.

- MISM 6350 eBusiness Technologies
- MISM 6351 eBusiness Design and Development (Prereq: MISM 6350)
- MISM 6352 eBusiness Entrepreneurship (Prereq: MISM 6350)
- MRKT 6350 eBusiness Marketing (Prereq: MISM 6350)
Finance (12 hrs)
The Finance Concentration is designed to provide the M.B.A. graduate with a broad understanding of financial management, financial institutions, and investment strategies. The Finance Concentration includes advanced study and application in budgeting and control procedures, international financial markets, portfolio theory, portfolio management strategies, risk management, working capital management, and mergers and acquisitions. This knowledge is essential in a variety of corporate, institutional, banking, and real estate professions. Required courses in this concentration include:

FINA 6302 Capital Markets and Institutions
FINA 6331 Investments

And select two of the following:
FINA 6321 International Finance
FINA 6332 Futures and Options
FINA 6341 Portfolio Management
FINA 6351 Advanced Managerial Finance

Health Care Management (12 hrs)
The Health Care Management Concentration is designed to equip students with state-of-the-art technologies in the health care industry. Emphasis is given to strategic health care planning, marketing, health care policy, managed care, and long-term care. A capstone initiative provides students with “hands-on” experiences in an area of interest to the student, such as administration, clinical practice, or education/consultation. Required courses in this concentration include:

HCMG 6391 Strategic Health Care Planning, Marketing, and Policy
HCMG 6392 Managed Health Care
HCMG 6393 Long-Term Care Administration
HCMG 6394 Health Services Management Capstone Initiative

International Business (12 hrs)
The growing importance of international business strategies in most industries requires an understanding of the global business environment and cultural practices. Through the International Business Concentration, students acquire a global perspective of business in order to compete in today’s business world. The International Business Concentration examines strategic aspects of managing a global or multinational business organization. Required courses in this concentration include:

ECON 6303 International Economic and Legal Environment
FINA 6321 International Finance
MANA 6311 International Management
MRKT 6321 International Marketing

Management (12 hrs)
The human element is vital to the effective and efficient operation of any organization. The Management Concentration covers concepts and theories for understanding and resolving human problems in organizational settings. The Management Concentration covers a wide range of current business topics, including interpersonal group behavior, leadership styles, the motivation of employees, recruitment, evaluation, training, compensation, affirmative action, and continuous improvement. Required courses in this concentration include:

MANA 6311 International Management
MANA 6321 Organizational Behavior
MANA 6323 Human Resource Management
MANA 6333 Operations and Quality Management

Management Information Systems (12 hrs)
The Management Information Systems Concentration is specifically designed to provide graduate students with in-depth, hands-on understanding of the fundamentals of information systems. The purpose is to develop graduate-level business students who are not only skilled in basic business fundamentals, but also have a strong grounding in current information systems technology. Students learn how to apply MIS technology to help create business organizations capable of effectively competing in a global environment. Required courses in this concentration include:

MISM 6320 Systems Analysis and Design
MISM 6330 Database Management Systems
MISM 6335 Networks and Telecommunications
MISM 6340 Information Technology Management
The Master of Arts in Organizational Management (M.A.O.M.) program is a 36-credit-hour program designed to provide the communication, leadership, and management skills needed in today's business organizations. Because the business environment is dynamic, special attention is given to adapting to organizational change and becoming a change agent.

Admission standards are consistent with those outlined for the M.B.A. program; however, no GMAT exam is required, unless requested by the Graduate Admissions Committee.

### M.A.O.M. Foundation Courses

(may be waived with undergraduate equivalents)

- **BUAD 5301** Orientation to American Business Techniques and Culture *(International Students Only)*
- **FINA 5316** Budgeting for Managers *(Accounting I & II and Corporate Finance)*
- **MANA 51.521** Management Theory *(Principles of Management)*
- **MANA 51.522** Business Legal Environment *(Business Law)*
- **MRKT 51.521** Marketing Concepts *(For Health Care Management Only)*

### Technology and Engineering Management (12 hrs)

The Technology and Engineering Management Concentration is designed to provide the M.B.A. graduate with the practical tools to excel in the global info tech revolution. In addition to the basic qualitative and quantitative skills needed to manage in a technical environment, the program provides the tools to manage technical product projects. The technology and engineering management concentration also gives insight regarding product development and innovation in rapidly changing technology environments. Required courses in this concentration include:

- **MANA 6322** Quality and Process Management
- **MANA 6327** Future Trends in Technology
- **MANA 6328** Project Management and Systems
- **MANA 6329** Knowledge Management and Intellectual Capital

### Master of Arts in Organizational Management

The Master of Arts in Organizational Management (M.A.O.M.) program is a 36-credit-hour program designed to provide the communication, leadership, and management skills needed in today's business organizations. Because the business environment is dynamic, special attention is given to adapting to organizational change and becoming a change agent.

Admission standards are consistent with those outlined for the M.B.A. program; however, no GMAT exam is required, unless requested by the Graduate Admissions Committee.

### Curriculum Overview

**M.A.O.M. Required Core Curriculum (24 hrs)**

- **MANA 6310** Leadership in Management
- **MANA 6312** Communication and Business Behavior
- **MANA 6314** Managing Change in Organizations
- **MANA 6316** High Performance Work Teams
- **MANA 6320** Business Ethics
- **MANA 6321** Organizational Behavior
- **MANA 6323** Human Resource Management
- **MANA 6360** Problems and Challenges in Organizational Management *(Last course in program)*


**M.A.O.M. Elective Courses (12 hrs)**

Using this list of elective courses and the following section, “Concentration Requirements,” students can focus on specific areas of management interest. The elective courses include:

- MANA 6301 Employment Law
- MANA 6305 Human Resource Selection
- MANA 6333 Operations and Quality Management
- MANA 6342 Employee Negotiations and Collective Bargaining
- MANA 6343 Compensation and Performance
- MANA 6347 Career Management and Life Transitions
- MANA 6352 International Human Resource Management
- CRMN 6310 Conflict Resolution Management
- CRMN 6320 Advanced Family Mediation
- CRMN 6321 Advanced Business Mediation
- CRMN 6330 Internship in Mediation

**M.A.O.M. Concentration Requirements**

In addition to the 24-credit hour core curriculum, students should choose a concentration.

**Conflict Resolution Management (12 hrs)**

The Conflict Resolution Management Concentration provides students with the practical experience and theoretical foundation they need in order to become effective at mediating conflict. The format of classes includes lectures, group discussions, and many practice mediation sessions. Following completion of the courses, the student will be qualified to perform court appointed mediations in Texas. This concentration includes a 24-hour core curriculum plus:

- CRMN 6310 Conflict Resolution Management
- CRMN 6330 Internship in Mediation
- MANA 6342 Employee Negotiations and Collective Bargaining

*And select one of the following:*
- CRMN 6320 Advanced Family Mediation
- CRMN 6321 Advanced Business Mediation

**Health Care Management (12 hrs)**

- HCMG 6391 Strategic Health Care, Planning, Marketing, and Policy
- HCMG 6392 Managed Health Care
- HCMG 6393 Long-Term Care Administration
- HCMG 6394 Health Services Management Capstone Initiative (Minimum of 6 hrs of HCMG courses)

**General Management (12 hrs)**

The General Management Concentration is designed to provide students with the flexibility to structure their own unique concentration by choosing elective courses based upon their specific interests. Students develop their program to fit their educational and career goals by completing 12 hours of 6000 level electives from the list below, in addition to the 24-hour core requirement.

- CRMN 6310 Conflict Resolution Management
- CRMN 6320 Advanced Family Mediation
- CRMN 6321 Advanced Business Mediation
- CRMN 6330 Internship in Mediation
- MANA 6301 Employment Law
- MANA 6305 Human Resource Selection
- MANA 6333 Operations and Quality Management
- MANA 6342 Employee Negotiations and Collective Bargaining
- MANA 6343 Compensation and Performance
- MANA 6347 Career Management and Life Transitions
- MANA 6352 International Human Resource Management

**Human Resource Management (12 hrs)**

The field of human resources is expanding rapidly as senior executives depend upon HR departments to address complex and dynamic staffing issues. Special attention is given to litigation issues, salary strategies, and the development of an organization’s personnel. This concentration includes a 24-hour core curriculum plus:

- MANA 6301 Employment Law
- MANA 6305 Human Resource Selection
- MANA 6343 Compensation and Performance
- MANA 6347 Career Management and Life Transitions
The Dorothy M. Bush College of Education offers several outstanding graduate programs designed to enhance personal and professional growth for leadership in the field of education. Emphasis is placed on preparing teachers, counselors, and administrators to respond effectively to challenges facing public and private schools and post-secondary institutions. The faculty in the College teach from a Christian world view. They are committed to equipping educators to be servant leaders through relevant and meaningful learning experiences.

**Admission Requirements**
The College of Education has specific admission requirements in addition to the general graduate admission requirements which include:
- Satisfactory scores on the verbal and quantitative or analytical writing sections of the Graduate Record Examination, and
- An overall cumulative grade point average of 3.0 or greater.

**Degree Plan**
The Graduate Program Directors in the College of Education welcome the opportunity to advise each student in the selection of a graduate degree plan that best meets the student’s professional goals. A degree plan is comprised of courses leading to a chosen Master’s degree. Once a student has met the admissions criteria for graduate studies, a degree plan is developed collaboratively with the appropriate Program Director. Any modifications to the student’s degree plan must be approved by the Program Director and the Dean and filed with the Registrar’s Office.

**Certification**
Through the College of Education, Dallas Baptist University prepares individuals to meet the qualifications for state certification. Teacher certification may be pursued concurrently with graduate studies. The following certifications may be pursued:
- Counselor
- Principal
- Reading Specialist
- Master Reading Teacher

In addition to completing the Dallas Baptist University program requirements, the State Board for Educator Certification requires the passing of a state certification. To better ensure success on the state certification examination, students are required to attend the state certification examination review sessions and pass the appropriate practice test with at least 85% mastery. Once the student meets the passing criteria, the University assigns a bar code to the student and submits the state certification examination application to the State.

**Advisory Committee**
The Educator Preparation Board will serve as the Advisory Committee for the graduate education programs. The committee will assist with portfolio evaluation and program development.

**Note:** Degree plans may be adjusted as State policy changes.
Additional Requirements

Portfolio Assessment
At the completion of coursework, all candidates for the Master’s degree must submit a professional portfolio to a panel of educators. Guidelines for portfolio development are discussed upon admission to a Master’s program. The graduate student’s portfolio will document self-reflections regarding personal and professional growth.

Graduate Level Only Courses
Students in the M.Ed. and M.A.T. programs must complete 18 semester hours of graduate level only courses. (i.e., not courses that are cross-listed with undergraduate courses) to comply with the State Board for Educator Certification requirements.

Master of Arts in Teaching

The Master of Arts in Teaching (M.A.T.) program seeks to enhance the professional development of students who are committed to excellence in the classroom. The M.A.T. program is designed for individuals who are interested in pursuing teacher certification concurrently with a Master’s degree, improving their expertise in the content areas, learning effective teaching strategies, and enhancing the delivery of instruction to students. The goal of the M.A.T. program is to equip educators to become servant leaders within the school setting. The graduate program focuses on developing teachers who are skilled in leadership, curriculum design, and advanced instructional strategies.

The M.A.T. is a 36-hour, non-thesis professional development program. Specializations are available at the elementary level, secondary level, and all-levels in physical education and music.

Admission Requirements
In addition to the general graduate admission requirements found on pages 24-26 of this catalog, full admission to the Master of Arts in Teaching program requires a baccalaureate degree and other prerequisites which can be determined through a deficiency plan.
Train a child in the way he should go; when he is old he will not turn from it. (Proverbs 22:6)

### Elementary Specialization

**Certification Requirements (15 hrs)**
- MATH 5304 Content Math I
- GSCI 5320 Elementary Science Methods
- READ 6330 Foundations of Reading
- READ 6333 Elementary Language Arts
- SOST 5340 Elementary Social Studies Methods

**Technology Area (3 hrs)**
- TECH 5320 Technology for Today’s Learner

**Professional Area (9 hrs)**
- EDUC 6302 Capital Markets and Institutions
- EDUC 6304 The Learning Process
- EDUC 6308 The School and the Multicultural American Society

**Resource Area (9 hrs)**
- EDUC 5313 Discipline and Classroom Management
- EDUC 5315 Methods and Evaluation of Instruction
- EDUC 6306 Curriculum Design and Evaluation for Elementary Education

### Secondary Specialization

**Certification Requirements (12 hrs)**
- EDUC 5313 Discipline and Classroom Management
- EDUC 5315 Methods and Evaluation of Instruction
- EDUC 6308 The School and the Multicultural American Society
- READ 6334 Reading in Secondary Education

**Technology Area (3 hrs)**
- TECH 5320 Technology for Today’s Learner

**Professional Area (12 hrs)**
- EDUC 5302 Lifespan Human Development
- EDUC 6302 Research in Education
- EDUC 6304 The Learning Process
- EDUC 6307 Curriculum Design and Evaluation for Secondary Education

**Resource Area (9 hrs)**
- EDUC 5310 Introduction to Exceptional Learners and Mainstreaming
- EDUC 5320 Teaching the Underachiever
- EDUC 6330 Meeting the Developmental Needs of Adolescents

### All Level Specialization

**Certification Requirements (12 hrs)**
- EDUC 5313 Discipline and Classroom Management
- EDUC 5315 Lifespan Human Development
- EDUC 6308 The School and the Multicultural American Society
- READ 6334 Reading in Secondary Education

**Technology Area (3 hrs)**
- TECH 5320 Technology for Today’s Learner

**Professional Area (12 hrs)**
- EDUC 5314 Evaluation of Instruction
- EDUC 6302 Research in Education
- EDUC 6304 The Learning Process
- EDUC 6307 Curriculum Design and Evaluation for Elementary Education

**Resource Area (9 hrs)**
- EDUC 5310 Introduction to Exceptional Learners and Mainstreaming
- EDUC 5320 Teaching the Underachiever
- EDUC 6330 Meeting the Developmental Needs of Adolescents
**Master of Education**

The Master of Education degree (M.Ed.) is designed primarily for teachers and administrators already in service who wish to gain additional knowledge, skills, and/or certification in specific areas of interest. Advanced professional development studies in administration and instructional strategies and curricular design is gained through the M.Ed. program. The M.Ed. program through the College of Education at Dallas Baptist University offers:

### Specializations
- Early Childhood
- Educational Organization and Administration
- Elementary Education with Reading
- General Elementary Education
- Reading Specialist

### Certifications
- Master Reading Teacher
- Principal
- Reading Specialist

### Program Requirements

The Master of Education degree is a 36-hour, non-thesis program. Elementary programs are built on a core curriculum of at least twelve credit hours of academic specialization, six credit hours in the resource area, six credit hours of professional development, and electives as needed, which are selected from education course offerings. In areas where the student demonstrates sufficient proficiency, course substitutions may be approved by the M.Ed. Program Director keeping with the requirements of the State Board for Educator Certification.

The following outlines course requirements for each M.Ed. program:

#### Early Childhood

**Academic Specialization (12 or more hrs)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECHE 5360</td>
<td>Foundations for Early Childhood Education</td>
</tr>
<tr>
<td>ECHE 6373</td>
<td>The Beginnings of Reading and Writing</td>
</tr>
<tr>
<td>ECHE 6374</td>
<td>Early Childhood Education: Development and Learning</td>
</tr>
<tr>
<td>ECHE 6375</td>
<td>Moral Development in the Young Child</td>
</tr>
<tr>
<td>ECHE 6376</td>
<td>Special Problems in Early Childhood Education</td>
</tr>
</tbody>
</table>

**Resource Area** (6 or more hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>READ 5332</td>
<td>Reading: Diagnosing and Correcting Reading Difficulties</td>
</tr>
<tr>
<td>READ 6330</td>
<td>Foundations of Reading</td>
</tr>
<tr>
<td>READ 6333</td>
<td>Elementary Language Arts</td>
</tr>
<tr>
<td>READ 6335</td>
<td>Curriculum and Instruction in Reading</td>
</tr>
</tbody>
</table>

**Professional Development (6 or more hrs)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>EDUC 5313</td>
<td>Discipline and Classroom Management</td>
</tr>
<tr>
<td>EDUC 5315</td>
<td>Methods and Evaluation of Instruction</td>
</tr>
<tr>
<td>EDUC 6302</td>
<td>Research in Education</td>
</tr>
<tr>
<td>EDUC 6304</td>
<td>The Learning Process</td>
</tr>
<tr>
<td>EDUC 6306</td>
<td>Curriculum Design and Evaluation for Elementary Education</td>
</tr>
<tr>
<td>EDUC 6308</td>
<td>The School and the Multicultural American Society</td>
</tr>
<tr>
<td>TECH 5320</td>
<td>Technology for Today’s Learner</td>
</tr>
</tbody>
</table>

**Elementary Education with Reading**

**Academic Specialization (12 or more hrs)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ 5332</td>
<td>Reading: Diagnosing and Correcting Reading Difficulties</td>
</tr>
<tr>
<td>READ 5333</td>
<td>Reading: Clinical Experiences in Correcting Reading Difficulties</td>
</tr>
<tr>
<td>READ 6301</td>
<td>Specialized Reading Assessment and Instruction</td>
</tr>
<tr>
<td>READ 6330</td>
<td>Foundations of Reading</td>
</tr>
<tr>
<td>READ 6335</td>
<td>Curriculum and Instruction in Reading</td>
</tr>
</tbody>
</table>

**Resource Area** (6 or more hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECHE 5360</td>
<td>Foundations for Early Childhood Education</td>
</tr>
<tr>
<td>ECHE 6374</td>
<td>Early Childhood Education: Development and Learning</td>
</tr>
<tr>
<td>ECHE 6375</td>
<td>Moral Development in the Young Child</td>
</tr>
<tr>
<td>ENGL 5302</td>
<td>Introduction to Linguistics</td>
</tr>
<tr>
<td>READ 5301</td>
<td>Analysis and Instruction in Teaching Composition</td>
</tr>
<tr>
<td>READ 5331</td>
<td>Reading in Content Areas</td>
</tr>
</tbody>
</table>

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The Master Reading Teacher (MRT) program is a nine-hour graduate program that does not require the completion of a Master’s degree. The hours may also be used to pursue the Reading Specialist certification. After the completion of three years of classroom teaching, meeting course requirements, and successful completion of the Master Reading state certification examination, the student may receive the Master Reading Teacher Certificate.
Dallas Baptist University
Christian School Education Endorsement

Christian School Education Endorsement may be earned by successfully completing the following courses:

- EDAD 6319 Christian School Education Administration
- EDUC 6310 Christian Educational Philosophy
- EDUC 6311 Christian School Curriculum

**Professional Development (6 or more hrs)**

- EDUC 5313 Discipline and Classroom Management
- EDUC 5315 Methods and Evaluation of Instruction
- EDUC *6302 Research in Education
- EDUC 6304 The Learning Process
- EDUC 6306 Curriculum Design and Evaluation for Elementary Education
- EDUC *6308 The School and the Multicultural American Society
- TECH 5320 Technology for Today’s Learner

**Electives (as needed)**

**General Elementary Education**

**Academic Specialization (12 or more hrs)**

- ECHE/READ 6373 The Beginnings of Reading and Writing
- ENGL 5302 Introduction to Linguistics
- READ 5332 Reading: Diagnosing and Correcting Reading Difficulties
- READ 5333 Reading: Clinical Experiences in Correcting Reading Difficulties
- READ 6330 Foundations of Reading
- SOST 5340 Elementary Social Studies Methods

**Resource Area** (6 or more hrs)

- ECHE 5360 Foundations for Early Childhood Education
- ECHE 6374 Early Childhood Education: Development and Learning
- ECHE 6375 Moral Development in the Young Child
- READ 5301 Analysis and Instruction in Teaching Composition
- READ 5331 Reading in the Content Areas

**Professional Development (6 or more hrs)**

- EDUC *6302 Research in Education
- EDUC 6304 The Learning Process
- EDUC 6306 Curriculum Design and Evaluation for Elementary Education
- EDUC *6308 The School and the Multicultural American Society

**Electives (as needed)**

*REQUIRED: Must pass this seminar to complete program.

**NOTE:** After completing this degree, successfully passing the Reading Specialist state certification examination, and completion of three years of accredited teaching experience, a student may receive the Reading Specialist Certificate. Beginning September 1, 2003, two years of classroom teaching experience will be required for the Reading Specialist Certification.

* Required courses
** Courses may also be taken from the other elementary programs for this area.
*** Required courses for all students who do not have the undergraduate equivalents.
Educational Organization and Administration

The M.Ed. degree in Educational Organization and Administration is designed to develop leadership in public and private schools and churches.

**Core Courses** (36 hrs)
- EDAD 6301 Instructional Leadership Development
- EDAD 6311 Educational Organization and Administration
- EDAD 6312 School Law
- EDAD 6313 Supervision of Instruction
- EDAD 6314 The Principalship
- EDAD 6315 School Finance/Business Management
- EDAD 6316 School Personnel Administration
- EDAD 6317 School Public Relations
- EDUC 6302 Research in Education
- EDUC 6304 The Learning Process
- EDUC 6306/07 Curriculum Design and Evaluation for Elementary Education/Secondary Education
- EDUC 6308 The School and the Multicultural American Society

**Principal Certification**

The State Principal Certificate qualifies an individual for the principalship in grades kindergarten through twelve and for almost all positions in the central administration office except the Superintendency. The certification requires nine semester hours beyond the Educational Organization and Administration specialization, two years of teaching experience in an accredited school, and the passing of the state principal certification examination.

**Core Courses** (18 hrs)
- EDAD 6301 Instructional Leadership Development
- EDAD 6311 Educational Organization and Administration
- EDAD 6312 School Law
- EDUC 6302 Research in Education
- EDUC 6306/07 Curriculum Design and Evaluation for Elementary Education/Secondary Education
- EDUC 6308 The School and the Multicultural American Society

**Specialized Preparation** (15 hrs)
- EDAD 6313 Supervision of Instruction
- EDAD 6314 The Principalship
- EDAD 6315 School Finance/Business Management
- EDAD 6316 School Personnel Administration
- EDAD 6317 School Public Relations

**Electives** (9 hrs)
- COUN 5382 Counseling Theories and Techniques
- CRMN 6310 Conflict Resolution Management
- EDUC 5310 Introduction to Exceptional Learners and Mainstreaming
- EDUC 6320 Teaching the Underachiever
- EDU 6304 The Learning Process
- EDUC 6330 Meeting the Developmental Needs of Adolescents
- READ 6330 Foundations of Reading
- TECH 5320 Technology for Today’s Learner

**Internship** (3 hrs)
- EDAD 6389 Internship in Educational Administration

*Application for the internship must be made one semester prior to the semester of enrollment.*

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Pictured Left:
Anne Graham Lotz speaks to faculty, staff, and students during the University’s chapel services.
The Master of Education in School Counseling is designed to provide the framework for school counselor preparation and to enhance the professional development of certified teachers who are seeking a graduate degree in school counseling.

The Master of Education in School Counseling is a 39-hour, non-thesis professional development program leading to the Standard Counselor Certificate. The program is designed to meet or exceed the certification requirements for School Counselors as established by the State Board for Educator Certification (SBEC). The program is interdisciplinary and builds on the student’s prior education and experience. A systematic schedule of shared self-appraisals, threaded throughout the program, allows students to monitor their progress toward professional goals in partnership with other forms of student development.

The mission of the school counseling program is to prepare counselors with the knowledge, theory, skills and values needed to work in a school setting. A comprehensive delivery system focuses on developing school counselors who demonstrate a proficiency in understanding others, a responsiveness to the developmental needs of students within a multicultural, technologically sophisticated, and rapidly changing society, and who possess the required counseling skills for a learner-centered environment.

Upon the successful completion of the Master of Education in School Counseling at Dallas Baptist University, passing the School Counselor Examination for the state certification, and having met the required teaching experience, the student will be recommended for the Standard Counselor Certificate. Local districts as well as other states may have additional requirements the student should investigate prior to seeking employment.

**School Counseling Certification**

**General Prerequisites**

Texas Teacher certification, State recommended teaching experience in an accredited and approved school, and a passing score on the state certification examination are required for certification as a school counselor.

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**Bonnie Hinkle, Ed.D.**

School Counseling Program Director

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Our greatest contribution is to inspire and equip graduates with the skills necessary to be compassionate, successful, and competent in their respective areas of service.

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Students who hold a Master’s degree and wish to obtain the school counselor certification can obtain a deficiency plan from the Program Director to determine what courses are needed to satisfy the requirements of SBEC. These students are exempt from the portfolio assessment.

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**Master of Education in School Counseling**

A degree plan is developed for each student upon admission into the school counseling program. A maximum of six credit hours of graduate school counseling courses may be transferred in accordance with transfer policies of Dallas Baptist University pending approval of the Program Director. Credits earned in workshops/seminars may not be counted toward the Master of Education in School Counseling degree, but are intended for in-service or professional development purposes only.

**School Counseling (M.Ed.)**

**Core Courses (39 hrs)**

- COUN 5382 Counseling Theories and Techniques
- COUN 5383 Group Counseling Methods
- EDSC 5310 Introduction to School Counseling
- EDSC 5311 Developmental Psychology
- EDSC 6310 Pre-Practicum for School Counseling
- EDSC 6312 Appraisal in Counseling and Development
- EDSC 6314 Curriculum Organization for Guidance Programs
- EDSC 6315 Administration of Guidance and Counseling Programs
- EDSC 6316 Practicum for School Counseling: Field Experience
- EDSC 6318 Internship for School Counseling: Field Experience
- EDSC 6380 Career Development and Lifestyle Counseling for School Counselors
- EDUC 5310 Introduction to Exceptional Learners and Mainstreaming
- EDUC 6308 The School and the Multicultural American Society

**Certification Seeking Only**

To better ensure success on the state certification examination, students are required to attend state certification examination review sessions and pass the School Counselor practice state examinations with at least 85% mastery. Once the student meets the passing criteria, the University assigns a bar code to the student and submits the state certification examination application to the State. These students will be recommended for the Standard Counselor Certificate upon fulfilling all requirements.
Higher Education (M.Ed.)

The Higher Education Program provides graduate students with the opportunity to earn a Master of Education (M.Ed.) degree in Higher Education.

Studies in Higher Education provide individuals who are interested in a variety of areas in higher education with the opportunity to explore with breadth and depth the various facets of post-secondary institutions. This exploration is conducted from a uniquely Christian perspective.

Individuals who are interested in higher education administration, student personnel work, university development/advancement, or teaching on the college level can be well served by the M.Ed. in Higher Education degree.

Students can choose from two different 36-hour, non-thesis degree tracks: the Administration Track or the Instructional Track.

Admission Requirements

In addition to the general graduate admission requirements found on pages 24-25 of this catalog, full admission to this program requires satisfactory scores on the verbal and quantitative or analytical writing sections of the Graduate Record Examination (GRE).

Administration Track

Core Courses (24 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>HIED 5300</td>
<td>College and University Administration</td>
</tr>
<tr>
<td>HIED 5310</td>
<td>Ethics and Leadership Theory: Servant Leadership</td>
</tr>
<tr>
<td>HIED 5320</td>
<td>Methods for the Higher Education Administrator</td>
</tr>
<tr>
<td>HIED 6310</td>
<td>Legal Aspects and Finance in Higher Education</td>
</tr>
<tr>
<td>HIED 6320</td>
<td>Practicum in Higher Education I</td>
</tr>
<tr>
<td>HIED 6321</td>
<td>Practicum in Higher Education II</td>
</tr>
<tr>
<td>HIED 6330</td>
<td>Research in Methods in Higher Education</td>
</tr>
<tr>
<td>HIED 6340</td>
<td>History and Philosophy of Higher Education</td>
</tr>
</tbody>
</table>

Approved Electives (12 hrs)

Instructional Track

Core Courses (18 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>EDUC 6304</td>
<td>The Learning Process</td>
</tr>
<tr>
<td>HIED 5300</td>
<td>College and University Administration</td>
</tr>
<tr>
<td>HIED 5310</td>
<td>Ethics and Leadership Theory: Servant Leadership</td>
</tr>
<tr>
<td>HIED 6310</td>
<td>Legal Aspects and Finance in Higher Education</td>
</tr>
<tr>
<td>HIED 6330</td>
<td>Research Methods in Higher Education</td>
</tr>
<tr>
<td>HIED 6340</td>
<td>History and Philosophy of Higher Education</td>
</tr>
</tbody>
</table>

Instructional Field (18 hrs of approved coursework)
The purpose of the College of Humanities and Social Sciences is to provide Christ-centered quality higher education to traditional age and adult students in order to produce servant leaders who have the ability to integrate faith and learning through their respective callings. Students are aided in their quest for knowledge through professional advising, degree plan preparation, and encouragement from the faculty and staff.

Through the College of Humanities and Social Sciences students may pursue the Master of Arts in Counseling. The curriculum of the program equips students with knowledge that enables them to fulfill their career goals for personal or professional development in a quality, Christian setting.

The College of Humanities and Social Sciences is also beginning a new Master of Arts in Criminal Justice program. The curriculum of the program is designed to equip the students to accomplish their goals in careers in law enforcement, corrections, judicial system, and security within the environment of quality, Christian higher education.

Due to the demands placed on adult students, many must remain employed full-time while pursuing a Master’s degree. In order to meet these needs, courses are offered on a flexible schedule.

Most classes are offered in the evenings and meet once per week. Selected classes are also offered on weekends, during the summer and winter terms, or in a two-week mini-term.

In addition to a flexible schedule, the University continues to expand its course offerings to convenient locations beyond the main campus.

Dallas Baptist University provides a full complement of services in addition to regularly scheduled courses. Full-Service Saturdays usually occur on the second Saturday of each month. On these days, student services offices and the bookstore are open for the convenience of prospects, applicants, and students.

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**M.A.C. Program Requirements**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>COUN 5380</td>
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<tr>
<td>COUN 5382</td>
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<tr>
<td>COUN 5383</td>
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<tr>
<td>COUN 5385</td>
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<td>COUN 5386</td>
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<td>COUN 6385</td>
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<tr>
<td>COUN 6392</td>
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<tr>
<td>COUN 6393</td>
</tr>
</tbody>
</table>

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**College of Humanities and Social Sciences**

(214) 333-5234 • (214) 333-6819 (fax)

www.dbu.edu/humanities
Program Requirements
The program of study provides students the necessary course work to meet academic requirements to become a Licensed Professional Counselor. Course requirements include 48-credit hours consisting of the following courses:

- COUN 5380 Introduction to Professional Counseling
- COUN 5382 Counseling Theories and Techniques
- COUN 5383 Group Counseling Methods
- COUN 5385 Lifespan Human Development
- COUN 5386 Psychological Testing
- COUN 5387 Research Methods
- COUN 5389 Multicultural Perspectives
- COUN 5391 Pre-Practicum in Counseling
- COUN 6380 Career Counseling and Lifestyle Development
- COUN 6381 Addictive and Compulsive Disorders
- COUN 6382 Psychopathology
- COUN 6383 Marriage and Family Counseling
- COUN 6384 Contemporary Approaches to Christian Counseling
- COUN 6385 Advanced Counseling Methods and Crisis Intervention
- COUN 6392 Counseling Practicum I
- COUN 6393 Counseling Practicum II

No grade lower than a “B” will be accepted in the pre-practicum and practicum courses.

In order to sit for the counselor licensure examination, applicants must complete three thousand clock hours of supervised counseling experience after the completion of a planned graduate program of at least 48-credit hours in counseling. The experience must be under the direct supervision of a professional counselor approved by the Texas State Board of Examiners of Professional Counseling. The board may require that the applicant provide documentation of all counseling experience. In addition to the completion of the three thousand hour internship, the applicant must successfully pass the State Licensure Examination to become a Licensed Professional Counselor.

The Practicum
The practicum experience consists of two courses, COUN 6392 and COUN 6393, completed sequentially following the pre-practicum course, COUN 5391. The practicum is the culmination of the M.A. in Counseling degree program and is intended to provide practical experience for students as they make plans to enter the counseling profession.

Both practicum courses include supervised delivery of direct counseling services in an approved agency or institution. Students are evaluated on a wide range of personal and professional criteria, including analysis of taped counseling sessions and seminar discussions of counseling theories, methods, and techniques.

During each practicum experience, 50 of the 150 clock-hours must be direct client counseling hours of which only 15 can include group counseling.

Students should attempt to enroll in the three practicum courses (which includes the pre-practicum) sequentially. In order to progress through the three courses, a grade of “B” or above must be earned. In the event of a “C” or below, the course must be repeated until at least a “B” is earned. All counseling courses, except COUN 5387 Research Methods and COUN 6384 Contemporary Approaches to Christian Counseling, must be completed before a student enrolls in COUN 6392 Counseling Practicum I. The student is responsible for any remedial work that may be suggested by the faculty in order to complete the practicum courses successfully.
The Master of Arts in Criminal Justice is a dynamic program designed to meet the educational needs of individuals who desire to fulfill Christ-centered servant leadership and management roles in areas such as law enforcement, the judicial system, juvenile justice, corrections, or security. The individual who pursues this degree will be involved in advanced study related to various facets of criminal justice, organizational management, human resource management, financial management, conflict resolution, and ethics. The degree will include hands-on experience with an organization related to the student’s field of interest. An individual who completes the Master of Arts in Criminal Justice degree will be prepared to pursue leadership positions in many areas related to criminal justice.

PROGRAM REQUIREMENTS
The Master of Arts in Criminal Justice degree is a 36-hour, non-thesis program tailored for the Criminal Justice professional. The Master of Arts in Criminal Justice degree offers two tracks. Track I is for DBU undergraduate Criminal Justice alumni with a business curriculum orientation.

CRJS 6301 Constitutional Issues in Criminal Justice
CRJS 6307 Internship
CRMN 6310 Conflict Resolution Management
MANA 51.521 Management Theory
MANA 51.522 Business Law
MANA 6320 Ethics in Business
MANA 6321 Organizational Behavior
MANA 6323 Human Resource Management

Track II is for non-DBU alumni and those DBU alumni with undergraduate degrees other than Criminal Justice.

CRJS 5320 Ethical Issues in Law Enforcement
CRJS 5321 Principles of Organization and Administration for Justice Professionals
CRJS 6302 Deviant Behavior
CRJS 6303 Criminal Justice Personnel Administration
CRJS 6305 Judicial and Constitutional Processes
CRJS 6306 Special Topics in Criminal Justice
CRJS 6307 Internship
CRJS 6312 Advanced Law Enforcement Principles and Practice

Additional elective hours from the following list are required to meet the remaining balance of the 36-hour Track I or Track II degree requirements.

CRJS 5322 Crime and Drug Problems and Control
CRJS 5323 Crime and Community
CRJS 5325 White Collar Crime in America
CRJS 6308 Crime and Public Policy
CRJS 6309 Juvenile Delinquency
CRJS 6310 Computer Applications in Criminal Law
CRJS 6311 Cyber-Crime

Additional courses from Track I or II are at the Program Director’s discretion.

ADMISSION REQUIREMENTS
Entrance requirements for the Master of Arts in Criminal Justice program are consistent with the other Graduate Programs as outlined on pages 24-25 of this catalog. Students admitted for full admission must meet the following requirements:

• A Bachelor’s degree from a regionally accredited institution.
• A grade point average of 3.0 or higher on a 4.0 scale in all previous course work.
• Appropriate undergraduate prerequisite course work in the major field of study.
• Evidence of sound moral character and compatibility with DBU’s mission.
• No GRE or GMAT entrance exam is required.
Dallas Baptist University offers a variety of options for individuals planning to pursue a baccalaureate degree.

### Undergraduate Majors

#### College of Adult Education
- Bachelor of Arts
- Interdisciplinary Studies
- Bachelor of Arts and Sciences
  - Art, Christian Ministries, Communication, Computer Information Science, Criminal Justice, Health Care Management, Interdisciplinary Studies, Psychology, Sociology

#### Bachelor of Business Studies
- Accounting, Business Administration, Finance, Management, Management Information Systems, Marketing

#### Bachelor of Science
- Interdisciplinary Studies

#### College of Business
- Accounting, Finance, Management, Management Information Systems, Marketing

#### College of Christian Faith
- Biblical Studies, Christian Studies, Philosophy

#### College of Education
- Early Childhood – Grade 4 Certification
  - Generalist (Interdisciplinary Academic Major)
- Grades 4-8 Teacher Certification
  - English Language Arts and Reading (Interdisciplinary Academic Major)
  - Mathematics (Interdisciplinary Academic Major)
  - Science (Interdisciplinary Academic Major)
- Grades 8-12 Teacher Certification
  - English Language Arts and Reading Grades (English Major)
  - History (History Major)
  - Mathematics (Mathematics Major)
  - Science (Natural Sciences Major)
  - Biology (Biology Major)
  - Computer Science (Computer Science Major)

#### College of Fine Arts
- Art, Choral Music, Church Music, Communication, Music, Music Business, Music Performance (piano, organ, vocal), Theory / Composition

#### College of Humanities and Social Sciences
- Criminal Justice, English, General Studies, History, Political Science, Psychology, Sociology

#### College of Natural Sciences and Mathematics
- Biology, Computer Information Science, Computer Science, Mathematics, Natural Sciences

Dr. Gail Linam, Ph.D.
Provost

Phenomenal growth has occurred in our undergraduate and graduate programs! Students recognize the value of DBU’s Christ-centered, quality higher education.

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**Pre-professional Preparation**

The University seeks to provide general and discipline-specific course work, which will prepare students for graduate work in their chosen fields:

- pre-dental
- pre-law
- pre-medical
- pre-occupational therapy
- pre-optometry
- pre-pharmacy
- pre-physical therapy
- pre-physician’s assistant
- pre-podiatry
- other pre-applied health options

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**Pictured Left:**

Dr. Gary Cook with George Gallup, Jr., who was on campus to speak at a DBU convocation service.