

Office of Graduate Studies

Schedule of Classes

Summer 2006



Please note that course information may change after course booklets have gone to print. You are encouraged to regularly check the bulletin board outside the Office of Graduate Studies for updates. Current course information is also available online, at <http://www.caldwell.edu/graduate/offerings.htm> or through the course search function at <https://as400.caldwell.edu/cgi-bin/login.mbr/login>.

HOW TO REGISTER

Registration materials for the Summer 2006 semester become available on March 31, 2006; the registration period begins **Monday, April 10**. Students are advised to register early to assure their place in class. You can register in one of two ways. Unless you are a new student, you are strongly encouraged to register online—please consult the “Web Registration” section near the end of this booklet to learn how to access the web-based registration module. Or you may register using the paper form on the inside back cover of this booklet; the booklet is available from the Office of Graduate Studies or online. 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 am–4:30 pm), or by fax (973-618-3640). **Keep in mind that you may register only for courses in programs to which you have been admitted or been given visiting status.**

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. After you register, you will receive a tuition bill payable by the due date. If you need to drop or add a course or make other schedule changes after you have registered, **you must contact the Office of Graduate Studies to initiate the process.**

The registration calendar appears below. All Summer registrations after payment due dates will require payment at the time of registration. Please note that the applications from new students or to enter a new program will be accepted until **May 15**.

REGISTRATION AND PAYMENT CALENDAR		
SUMMER 2006		
	TERM A	TERM B
Classes Meet	May 22–June 26	June 27–August 2
Registration Materials Available	March 31	March 31
Online Registration	April 10 (12:01 am)– May 4 (11:59 pm)	April 10 (12:01 am)– May 4 (11:59 pm)
Hard-Copy Registration	April 10–May 25 <i>(after May 4, only with payment)</i>	April 10–June 29 <i>(after June 14, only with payment)</i>
Bills Mailed	3rd week of April	3rd week of April
Payment Due	May 5	June 15
Registration with Payment Only	May 4–25	June 14–29
Add-Drop Period	Ends May 25	Ends June 29

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.

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.

HEALTH REQUIREMENTS

All students born in 1957 or later are required by NJ State Law to submit documentation of immunity to measles, mumps, and rubella. Students born before 1957 must submit instead a copy of their birth certificate. All documents must be submitted to the Health Services Office in the Mother Joseph Residence Hall, where there is also a drop box; Health Services is not responsible for records submitted to other departments or offices. Immunization forms may be obtained in the Health Office or the Office of Graduate Studies. Call 973-618-3319 with any questions. **Failure to comply with the state's requirements will result in cancellation of registration and exclusion from class.**

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, 973-618-3221.

TUITION AND FEES

Graduate tuition per credit	\$562	Withdrawal Fee	\$10
Late Payment Fee	\$75	Parking Fee	\$25

ADD/DROP/WITHDRAWAL

Students may add, drop, or withdraw from a course within limited timeframes. The summer term A add/drop period ends May 25; term B, June 29. The period for withdrawal in term A is May 26–June 2; term B, June 30–July 7. There is a \$10 fee for withdrawals. Failure to drop or withdraw officially by the deadlines will result in the grade of "F" for the class, and the student remains liable for tuition. *Not attending a class does not constitute official drop or withdrawal, even with notification to the instructor. An official drop or withdrawal form must be processed and approved by the Office of Graduate Studies.*

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:

After the first class session	80%
After the second class session	60%
After the third class session	NO REFUND

CANCELLATION OF COURSES

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 and the sufficient size of your preferred classes.*

EMERGENCY CLOSINGS

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

GRADE REPORTS

Grade reports are provided online; requests for hard copy reports must be made in writing to the Registrar’s Office (not Graduate studies) by mail or fax and must include your ID number.

TUITION DISCOUNT INFORMATION

A 10% tuition reduction is extended to:

- Graduates of Caldwell College’s undergraduate or graduate division who enroll in graduate courses.
- 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 discount may not be combined with any other scholarship.

A 25% tuition reduction is extended to:

- Graduates of Caldwell College’s undergraduate or graduate division who enroll in undergraduate courses.
- 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.
- Students matriculating in the MA 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. Documentation of employment or service is required at the point of registration.
- Full-time law enforcement personnel.
- Partnership faculty in the Bloomfield Public Schools - Caldwell College Professional Development School, as designated by BPS.

A 50% tuition reduction is extended to those in the Dominican order.

A 100% tuition reduction is extended to Caldwell Dominican Sisters.

ACADEMIC CALENDAR

Summer 2006

May	22	Summer Session A Begins
	22	External Degree Classes Begin
	25	Last Day to Add/Drop Session A
	26	Withdraw Period Begins Session A
	29	Memorial Day (Holiday)—No Classes
June	1	Deadline for August Graduates to Apply for NJ Education Certifications
	2	Last Day to Withdraw Session A
	2	Last Day Add/Drop External Degree Courses, Tutorials, Co-ops, etc.
	26	Summer Session A Ends
	26	Last Day Summer Session B Registration
	26	Last Day to Withdraw External Degree Courses
	27	Summer Session B Begins
	30	Last Day to Add/Drop Session B
July	1	Withdraw Period Begins Session B
	3-4	Independence Day (Holiday)—No Classes
	8	Withdraw Period Ends Session B
	15	Deadline to Apply for August 2006 Certificates of Completion for Non-Degree Programs
August	2	Summer Session B Ends
	4	External Degree Semester Ends
	TBA	Orientation for All New Summer and Fall Graduate Students

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 Offerings

SUMMER 2006

Course descriptions follow this schedule. For assistance in selecting courses that satisfy your individual program requirements, see the Graduate Catalog or website or consult with your advisor (Program Coordinator). The Office of Graduate Studies assists with registration but cannot offer academic advisement. Continuing students should register online if possible (see instructions in the registration booklet).

DEPARTMENT OF EDUCATION

Term Key: Term A = May 22–June 26 (Sections 2XX)
 Term B = June 27–August 2 (Sections 3XX)
 W = Whole Summer, May 22–August 2 (Sections OXX)

Program Key: You may register only for courses in programs/specialization tracks for which you have been formally admitted or for which you were given non-matriculated or visiting status.

- MA Curriculum & Instruction: ED 521, 523, 540, 590, 597, 635, 650, 670, 671
- MA Educational Administration: ED 612, 635, 650, 670, 671, 673, 674, 675, 678

Note: sections 390-393, OCLD students only

- MA Special Education: ED 500, 521, 523, 540, 553
- Post-Bac. Special Education Program: ED 521, 523, 540
- Post-Bac. Teaching Certification: ED 500
- Post-Master's Supervisor Certification: ED 635, 650, 670, 671

Note: sections 390-393, OCLD students only

- *MA Counseling Psychology/School Counseling: ED 521
- *MA Applied Behavior Analysis: ED 553, 570
- Post-Bac. Applied Behavior Analysis Program: ED 553, 570

* Program also includes Psychology courses—see Psychology listings

Course #	Section	Course Title	Credits	Faculty	Term	Day	Time	Room
ED 500	070	Curriculum Theory and Development	3	Cmielewski	W	Sat	8:30am-1:15pm	6305
ED 500	071	Curriculum Theory and Development	3	Fasanella	W	Sat	8:30am-1:15pm	6203
ED 500	072	Curriculum Theory and Development	3	Staff	W	Sat	8:30am-1:15pm	6206
ED 500	073	Curriculum Theory and Development	3	Staff	W	Sat	8:30am-1:15pm	6207
ED 521	370	Overview of Students in Special Education	3	Miller	B	Tu/Th	4:15-8:00pm	6316
ED 521	371	Overview of Students in Special Education	3	Miller	B	M/W	4:15-8:00pm	6316
ED 523	270	History of Special Education and the Law	3	Staff	A	M/W	5:15-9:00pm	6202
ED 540	270	The Special Education Teacher as Collaborator	3	Seelaus	A	Tu/Th	4:15-8:00pm	6305
ED 553	370	Assessing Effective Treatment for Children with Autism	3	K. Reeve	B	M/W	5:00-8:45pm	6324
ED 553	371	Assessing Effective Treatment for Children with Autism	3	K. Reeve	B	Tu/Th	5:00-8:45pm	6324
ED 570	270	Teaching Language and Social Skills to Children with Autism	3	S. Reeve	A	M/W	5:00-8:45pm	6316
ED 570	271	Teaching Language and Social Skills to Children with Autism	3	S. Reeve	A	Tu/Th	5:00-8:45pm	6316
ED 590	370	Education in a Multicultural Society	3	Ries	B	M/W	4:15-8:00pm	6215
ED 597	370	Technology Plans and Challenge Grants	3	Rush	B	Tu/Th	8:00-11:45am	6305

Course #	Section	Course Title	Credits	Faculty	Term	Day	Time	Room
ED 612	390	Ed. Research for School Administrators (OCLD only)	3	Cmielewski	B	M/W	4:15-6:15pm	Off-campus
ED 612	391	Ed. Research for School Administrators (OCLD only)	3	Polles	B	M/W	4:15-6:15pm	Off-campus
ED 635	392	Principles and Practice of Curriculum Dev. & Subject Matter Supervision	3	Joganow	B	M/W	4:15-6:15pm	Off-campus
ED 635	393	Principles and Practice of Curriculum Dev. & Subject Matter Supervision	3	Joganow	B	M/W	6:30-8:30pm	Off-campus
ED 650	370	Curriculum Leadership	3	Mutch	B	Tu/Th	12:15-4:00pm	6215
ED 670	370	General Principles of Staff Supervision	3	Staff	B	Tu/Th	12:15-4:00pm	4203
ED 671	370	Foundations in Educational Administration	3	Staff	B	M/W	4:15-8:00pm	6206
ED 671	390	Foundations in Educational Administration (OCLD only)	3	Montesano	B	Tu/Th	4:15-6:15pm	Off-campus
ED 671	391	Foundations in Educational Administration (OCLD only)	3	Hoffman	B	Tu/Th	6:30-8:30pm	Off-campus
ED 673	370	Case Studies in Ed. Admin. & Supervision	3	Tucker	B	M/W	4:15-8:00pm	4203
ED 674	370	School Law and Regulation	3	Ries	B	Tu/Th	4:15-8:00pm	6215
ED 674	390	School Law and Regulation (OCLD only)	3	Parmalee	B	Tu/Th	4:15-6:15pm	Off-campus
ED 674	391	School Law and Regulation (OCLD only)	3	Parmalee	B	Tu/Th	6:30-8:30pm	Off-campus
ED 675	390	Communications for School Leaders (OCLD only)	3	Staff	B	Tu/Th	6:30-8:30pm	Off-campus
ED 675	391	Communications for School Leaders (OCLD only)	3	Staff	B	Tu/Th	4:15-6:15pm	Off-campus
ED 678	370	Managing Human and Material Resources	3	Kieley	B	Tu/Th	4:15-8:00pm	3101
ED 678	392	Managing Human and Material Resources (OCLD only)	3	Dowd	B	M/W	6:30-8:30pm	Off-campus
ED 678	393	Managing Human and Material Resources	3	Dowd	B	M/W	4:15-6:15pm	Off-campus

DEPARTMENT OF BUSINESS

Term Key: Term A = May 22–June 26 (Sections 2XX)
 Term B = June 27–August 2 (Sections 3XX)
 W = Whole Summer, May 22–August 2 (Sections OXX or 400)

Program Key: All courses below are applicable to the MBA (see catalog for requirements for Accounting track). You may register only for courses in programs for which you have been formally admitted or for which you were given non-matriculated or visiting status.

Course #	Section	Course Title	Credits	Faculty	Term	Day	Time	Room
BU 642	270	Global Strategy	3	O'Rourke	A	M/W	6:00-9:45pm	4225
BU 642	400	Global Strategy (External course)	3	O'Rourke	W	May 13*	2:00-3:00pm	4225
BU 660	370	Management Information Systems	3	Romano	B	M/W	6:00-9:45pm	4223
BU 660	400	Management Information Systems (External course)	3	Romano	W	May 13*	3:00-4:00pm	4223

* Initial organizational meeting of external course

DEPARTMENT OF PSYCHOLOGY

Term Key: Term A = May 22–June 26 (Sections 2XX)

Term B = June 27–August 2 (Sections 3XX)

W = Whole Summer, May 22–August 2 (Sections OXX)

Program Key: You may register only for courses in programs/specialization tracks for which you have been formally admitted or for which you were given non-matriculated or visiting status.

- MA Counseling Psychology: PS 565, 633, 637
- MA Counseling Psychology/Art Therapy: ATP 509, 601, 602, 603, 604, 612; PS 633, 637
- *MA Counseling Psychology/School Counseling: PS 565, 570, 633, 637
- *MA Applied Behavior Analysis: PS 645
- *Post-Bac. Applied Behavior Analysis Program: (see Education listings)
- Post-Master's Art Therapy Specialization: ATP 509, 601, 602, 603, 604, 612
- Post-Master's School Counseling Specialization: Applicability of particular courses decided through individual advisement
- Post-Master's Professional Counselor Licensing Credits: Applicability of particular courses decided through individual advisement

* **Program also includes Education courses—see Education listings also**

Course #	Section	Course Title	Credits	Faculty	Term	Day	Time	Room
PS 565	370	Counseling Theory & Practice: Modern Theories	3	Salerno	B	M/W	5:30-9:15	6202
PS 570	270	The School Counselor and Community Resources	3	Solomon	A	Tu/Th	5:30-9:15pm	6320
PS 633	270	Career Counseling	3	Waters	A	M/W	5:30-9:15pm	6206
PS 637	370	Substance Abuse	3	Solomon	B	Tu/Th	5:30-9:15pm	6202
PS 645	270	Developmental Disabilities	3	Progar	A	Tu/Th	5:00-8:45pm	6324
ATP 509	270	Art Therapy and Diversity	3	Loumeau-May	A	Tu/Th	4:20-6:50pm	4125B
ATP 601	070	Practicum in Art Therapy I*	1	Vaccaro	W	W	7:00-9:30pm	4125B
ATP 602	070	Practicum in Art Therapy II*	1	Vaccaro	W	W	7:00-9:30pm	4125B
ATP 603	070	Advanced Practicum in Art Therapy I*	2	Vaccaro	W	W	7:00-9:30pm	4125B
ATP 604	070	Advanced Practicum in Art Therapy II*	3	Vaccaro	W	W	7:00-9:30pm	4125B
ATP 612	370	Art Therapy with Children and Adolescents	3	Nelson	B	Tu/Th	4:20-6:50pm	4125B

* **All Practicum classes require a \$24 fee for professional liability insurance (included in course bill)**

DEPARTMENT OF THEOLOGY / PHILOSOPHY

Term Key: Term A = May 22–June 26

Program Key: All courses below are applicable to MA in Pastoral Ministry. *You may register only for courses in programs for which you have been formally admitted or for which you were given non-matriculated or visiting status.*

Course #	Section	Course Title	Credits	Faculty	Term	Day	Time	Room
PM 786	270	When the Laitly Preach and Preside	3	H. Werner	A	Tues., May 2, 9 16, 23, 30, June 6, 16, 20	6:30-9:30pm	May 2-16: 6129 May 23- June 20: 1003

Graduate Course Descriptions

SUMMER 2006

ART THERAPY

ATP 509 Art Therapy and Cultural Diversity (3 credits)

In this course students will develop an awareness of and sensitivity to working with populations different from their own in a therapeutic relationship, particularly through an art therapy perspective. A variety of issues including culture, ethnicity, age, socioeconomic status, physical challenge, and gender will be explored. Diverse approaches to visual representation and symbolism will be examined. **Prerequisite: ATP 501, 507.**

ATP 601/602 Practicum in Art Therapy I/II (1/1 credit)

Practicum I provides students with the opportunity to observe and assist art therapy site supervisor with limited clinical responsibilities. **Prerequisites: ATP 501, 504.**

Practicum II allows for greater independence, co-facilitation of groups and some individualized work with clients. Students will be expected to take a more active role in team meetings, treatment planning, and documentation. **Prerequisite: ATP 601.**

ATP 603/604 Advanced Practicum in Art Therapy I/II (2/2 credits)

Advanced Practica I and II serve as a clinical training designed to structure the student, help to form professional identity, and further integrate theoretical and practical learning experience. The role of the advanced art therapy practicum student is that of "professional in training." **Prerequisite: ATP 602.**

The Practica and Advanced Practica experience are designed to offer structured opportunities for direct client contact with progressively responsible leadership in art therapy treatment. Students are supervised by qualified art therapy professionals in settings approved by the Graduate Art Therapy Practica Coordinator. Students will gain practice in performing the work of art therapists providing direct service and applying classroom learning to real world concerns under close supervision. Success in the Advanced Practica are a requirement for graduation. Prior to initiating this course, students will be informed of practicum policies and will indicate their agreement to uphold practicum standards. A professional liability insurance fee will be billed with each practicum course.

ATP 612 Art Therapy with Children and Adolescents (3 credits)

This course examines approaches in art therapy specific to the treatment of children and adolescents. Developmental concepts, children/adolescents with disabilities, cultural and environmental influences, art therapy assessment techniques and standards of practice will be addressed.

Prerequisites: ATP 501, ATP 507, PS 667.

BUSINESS

BU 642 Global Strategy (3 credits)

This course focuses on the opportunities and risks of the complex environment of international business, with an emphasis on the unique problems involved in managing international operations. Main topics include foreign economic, political, legal, and cultural environments; international market analysis; foreign exchange; foreign direct investment; foreign trade; risk management; international human resource management.

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.

EDUCATION

ED 500 Curriculum Theory and Development (3 credits)

(After completion of Post-Baccalaureate Teaching Certificate Program this course can be substituted for ED 598 in the Master of Arts in Curriculum and Instruction Program)

The prospective teacher will study curriculum priorities of the school and assessment techniques. They will learn how to organize content, develop outcomes, and select materials.

ED 521 Overview of Students in Special Education (3 credits)

(formerly ED 640 The Special Learner in the Regular Classroom)

Develops strategies and techniques for teaching children with individualized differences. Students will develop an understanding of a wide range of individualized differences, ranging from students with severe disabilities to gifted and talented students, as well as non-English speaking students. Research, attitudes, and current practice as they relate to children with individualized differences will be discussed and analyzed. The course has a 12-hour field component.

ED 523 The History of Special Education and the Law (3 credits)

This course will provide instruction in the salient issues involved in the education of students with disabilities. The class will examine the history of special education, pertinent state and federal legislation, and relevant topics in the field. Understanding the Special Education Process, the Individuals with Disabilities Education Act (IDEA), the No Child Left Behind (NCLB) Act, and Individualized Education Programs (IEPs) will be emphasized. **The course has a 12-hour field component.**

ED 540 The Special Education Teacher as Collaborator (3 credits)

(formerly called The Special Educator as Collaborator)

Provides students with the skills necessary for collaboration and consultation with other professionals and discusses not only how schools and teachers can collaborate with these agencies, but which agencies are the appropriate ones to contact. Communication strategies and skills, with emphasis on communicating with the home, with other teachers, and with professionals outside the field of education, will be practiced. Team building strategies between teachers and other professionals will be developed. Collaborative learning and collaborative planning will be practiced for implementation in in-class support programs. **This course includes a 12-hour field component requirement. Prerequisite: ED 521.**

ED 553 Assessing Effective Treatment for Children with Autism (3 credits)

Provides a short history of autism and examines its characteristics and how to assess the effectiveness of the major therapies that have been developed to treat autism. In addition to evaluating applied behavior analysis (ABA) and the landmark studies by Lovaas and Krantz & McClannahan, the course evaluates other approaches, such as Auditory Integration Therapy, Sensory Integration Therapy, Greenspan, and the Miller Method.

ED 570 Teaching Language and Social Skills to Children with Autism (3 credits)

Examines a variety of empirically validated methodologies for increasing language and social skills for children with autism. Examples of these include: incidental teaching, video and audio modeling, and using textual cues. Students learn to use these methodologies to teach skills such as verbal imitation, conversation, play, pragmatics, peer initiation, and reciprocation.

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 597 Creating and Implementing Technology Plans and Challenge Grants (3 credits)

Explores learning theories and how learning is achieved when instruction is presented from a computer-based paradigm. This course is designed to provide a systematic exploration of the interaction between educational purposes, pedagogical strategies and methods, curricular designs and materials, technology, and learning theory. Designs, models, and alternative patterns of teaching/training will be explored and practiced using microteaching exercises. Develop 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 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 650 Curriculum Leadership (3 credits)

Provides an advanced study of effective curriculum leadership traits needed by urban and suburban school personnel. The demands of accountability as well as the strategies and techniques used for recasting curricula will be addressed. Curriculum leadership involves posing problems that challenge the apparent order in the school and classroom; reflection upon the assumptions, values and meanings of the activities found in the educational setting; and an assessment of the consequences in a process of critical inquiry about curriculum.

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 Foundations of Pre K-12 Administration and Curriculum Supervision (3 credits)

Introduces students to Pre K-12 school administration and curriculum supervision and provides an overview of the historical and research foundations of organizational and curriculum development theory. Using a problem based approach, it develops an understanding of curriculum development practice grounded in the understanding of how school organizations work. Topics will include: the school as a social system, open systems theory, uses of power and authority, leadership theory, supervisory approaches, curriculum guidelines, and long-range or strategic planning for curriculum and operational development.

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 678 Managing Human and Material Resources (3 credits)

Administering personnel policies, methods and techniques in both the public and private sectors. The student will also examine internal and external environmental influences, relevance to organizational structure, collective bargaining, tenure, affirmative action, recruitment, selection, induction, development appraisal, termination and legal parameters for all of the above. The course also addresses the process of budgeting for personnel and material resources needed to ensure the smooth operation of schools. Bidding requirements and practices for public and private sector administrators will be addressed. Purchasing practices, building renovations, capital projects, and the funding of such projects will comprise the subject matter of this course.

PASTORAL MINISTRY

PM 786 When the Laity Preach and Preside (2 credits)

A practical and activity-oriented approach to preparing for a full and active participation in the church's liturgy at all appropriate levels, including especially the celebration of the Liturgy of the Hours, and the Liturgy of the Word. Includes responsibility for liturgical life within the academic community.

PSYCHOLOGY

PS 565 Counseling Theory and Practice: The Modern Theories (3 credits)

Includes a study of the major later (more current) counseling theories and therapeutic approaches. The course focuses largely on cognitive and behavioral approaches and provides a variety of opportunities for students to apply theory to cases. **Prerequisite: PS 555.**

PS 570 The School Counselor & Community Resources (3 credits)

Addresses the reality that in today's complex society, school counselors do not work in isolation as they service students and families having a variety of needs. In the context of this course, students will examine the agencies, organizations and resources present in local communities as well as strategies for forming positive relationships with them.

PS 633 Career Counseling (3 credits)

Offers a review of career development theories, career decision-making, resume-writing, career assessment, and occupational information, as well as basic strategies and instruments utilized by counselors in assisting individuals toward making appropriate career choices. Activities designed to assist clients at all developmental levels and in various settings provide students with practice in helping others in their career development.

PS 637 Substance Abuse (3 credits)

Focuses on the phenomenon of addiction, including its psychology, biology, pharmacology and treatment of substance abuse. Students will become familiar with a number of substances of abuse and their impact on users. A variety of currently accepted interventions will also be studied.

PS 645 Developmental Disabilities (3 credits)

Students will learn to identify and understand various types of pervasive developmental disorders and cognitive impairments, the etiology of these disorders, and their prevalence in the general population. Students will also acquire an understanding of current special education policies and procedures, examine various assessment strategies used to identify children with developmental disabilities, and determine appropriate educational strategies.

Course Registration Via The Web

Access. Internet Access and e-mail services are available to all graduate students free of charge. Setting up an active Caldwell College computer account is necessary in order to use any of the Library's on-line services and databases, even if you will not rely primarily on a Caldwell e-mail address. This is your "**NetID.**" If you do not yet have an account, you can set it up through the College's IT website, <http://info.caldwell.edu/it/> or visit the computer lab in the Student Center (room 4205). Remember that your Caldwell College e-mail address is the e-mail address at which you may receive official notices from the college.

You will need a second kind of computer access to use other online resources on the Caldwell College website, including online course registration. This is your "**WebID,**" a personal identification number (PIN) that will be mailed to new students after the add/drop period ends. All students actively registered since the Spring 2002 semester should have an WebID number and password. With your web access you will also be able to register for classes; 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. (The course search function is also available without logging in, by selecting "Guest" access).

Web registration. Continuing graduate students are strongly encouraged to register using the web-based registration module. (New students cannot register via the web.) Once you have logged in according to the directions given below, you can register interactively for all of your course-work—**IF** 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 online deadline. You may instead register in person, by mail, or by fax using the hard-copy form on the back page of this booklet. Whatever option you choose, make sure to consult the catalog, website, or your advisor **before** submitting your registration to ensure that you register for appropriate courses. Verifying your program requirements is your responsibility.

Should you have questions about online procedures rather than your curriculum, contact the Office of Graduate Studies instead of your advisor.

Instructions for web registration.

- In the URL or browser address box, type www.caldwell.edu/graduate, or from the College's home page appears, go to the drop-down menu titled "For Current Students" and select "Graduate Academics."
- Click 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.
- When you have successfully logged in, you will see three tabs—**Academic, My Profile, and General.** The Academic tab contains several sub-choices—**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 the **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 on online procedures:

- If you are unsuccessful **three times** when attempting to log on, 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.
- You will find the web module a useful and convenient asset in managing the registration process and retrieving useful data related to your academic career at Caldwell College. But remember, if you prefer to register "the old fashioned way," 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 MASTER'S STUDENTS

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

May Graduates—**October 1**; August Graduates—**February 1**; December Graduates—**May 1**

ATTENTION STUDENTS SEEKING N.J. EDUCATION CERTIFICATIONS

If you intend to seek certification from the NJ Department of Education, you must submit the **“Intent to Seek N.J. Certification” form** by the deadline listed below (form is available on the graduate “common forms” web page or in the Graduate Studies office). Note: if you are enrolled in the Post-Baccalaureate Teaching Certification program, you need not submit this form **unless** your student teaching was waived. FORMS AND PAYMENT MUST BE SUBMITTED BY THE DEADLINE OR YOUR PAPERWORK WILL NOT GO TO THE STATE UNTIL THE FOLLOWING SEMESTER.

Fall semester, due **OCTOBER 1**
Spring semester, due **FEBRUARY 1**
Summer semester, due **JUNE 1**

ATTENTION STUDENTS IN ART THERAPY, A.B.A., OR SPECIAL EDUCATION NON-DEGREE PROGRAMS

If you desire a printed certificate indicating your completion of one of these **non-degree** programs, you must file the “Application for Certificate of Completion of a Non-Degree program” by the following deadline:

Fall semester, due **NOVEMBER 1**
Spring semester, due **APRIL 1**
Summer semester, due **JULY 1**

Forms are available on the common 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.

NOTE: Certificates indicate completion of a Caldwell College program, not professional certification nor licensure.



INTENT TO SEEK N.J. CERTIFICATION

Name _____ ID # _____

Address _____

CITY _____ COUNTY _____ STATE _____ ZIP _____

Phone # _____ Cell # _____

E-Mail _____

Current Caldwell College graduate program _____

Submit the following to the **Certification Office in the Education Department, room 6219:**

- This completed form.
- N.J. state "Application for Certification" (available from the Graduate Office or Education Dept.).
- A check, payable to Caldwell College, in the amount calculated below (fees set by the State of NJ).

FORMS AND PAYMENT MUST BE SUBMITTED BY THE DEADLINE BELOW OR YOUR PAPERWORK WILL NOT GO TO THE STATE UNTIL THE FOLLOWING SEMESTER.

Please note: Students in the Post-Bac. Teacher Certification program who enrolled in ED 470 for student teaching **do not** need to submit this form. Questions? Call 973-618-3551.

Year of completion _____ Semester Fall (**DUE BY OCTOBER 1**)
 Spring (**DUE BY FEBRUARY 1**)
 Summer (**DUE BY JUNE 1**)

Area of Certification Currently Sought	\$ Amount
<input type="checkbox"/> Principal	170.00
<input type="checkbox"/> School Administrator	170.00
<input type="checkbox"/> Supervisor*	75.00
<input type="checkbox"/> School Counselor	75.00
<input type="checkbox"/> Teacher of Handicapped	75.00
<input type="checkbox"/> Teaching certification, with student teaching waiver	170.00
ENTER TOTAL DUE	

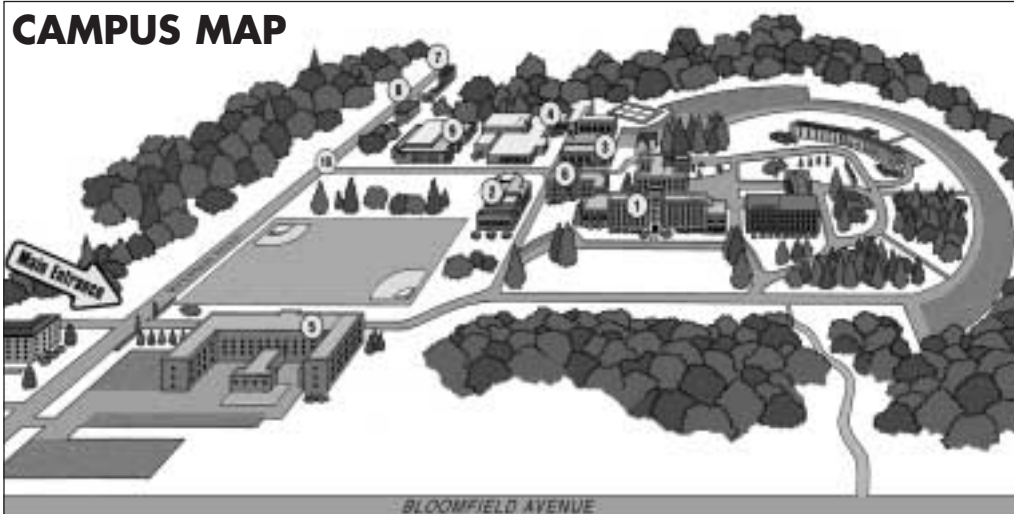
***Supervisor candidates** must also supply a letter from the district or school verifying that s/he has at least 3 years of full-time teaching experience.

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



www.caldwell.edu/graduate

CAMPUS MAP



Map Key:

- 1 Administration Building
- 2 Jennings Library/Alumni Theater
- 3 Science Building
- 4 Student Center/
Visceglia Arts Center
- 5 Mother Joseph Residence Hall
- 6 Academic Building
- 7 Hawthorne Road
- 8 President's House
- 9 Newman Center
- 10 The Best Parking Entrance

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 (example: room 6203 is room 203 in the Academic Building).

Building 1	Administration Building	Building 4	Student Center
Building 2	Alumni Theater	Building 6	Academic Building
Building 3	Raymond Hall (Albertus Magnus/Science Building)	Building 9	Newman Center

Summer 2006 Registration Material