



**Caldwell College**  
***Graduate Division***

**Schedule of Classes**  
**Spring 2005**

## **How to Register**

Registration for the Winter 2004 and Spring 2005 sessions begins Monday, November 15, 2004. Students are advised to register early to assure their place in class. Unless you are beginning a new program, you are encouraged to register online—please see instructions on page 16 for accessing the web-based registration module. Or you may register using the form on the inside back cover of this booklet—be sure to complete all information, sign the form, and return it to the Office of Graduate Studies by mail, in person (Monday-Friday, 8:30–4:30), or by fax (973-618-3640). Web registrations will not be reviewed by your advisor; hard copy forms will be reviewed and signed by the advisor. If you wish to schedule an appointment with your advisor to review your status, please call 973-618-3408 to arrange a mutually convenient time. Remember that if you register, you will receive a tuition bill. If you need to drop a course or make other schedule changes after you have registered, be sure to call or visit the Office of Graduate Studies to initiate this process. The registration calendar appears below. All spring registrations after January 12 require payment at the time of registration.

Please note that the application period for new students no longer extends to the start of classes—Spring 2005 applications to enter a program will be accepted until January 18.

<b>REGISTRATION OPTION</b>	<b>WINTER 2005</b>	<b>SPRING 2005</b>
Hard-copy registration	Nov. 15 – Dec. 10	Nov. 15 – Dec. 10
Hard-copy late registration	Dec. 13 – Dec. 17	Dec. 13 – Jan. 12
Online registration	Nov. 15 (9 a.m.) – Jan. 3 (11:59 p.m.)	Nov. 15 (9 a.m.) – Jan. 12 (11:59 p.m.)
Hard-copy late registration, with payment only	Dec. 20 – Jan. 7	Jan. 13 – Jan. 18

**Students who have outstanding financial obligations to the College and/or have not submitted required health forms will not be permitted to register. Registered students whose financial obligations to the College have not been met by the first week of classes or whose health forms have not been submitted will be removed from class rosters.**

### **Payment Procedures**

In the second week of December, 2004, an itemized billing statement will be mailed to you by the Office of Student Accounts along with detailed instructions for payment. A copy of the billing statement and payment must be returned by Thursday January 13, 2005. **Students registering after January 12 must settle their tuition account at the point of registration.**

### **Health Requirements**

All students are required to comply with the State of New Jersey immunization laws. Students born in 1957 or later must submit documentation regarding measles, mumps, and rubella. Students born before 1957 must submit a copy of their birth certificate. All documentation should be submitted to Health Services. *Health Services will not be responsible for records which are submitted to other departments.* **Failure to comply with the state's requirements will result in cancellation of registration and exclusion from class.** Health forms can be obtained in the Health Services Department or the Office of Graduate Studies. Should further clarification be required after reviewing the health form, please call 973-618-3319.

***Caldwell College does not discriminate against applicants or students in programs, facilities, or scholarships on the basis of race, color, creed, age, national origin or handicap.***

## **Financial Aid**

Financial aid in the form of the Federal Stafford Loan is available to graduate students who are carrying at least six credits per semester. Students wishing to apply for financial aid must file the Free Application for Federal Student Aid (FAFSA) at least six weeks before the intended start date. For a FAFSA form and more information, please contact the Office of Financial Aid in Room 101 in the Administration Building or by telephone at 973-618-3221 or 1-888-864-9556 for out-of-state students.

## **Academic Calendar**

Classes for the Spring 2005 semester begin on Monday, January 24 after 4:15 pm. Please refer to the Academic Calendar on page 4 for significant semester dates.

## **Cancellation**

The College reserves the right to cancel a course in which there is insufficient enrollment, to limit registration, and to change instructors when necessary. Register early to assure your place in class.

## **Refunds**

If a student files an official drop or withdrawal form with the Office of Graduate Studies, the student will be entitled to a refund according to the following schedule:

Within the first week of class . . . . .	.80%
Within the second week of class . . . . .	.60%
Within the third week of class . . . . .	.40%
Within the fourth week of class . . . . .	.25%
After four weeks . . . . .	NO REFUND

## **Tuition and Fees**

Graduate tuition per credit . . . . .	\$525
Late Payment Fee . . . . .	.75
Withdrawal Fee . . . . .	.10
Parking Fee . . . . .	.25

## **❖ ❖ ❖ ❖ TUITION DISCOUNT INFORMATION ❖ ❖ ❖ ❖**

Caldwell College offers the following tuition reductions:

### **A 10% tuition reduction is extended to:**

- Graduates of Caldwell College undergraduate or graduate division who enroll in **graduate** courses.
- Students who have completed the Post Baccalaureate Teacher Certificate program with a minimum of 30 credits.
- Graduate students whose spouse, child or siblings are concurrently enrolled at Caldwell College as full time undergraduate students.
- Those residing in the region (Caldwell, North Caldwell, West Caldwell, Roseland, Fairfield, Cedar Grove, Essex Fells and Verona). This scholarship may not be combined with any other scholarship.

### **A 25% tuition reduction is extended to:**

- Members of religious orders other than Dominicans
- Full time Catholic school teachers, principals, nurses, librarians and other Catholic school employees whose positions ordinarily require state certification. Documentation of employment is required at the point of registration.
- Graduates of Caldwell College undergraduate or graduate division who enroll in **undergraduate** courses.

- Students matriculating in the M.A. in Pastoral Ministry program if they are actively involved in the work of the ministry on a paid or volunteer basis in a church-related institution. Document of employment or service is required at the point of registration.
- Full time law enforcement personnel.

**A 50% tuition reduction is extended to:**

- Those in the Dominican order

**A 100% tuition reduction is extended to:**

- Caldwell Dominican Sisters

<b>ACADEMIC CALENDAR</b>		
<b><i>Spring 2005</i></b>		
January	17	Martin Luther King, Jr. (Holiday)
	18	Spring Application Deadline
	19	Graduate Orientation
	24	Classes Begin (after 4:15 pm)
	29	Saturday Classes Begin
February	1	Deadline for Applications for August 2005 Graduation
	2	Last Day for Add/Drop of Classes
	21–22	Presidents' Break (No Classes)
March	14	Summer Registration Materials Available
	16	Last Day to Withdraw from Class with a W
	21	Summer Registration Begins
	22	Fall Registration Materials Available
	23	Semester Break Begins at 4:15 pm (No Evening Classes)
April	4	Classes Resume
	11	Fall Registration Begins
	13	Incomplete grades for Fall 2005 Semester Due in the Registrar's Office
	15	Last Day to Withdraw from Class
May	2	Deadline for Applications for December 2005 Graduation
	4	Incomplete Grades for Winter 2005 Due in the Registrar's Office
	9	Graduates-Trustee Dinner
	14	Last Day of Classes
	16–21	Final Examinations
	21–22	Commencement Weekend
<b>Saturday classes meet from January 29 through May 21 unless otherwise indicated by specific program scheduling. Classes are not held on Saturday, March 26.</b>		

**Add/Drop**

Students may add or drop a course within a limited time. The add/drop period begins on Monday, January 24 and ends on Monday, February 2, 2005. Failure to drop or withdraw officially by the deadlines will result in the grade of "F" for the course.

## **Withdrawal**

Withdrawals have to be approved by the instructor and the program coordinator. The period for withdrawal with a grade of "W" is from February 3 – March 16. From March 17 – April 15, students who withdraw from a course will receive a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing), based on the instructor's judgment of the student's progress at the time of withdrawal. There is a \$10 fee for withdrawals.

## **Emergency Closings**

College Closings due to inclement weather will be broadcast on **WINS (1010 AM)** between 2 p.m. – 6 p.m. However it is best to call the College's **EMERGENCY CLOSING TELEPHONE NUMBER** after 3 p.m. at **973-618-3100** for an announcement regarding the cancellation of classes. Please note that cancellation of daytime classes does not mean that evening classes are also cancelled.

## **How To Find Your Classroom**

The first digit of your room represents the building location (1-6), and the remaining three digits represent the room number within that building.

Building 1	Administration Building
Building 2	Alumni Theater
Building 3	Albertus Magnus/Raymond Hall
Building 4	Student Center
Building 6	Academic Building

## **REMINDERS**

- Changes to spring registration courses may be made after this booklet has gone to print. You are encouraged to regularly check the bulletin board outside the Office of Graduate Studies for updates on program changes. The course schedule and errata are also available online, at <[www.caldwell.edu/graduate](http://www.caldwell.edu/graduate)>.
- Internet Access and E-Mail services are available to all graduate students free of charge upon request. Students wishing to obtain these services should report to the PC or Mac Computer Lab in the Student Center at their earliest convenience.
- Remote access to databases at Jennings Library requires that students have their own Caldwell College e-mail address. If you have not yet arranged for a Caldwell College e-mail account, you should do so as soon as possible. Please contact the Computer Lab on the second floor of the Student Center (room 4205).
- Policy Regarding Report of Grades:  
Effective with the Fall 2002 semester, students no longer receive a paper copy of their Report of Grades unless they specifically request one. Grades will be available for viewing and printing through the College's online registration module, to which all registered graduate students have access. Those students who prefer to receive their grades by mail must make this request in writing to:

Carolyn DaSilva • Caldwell College • 9 Ryerson Avenue • Caldwell, NJ 07006 or  
cdasilva@caldwell.edu

Be sure to include your student ID number.

- External Degree program courses may be taken by graduate students who are meeting undergraduate requirements, up to a maximum of six credits the first semester in the program. Attendance at the Saturday orientation sessions is mandatory.
- Directions to the College and campus map are available on our website at <[www.caldwell.edu](http://www.caldwell.edu)>.

## Student Education Records – Access and Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the US Department of Education concerning alleged failures by Caldwell College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: **Family Policy Compliance Office; US Department of Education; 600 Independence Avenue, SW; Washington, DC 20202-4605.**

## Directory Information

Directory information which under the provisions of the Act noted above may be released at the College's discretion unless a specific request for exclusion from disclosure is made, includes: a student's name, local and home addresses and telephone listings, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational institution or agency attended by the student.

# Graduate Course Descriptions

## **ATP 505 Theory and Practice of Art Therapy II (3 credits)**

Application of counseling techniques in art therapy with emphasis on the therapeutic process with different age groups, populations, and treatment settings. The art therapist's role and responsibilities including ethical implications and cultural competency are explored. **Prerequisite:** ATP 504.

## **ATP 507 Psychology of Art Materials (3 credits)**

Offers the student the opportunity to interact experientially with a wide variety of media in order to understand the relationship between media choice and the needs of varying client populations. Techniques of practice, preparation of a therapeutic environment, and development of sensitivity to the unique properties of materials will be included.

## **ATP 601/602/603 Supervision/Practicum I/II/III (6 credits)**

Supervision/Practicum is a year-long course that all students in an internship must take, concurrent with the internship. It serves as a clinical training designed to structure the student, help to form professional identity, and integrate theoretical and practical learning experience. **Prerequisites:** ATP 504, ATP 505 and PS 525.

## **ATP 617 Group Process in Art Therapy (3 credits)**

Examines the dynamics, development, theory, and treatment methods applicable to the practice of art therapy with groups. Students will learn via didactic lectures and experiential group exercises. **Prerequisites:** ATP 501, ATP 504, and ATP 505.

## **BU 520 Advanced Business Strategy (3 credits)**

Considers operational, financial, policy and strategy issues using the perspective of a General Manager of a firm. The course will help the student gain a strategic view of organizations through the use of case studies and computer simulations. Students will be required to do on-line research on current business problems, analyze situations and propose solutions. This course will utilize the analytical skills acquired during the student's academic and professional business career including: writing a strategic/business plan, forecasting, modeling and financial analysis.

## **BU 620 Executive Business Communications (3 credits)**

Provides practical experience in executive level communication techniques required in today's business environment. Students will write workplans, reports, proposals and recommendations. Emphasis will be placed on utilizing the internet and other information gathering technologies. Word processing, desktop publishing, presentation and graphic computer applications will be utilized. Application of techniques to produce effective oral communications such as presentations, speeches, television interviews, etc. are analyzed and critiqued.

## **BU 625 Accounting for Managers (3 credits)**

Overview of accounting as a management tool. Utilizes business data for decision making and financial planning. Provides overview of manufacturing accounting control systems and cost systems. Topics include valuation of assets, distribution costs, and effective methods of profitability analysis and control.

## **BU 630 Governmental Accounting (3 credits)**

Studies basic accounting concepts and reporting requirements for governmental and non-profit organizations. Emphasis will be given to state and local government accounting, federal government accounting, and accounting for colleges and universities.

## **BU 632 Federal Taxation: Corporations, Estates, Trusts (3 credits)**

Introduction to current tax related problems in corporations, partnerships, estates, trusts and exempt entities. Topics to include, but not limited to: types of entities, formation of entities, entity structural considerations, tax planning, and working with the US Tax Law.

**BU 641B Travel Experience: Global Issues – Costa Rica (3 credits)**

Consist of specific global business topics which will form the focus of an international study trip. With globalization taking on a greater priority in business management, this course will be tailored to particular contemporary developments in the field of international business. Possible issues for consideration include: regional economic integration (e.g. European Union, NAFTA); implications of globalization (business practices, cultural, social and labor issues, World Trade Organization policy); international trade and development trends (foreign direct investment, offshore manufacturing, tourism development); and international market structures (transition economies, Third World economies) as well as other aspects of international business management and culture.

**BU 660 Management Information Systems (3 credits)**

Examines the use of computers to solve management problems. Course reviews current technologies available for large and small business relating to forecasting, customer service software, decision support software, project management, scheduling, desktop publishing, multimedia, and the Internet.

**BU 690 Business Research Methods (3 credits)**

An overview of research and statistical methods used in business. Topics include: Foundation of Scientific Reasoning, Designing a Research Project, Statistical Tools of Research, and Computer Utilization of Research. **Prerequisite: At least 12 graduate business credits.**

**BU 785 Integrated Strategic Management Seminar (3 credits)**

Drawing upon information and skills learned in previous MBA courses, the Seminar requires the student to integrate and process all that has been covered in the previous courses. Strategic management cases, or typically comprehensive computer-oriented management games are employed. These involve the totality of an organization's situation at a certain time, are unstructured, and require a significant amount of time to research and diagnose in order to make realistic long-range recommendations. **Capstone.**

**ED 505 Student Development and Learning (3 credits)**

The prospective teacher will study students, their characteristics as individuals, special needs populations, how students learn, individual interests of students, motivation, and how to establish a productive learning environment.

**ED 510 Reading and Communication (3 credits/field component)**

The prospective teacher will learn about language development, the reading process, methods and materials for learning to read, and application of reading skills in all subject areas. The prospective teacher will learn to use technology as part of the reading and communication process. Field component requires a minimum twenty five (25) hours of in-school observation.

**ED 515 Classrooms and Community: A Social Unit (3 credits)**

The prospective teacher will learn about the classroom as a social unit and the management/organization skills to create an effective learning environment. The prospective teacher will become familiar with the organizational, social, economic, and political forces that impact upon schools. **Prerequisites: ED 505 and ED 510.**

**ED 520 Professional Skills (3 credits/field component)**

The prospective teacher will study the common skills for the delivery of instruction including planning, comparative methodology, questioning, instructional skills, use of technology, selection of materials, goal setting, pacing of instruction, and measuring outcomes. The prospective teacher will investigate student creativity and learn how to engage students in active learning. Field component requires a minimum twenty five (25) hours of in-school observation. **Prerequisites: ED 505 and ED 510.**

**ED 535 Theories of Teaching, Learning and Reading for Inclusive Education (3 credits)**

Provides a comprehensive examination of the theories of learning coupled with an analysis of the commonalities of learners and their diversity. Includes the study of theories of learning, work on theories of intelligence, theories of reading, learning styles, and theories of development. The course examines how various physical, emotional, and chemical conditions impede development and learning in all areas of the curriculum. Looks at reasons for reading failure, the role of language development in reading failure, and the interaction between reading, writing, listening, and speaking. **There is a 12 hour field component required for this course.**

**ED 537 Inclusive Education and Behavior Management Strategies (3 credits)**

Examines the systemic causes for behavior problems including ADD/ADHD. Explores effective management practices to use when teaching in an inclusive classroom, demonstrates how to conduct a functional behavioral assessment, direct and indirect assessment, data analysis, and development of hypothesis; and how to develop a behavior intervention plan. Behavior management theories and their practical application are examined and an opportunity to role-play and observe are part of this interactive course that includes a **12 hour field component requirement**.

**ED 556 Advanced Applied Behavior Analysis for Teachers (3 credits)**

Examines strategies to promote generalization of learned skills, prompting strategies, language development, teaching self-management, group-oriented contingencies, shaping techniques, behavior chains, motivational systems, differential reinforcement of alternate behavior, etc. **This course includes a 12 hour field component requirement. Prerequisite: ED 537.**

**ED 590 Education in a Multicultural Society (3 credits)**

Focuses on a multiethnic/multicultural curriculum with goals that are consistent with the needs of a global society. Educators become informed, active citizens capable of making reflective decisions in a world beset by momentous social and human problems. Educators learn how to solve social problems through responsible action, and develop a sense of political efficacy and the ability to influence public policy.

**ED 602 Designing and Using Web Pages in the Classroom (3 credits)**

Covers the study and application of multimedia systems combining the features of video, motion, still digital imagery, and digital sound with current instructional practices in student-centered learning. Develops students who know how to access resources to maintain emergent technological literacy. Each student will design an instructional project as part of this class.

**ED 611 Educational Research II (3 credits)**

Guides students through either (1) the process of conducting an action research study and completing a thesis from the proposal developed in Educational Research I or (2) the process of preparing a journal article suitable for publication. The thesis or article will present a defensible position on a matter of significance in the topic of study. **Prerequisite: ED 610.**

**ED 612 Educational Research for School Administration (3 credits)**

Provides students with the quantitative and qualitative research methodologies that will be needed to complete the problem-based learning project they will confront during their externship (ED 676-677). The student will become familiar with ethnographic research, quantitative analysis, demographic data, enrollment projections using cohort survival techniques, and research reports that include the above procedures. A series of identified scenarios will be provided to engage students in applying the acquired methodologies. These scenarios will require that data be compiled into a coherent report which reflects the effective application of the data in support of a recommendation(s). **Prerequisite: At least 18 graduate credits.**

**ED 635 Principles and Practices of Curriculum Development and Supervision in Subject Matter Areas (3 credits)**

Prepares students for the supervision of curriculum, instruction, and personnel in subject specific content areas. Students will be able to set goals, design instruction, plan programs, develop and evaluate learning materials, design and implement staff development, restructure staffing patterns and delivery systems for educational programs, and utilize State and National Standards in curriculum planning and assessment of student performance.

**ED 665 Ethical and Legal Implications of Teaching (3 credits)**

Analyzes a variety of legal and ethical issues of education law. Federal and state sources of education law will be identified. Students will focus on legal issues related to students, teachers, school programs, and school policies. Ethical implications of school law and legal precedents will be examined and discussed.

**ED 670 General Principles of Staff Supervision, Theory, and Practice in Educational Administration and Supervision (3 credits)**

Introduces students to the process of instructional supervision and models for implementation of the supervisory process. The course provides an overview of the relevant theory and research in supervisory theory and practice. Supervision as 'coaching' will be contrasted with traditional criterion models and clinical supervision. Data collection to provide feedback to teachers as a basis for instructional improvement will be demonstrated and simulated. Where possible undergraduates will be critiqued in person or through videotape as a source of supervisory experience. Legal requirements that circumscribe the supervision and evaluation process will be reviewed. Methods of addressing the needs of the unsuccessful teacher will also be presented.

**ED 671 Administration and Supervision of Elementary and Secondary Schools (3 credits)**

Introduces students to elementary and secondary school administration and supervision, the historical foundation of school administration and an overview of the relevant theory and research in educational theory and supervisory practice. Using a problem based approach, topics will include: the school as a social system, open systems theory, uses of power and authority, leadership theory, decision making alternatives based on theoretical constructs and statistical analysis of recent research, organizational climate and culture, strategic planning and criteria for organizational effectiveness.

**ED 673 Case Studies in Educational Administration and Supervision (3 credits)**

Focuses on a detailed analysis of practical problems in school administration with consideration of ethical behavior as a criterion of decision-making. Legal and regulatory criteria for decision making will also be introduced. Several decision-making models will be explored and applied. This course will engage students in simulations and a major presentation contrasting case study and problem-based learning. **This course is a prerequisite for Problem-Based Externships I and II.**

**ED 674 Education Law and Regulation (3 credits)**

Examines current statutes and recent case law in the field of education. New Jersey Administrative Code and State regulations are also studied. The student will be provided with a context for understanding and applying the controlling legal precedents to the school setting. Issues such as compulsory attendance, student and teacher rights, tort liability, first amendment, sexual harassment, civil rights, tenure rights, and other current legal matters and procedures will be studied. The relationship of statute, code, and regulations to contract stipulations will also be considered.

**ED 675 Communications for School Leaders (3 credits)**

Develops the writing skills and styles needed by the school administrator to communicate effectively with the many publics who comprise the constituency of the schools. The student will learn the value of clear verbal and written expression and successful presentation styles. Expressing oneself to a variety of audiences in a manner which is suitable to their needs, interest, and abilities, as well as their right to know will be explained and modeled. Practical communication circumstances will be used whenever possible. The student will be shown how to communicate in a manner that will be most likely to gain support for initiatives and programs. Grant writing and the characteristics of a successfully framed proposal will be included. The role of modern technology in the communications of today's school leader will also be stressed.

**ED 677 Problem Based Externship in Educational Administration II (3 credits)**

Applying the research techniques learned in ED 610, this course continues the process of problem-solving initiated by the teams assembled during ED 676. Using the plan established during the first part of the course, the teams will seek potential solutions, assess each solution, align necessary resources and establish timelines, and prepare their recommendations for the client. Additionally, the team will make a well-designed and clearly illustrated formal presentation of their findings and recommendations. The client and the faculty mentor will evaluate the content of the final report, the process used to assemble it, and the format and effectiveness of the final presentation. **Prerequisites: ED 673 and ED 676.**

**PM 599 Guided Readings (3 credits)**

Beginning with the Year One introduction and completed before Year Two, this course prepares students for a Master's Project in an area of special interest. Students will complete an annotated bibliography and a project proposal through guided independent study.

**PM 662 Ministry for Youth (1 credit)**

Looking at youth as the hope of the Church, this course analyzes approaches to building up solidarity and commitment in venues outside the classroom.

**PM 664 Ministry to the Grieving (1 credit)**

Studies Christian dying and death as changes in life rather than an end, providing practical and helpful approaches to the real and healthy processes of grieving and mourning.

**PM 699 MA Project (3 credits)**

Designed and completed by the student under the direction of a faculty mentor, this project demonstrates a personal integration of theological and pastoral studies with ministerial activities and concerns. The student will make a presentation of the completed project at a colloquium in the course of Year Three.

**PM 721 Catechetics: Forming the Faith of the Community (3 credits)**

Considers the developing and foundational role of catechesis and catechists in the formation of the church community.

**PS 534 Research Methods in Applied Behavior Analysis (3 credits)**

Examines the use of the scientific method to evaluate assessment and intervention techniques in behavior analysis. Topics include measurement techniques, single-subject experimental design, selection of dependent and independent variables, graphical presentation and evaluation of results, ethics pertaining to human subjects and treatment implementation, and ways of communicating research results. Principles and procedures involved in the experimental analysis of reinforcement schedules, stimulus control, and stimulus equivalence are included.

**PS 545 Legal and Ethical Issues in Counseling (3 credits)**

Examines the various legal constraints and ethical considerations related to the process of counseling. Students learn to use ethical decision-making practices in the counseling process.

**PS 550 The School & Society: Problems & Interventions (3 credits)**

Familiarizes students with major sociological perspectives on social problems, including alcohol/drugs, crime, poverty, family conflict, etc., and will examine their application. The course will further examine the impact of societal circumstances on the young people (children/adolescents) and families whom students will meet and serve in their role as school counselors and contributors to policy matters.

**PS 585 Psychopathology and Assessment II (3 credits)**

Includes the advanced study of adult abnormal psychological behavior, etiology, symptomology, assessment and treatment. Emphasis is placed upon cognitive and behavioral assessment procedures and techniques. **Prerequisite:** PS 575.

**PS 590 Counseling Psychology Practicum II (3 credits)**

Requires 50 or more hours to be spent in supervised practical counseling experience to be arranged. **Prerequisite:** PS 580.

**PS 639 Advanced Techniques in Behavior Modification (3 credits)**

Applies the principles and procedures of applied behavior analysis to children and adults in school, home and business settings. Topics and activities include goal setting, reinforcement procedures, schedules of reinforcement, stimulus control, stress reduction techniques, and the design of programs for behavioral change.

**PS 663 Psychology and Practice of Group Dynamics (3 credits)**

Examines various aspects of small group dynamics and membership. Topics include group structure, development of norms, cohesiveness, conflict resolution, roles, therapeutic factors and dimensions of group leadership. Experiential exercises are central to the course.

# Web-Based Registration for Graduate Students

Graduate students are encouraged to register using Caldwell College's "user-friendly" web-based registration module. All students actively registered since the Spring 2002 semester should have received a card or letter with their ID number and password. This is the information needed to log in to the registration module (instructions are given below). Once you have logged in, you can register interactively for all of your course work **provided you have no holds or scheduling conflicts, a final grade has been posted for you from a prior semester, and your registration is submitted before the final date indicated in the registration booklet.** You will also be able to view your grades; search for courses by discipline, day, time, or faculty member; and review personal information, including your class schedule and your tuition account.

Use of the web module for registration is optional. You may, of course, continue to register in person, by mail, or by fax. Since you will be selecting your own course(s) without the benefit of an advisor's review and signature, you should use web registration only if you are confident that you are registering for appropriate course work. Remember that all program requirements are on our website, [www.caldwell.edu](http://www.caldwell.edu), and your advisor is available to consult with you. Verifying your program requirements **before** submitting your registration is your responsibility. Should you have questions about how to register online, do not contact your program coordinator but instead contact the Office of Graduate Studies at 973-618-3408.

To reach the registration module, do the following:

- In the URL or browser address box type [www.caldwell.edu](http://www.caldwell.edu) . When the College's home page appears, go to the drop-down menu titled "For Current Students" and select "Graduate Academics."
- If you click on "Registration Information" in the list of links at the top right of the page, you can review the information on "How to Register" and "Web-Based Registration" also contained in this booklet.
- Or from the Graduate Academics page you can click directly on the link to "Registration, Course Search, and Billing," found right under the "Graduate Academics" title. This will take you to the web-based Registration login box.
- At the login box, type in your ID# and your password. Passwords are **case sensitive**, so type in your password exactly as it appears on your card.
- When you have successfully logged in, you will see three tabs—**Academic, My Profile, and General.** The **Academic** tab contains several others—**My Schedule, My Grades, Course Search and Faculty List.** You can register for your course work in the **Course Search** area by simply clicking on an ADD button beside the course(s) you wish to register for, and then submitting it. (It works like the shopping cart for online purchases.)
- The **My Profile** tab will take you to your personal information, where you can change your password.
- Explore the other tabs for more information available to you.

## A few important points to note....

- If you should be **unsuccessful three times in logging in**, as a security feature you will be locked out and prevented from further attempts. In this case, please click on the link to contact the **system administrator.**
- If you should **lose your password**, please contact Bette-Jo HoAire at 973-618-3408. We will get back to you with your password as soon as possible, but **not** by e-mail.
- Remember, your **password is case sensitive**...be mindful of using upper case or lower case letters as appropriate.
- For security reasons, **log out** when you are finished using the site, also for security.

You will find this web-based registration module a useful asset in managing the registration process and retrieving much useful data related to your academic career at Caldwell College. But remember, if you prefer to register "the old fashioned way," which includes having your program coordinator review your registration, please feel free to do so. And even if you do register online, your coordinator is available to answer any advising questions you may have.

# CHANGE OF GRADUATE STUDENT INFORMATION

*It is important to keep your information in the College's records up to date. To make a change, submit this request to the Office of Graduate Studies in person or by mail or fax (973-618-3640)*

Name currently on file: \_\_\_\_\_

ID # \_\_\_\_\_

Please make the following changes to my records:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

County

State

Zip

Telephone: \_\_\_\_\_ home \_\_\_\_\_ work

\_\_\_\_\_ cellular

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Student / Date

Change made in CMDS

Change made in Program Database

\_\_\_\_\_  
Date change processed

## **ATTENTION EDUCATION STUDENTS SEEKING CERTIFICATION THIS SEMESTER**

If you intend to seek certification this semester, you must submit the form "Intent to seek N.J. Certification," available in the Graduate Office or on the graduate forms web page. Note—if you are enrolled in the Post-Bac. teaching certification program and do not have a waiver for student teaching, you need not submit this form. **FORMS AND PAYMENT MUST BE SUBMITTED BY THE DEADLINE OR YOUR PAPERWORK WILL NOT GO TO THE STATE UNTIL THE FOLLOWING SEMESTER.**

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## **ATTENTION STUDENTS COMPLETING NON-DEGREE PROGRAMS THIS SEMESTER IN:**

- Applied Behavior Analysis
- Art Therapy
- Special Education
- Supervision
- Teaching

If you desire a printed certificate indicating your completion of this non-degree program, you must file the "Application For Certificate Of Completion" by the following deadline:

FALL — October 15

SPRING — March 15

SUMMER — July 1

Forms are available on the graduate forms web page or from the Graduate Office. Failure to submit an application will not affect your academic status, but you will not receive a printed certificate – they cannot be provided retroactively.

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## **ATTENTION DEGREE STUDENTS**

All candidates for the M.A., M.S., or M.B.A. degree must submit an application for graduation by the following deadline:

May Graduation — October 1

August Graduation — February 1

December Graduation — May 1

# REGISTRATION FOR SPRING 2005 CLASSES

- See registration calendar under "How to Register." Students may submit this form by fax, mail, or in person to the Office of Graduate Studies; returning students may also register online. Registrations after January 12 accepted only with full payment. If any personal information has changed, submit the enclosed change of information form.
- It is the student's responsibility to seek advisement as needed. Hard-copy registration forms will be reviewed by the appropriate program coordinator; online registrations will not. Students should schedule an appointment with their academic advisor through the Office of Graduate Studies if they have questions about course selection.
- Office of Graduate Studies: 9 Ryerson Ave., Caldwell NJ 07006, fax 973-618-3640, phone 973-618-3408

## CALDWELL COLLEGE SPRING 2005 GRADUATE REGISTRATION FORM

*Please print legibly and complete all items (except ID number)*

\_\_\_\_\_  
**LAST NAME** **FIRST NAME** **MIDDLE OR MAIDEN**

\_\_\_\_\_  
**STREET ADDRESS**

\_\_\_\_\_  
**CITY** **COUNTY** **STATE** **ZIP**

\_\_\_\_\_  
**HOME PHONE #** **WORK PHONE #** **E-MAIL ADDRESS**

\_\_\_\_\_  
**NAME OF PROGRAM** **M.A. CONCENTRATION (IF ANY)** **SS#** **BIRTH DATE**

**Check all that apply:**     NEW STUDENT     NEW M.A. CONCENTRATION  
 ENROLLED LAST SEMESTER     CC ALUM     LAST CREDITS FOR GRADUATION

Course #	Section	Course Title	Cr.	Day	Time	Room	Check if Repeated
<b>TOTAL CREDITS</b>							

MALE     FEMALE    ETHNICITY (optional):     American Indian or Alaskan Native     Black, Non-Hispanic  
 Asian or Pacific Islander     White, Non-Hispanic     Hispanic

STUDENT ID# (leave blank)

\_\_\_\_\_  
**STUDENT'S SIGNATURE** **ADVISOR'S SIGNATURE** **DATE**



**Caldwell College**  
***Office of Graduate Studies***  
9 Ryerson Avenue  
Caldwell, NJ 07006

[www.caldwell.edu/graduate](http://www.caldwell.edu/graduate)

***Spring 2005 Registration Material***