

# MENLO COLLEGE

## 2006-2007 CATALOG

An Independent, Coeducational Institution of Higher Learning

### MISSION STATEMENT

Menlo College's mission is to educate and develop future leaders in a small, innovative, private residential undergraduate college of management that integrates programs in business, mass communication and liberal arts.

*The Mission Statement is based on the following core values:*

### CORE VALUES

- Understanding different ideas and individuals
- Treating all people with fairness and equity
- Developing the full potential in each person
- Supporting a range of teaching and learning styles
- Considering one's responsibilities to others
- Protecting the local and global environment
- Continually improving the educational process

*Menlo College is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges\**

Menlo College, 1000 El Camino Real, Atherton, CA 94027-4301  
800.556.3656 or 650.543.3753 [www.menlo.edu](http://www.menlo.edu)

\*WASC, 985 Atlantic Ave., Ste. 100, Alameda, CA 94501 510.748.9001 [www.wascweb.org](http://www.wascweb.org)

# MENLO COLLEGE

**ATHLETIC**

Head to Head

Heart to Heart

Hand to Hand

**STUDENT/  
RESIDENTIAL  
LIFE**

**ACADEMIC**

Learning activities in and outside the classroom enrich the living environment. At Menlo College, you are an active participant, not a spectator.



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# 2006-2007 MENLO COLLEGE

# ACADEMIC CALENDAR

## Traditional Day Program

### FALL SEMESTER 2006

August 23	Wednesday	New student & parent orientation Halls open for <i>new</i> residents at 1:00 p.m. First day of faculty obligation
August 26	Saturday	Halls open for <i>returning</i> students
August 28	Monday	First day of instruction
September 1	Friday	Last day to ADD a class
September 4	Monday	Labor Day (no classes)
September 22	Friday	Last day to DROP a class without a "W"
October 9	Monday	Fall Recess (no classes, offices open)
November 3	Friday	Last day to withdraw from class with "W"
November 6	Monday	Spring registration materials available
November 22-26	Wed.-Fri.	Thanksgiving Recess (COLLEGE HOLIDAY)
November 27	Monday	Classes resume
December 8	Friday	Last day of instruction
December 11-15	Mon.-Fri.	Final examinations

### SPRING SEMESTER 2007

January 5	Friday	Halls open for all residents
January 8	Monday	First day of instruction
January 12	Friday	Last day to ADD a class
January 15	Monday	Martin Luther King Day (COLLEGE HOLIDAY)
February 2	Friday	Last day to DROP a class without a "W"
February 19	Monday	President's Day (COLLEGE HOLIDAY)
March 5-9	Mon.-Fri.	Spring Recess (no classes)
March 12	Monday	Classes Resume
March 16	Friday	Last day to withdraw from class with "W"
April 5-9	Thurs.-Mon.	Spring Recess (Easter 4/8/07)
April 10	Tuesday	Classes Resume
April 27	Friday	Last day of instruction
May 5	Saturday	Commencement

## Professional Studies Program

### FALL SEMESTER 2006

August 26	Saturday	New student orientation
August 28	Monday	Fall Semester Session I begins
September 1	Friday	Last day to DROP a course without a "W"
September 4	Monday	Labor Day Holiday (offices closed, classes held)
September 22	Friday	Last day to DROP a course with a "W"
October 23	Monday	Fall Semester Session II begins
October 27	Friday	Last day to DROP a course without a "W"
November 22-26	Wed.-Sun.	Thanksgiving Break (no classes held)
December 18-31	Mon.-Fri.	Winter Break

### SPRING SEMESTER 2007

January 2	Tuesday	Spring Semester Session I Begins
January 5	Friday	Last day to DROP a course without "W"
January 15	Monday	Martin Luther King Day (offices closed, classes held)
January 26	Friday	Last day to DROP a course with "W"
February 19	Monday	President's Day (offices closed, classes held)
February 26	Monday	Spring Semester Session II Begins
March 2	Friday	Last day to DROP a course without "W"
March 23	Friday	Last day to DROP a course with "W"
May 5	Saturday	Commencement

### SUMMER SEMESTER 2007

April 30	Monday	Summer Semester Session I Begins
May 4	Friday	Last day to DROP a course without "W"
May 25	Friday	Last day to DROP a course with "W"
May 28	Monday	Memorial Day Holiday (offices closed)
June 25	Monday	Summer Semester Session II Begins
June 29	Friday	Last day to DROP a course without "W"
July 4	Wednesday	Independence Day (offices closed, classes rescheduled)
July 20	Friday	Last day to DROP a course with "W"
August 17	Friday	Summer Session II ends



## PRESIDENT'S MESSAGE

I am proud to welcome you to Menlo College, an institution I have served for 44 years as teacher, coach and now, as President. Menlo is a unique learning institution due to its location, size, educational excellence and its diverse student body. Our mission statement guides all programs and events:

Menlo College's mission is to educate and develop future leaders in a small, innovative, private residential undergraduate college of management that integrates programs in business, mass communication and liberal arts.

This mission statement is based on core values that are closely adhered to by all members of Menlo's community. We understand the different ideas of individuals, and treat people with fairness and equity. We strive to develop the full potential in each person using a range of teaching and learning styles. We encourage the individual's responsibilities to others, to protect the local and global environment, and we continue to innovate and improve the educational process.

Our residential campus allows the faculty and staff to participate in a live and learn system. Living and learning on campus encourages students to understand issues, as well as to analyze and make decisions holistically with an awareness of both intended and unintended consequences. This approach to teaching is implemented within the context of a few animating themes that link the academic and living programs: communication skills and critical thinking; multicultural and international perspective; ethical and environmental responsibility and physical activity in and out of a competitive environment.

Our privileged location in Silicon Valley, the birthplace of the "new information economy," provides our students with excellent opportunities for internship and experiential learning. Our exchange programs allow our students to study at leading universities in China, England, Chile, Mexico, Spain and Japan. The international component of our student body provides a background for understanding and appreciating various cultural traditions.

The leaders of tomorrow will be men and women of character, well versed in the art of management, cognizant of the issues of a multicultural workforce and sensitive to the dynamics of the international marketplace. Menlo provides a place where each student can learn to be one of these leaders.

Carlos López  
President

# PHONE & FAX NUMBERS

Department	Phone	Fax
Academic Advising	543-3917	543-4001
Academic Affairs	543-3800	543-4003
Academic Success Center	543-3854	543-4120
Admission Office	800-556-3656 543-3753	543-4496
College Relations & Advancement Office	543-3937	543-4102
Alumni Office	543-3930	543-4102
Marketing & Public Relations	543-3740	543-4102
Athletics & Physical Education	543-3852	543-3769
Bookstore	543-3711	543-3751
Buildings & Grounds	543-3818	543-4117
Finance Office	543-3719	543-4117
Career Services	543-3745	543-4001
Conferences and Camps	543-3727	543-4102
Counseling Services	543-3779	543-4009
Disability Student Services	543-3854	543-4120
Financial Aid/Scholarships	543-3880	543-4103
Housing Information	543-3896	543-4009
Human Resources	543-3733	543-4117
Information Technology	543-3830	543-4117
International Student Services	543-3831	543-4103
Library	543-3825	543-3833
Multicultural & Community Service	543-4423	543-4001
President's Office	543-3744	543-4101
Professional Studies Office (PSP)	543-3936	543-4003
PSP Admissions	543-3945	543-4003
PSP Advising	543-3757	543-4003
PSP Registrar	543-3925	543-4103
Registrar Office	543-3895	543-4103
Student Accounts	543-3781	543-4103
Student Computer Lab	543-4100	
Student Engagement and Wellness	543-3779	543-4009
Student Services Center	800-556-3656 543-3753	543-4103



## ABOUT MENLO COLLEGE

Menlo College is a small, innovative private residential undergraduate college of management that integrates programs in business, mass communication, and liberal arts into a unique participatory learning community that is both intimate in its intensity and global in its scope.

The College accomplishes its mission by incorporating the unique entrepreneurial, multicultural and active lifestyle of the dynamic Silicon Valley and the beautiful San Francisco Bay Area. The result is a creative, participative and supportive living/learning community that addresses the “head, heart, and hands” of students in helping them to achieve their full potential. At Menlo College, students are participants in preparing for their futures, not spectators.

Menlo’s live/learn community forges links between the classrooms, residence halls, athletics and the community at large to create an active, personalized and engaging educational experience, one that prepares students for the complexities, challenges and opportunities they will face in their personal and professional lives. The College’s extensive athletic program develops leadership and teamwork skills. Residential and student life programs engage students outside the classroom in group projects, cultural experiences, community service and outdoor adventures.

These co-curricular activities complement the academic pro-

grams' use of experiential learning techniques (such as simulations and internships) to provide breadth and depth to learning, helping students to be more versatile, adaptable and innovative in communication and problem-solving skills. The College also engages in academic partnerships locally and in Europe, Asia and Latin America to help students develop a global and multicultural perspective.

### **HISTORY**

Menlo College was founded in 1927 as a private residential college for men. Students could complete the first two years of college study before transferring to a university to complete undergraduate coursework.

In 1949, the School of Business Administration was established as a four-year program. Since then, the College has become a co-educational baccalaureate institution offering educational programs developed in response to social and technological change. Today, Menlo College is clearly focused on management education and its mission to educate and develop future business and community leaders.

### **LOCATION**

The College is located on a 40-acre campus in the residential community of Atherton, California. A hallmark of the campus is its stately, 100-year-old oak trees. Atherton is approximately 25 miles equidistant between San Francisco and San Jose. The nearby towns of Menlo Park and Palo Alto are small business communities with shopping centers and movie theaters that offer a large array of cultural activities. Additionally, the College is located in the heart of the technological center of the United States, Silicon Valley.

Northern California is one of the most beautiful regions in the world offering the splendor of Big Sur, the Monterey Peninsula, Napa Valley, the North Coast, the Gold Country and the Sierra Nevada Mountains, all of which are within driving distance from the Atherton campus.

### **STUDENTS**

Menlo College has always attracted students from throughout the United States and abroad. Between 15–20 percent of the student body comes from other parts of the world including Asia, Africa, the Middle East, Central America, Europe and South America. Within the United States, the largest percentage of students comes from California; Hawaii is close behind. The remaining students come from all of the regions within the United States. The Menlo community, including students enrolled in both the traditional day program and the Professional Studies Program for working adults, are culturally and ethnically diverse. The variety of languages, experiences and lifestyles represented at Menlo gives the College a cosmopolitan character.

### **FACULTY AND STAFF**

The College's faculty and staff reflect the unique diversity of the San Francisco Bay Area, sharing a strong interest in undergraduate education with a focus on excellence in teaching and a high level of customer service. Each student has an advisor whose objective is to develop a mentor relationship with the student. Additionally, many of the faculty and staff reside on campus and are active participants in student-based co-curricular activities.

### **GOVERNANCE**

Ultimate responsibility for the welfare of the College rests with the Board of Trustees and the President.

Academic policies and procedures are developed and maintained by a system of shared governance. Shared governance means that all members of the community, including students, faculty and administration, have a voice in the governing of the College. Faculty are represented primarily by the Faculty Senate. Students are represented by the Menlo College Student Government Association.

Recognizing the educational importance of a diversity of opinions, including those that may be unpopular and contrary to established positions, the College fosters and defends academic freedom. It has neither sectarian nor governmental affiliations. The College

prides itself on its commitment to creating a culture that is conducive to reflection, learning, educational discourse and healthy social activities. Consequently, disruptive behavior and/or infringement on the rights of the College as an institution, or the rights of its individual members, will not be tolerated.

#### **ACADEMIC FREEDOM**

Menlo College's Board of Trustees believes that truth is found and learning is fostered by the free exchange of ideas and by free investigation. The Board regards diversity of opinion as a corollary of academic freedom and recognizes that this diversity may include opinions that are unpopular and contrary to established positions.

The purpose of this academic freedom statement is to protect individual members of the faculty from dismissal, coercion or harassment because of their views. Faculty members are entitled to freedom in the selection of teaching methods and course materials and in the discussion of their subjects. Faculty members are entitled as citizens to freely express their views without recrimination. Faculty members are entitled to full freedom in their choice of research subjects and methodology and in the publication of their research results. The Board of Trustees expects that free investigation and expression will often engender vigorous controversy. Positions may be taken which contradict prevailing ideas and beliefs. However unpopular the opinions expressed, the Board values free intellectual discourse and therefore commits Menlo College to the defense of academic freedom.

In that spirit, the Board of Trustees calls upon its faculty to recognize the special responsibilities which membership in the academic profession entails. The Board expects faculty members to demonstrate professional responsibility in all academically related pursuits, by encouraging the free pursuit of learning among students, by treating them and their opinions with dignity and respect, and by respecting and defending their colleagues' right of free inquiry.



The College Relations & Advancement Department acts as a liaison between the College and its external constituencies, including alumni, parents, friends and benefactors. The Department houses the offices of Marketing and Public Relations, Alumni Relations, Conference Services and Fund Raising.

As an independent college, Menlo depends on private support to supplement tuition income. Menlo's objective is to admit students based on their promise, talents and achievements, and not on their ability to pay. As a consequence of this policy, over 65 percent of all Menlo students receive some form of financial assistance.

The College Relations & Advancement Department, through programs such as the Annual Fund and President's Club, provide the opportunity for alumni, parents and friends to give generously in order to help deserving students discover and live the "Menlo Advantage."

The College Relations & Advancement Department also has as its mission to insure the long-term fiscal integrity of the College. It fulfills this mission partly through programs such as The Judge Russell Society, honoring those who provide endowments to the College through their estate plans.

The College Relations & Advancement Department is also



concerned with improving the infrastructure of the College, and therefore solicits major capital gifts from both wealthy individual benefactors as well as foundations and corporations that seek to assist American higher education. These gifts support such things as technological needs as well as construction of facilities.

Marketing and Alumni programs not only raise the visibility of Menlo College in the various communities, they also build Menlo pride in the hearts and minds of those closest to it. Alumni publications include the *Menlo College Magazine* and *The Sports Quarterly Newsletter*. The alumni website at [www.menlo.edu/alumni](http://www.menlo.edu/alumni) provides information on alumni chapter events and receptions.



## ADMISSION TO MENLO COLLEGE

### **TRADITIONAL PROGRAM**

Menlo College seeks to attract a diverse and talented student body. Although many of Menlo's students come from California, over 20 other states and 40 foreign countries are also represented.

Menlo is interested in qualified candidates from both public and private secondary schools. The College also welcomes the maturity and experience of the transfer student, and encourages members of all ethnic, racial and religious backgrounds to apply for admission. Prospective students with physical differences will find classrooms and lecture halls, residence halls and faculty offices, accessible to their needs.

The Admission Office staff recognizes the challenges students face in selecting a college or university where they will be happy and academically successful. Menlo's approach to college admission is designed to make this process smooth and rewarding for its applicants.

It is strongly recommended that all prospective students visit the campus. Visits afford the student the opportunity to tour the campus and meet with an admission counselor, and may also include meeting with a coach, professor, student ambassador or financial aid coun-

selor, attending a class and eating in the cafeteria. The Admission Office is open weekdays for appointments between 8:30 a.m. and 5 p.m. To make an appointment please call the Admission Office toll-free at 1-800-55-MENLO (within the USA) or (650) 543-3753.

### **NEW STUDENT ADMISSION CRITERIA**

Menlo College seeks to admit individuals who are academically prepared to succeed at the college level and who have the potential to become leaders within the Menlo community and beyond. To build a student body with these qualifications, the Admission Committee uses the following criteria as guidelines for decisions:

- Graduation from a recognized secondary school or evidence that an equivalent degree (e.g. G.E.D.) of education has been completed.
- A college preparatory course pattern as determined by the individual high school, or a rigorous community college program.
- One written recommendation from a teacher or counselor.
- A record of co-curricular involvement.
- Freshmen also need to submit SAT or ACT scores.
- **International students only:** A score of 500 or above on the Test of English as a Foreign Language (TOEFL) exam (173 or above on the computer-based exam or 61 on the Internet-based TOEFL). F-1 visa students who transfer colleges within the United States and who have successfully completed courses equivalent to Menlo's first year English language requirements (English 1 and English 2), are not required to present TOEFL, SAT or ACT scores.

These criteria are guidelines, not rigid barriers. There are different factors that lead to success as a college student. Solid academic preparation and involvement in extracurricular activities prepare students for the challenges of college life and will improve a student's chance for admission. The Admission Committee recognizes that there are many ways in which a student may have demonstrated achievement and talent.

### **THE APPLICATION CALENDAR**

Menlo College welcomes applications from students across the United States and around the world, both citizens of the United States and citizens of other countries. **Priority status** is given to students who complete their applications by **December 1 for Early Action Consideration**, or by the priority deadlines of **November 1 for Spring admission** and **February 1 for Fall admission**. While applications are welcomed after those dates, applicants are strongly encouraged to apply as soon as possible. There has been a 34 percent increase in applications and new enrollment in the last three years, as more and more students have discovered the advantages of a Menlo College education.

Applicants are admitted under the degree requirements in effect at the time of their admission. Students are strongly recommended to keep a copy of the college catalog issued during the term in which they originally entered. Admission to the degree programs and the eligibility to enroll in classes is valid only when verified and confirmed in writing by the Admission Office.

### **NEW STUDENT APPLICATION PROCEDURES FOR U.S. CITIZENS, PERMANENT RESIDENTS AND INTERNATIONAL STUDENTS**

The application procedures are as follows:

- Obtain an application packet from the Admission Office, Menlo College, 1000 El Camino Real, Atherton, California 94027-4185, call 1-800-55-MENLO, or apply electronically at the Menlo College website at [www.menlo.edu](http://www.menlo.edu).
- Return a completed application to the Admission Office with a non-refundable processing fee of \$40, payable to Menlo College.
- Freshman applicants should have their recommendation completed by a high school counselor or teacher. Transfer students should have their recommendation completed by either a records/registration staff member, a teacher or a counselor at their transfer institution. All recommendations should be sent to the Menlo College Admission Office in a sealed envelope.

- Freshman applicants should have their high school (or the appropriate testing agency) submit their SAT and/or ACT scores.
- Freshman applicants should request that an official high school transcript be sent to the Admission Office. A final, official transcript, including graduation date, is required before students may attend classes.
- Transfer students must submit official transcripts from all colleges and universities attended. Transfer students with fewer than 24 transferable units must also submit high school transcript(s) and standardized test score(s). Prior to enrollment, transfer students are notified of their academic standing, including how many units have transferred to Menlo College and what courses they have fulfilled. Failure to report the history of any previous post-secondary enrollment will likely result in administrative withdrawal from the College. Refer to the section on “Transfer Credit Policies and Procedures” for more information.
- All students must submit a personal statement of no less than 200 words based on the following:

**Freshman applicants:**

The statement should include: (1) greatest academic strengths and weaknesses; (2) reason(s) for seeking a college education; (3) the kinds of learning experiences sought as part of a college education; and (4) reason(s) for choosing Menlo College.

**Transfer applicants:**

The statement should include: (1) an evaluation of college experience to date; (2) reason(s) for seeking transfer to Menlo College; and (3) how personal educational objectives can be met at Menlo College.

Once all application materials are received, the Admission Committee will render a decision. In most cases, applicants are notified of the Committee’s decision within one week of the materials being received.

Once admitted, a student must return the “Confirmation of



Acceptance” along with an advance deposit of \$250. The \$250 deposit is credited toward the balance of the student’s first semester tuition and fees, and is not refundable.

Payment in full or a signed promissory note (payment plan) of the remaining tuition and fees is due approximately six weeks prior to the beginning of each semester.

**ADDITIONAL PROCEDURES FOR NEW INTERNATIONAL F-1 VISA STUDENTS**

International students are those who are not United States citizens or permanent residents. For many years, the international student enrollment at Menlo College has varied between 15–20 percent of the total enrollment each semester. Menlo welcomes applicants and students from all over the world.

All international students are required to complete the application procedures listed above. In addition, the College requires international students to do the following:

- Demonstrate their ability to use the English language in college-level work. The College requires international students,

whose first language is not English, to take the Test of English as a Foreign Language (TOEFL) which is administered worldwide by the Educational Testing Service. A score of 500 or above on this test is required for admission to a degree program (173 or above on the computer-based exam or 61 on the Internet-based TOEFL).

- International students whose primary language is English, need to submit a SAT or ACT test score. Official results on the SAT or ACT tests must be sent to the Admission Office, Menlo College, 1000 El Camino Real, Atherton, California 94027.
- International students who are transferring from a college within the United States, and who have successfully completed courses equivalent to Menlo's first-year English language requirements (English 1 and English 2), are not required to present TOEFL, SAT or ACT test scores.
- Official transcripts in both the native language and certified English translation from all secondary and post-secondary institutions attended are required, unless the institution routinely issues transcripts in English.

Once admitted, a student must return the "Confirmation of Acceptance" form along with an advance deposit of \$250. The \$250 deposit is credited toward the balance of the student's first semester tuition and fees, and is not refundable.

After an international student has been accepted for admission and has submitted the required deposit and financial documents, official acceptance documents will be issued to enable application for an F-1 student visa. The F-1 student visa is required for entry into the United States to study at Menlo College. This visa must be obtained from a U.S. Consulate abroad, prior to leaving for the United States. The student will present documents upon arrival at the U.S. port of entry, and must also show them to International Student Services staff upon arrival at Menlo College.

Payment in full or a signed promissory note (payment plan) of the remaining tuition and fees is due approximately six weeks prior

to the beginning of each semester.

Menlo College policy requires that international students have comprehensive health insurance that is valid for use in doctor's offices and hospitals in the United States. Students without this insurance are required to purchase a policy through the College. Information about premiums and coverage is available from the Finance Office.

### **READMISSION APPLICATION PROCEDURES**

Students who were previously enrolled at Menlo College are required to reapply for admission status, unless they are currently on an approved Leave of Absence (see the section on "Leave of Absence" for additional information). Students who request re-admission to Menlo College should do the following:

- Obtain an application packet from the Admission Office, Menlo College, 1000 El Camino Real, Atherton, California 94027-4185, call 1-800-55-MENLO, or apply electronically at the Menlo College website at [www.menlo.edu](http://www.menlo.edu).
- Return the completed application to the Admission Office with a non-refundable processing fee of \$40, payable to Menlo College.
- Submit official transcript(s) from all institutions attended, including Menlo College. The academic standing of a re-admission applicant and the transferability of college courses completed after leaving Menlo, will be determined prior to re-enrollment. Failure to report the history of other post-secondary enrollments will likely result in the student's administrative withdrawal from Menlo College.
- Submit a personal statement of no less than 200 words. This personal statement should include: (1) an evaluation of all college experience to date, including reason(s) for leaving Menlo; (2) reason(s) for seeking readmission; and, (3) how personal educational objectives can now be met at Menlo College.



Readmission applicants who were academically disqualified from Menlo, are required to provide evidence that their academic performance will meet the minimum admission standard of a 2.50 grade point average on a 4.00 point system. Readmission is not guaranteed, and will be based on the quality of academic and life activities that took place during the applicant's time away from Menlo. Readmission applicants must satisfy the admission and degree requirements in effect at the time of their readmission.

Once readmitted, a student must return the "Confirmation of Acceptance" form, along with an advance deposit of \$250. The \$250 deposit is credited toward the balance of the student's first semester tuition and fees, and is not refundable.

Payment in full or a signed promissory note (payment plan) of the remaining tuition and fees, is due approximately six weeks prior to the beginning of each semester.

### **ADVANCED PLACEMENT**

Entering freshmen may be granted Menlo College credit for a particular course(s) on the basis of qualifying scores on the Advanced Placement Examination(s) of the College Entrance Examination Board. A minimum score of 3 must be earned to be considered for advanced placement credit. Each qualifying score will satisfy the appropriate number of credit units for each applicable course.

Menlo College also participates in the International Baccalaureate (IB) Program. This Program is a rigorous pre-university course of study that leads to examinations that meet the needs of highly motivated secondary school students between the ages of 16 and 19. It is designed as a comprehensive two-year curriculum that allows its graduates to fulfill the requirements of various national educational systems. A minimum score of 4 on the Higher Level (HL) examination is required for transfer credit consideration by Menlo College. For additional information, please see the section "Transfer Credit Policies and Procedures."



## TUITION, HOUSING AND RELATED FEES

The charges for tuition, room and board and fees for the 2006-2007 academic year are listed below. An estimate of annual total tuition and fees for a full time resident day student in a double occupied room is \$36,830. A student is considered enrolled for certification purposes upon full payment or guarantee of all tuition and fees. For planning purposes, students and parents should anticipate that tuition and other charges may increase each year to reflect program changes and other cost increases experienced by the College.

Students are given their official class schedules, and residential students are permitted to move into the residence halls, after full payment or a guarantee of tuition and fees (e.g., payment plan) has been received by Student Accounts located in the Student Services Center.

### TUITION

12 to 18 units per semester	\$25,920 per year or \$12,960 per semester
Per unit (under 12 or over 18)	\$1,080 per unit
Summer Session tuition per unit	\$250 per unit
Professional Studies Program	Refer to "PSP" section

### FEES

Student Body Fee	\$150 per semester
Medical Insurance Fee	\$405 per semester
International Insurance	\$405 per semester
Application Fee	\$40
Admissions Deposit	\$250
Int'l Credential Evaluation	\$150 per credential
Late Registration Fee	\$75
Graduation Fee (assessed semester graduating)	\$300
Diploma Replacement Fee	\$50
Tuition Payment Plan Fee	\$100 per semester
Late Payment Fee	\$30
Parking violations	Fee varies
Disciplinary fines	Fee varies
Transcript and Fax Fees	Fee varies (see Transcripts)
Professional Studies Program	Refer to "PSP" section

### ON-CAMPUS HOUSING (Residential Students)

Room and Board	\$9,800 per year*
Small single room surcharge	\$535 per semester
Large single room surcharge	\$665 per semester
Double used as single surcharge	\$960 per semester
Security deposit (refundable)	\$300
Single room/private bath surcharge	\$1250 per semester
	+ \$550 deposit

\*Includes double-occupancy room and all meals, local telephone, high-speed Internet access and cable service (70 channels).

### **PAYMENT OF COLLEGE BILLS**

Bills for tuition, room and board and fees for the fall and spring semesters will be sent mid-June and mid-November, and are due July 15 and December 15, respectively. Anticipated financial aid (student loans, scholarships and grants) will be credited to the student's account only after the student's financial aid file is completed and financial aid funds are received.

Consequences for non-payment will include cancellation of dining privileges, withdrawal from classes and inability to register for the following semester. If not received by the due date, a late fee will be assessed to the student's bill each month.

Students and their parents or guardians may pay the College charges as they fall due each semester, by paying in full or by using our five-month payment plan option. Financial arrangements should be made far enough in advance to assure payment on the required dates. Late charges will be assessed on payments received after the due date. **PLEASE NOTE:** *Students with unpaid bills may not register for or attend classes, nor are they eligible for academic credit, transcripts or degrees.*

### **TUITION REFUND POLICY**

Students register for classes with the understanding that they will remain enrolled for the entire course of study unless they voluntarily withdraw or are administratively withdrawn from the College. However, it is recognized that some students may have to withdraw from courses in which they have enrolled.

Students who officially withdraw from, or who are otherwise disqualified during the semester, may be eligible for a tuition refund (except in conduct dismissals). To be officially withdrawn from their classes, students must advise the Office of the Registrar in writing. The date the written notice is received by the Office of the Registrar is the date that will be used to calculate the tuition refund according to the following:

- 75 percent refund for official withdrawal through the tenth (10th) class day;
- 50 percent refund for official withdrawal from the eleventh



(11th) through the twentieth (20th) class day;

- No refund after the twentieth (20th) class day.

**PLEASE NOTE:** *For a full tuition refund, withdrawal must be made prior to the start of the semester. Please see "Professional Studies Program" for information regarding that program's refund policy.*

### **HOUSING REFUND POLICY**

Resident room and board fees are pro-rated through the 20th day of occupancy. During the semester, there is no refund beyond the 20th day of occupancy.

### **OTHER FEES REFUND POLICY**

All other fees are non-refundable.



The Financial Aid Office wants to help make a Menlo College education available for all eligible students. The Office provides application information and evaluation for student eligibility with all financial aid programs available at the College.

Menlo College maintains a broadly based program of financial assistance for students. The financial aid that students receive from federal, state, college and local programs, helps them meet the expenses (tuition & fees, books & supplies, room & board, transportation and personal expenses) to attend Menlo.

There are four basic types of financial aid: 1) student loans; 2) merit-based grants and scholarships; 3) need-based grants; and 4) work-study employment. Student loans must be repaid. Students awarded work-study, must be employed in a work-study-funded job in order to receive the funds. A student's financial aid package (including merit scholarships, need-based grants, loans and work-study) cannot exceed the cost of attending Menlo College.

The financial need of each family is based on information supplied on the Free Application for Federal Student Aid (FAFSA). The FAFSA form is required in order to apply for federal, California and institutional need-based financial aid programs.

All student loan, grant and scholarship funds are applied directly

to the student's account at Menlo College. Additionally, financial aid programs are subject to federal, state and institutional funding levels. Forms and requirements are subject to change. Students must meet citizenship and residency requirements to receive federal and California financial aid programs.

Students who have already earned a bachelor's degree are not eligible for grants. International F-1 visa students are not eligible for need-based financial aid, but are eligible for merit scholarships. Students enrolled in the Professional Studies Program are only eligible for federal and California financial aid programs and student loans.

**PLEASE NOTE:** *The Financial Aid Office reserves the right to correct clerical errors at any time they are discovered.*

#### **EXPECTED FAMILY CONTRIBUTION (EFC)**

The primary responsibility for college costs rests with the student and family. A student who applies for financial assistance must provide information about family assets and family income for the prior year. Based on a federal formula, the Expected Family Contribution (EFC) is the amount the student and family are expected to contribute toward college expenses. The EFC is used to determine eligibility for financial aid.

#### **ESTIMATED COST OF ATTENDANCE (COA)**

The following chart shows the cost of attendance (COA) for the 2006-2007 academic year (Fall 2006 and Spring 2007). Students cannot receive more financial aid than their COA.

	<b>Living On Campus</b>	<b>Living Off Campus</b>	<b>Living with Parents</b>
<b>Tuition</b>	\$25,920	\$25,920	\$25,920
<b>Fees</b>	300	300	300
<b>Books/Supplies</b>	1,212	1,212	1,212
<b>Room &amp; Board</b>	9,800	8,410	3,340
<b>Transportation</b>	774	774	774
<b>Miscellaneous</b>	1990	1990	1990
<b>TOTAL COSTS</b>	<b>\$39,996</b>	<b>\$38,606</b>	<b>\$33,536</b>



*The college tuition, related fees and on-campus room and board expenses are paid directly to Menlo College. All other expenses are estimated and provided for information and budgeting purposes.*

### **QUALIFYING FOR FINANCIAL AID**

Students do not need to be from a low-income family to qualify for financial aid. However, to receive aid that is need-based, they must demonstrate financial need that is defined as the COA minus the student and family's EFC. Students should not disqualify themselves by not applying for financial aid. Students who think they will need financial aid to attend Menlo College are encouraged to apply.

### **HOW TO APPLY FOR FINANCIAL AID**

To receive first priority for all financial aid programs, all documents must be submitted to the appropriate agencies each year, as soon after January 1st as possible.

#### **To be considered for financial aid, students must:**

- Submit the Free Application for Federal Student Aid (FAFSA) on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The completed FAFSA must be submitted by March 2 in order to be considered for the Cal Grant.
- Mail a certified GPA Verification Form by March 2 (for Cal Grants) to the California Student Aid Commission in Rancho Cordova, CA (California residents only).
- If selected, submit verification documents to Menlo College. The Financial Aid Office will inform these students of the appropriate forms to submit.

### **General Eligibility Requirements**

To be eligible to receive federal and state financial aid, students must:

- Have calculated financial need;
- Be a U.S. citizen, permanent resident or eligible non-citizen with the appropriate documentation as specified by the U.S. Department of Education;
- Possess a high school diploma or the equivalent;
- Be fully admitted to and enroll in a program for the purpose of

obtaining a degree or certificate;

- Maintain Financial Aid Satisfactory Academic Progress (see section below) in college level work;
- Not owe a refund on any grants previously received at any institution; and
- Not be in default on any student loans incurred at any institution.

### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

For financial aid purposes, satisfactory academic progress (SAP) is maintained by completing a minimum of 67 percent of all attempted classes and by maintaining a minimum cumulative grade point average (GPA) of 2.00. Please note that if a full-time day student only completes 67 percent of his or her attempted classes, it will take six years to complete a bachelor's degree.

The Financial Aid Office reviews the academic progress of financial aid recipients at the end of every semester. Students are notified in writing when they are on financial aid probation or if they become ineligible for financial aid.

Students who fail to maintain SAP, will be placed on financial aid probation for one semester. During that semester, the student is eligible to receive aid. If, after completion of the probationary semester, the student still does not make SAP, then the student is no longer eligible for financial aid. If, however, after that probationary semester, the student subsequently makes an appeal for academic reinstatement to the Faculty Appeals Committee, and it is approved, the College will allow one more (second) financial aid probationary semester in which the student again will be eligible for financial aid. After that second consecutive probationary semester, students who again do not make SAP, will no longer be eligible for financial aid until they again make SAP.

Students who have experienced mitigating circumstances that affect their ability to perform academically, may appeal in writing to the Financial Aid Office. Examples of mitigating circumstances include serious illness/injury, death in the family or other compara-

ble situations. Outside supporting documentation is required. Students should submit the appeal letter and all supporting documentation to the Financial Aid Office. They will be notified in writing about the result of their appeal.

### **STUDENT RESPONSIBILITIES REGARDING FINANCIAL AID**

Students who receive financial aid are required to:

- Submit all required financial aid documents to the Financial Aid Office in a timely manner (by the stated deadlines);
- Respond immediately to all correspondence sent by the Financial Aid Office or Federal Student Aid Programs;
- Inform the Financial Aid Office in writing if outside scholarships or additional resources are received;
- Request clarification about the financial award as necessary; and
- Maintain Satisfactory Academic Progress (SAP).

### **NEED-BASED GRANTS**

#### **Federal Pell Grants**

This program provides federal grants (up to \$4,050 in 2006–2007) to undergraduate students. The minimum Federal Pell Grant award for an academic year is \$400. To be eligible, students must demonstrate financial need.

#### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

FSEOG grants are administered on behalf of the federal government. They are awarded first to students with the lowest expected family contribution (EFC) and the highest financial need. Priority is given to students who receive Federal Pell Grants. FSEOG Grants are only available to full-time undergraduate students who are required to pay the higher tuition cost. The maximum FSEOG Grant awarded for the academic year is \$1000.

### **Cal Grants**

The California Student Aid Commission (CSAC) administers grant programs for undergraduate California residents without a bachelor's degree. Awards are made based upon both financial need and academic merit, and typically are offered for the fall and spring semesters. Menlo College students are eligible to be considered for Cal Grant A and B awards.

- **Cal Grant A** This California grant assists low- and middle-income students with tuition and fee costs. Eligibility is based on financial need and grade point average. The maximum new award for the 2005–2006 year was \$8,322.
- **Cal Grant B** This California grant assists very low-income students with living expenses, books, supplies, transportation and other costs. The maximum new award for the 2005–2006 year was \$9,873.

#### **Additional Requirements for Cal Grant Recipients**

In addition to the Free Application for Federal Student Aid, students are also required to have the GPA Verification Form for Cal Grant Programs completed by the Menlo College Registrar's Office, or by their high school's Records Office. All documents must be submitted to the appropriate agencies by March 2 to be considered for a Cal Grant. The California Student Aid Commission determines the eligibility for new Cal Grant recipients.

#### **Menlo Grants**

Menlo Grants assist low- and middle-income students with tuition and fee costs. To be eligible for a Menlo Grant, students must demonstrate financial need as determined by the FAFSA. Menlo Grant amounts will vary, and are only available to full-time undergraduate students who are required to pay the higher tuition cost. Funds are restricted to meet needs after certain other resources, such as state and federal grants, are considered. Professional Studies Program students and students who have already earned bachelor's degrees are not eligible for Menlo Grants.



## STUDENT LOANS

### Federal Stafford Loans

These loans are made through participating lending institutions such as banks and credit unions. The federal government guarantees repayment of the loan and may pay the interest while the borrower is a student. To be considered for a Subsidized Federal Stafford Loan, students must demonstrate financial need through the FAFSA.

Funds are generally issued in two (2) installments during the academic year—one each semester. Students are granted a six-month grace period before repayment begins and after they cease to be enrolled at least half-time (usually upon graduation). The minimum repayment is \$50 per month. Under certain circumstances, students can receive a deferment or forbearance on their loan. For loans disbursed on or after July 1, 2006, the interest rate is fixed at 6.8 percent annually. (The interest rate for loans disbursed prior to

July 1, 2006, varies according to when the loan was disbursed. Check with the loan servicer for more information.) A Federal Stafford Loan Master Promissory Note and a Federal Student Loan Request Form must be completed to apply for funds from this program.

Loan limits for dependent students (under age 24) are \$2,625 for freshmen, \$3,500 for sophomores and \$5,500 for juniors and seniors. Independent freshmen and sophomores are eligible for an additional \$4,000 in unsubsidized loans, while juniors and seniors are eligible for an additional \$5,000 in unsubsidized loans.

- **Subsidized Federal Stafford Loans** The federal government pays the interest while the student is in a deferment status and during the grace period.
- **Unsubsidized Federal Stafford Loans** The student is charged interest while he or she is in a deferment status and during the grace period.

### Federal PLUS Loans

The Federal PLUS Loan Program is an optional funding source to assist the parents of dependent students (students born on or after January 1, 1983) in meeting educational expenses at Menlo College. These loans are made through participating lending institutions such as banks and credit unions. To determine a parent's eligibility for the Federal PLUS Loan, the lending institution will review the parent's credit history. In the event a parent does not qualify for a Federal PLUS Loan, the Financial Aid Office will consider the student for an additional loan through the Federal Unsubsidized Stafford Loan Program. The Federal Unsubsidized Loan amount will not exceed \$4,000 if the student is a college freshman or sophomore, and will not exceed \$5,000 if the student is a college junior or senior.

Federal PLUS Loan repayment to the lending institution generally begins within 60 days after the second semester's loan distribution. Some deferments are available to the parent borrower. For loans disbursed on or after July 1, 2006, the interest rate is fixed at 8.5 percent annually. (The interest rate for loans disbursed prior to July 1, 2006, varies according to when the loan was disbursed.

Check with the loan servicer for more information.) The amount the parent may borrow annually in the Federal PLUS Loan Program cannot exceed the cost to attend college, less any financial aid awarded. Funds are issued in two equal installments during the academic year — one each semester. A Federal PLUS Loan Master Promissory Note and a Menlo PLUS Loan Request Form must be completed to apply for funds from this program.

### **SCHOLARSHIPS AND AWARDS**

Menlo College is deeply committed to preparing men and women for leadership positions in a wide variety of career fields. With this in mind, financial aid programs are designed to provide future leaders with an outstanding educational experience. Scholarships are given to those outstanding students who have demonstrated a commitment to academic excellence and leadership, both inside and outside the classroom.

Eligibility for Menlo College merit scholarships is initially determined and awarded by the Admission Office. Generally, the type of merit scholarship students receive is the scholarship they keep and may renew in subsequent years, provided that certain renewal requirements are met.

Menlo College merit scholarships assist students with tuition and fee costs. Students must maintain the required cumulative grade point average and earn a minimum of 12 units per semester at Menlo College to be considered for a renewal of these scholarships. Participation in community service is also considered for some scholarships. Incomplete courses and withdrawals will not be counted. Students awarded a scholarship must be enrolled full-time at Menlo College and be paying the traditional tuition costs. Scholarships are normally awarded annually. However, new students who enter Menlo for the first time during the spring semester, will be considered for a one-semester scholarship. Students in the Professional Studies Program are not considered for these scholarships and awards.

The following information on merit scholarships for entering students is applicable to new students admitted to Menlo College in 2006-2007. Students admitted to Menlo College prior to 2006-2007, should refer to the Menlo College Catalog for the academic year in which they were admitted, as it provides information and provisions on merit scholarships applicable to them.

### **ENTERING FRESHMEN & TRANSFER STUDENTS**

**with fewer than 24 units, renewable for up to four years:**

President's Scholarship+*	\$12,000 annual awards Cumulative GPA of 3.5 or above Cumulative GPA of 2.5 for renewal
Dean's Scholarship+*	\$11,000 annual awards Cumulative GPA of 3.1 to 3.49 Cumulative GPA of 2.5 for renewal
Leadership Scholarship+*	\$8,500 annual awards Cumulative GPA of 2.8 to 3.09 Cumulative GPA of 2.3 for renewal

### **ENTERING TRANSFER STUDENTS**

**with at least 24 transferable units,  
renewable for up to four years:**

President's Scholarship+*	\$11,000 annual awards Cumulative GPA of 3.4 or above Cumulative GPA of 2.5 for renewal
Dean's Scholarship+*	\$10,000 annual awards Cumulative GPA of 3.15 to 3.39 Cumulative GPA of 2.5 for renewal
Leadership Scholarship+*	\$8,500 annual awards Cumulative GPA of 2.7 to 3.14 Cumulative GPA of 2.3 for renewal

## **ENTERING INTERNATIONAL STUDENTS**

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International Student Scholarship+\*:

Scholarships of up to \$5,000 annually are awarded to 10 talented international students at the time of admission to Menlo College. These scholarships are renewable up to four years with a cumulative GPA of 2.5.

## **CONTINUING MENLO COLLEGE STUDENTS**

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Achievement Scholarship+      \$5,000 annual awards  
Cumulative GPA of 3.5 or  
above at Menlo College

Continuing students who were not awarded a President's, Dean's or Leadership scholarship upon admission to Menlo College in Fall 2002 or later, may be considered for this scholarship. These scholarships are renewable up to three years with a cumulative GPA of 2.5 or above.

+ *Merit-based scholarships may be reduced in accordance with state and federal regulations or institutional policy.*

\* *Participation in community service is considered for renewal.*

## **FEDERAL WORK STUDY**

The Federal Work Study (FWS) program provides jobs for full-time students with financial need, allowing them to earn money to help pay education expenses. Students awarded FWS need to secure a job on campus and are paid an hourly rate. For information on job openings, contact the Career Services Center. Most student workers average about seven hours of work per week, with flexible schedules that accommodate their classes.



In its traditional day program, Menlo College offers students the opportunity to earn a bachelor of science degree in management or bachelor of arts degrees in liberal arts or mass communication. Courses are offered in a four-year program of fall and spring semesters and optional summer sessions. In addition, students may earn concentrations in a variety of areas that complement their degree.

For working adults, the College provides a year-round evening degree-completion program leading to a bachelor of arts or bachelor of science in management, with concentrations in human resource management, international management or management information systems. (*See section on "Professional Studies Program" for specifics.*)

All Menlo students are eligible to apply for one semester of study overseas through our Exchange Programs in China, Chile, England, Japan, Mexico and Spain.

Throughout the year, Menlo students also provided the opportunity to learn outside the classroom through offerings by the Multicultural and Community Service Learning Program.

To help traditional day students who need extra support to succeed in college, Menlo College's Philler Curtis Program offers a summer transition-to-college program prior to the start of fall classes.

## **TRADITIONAL PROGRAM MAJORS AND CONCENTRATIONS**

### **Bachelor of Science in Management**

Concentrations:

- General Business Management
- International Management
- Management Information Systems
- Sports Management
- Marketing Communication
- College Concentration

### **Bachelor of Arts in Liberal Arts**

Concentrations:

- History
- Humanities
- Psychology
- College Concentration

### **Bachelor of Arts in Mass Communication**

Concentrations:

- Media Studies
- Media Management
- Marketing Communication
- College Concentration

## **PROFESSIONAL STUDIES PROGRAM MAJORS AND CONCENTRATIONS**

### **Bachelor of Science in Management**

Concentrations:

- Human Resource Management
- International Management
- Management Information Systems

### **Bachelor of Arts in Management**

Concentrations:

- Human Resource Management
- International Management
- Management Information Systems

## **EXCHANGE PROGRAMS**

For the 2006-07 academic year, Menlo College offers the following one-semester exchange programs to traditional Menlo students and students from the following universities:

- Universidad Adolfo Ibañez, Chile
- Peking University, China
- Guangdong Business College, China
- Xi'an International Studies University, China
- Oxford University, England
- Kansai Gaidai University, Japan
- Universidad Anáhuac, Mexico
- Universidad Francisco de Vitoria, Spain

## **MULTICULTURAL AND COMMUNITY SERVICE LEARNING PROGRAMS**

Menlo College values diversity. The purpose of the College's Multicultural Program is to expose students to a variety of cultures and beliefs, and prepare students to be effective citizens in a diverse world. Throughout the year, students will be exposed to events and programs related to race, gender, ethnicity, sexual orientation and disability. The office also provides advocacy for students, as well as support for culturally-based student groups and clubs.

The Community Service Learning Program (SERV) is designed to help students who will, as future business and community leaders, be in a position of building and leading communities in their professional and personal lives. The SERV program provides the opportunity for students to gain the skills necessary to assume leadership roles and become responsible members of the global community. By engaging in community field experiences and extensive leadership training, students will learn to apply education gained in the classroom toward positive, humane ends in their own communities. Students may participate in the program throughout their tenure at Menlo College.

The SERV program strives to:

- Develop a sense of belonging and connection with the Menlo community;
- Create opportunities for students to find their role in meeting the needs of the greater community;

- Enrich the educational experience through meaningful volunteer experiences, leading to the development of productive individuals; and
- Assist in creating more self-directed creative campus involvement.

The Office for Multicultural and Community Service Learning Programs is located in Florence Moore Hall. In addition to being a source of information for multicultural programs, the office provides SERV coordination, training, tracking of community service hours and volunteer referral services. To contact the office, call (650) 543-4423.

#### **PHILLER CURTIS PROGRAM**

This program builds on Menlo College's 75-year history of working with students who have great potential to succeed but need extra support to fully prepare for college life. The August Philler Curtis Transition to College Program provides an academic and co-curricular experience in which students develop a better understanding of their learning styles and build academic strategies that work. Mini-courses in math, English, studio art, computer Flash Animation, film and "Menlo 101", are taught within the Live/Learn model. "Menlo 101" teaches life planning, research tips, improvement of study habits and practical lessons about life away from home. The summer program includes co-curricular activities and field trips within the rich Bay Area, that help students, staff and faculty bond with the Menlo community. During the school year, Philler Curtis students continue to benefit from the services of the Academic Success Center and the Philler Curtis counselor.

#### **ASSOCIATE OF ARTS DEGREE**

Students who complete at least 60 units in residence and the General Education Requirements, may petition to receive an Associate in Arts (A.A.) degree. Students wishing to receive the A.A. degree, are expected to petition for the degree before they have completed 62 semester units of collegiate work.



Students who plan to graduate at the end of any given semester must file a Graduation Petition for graduation. The deadlines for submitting Graduation Petitions are:

- **November 17, 2006** for end of Spring or Summer 2007;
- **April 13, 2007** for end of Fall 2007.

All degree candidates should submit their graduation petitions to the Office of Academic Advising for processing. The Finance Office will bill the \$300 graduation fee directly to the student account.

Graduation petitions may be obtained from the Office of Academic Advising and the Professional Studies Program Office.

#### **COMMENCEMENT ELIGIBILITY**

Commencement exercises are held annually after the close of the Spring Semester. To be eligible to participate in Commencement and listed in the Commencement Program, candidates must have completed all of their degree requirements or be within six (6) units of completing them. (See "Professional Studies Program" for additional information.)

## HONORS AT GRADUATION

### Valedictorian

The Valedictorian is the student scholar who has demonstrated the highest level of academic achievement and scholarly activity while in residence at Menlo College. In addition to achieving the highest cumulative grade point average at Menlo College, the Valedictorian will have a history of academic achievement that goes well beyond the status quo. Graduation candidate(s) with the highest grade point average(s) at the end of the fall semester prior to commencement, are considered for this honor.

### Other Honors

The following honors appear on a student's diploma and their official Menlo College transcript. These honor designations do not apply to certificate programs.

Honors are awarded to bachelor's degree graduates who earned a cumulative grade point average in their Menlo College courses as follows:

Honor	Classes Prior to 2007	Class of 2007 and Beyond
<b>Cum Laude</b>	3.2500 to 3.4999	3.500 to 3.6999
<b>Magna Cum Laude</b>	3.5000 to 3.8999	3.700 to 3.8999
<b>Summa Cum Laude</b>	3.9000 to 4.0000	3.9000 to 4.0000

### DIPLOMA DISTRIBUTION & DEGREE VERIFICATION

Diplomas are not issued at Commencement. Graduation candidates whose graduation petition was received by the deadlines indicated above and who do not have any encumbrances, will receive their diplomas by Certified Mail approximately ten (10) to twelve (12) weeks after the end of the semester in which they successfully completed their degree requirements. Graduation candidates whose applications were received after the deadlines indicated above and/or who have encumbrances, should anticipate a delay in receiving their diplomas. It is important that candidates inform the Office of Academic Advising and the Office of the Registrar of any changes

of mailing address.

Graduates can obtain degree verification (official transcripts) by submitting a written request to the Office of the Registrar. Please see the section on "Transcripts" for the required fees.

### GRADUATION AND COMMENCEMENT INQUIRIES

Inquiries regarding Traditional Program graduation application status and diplomas should be addressed to: The Office of Academic Advising, Menlo College, 1000 El Camino Real, Atherton, CA 94027-4301 or phone (650) 543-3917 or fax (650) 543-4001.

Inquiries regarding the Professional Studies Program graduation application status and diplomas should be addressed to: The Office of the Registrar-PSP, Menlo College, 1000 El Camino Real, Atherton, CA 94027-4301 or phone (650) 543-3925 or fax (650) 543-4103.

Inquiries regarding the Commencement ceremony, regalia and rehearsals should be directed to: Office of the President, Menlo College, 1000 El Camino Real, Atherton, CA 94027-4301 or phone (650) 543-3744 or fax (650) 543-4101.







The Student Engagement and Wellness staff works with students, faculty and staff to provide for quality of life beyond the classroom. Co-curricular activities at the College and residence living arrangements on campus are intended to complement and enhance the student's academic experiences. A wide range of programs and services are conducted for this purpose.

The Office of Student Engagement and Wellness specifically coordinates all clubs and organizations, use of the Student Union, Orientation, Intramurals and the majority of programming for the College. Most clubs sponsor activities such as dances, cultural events, festivals, guest speakers, bands, athletic competitions and a variety of other activities.

The College encourages innovation in student activities. Student groups or individuals with ideas for events or projects, are encouraged to visit the Office of Student Engagement and Wellness in the Russell Center, to present and discuss them. The Student Engagement and Wellness staff can often find the means to bring the idea to fruition, and will work directly with the group to see their plans materialize.

## RESIDENTIAL AND STUDENT LIFE

Menlo College has created an environment where the curricular and co-curricular work together to provide a total educational experience for the student. Our mission is to help students realize personal success through the development of the whole person, promoting the balance of a student's physical, emotional, social and intellectual growth. The Menlo College staff is committed to providing specialized services and opportunities that will prepare students for success in their personal and professional lives.

### THE RESIDENTIAL PROGRAM

#### Live/Learn

The residential program complements the academic curriculum and reinforces the College's mission and values by providing a living and learning experience that extends the classroom into the residence halls. The Live/Learn Community provides experiences and activities that promote the holistic development of a student's head, hands and heart. The structured and unstructured learning opportunities that all resident and non-resident students experience through participation in our Live/Learn Community, are integral to a Menlo College education.

Community Fellows, faculty and staff who have chosen to live on campus, actively engage students by sponsoring study groups, life skills and career development workshops and social outings. They also assist students coordinating community service projects and developing their leadership skills through the Leadership Education and Development program (LEAD) and the Residence Hall Governance Association.

Within the community are two Live/Learn Community Centers located in Michaels Hall and in the Russell Center in El Camino Hall. These informal lounges offer students a place to study, socialize or work with faculty and peers, hold small group meetings and obtain information about resources on and off-campus.

The John D. Russell International Student Center is devoted to international living and learning on campus. The center provides living accommodations for students who prefer to have an "inter-

national house” residential and cultural experience, providing the nucleus for international academic and social activities for the rest of the student body and faculty on campus. Students interested in an international residential experience should contact the Director of Residential Learning and Engagement. The Russell Center also contains the Office of Student Engagement and Wellness and the Office of Residential Learning and Engagement, whose staffs coordinate the use of the facilities and work with students and faculty in programming academic and social activities in the Center.

By integrating classroom experiences with athletics and intramurals, residential living and co-curricular programming, Menlo College’s Live/Learn Community expands the intellectual climate beyond the classroom to help students:

- Enhance their critical thinking and communication skills;
- Build international and multicultural awareness;
- Learn the importance of environmental responsibility; and
- Develop the skills of leadership and ethical decision-making.

## **HOUSING AND RESIDENCE LIFE**

Room assignments are made before the semester begins. The Office of Residential Learning and Engagement attempts to honor requests for specific rooms and/or roommates, to the extent that physical limitations and residence hall organization permit. There are a limited number of single rooms in the residence halls. Seniors have priority, followed by juniors and sophomores. Incoming freshmen will be assigned to a room in the freshmen experience hall.

Meals are provided for residential students, including breakfast, lunch, dinner and a late evening snack Monday through Thursday, with brunch and dinner on weekends and most holidays. The cost of this meal plan is required and included in the room and board fees charged each residential student. For an additional charge, housing is available during the winter and summer breaks. No meal service is provided during the winter, spring or Thanksgiving breaks, and meal service is optional in the summer (only when the dining hall is open).

There are five residence halls on campus: El Camino Hall,

Howard Hall, Kratt Hall, Michaels Hall and O’Brien Hall. Each building has its own unique characteristics. All rooms are equipped with furniture needed for studying and sleeping (except desk lamps). Beds are 80x36 inches (twin, extra long), a matter to be considered when selecting bed linens. Students are expected to provide their own linens. An alarm clock, study lamp and wastebasket are also recommended. Students may add posters, radios, TV’s, computers, etc., as deemed necessary. Laundry facilities are available in each building, except El Camino Hall.

Residence halls are supervised by Community Directors and student Resident Assistants, who help create and maintain an environment conducive to personal growth and academic achievement. Community Directors and Resident Assistants are available to meet with students on educational and social matters, and to confer on personal problems.

In addition, Community Directors and Resident Assistants are responsible for enforcing rules and regulations. Students are expected to adhere to established residence hall policies, in the interest of maintaining a pleasant, respectful and peaceful living atmosphere that is compatible and necessary for a positive educational environment. Policies are outlined in the Menlo Residence Hall License Agreement that each student must sign prior to moving into a room, as well as in the Student Handbook (which includes the Student Code of Conduct) given to each student during Orientation or check-in to the residence halls. Copies are available from the Office of Student Engagement and Wellness.

Once a student is accepted to Menlo, more detailed information and instructions regarding on-campus housing will be sent to her/him.

## **TELEPHONE AND CABLE SERVICE**

Students have phone and Internet access in their dormitory rooms through the Office of Information Technology. Payment of phone bills is the responsibility of the student. Basic cable service is included in the room and board fees. Expanded cable service and premium channels must be arranged for separately, as the cable service will bill students directly for this extra service. For additional information

about telephone and cable service, please contact the Facilities Office, (650) 543-3714.

### **RESIDENCE REQUIREMENTS**

Menlo is committed to the philosophy that an individual's college education is enhanced through the experience of residing on campus. Students benefit from associations with fellow students and faculty, in the type of planned and spontaneous activities (social, educational, cultural and athletic) and discussions that occur outside regular class hours in a residential environment. Residence hall living adds a measure of convenience to a student's life, creates increased opportunities for students to widen their circle of friends, and provides a quick immersion into campus life.

Menlo College's residence policies reflect intent to maintain a substantial on-campus student body. All unmarried students who do not attain the age of 21 before the start of a semester, must reside on campus unless they live with their parents or adult guardian in the vicinity of the College (defined as within 30 miles.) This policy does not apply to those students with junior standing or those who have lived on campus for four semesters. Students may not change from resident to day status after July 15 for the fall semester or after December 1 for the spring semester, regardless of their eligibility to reside off-campus, without incurring a financial penalty. All requests for change of status must be made using the appropriate form available in the Office of Residential Learning and Engagement.

All international students must live on campus during their first year at Menlo. This helps them become more comfortable with the American educational system and student life at Menlo College. However, international students with previous collegiate experience in the United States, or those who wish to reside with their parents in the immediate vicinity of the College, may petition the Office of Residential Learning and Engagement for a waiver of this requirement.

### **RESIDENT REFUND POLICY**

A student who officially withdraws, changes residence status or who is otherwise removed from campus housing, may or may not be eligible for a refund. If a student is eligible for a refund, the date that



the student officially checks out of his/her residence hall room with a staff member is the date that will be used to calculate residence fee refunds. Room and board fees will be pro-rated through the 20th class day of occupancy. Room and board is a combined fee, not separated for billing purposes. There is no refund beyond the 20th class day during a semester. *Please see the section on "Tuition and Fees" for additional information.*

### **HEALTH INSURANCE**

Menlo College requires all full-time students, students living on campus and all international students, to maintain medical insurance with coverage for in-patient care, catastrophic illness and emergency injury care. Students need to satisfy insurance requirements through private or employer-sponsored plans or through enrollment in Menlo College's Student Insurance Plan (MCSI). Each school year, by the first day of classes, students must either enroll in MCSI or submit a waiver indicating alternate coverage. Students who fail to provide a waiver form will be *enrolled and billed* for MCSI. For more information regarding this policy, please contact the Finance Office at: (650) 543-3781.

## STUDENT CONDUCT

In light of the adult responsibilities associated with college enrollment and becoming a member of the Menlo College community, the College expects each student to behave in a conscientious and responsible manner with due respect and regard for the welfare and sensibilities of others. Regulations are adopted with that purpose in mind. College policies on various aspects of campus life are fully explained in the Student Handbook, prepared annually and furnished to continuing students once per academic year. New students receive handbooks during Orientation.

Students are required to review and know the policies described in the Housing License Agreement and the Student Handbook. Menlo reserves the right to change policies as necessary and appropriate. The Student Code of Conduct (Code) is contained in the Student Handbook and is used as a basis for evaluating appropriate campus life behavior. Violations of this Code result in disciplinary actions including community service, fines, mandatory counseling, and in extreme cases, eviction from housing, no trespassing, suspension or expulsion. **Ignorance is not a valid excuse for violation of the Code.**

## STUDENT CODE OF CONDUCT

The following conduct code excerpts are endorsed by the faculty and staff and are intended to make clear that violations of these policies are of paramount importance and violators will be held fully responsible subject to the applicable rules, policies and procedures. The complete listing of the Student Code of Conduct is available in the Student Handbook. *Please see the Student Handbook for a full list of applicable policies.*

### Alcohol

On-campus use of alcoholic beverages is a qualified privilege and is strictly controlled. Students, faculty and staff are subject to federal and state laws regulating such beverages. Consumption on campus is restricted to designated areas and to certain approved and officially sponsored social functions. Students who choose to involve them-

selves with alcohol assume full responsibility for the consequences of their actions, both with respect to Menlo College regulations and to the laws of the state. Students who abuse alcohol or violate the alcohol policy will be subject to disciplinary action up to and including expulsion.

### Drugs

Possession of illegal drugs will not be tolerated. The College will fully cooperate with law enforcement authorities in any case involving illegal possession, use or sale of drugs. Additionally, the College stands ready to take its own action including, but not limited to, the search of the student's room by authorized college personnel who have reasonable cause to suspect the possession of illegal drugs. Students found in possession of illegal drugs will be subject to severe disciplinary action up to and including expulsion.

### Damage to Property

Damage to property of Menlo College or to the property of any Menlo College community member is grounds for disciplinary action up to and including suspension and/or expulsion, subject to applicable rules, policies and procedures.

### Harm or Threats of Harm

Harm or threats of harm to any member of the Menlo College community including employees, guests, students, or any entity associated in any manner with the College are grounds for disciplinary action up to and including administrative withdrawal, suspension or expulsion, subject to applicable rules, policies and procedures.

### Honesty in Academic Work

Honesty in academic work is governed by the rules of the Academic Integrity Policy and is expected from all members of the Menlo College community. Violations of these policies are grounds for disciplinary action up to and including administrative withdrawal, suspension or expulsion subject to applicable rules, policies and procedures. *Please refer to the section on "Academic Integrity Policy" for additional information.*



### **Guest Visitation**

Students may have overnight guest visitation. However, they must obtain the consent of their roommate, if appropriate, prior to the visit. Guests may be housed overnight no longer than three consecutive days. Guests are expected to observe the same standards of conduct as Menlo students. Students will be held responsible for the actions of their guests while they are on campus.

### **Firearms, Weapons and Fireworks**

On-campus possession of firearms (antique or modern), other weapons of any kind, or fireworks is strictly prohibited. Students found in possession of firearms (any type of gun including BB, air, etc.) or weapons, may be subject to immediate expulsion from Menlo College.

## **OTHER CAMPUS SERVICES**

### **Student Services Center (SSC)**

Located in the Admission Building, the Student Services Center is the campus hub for information on student services and administrative needs. Housed in the SSC are the offices of the Registrar, financial aid, international student services and student business accounts. The SSC and its “one stop shop” philosophy provide students and visitors with responsive, streamlined access to campus resources and services.

### **Motor Vehicles/Parking**

Students are permitted to have one motor vehicle on campus, subject to the rules governing its regulation and use. This policy appears in the Student Handbook. Motorized bikes and mopeds are subject to the same rules as motor vehicles, and are not permitted on pedestrian walkways. Student parking permits must be obtained in the Student Services Center and immediately displayed on the vehicle. Students should note that unpaid parking fines will result in academic record encumbrances. In addition, illegally parked cars are towed at the owner’s expense.

### **Mail Service**

Students are assigned a campus mailbox located in the campus Post Office in the Student Union. Students are expected to check their campus box regularly, and notify the campus Post Office of their forwarding address upon graduation or withdrawal from the College. Mail is not forwarded during semester breaks unless specifically requested, in writing, by the student. Mail that is left in the box after a student has left Menlo, will be returned to the local postal authorities unless written instructions for forwarding the mail are provided prior to the student’s departure. All mail must be addressed to the student with the following information: student’s full name, campus box number, Menlo College, 1000 El Camino Real, Atherton, California 94027-4301. The term “campus box,” not post office box, should be used.

## **STUDENT ORGANIZATIONS**

Menlo College provides a variety of opportunities for student involvement in campus organizations. This involvement provides students with a chance to meet others with similar interests and to develop interpersonal and leadership skills. All students are encouraged to consider involvement in campus activities, organizations and leadership opportunities. Students who wish to form a new club or organization must first consult with the Director of Student Engagement and Wellness located in the Russell Center, and complete all necessary forms.

Examples of Menlo College clubs and organizations include the following:

- A Window to Europe
- African American Student Union
- Chinese Culture Club
- Club Asia
- Delta Mu Delta Honor Society
- Drama Club
- French Club
- Hawaii Club
- Intramurals Club
- KMXX Radio Club
- Latino Student Union
- Mass Communication Club
- Menlo College International Club (MCIC)
- Menlo Community Service Club
- Menlo Entrepreneurship Society
- Outdoors Club
- Paintball Team
- Psychology Club
- Residence Hall Governance Association
- The M Club
- Menlo College Student Government Association (MCSGA)
- Student Allocation Board
- Women's Group

### **LEADERSHIP OPPORTUNITIES**

Exceptional leadership development opportunities set Menlo College apart from other colleges and universities. Menlo College provides a range of programs that enable students to discover and develop their leadership skills.

Examples of Menlo leadership opportunities include the following:

- Admission Telecounselors
- African American Awareness Month Committee
- Asian/Pacific Islander Awareness Month Committee

- Athletic Team Managers
- Club/Organization Officer
- Internships
- Judicial Review Board
- KMXX Radio Station
- Latino Heritage Month Committee
- LEAD Program
- Menlo College Student Government
- *Oak* Newspaper
- Orientation Leader
- Resident Assistant
- Residence Hall Governance Association Officer
- Student Allocation Board
- Student Union Manager / Student Union Employee
- Volunteer Admission Ambassador
- Women's History Month Committee

Students interested in broadening their leadership skills, should visit the Office of Student Engagement and Wellness.

### **COUNSELING SERVICES**

Formal on-campus counseling is provided by Menlo College. Counseling on-campus is free to students. If a student wishes to use additional support functions at the Kurt and Barbara Gronowski Clinic, these services are provided separate from the College's on-campus agreement. Payment is therefore the responsibility of the student. Please call the counseling office at (650) 543-3989 to schedule an appointment.

### **INTERNATIONAL STUDENT SERVICES**

International students make up a substantial proportion of the total student body. The presence of this large multi-national segment of students adds a great deal of desired cultural diversity.

Designated School Officials in the Office of Admission serve the needs of the College's international students by:

- Orienting newly arrived international students to various

aspects of the U.S. culture and educational system;

- Assisting international students with maintaining their F-1 student status and other related immigration matters; and
- Providing cross-cultural counseling for international students in order to facilitate their adjustment to the U.S. and Menlo College.

International Students Enrolled at Menlo College on F-1 Student Visas must:

- Keep their passports valid at all times;
- Carry a full course of study (at least 12 units during each fall and spring semester);
- Make satisfactory progress toward obtaining their academic degree;
- Follow certain procedures if they need to stay in the U.S. longer than the program completion date on their initial I-20;
- Limit employment on campus to a total of 20 hours per week while school is in session;
- Refrain from engaging in off-campus employment, both before and after graduation without appropriate authorization;
- Ensure that their travel documents are in order *before* leaving the U.S. (even for a trip to Canada or Mexico. In order to re-enter the United States after a temporary absence of five months or less, they must have a valid passport, a valid visa and a properly endorsed Form I-20);
- Follow certain procedures to transfer to a school other than the one originally authorized; and
- Report any change of address with ten (10) days to the Admission Office.

Students should consult with the Admission Office for details on these and other matters concerning their visa status.

## **MENLO COLLEGE ATHLETICS**

### **Mission Statement**

The mission of the Department of Athletics is to sponsor a broad-

based athletic program, using the avenue of competitive and intra-mural sports to complement and enhance the educational and co-curricular experience of each student. Furthermore, the Department of Athletics is committed to the fair and equitable treatment of men and women, and to maintaining and supporting diversity among its staff and student athletes. The Department of Athletics is committed to the NCAA DIII philosophy of encouraging balance in the life of a student athlete, allowing time for participation in competitive sport, supporting involvement in leadership activities on campus, and striving for a high level of achievement in all academic endeavors.

### **Intercollegiate Athletics**

The Menlo College Department of Athletics is a dual member with the NCAA DIII and the NAIA and sponsors 13 varsity sports. The sports of football, baseball and softball participate as NCAA Division III Independents. In fall of 2006, football began participating in the Northwest Conference as an affiliate member. Men's wrestling participates as an NAIA independent. The sports of basketball (men's and women's), volleyball (women's), soccer (men's and women's), golf (men's), and cross-country (men's and women's) participate in the NAIA California Pacific Conference. Women's wrestling is not affiliated with the NCAA or NAIA, although it is a varsity sport at Menlo College.

### **Athletic Department Eligibility:**

Each student athlete is required to complete the following prior to becoming eligible for intercollegiate athletic competition at Menlo College:

1. Provide proof of primary health insurance;
2. Sign all NCAA forms;
3. Have paid their deposit, enrolled in 12 units, and establish or remain in good academic standing;
4. Have completed a health physical upon arriving on campus or during the appropriate time for team physicals; and
5. Be certified as academically eligible by the athletic office.

## ACADEMIC ELIGIBILITY

In order to be eligible as a freshman, a student athlete must meet two out of three of the requirements listed below:

- Achieve a minimum of 18 on the ACT or 860 on the SAT;
- Achieve a minimum overall high school GPA average of 2.0 on a 4.0 scale; and
- Graduate in the top half of their high school graduating class.

### Transfer Student Athletes:

Transfer student athletes must come into the athletic program with 48 total units and a 2.0 cumulative grade point average (GPA) in order to participate in their third season of competition. Student athletes who only completed one season at their prior institution, need only 24 total units to transfer into Menlo's program.

### Continuing Eligibility – All Student Athletes

In order to continue to be eligible for intercollegiate athletics at Menlo College, student athletes must complete 24 units each academic year, maintaining progress towards an undergraduate degree. By the time the student athlete is a junior, he or she must have a 2.0 cumulative GPA to participate in athletics, and remain academically eligible.

## MISSED CLASS POLICY

When representing Menlo College in intercollegiate competition (or other officially sanctioned Menlo College activities), students shall be excused from classes on the hours or days such competition takes them away from classes. Students shall not be penalized during the grading process for such missed classes. **PLEASE NOTE:** *At least one week in advance and, as approved by the professor, such students are responsible for advising their professors regarding anticipated absences and for arranging to complete all course work for classes, including laboratories, homework, projects or examinations missed.*

Please see the sections on “Academic Load and Enrollment Status”, “Academic Progress”, “Attendance and Participation” or the “Missed Class Policy” in the Student Athlete Handbook for additional information.



Every Menlo College student is assigned an email address, network user ID, secure file storage space, and access to on-line grades, registration, and course materials upon entering the College. A user ID and password are required to access technology resources in public areas. For your own safety, do not share your login credentials with anyone.

## COMPUTER AND MEDIA LABS

Menlo College has several computing facilities on campus. The Open Access PC Lab in Brawner Hall is available to students and faculty six days a week (excluding holidays), and offers students the resources required to complete coursework, communicate globally and access the World Wide Web. There are two computing classrooms on campus, containing personal computers at every desk. These classrooms are reserved for courses requiring a hands-on environment for learning computer skills.

In addition, Menlo College has media production facilities for newspaper, radio and television. KMXR radio and KMLO television provide students the opportunity to broadcast to the campus audience. Video facilities include digital field and post-production capa-



bilities, including non-linear editing systems Final Cut-Pro and AVID. Newspaper production facilities house the student newspaper, *The Menlo Oak*.

### **CLASSROOM SUPPORT**

Most classrooms are equipped with computers, DVD and VHS players and other audio/visual components that supplement the learning experience. Classrooms are connected to the Internet, allowing for instructors to take advantage of the resources available on the World Wide Web. Instructors are also provided with personal web space, giving them the opportunity to make syllabi, lecture notes and other course materials available to students electronically.

### **IQ.WEB**

Each student will be assigned a secure log-in for IQ.Web, the Menlo College portal to student records and course materials. By visiting <http://iq.menlo.edu> from most web browsers, the student may register for classes, access grades, transcripts and billing information and interactively participate in classroom activities.



### **TELEPHONE, INTERNET AND TELEVISION IN THE RESIDENCE HALLS**

The Office of Information Technology operates telephone services for on-campus residents. Any student who wishes to have a telephone in his or her room, should visit the Office of Information Technology to activate service. The resident will be loaned a special digital telephone with voice mail, for use in the residence halls. Standard telephones, answering machines, modems and fax machines will not work in the residence halls. While telephone service is included with room and board, residents who wish to subscribe to a calling plan will be billed monthly for their usage. For a list of flat calling rates, please see the Information Technology website.

Access to high-speed Internet service is available in every room in the Menlo College residence halls at no extra charge. Any personal computer with a standard Ethernet port, can connect easily to the wired ports in every dorm room. This connection is always on and does not require dial-up access or additional equipment (except Ethernet cable). Students using personal computers on campus, are required to use anti-virus software with current virus definitions, and to keep operating system security patches up-to-date.

### **WIRELESS ACCESS**

Wireless Internet service is available at several locations on the Menlo campus. Current WiFi hot spots are located in Bowman Library, Brawner Hall Computer Labs, the College Dining Hall, the Student Union and the Student Lounge in Brawner Hall.

For more information, visit the Office of Information Technology Web site <http://c4.menlo.edu>.



## ACADEMIC SERVICES

### ACADEMIC ADVISING SERVICES

Academic advising services are available to all Menlo College students to help them evaluate their educational goals and provide the necessary tools to achieve these goals. Academic advisors help students select their classes in a logical and appropriate manner, establish the strategies for taking courses at a particular time, and help them satisfy their degree requirements in a timely manner. The following are guidelines for academic advising at Menlo College:

- New students (freshmen and transfers) meet with counselors in the Admission Office who explain the various degree programs (majors and concentrations) offered at Menlo College. Students then meet with the Coordinator of Academic Advising to help choose their first semester's classes and determine their academic preparation to take specific classes.
- New students (freshmen and transfers) are assigned a faculty or staff academic advisor at Menlo College. Students may remain with their assigned academic advisor or change to an advisor who is teaching within their major.
- Academic advisors guide students in their choice of majors and concentrations and act as mentors to help them match their skills,

abilities, values and interests, with their academic and career pursuits. The Live-Learn Community plays an integral role in academic advising, as it brings together student life, athletics and residential life to support the advising community and foster the learning community. The Live-Learn Community works with Academic Advising to develop a well-rounded person and successful student.

- The Coordinator of Academic Advising maintains a degree check sheet for all students. This check sheet reflects the transfer credit that students have been awarded, the courses they have completed at Menlo College, and the courses and units they need to satisfy for graduation. Approximately six months before graduation, the Coordinator assists students with future course registration and provides them with a degree audit.
- Students in the Professional Studies Program receive academic advising as part of the pre-enrollment process, and as needed during the program. All students are expected to individually monitor their progress (please see “Professional Studies Program” section for additional information).

### DISABILITY SERVICES FOR STUDENTS (DSS)

Disability Services for Students is a component of Menlo College's Academic Success Center that provides advising, counseling, information, referrals and services for students with all types of disabilities. Special support services relevant to the Americans with Disabilities Act (ADA 1990)<sup>1</sup> and Section 504 of the Rehabilitation Act of 1973<sup>2</sup>, are available to students with long-term and short-term disabling conditions and learning challenges.

<sup>1</sup> The ADA (1990) requires ‘reasonable accommodations’ (to create a level playing field) without undue hardship. The institution must try to make these for the student, may not lower curriculum standards for the college, and requires documentation. See the Menlo College website for Guidelines for Documentation of a Disability.

<sup>2</sup> Section 504 defines a disability as “any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such impairment or (iii) is regarded as having such an impairment.”

## **CAREER SERVICES RESOURCE CENTER**

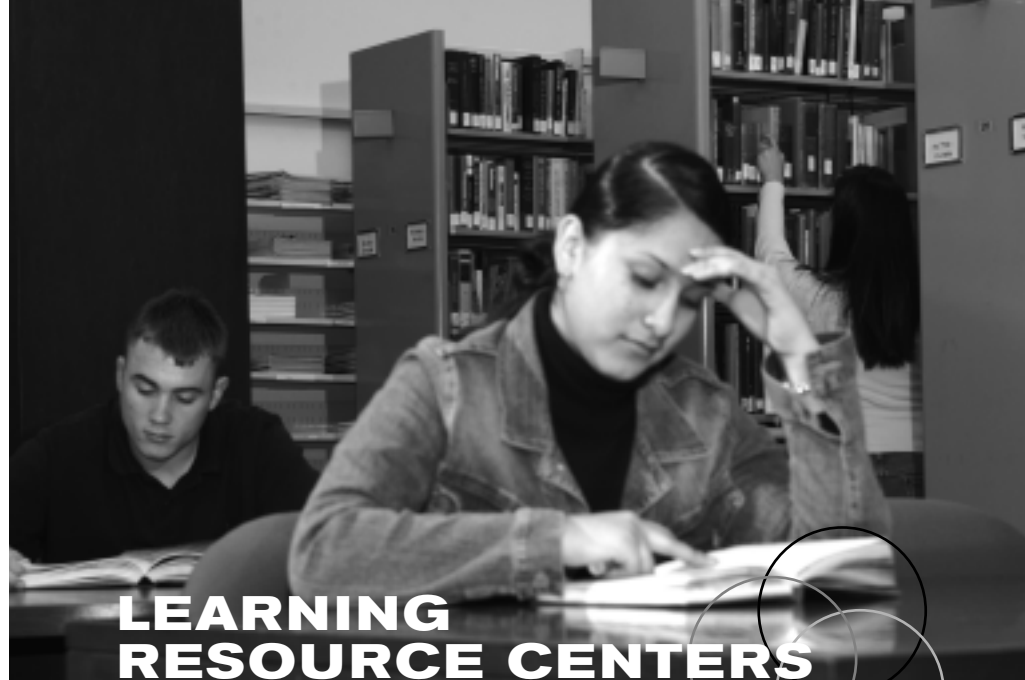
Menlo College's Career Services begins with an open invitation to visit and explore the Career Services Resource Center or have a preliminary discussion with the Director of Career Services regarding internship and career path opportunities.

Students and alumni have access to jobs and internship information through [www.monstertrak.com](http://www.monstertrak.com), the College's on-line listing. Building a career begins with a base of skills, values and personality assessment as it pertains to the workplace, resumé and cover letter writing, job search strategies, interview skills and job/offer assessment. The Career Services Center exists to provide help in all aspects of employment and internship searches.

Many careers begin with experiential education in an internship. Students may earn a maximum of nine units in internships that will apply to their degree program.

Programs such as on-campus recruiting, career fairs and Menlo Alumni Mentoring, are all very helpful in giving Menlo College students a competitive edge in today's job market.

In addition to career information, the Office of Career Services oversees the Leadership Education and Development Program (LEAD), to help interested students learn and develop leadership skills they can use in the classroom, on campus, in the community and in jobs. Supplementing leadership concepts taught in the classroom, LEAD offers programs and workshops throughout the year based on established leadership competencies, including self-awareness, leadership theory and practice.



## **LEARNING RESOURCE CENTERS**

### **BOWMAN LIBRARY**

Bowman Library supports the information, instructional and research needs of students, faculty and staff of the Menlo College community. At Menlo College, the Library is an extension of the classroom. Library services and collections focus on one goal: to empower Menlo College students to become successful citizens of the Information Age.

The Library provides proactive, student-centered services and programs, integrating personalized reference and instructional services and information resources with the latest technology. Menlo College librarians work closely with faculty to coordinate information resources with the curriculum. This collaborative, integrated approach creates a dynamic, interactive learning environment, where students develop the information competencies and research skills critical for academic success.

### **Library Hours**

Bowman Library is open seven days a week. Late evening hours are provided Sunday through Thursday nights. During final examinations, Library hours are extended. The latest information about the

Library's schedule can be found on the Library's Web site at <http://library.menlo.edu> under "Services & Information."

### **ROSIE, the Library's Electronic Information Gateway**

ROSIE—the Resource for On-line Services and Information Electronically – provides an electronic gateway to Bowman Library's information and instructional resources, services, and policies. Visit the Library's Web site at <http://library.menlo.edu>. ROSIE is accessible 24 hours a day.

### **Collections**

The Library's collections, both print and electronic, are selected by faculty and librarians to support all areas of the Menlo College curriculum. Management, Liberal Arts, and Mass Communication are underpinned by focused collections of books, periodicals, and audio-visual media. Electronic databases offering indexes, abstracts, full-text articles, and images from over 19,000 journals support the curriculum. Other materials include:

- Print Volumes: 65,000
- Electronic Books: 4,200
- Print Journals: 125

### **Reference and Information Services**

Menlo College librarians offer personalized reference and information service to assist students, faculty and staff in using electronic and print resources to meet their information and research needs. In addition to assistance provided at the Reference/Information Desk, individual research consultations may be scheduled with a librarian.

Bowman Library publishes a series of general and subject-specific on-line research guides containing strategies for using Library resources effectively. Bowman Library Research Guides may be found on the Library's Web site at <http://library.menlo.edu> under "Reference & Research Assistance."

### **WOODIE, The Research Skills Tutorial**

WOODIE is Bowman Library's Web-Oriented On-line Digital Information Education Program. WOODIE is a self-paced on-line tutorial designed to help Menlo students learn basic research skills. It fulfills the Library Research Skills requirement of the General Education Curriculum.

WOODIE contains three modules that cover selecting appropriate sources; searching library databases and the Internet; and evaluating and citing information. WOODIE is required in a student's first year of enrollment in order to ensure that Menlo students have a solid foundation of information competency skills early in their academic careers. WOODIE is available on the Library's Web site at <http://library.menlo.edu> under "Reference & Research Assistance."

### **Computer Resources and Study Facilities**

Bowman Library provides 12 multi-function computers for student use. These machines are set up for access to electronic library resources, the Internet, and student folders on the campus network.

In addition, the Library offers laptop computers for individual and class use. With a valid Menlo College ID, students may check out a laptop to use in the Library. Each of the laptops connects to the campus network via a secure, wireless connection, allowing students to access files on campus servers as well as the Library printer. In addition to the secure wireless network for its laptops, the Library is also set up with a WiFi network that may be accessed from students' personal laptops. This network provides access to Library resources and the Internet. Wireless connectivity is available in all areas of the Library.

Study facilities include individual lighted study carrels, group study rooms and a multimedia classroom. Bowman Library provides seating for 126. A high-speed duplexing printer and photocopier are also available to students.

### **Circulation Services**

The Circulation Desk is open all hours of Library operation. A valid Menlo College ID card is required to check out Bowman Library materials and equipment. Library users may access their circulation records as well as request and renew items on-line via ROSIE, the Library's electronic information gateway. Course reserve materials of all types are located at the Circulation Desk. Information on circulation services and policies can be found on the Library's Web site at <http://library.menlo.edu> under "Services & Information."

### **Interlibrary Loan Services**

Faculty and students may use Bowman Library's interlibrary loan and document delivery services for books and journal articles that are not found in the Library's collections. On-line electronic forms for requesting items, as well as borrowing policies, are found on the Library's Web site at <http://library.menlo.edu> under "Services & Information."

### **ACADEMIC SUCCESS CENTER (ASC)**

The Academic Success Center is a college-wide resource, located next to Bowman Library. Its goal is to provide assistance to all students to succeed and excel academically. The Center offers a wide range of services for students who want to improve their learning strategies; it also provides faculty and staff development training in teaching and learning styles. ASC staff provides student services including advising, counseling, outreach, professional referrals, advocacy and assignment to peer tutors. The Center sponsors workshops focused on enhancing students' academic engagement at Menlo. In addition to the peer tutor lab, the ASC Learning Resource Center offers a writing lab, and computers with assistive technology. It serves as an intimate setting for study groups and tutorial sessions. Through individual advising and counseling on learning, the Academic Success Center helps students to develop strategies and build skills that will be the foundation for continuous improvement and lifelong learning.



## **ACADEMIC POLICIES AND PROCEDURES**

(For specific degree requirements and course descriptions please refer to the section on "Curriculum - Traditional Program" or "Curriculum - Professional Studies Program." All policies apply to PSP students, except as noted.)

### **COLLEGE-WIDE BACHELOR'S DEGREE REQUIREMENTS**

To receive a Bachelor's degree from Menlo College, a student must earn a minimum of 124 semester units, including a minimum of 42 upper division semester units. The student must earn a cumulative grade point average of 2.0 ("C") in each of the following areas: all college work (the overall average); all units in the major program core requirements; and all units in the concentration (if any). Majors may require grades of "C" or better in individual or groups of courses.

### **RESIDENCY REQUIREMENTS AND THE TRANSFER BACK POLICY**

In order to receive a degree, students must complete a minimum of 30 units in their major at Menlo College and must be enrolled in the College during the last two semesters prior to graduation. Of

these 30 units, a minimum of 24 units must be upper division. With prior approval from the Office of Academic Advising, a student may transfer back a maximum of six semester units, after leaving the College, in order to graduate without re-establishing residency. If these two courses are not completed or transcripts received by the Office of the Registrar within one year of the student leaving the College, the student must re-enroll in order to complete the units needed for graduation.

### **PLACEMENT TESTS (Traditional Program)**

Placement tests are administered to ensure that students are proficient in the required skills to successfully complete Menlo College English and/or Math courses. All incoming freshmen are required to take placement tests for English and Math. Transfer students may be required to take the placement tests depending on courses transferred (verify placement test waiver with your admission counselor).

**The English Placement Test** determines which English class (ENG 999 or ENG 001) students will be enrolled in during their first semester at Menlo College.

**The Math Placement Test** determines which Math class (MTH 001, MTH 002, MTH 010, or MTH 060) students will be enrolled in during their first semester at Menlo College.

Information about **Foreign Language Placement Tests** or other curricular tests may be obtained from the Office of Academic Affairs in Brawner Hall.

### **ENGLISH PROFICIENCY EXAM (Traditional Program)**

All students entering Menlo College as freshmen or transfers in Fall 2000 and afterwards, must pass an English Proficiency Exam (EPE), independent of the required English composition courses (ENG 001, 002). **Passing this exam is a requirement for graduation.** Students are encouraged to take this exam after successful completion of ENG 002, and are expected to take it no later than the first semester of their junior year. Students who fail the exam will then take a non-credit writing tutorial course until they are able to pass the exam. Students will not be charged for their first attempt to pass

the exam. An exam schedule is available in the Office of Academic Affairs. A fee will be charged to take subsequent exams.

### **DOUBLE MAJORS (Traditional Program)**

Students must complete all core and concentration requirements for a second major. Other than General Education requirements, courses which have been counted toward the first major are not counted toward the second.

### **COLLEGE MAJOR / COLLEGE CONCENTRATION (Traditional Program)**

Students who wish to earn a degree or a concentration within an existing degree other than those stated in the Menlo College Catalog may plan, in conjunction with relevant faculty, a course of study leading to the desired degree or concentration. Generally, these degrees are interdisciplinary in nature, and draw on the existing expertise of Menlo College faculty. Degrees must include both a well-defined set of core and concentration courses. The proposed course of study must be approved by the Academic Dean.

Students who wish to earn a Bachelor of Arts or Bachelor of Science in the College Major must:

- Have successfully completed Menlo College General Education requirements, or have qualified for the full faith and credit waiver;
- Have earned a minimum cumulative grade point average of 3.25;
- Have a formal proposal approved by the Academic Dean;
- Earn a minimum of 44 units in the designed major, 30 units of which must be upper division;
- Earn a total of 124 units for degree completion, 42 units of which must be upper division.

Students who wish to earn an individually designed concentration within one of Menlo College's existing degree programs must:

- Have successfully completed Menlo College General Education requirements, or have qualified for the full faith and credit waiver;

- Have a formal proposal approved by the Academic Dean prior to completing 60 units;
- Have successfully completed the core requirements for the degree to be earned;
- Earn a minimum of 18 upper division units in the individually designed concentration;
- Earn a total of 124 units for degree completion, 42 units of which must be upper division.

### **TRANSFER CREDIT POLICIES AND PROCEDURES**

Transferring to Menlo College is a convenient process and the College considers itself “transfer friendly.” Many students receive the maximum number of transfer units possible. Most credit from regionally accredited two-year and four-year colleges and universities is accepted, provided it is from college-level courses.

Menlo College students who were previously or are concurrently enrolled at other regionally accredited post-secondary colleges and universities, must provide official transcripts from all schools attended. These official transcripts must be sent directly to Menlo College for evaluation by the Admission Office (if applying for the first time for admission), or to the Office of the Registrar (for concurrently enrolled students). All transcripts must be delivered in envelopes sealed by the issuing institutions.

Once all official transcripts have been received by Menlo College, students will be sent a “Transfer Credit Evaluation” (TCE) that indicates which of their courses have transferred to Menlo, and which Menlo requirements have been satisfied by these courses. TCEs are official only after they have been approved by the Office of the Registrar. Failure to disclose enrollment and/or provide official transcripts from any and all other post secondary institutions that the student is or was enrolled in, will result in an administrative withdrawal from Menlo College.

All students should receive written approval from the Office of the Registrar before enrolling in classes at another school, to ensure that the course(s) are transferable to Menlo College. Ultimately, the responsibility for selecting courses that transfer to Menlo rests with

the student (see the “Concurrent Enrollment” section for more information).

### **TRANSFER CREDIT GUIDELINES**

Credit is granted for equivalent courses in which a grade of “C-” or better (or the grade equivalent of “C-” or better) is earned. Credits, not grades, transfer to Menlo College. See section on “Grades” for further information.

Students with an approved associate or bachelor’s degree from a regionally accredited college or university, or IGETC Certification, may satisfy lower division General Education requirements.

#### **Exceptions:**

There are a number of exceptions to the Transfer Credit Guidelines above, as Menlo College does require all students to complete certain foundation and institutional requirements as outlined on our Transfer Credit Agreements and Transfer Credit Evaluations.

Specific courses (e.g., MTH 002 or MTH 010) may be required as a prerequisite for Major and/or Concentration upper division courses.

Upper division credit is granted for upper division equivalent courses only. Courses completed at community and junior colleges do not qualify for upper division credit.

A maximum of 94 total semester units may be transferred with the following limitations:

- Maximum of 70 lower division semester units;
- Maximum of 24 upper division semester units.

A maximum of 30 semester units (which is part of the 94 total semester units) may be granted for non-traditional credit (see “Non-Traditional Credit”). The maximum number of transfer units from any one source or combined sources may be limited. For example, a maximum of 4 semester units may be transferred for Physical Education credit.

A course may be taken only once for credit, unless specifically stated as allowable.

Each quarter unit is equivalent to 2/3 of a semester unit.

Remedial, technical, trade, non-academic vocational, correspondence and extension courses are not transferable.

Co-operative education courses considered equivalent to Menlo College internships are transferable.

### **NON-TRADITIONAL CREDIT THAT MAY BE GRANTED**

A maximum of 30 semester units may be granted from one or more of the following sources:

■ **Advanced Placement Examination (AP)** An entering freshman may receive Menlo College credit for a particular course or courses on the basis of qualifying scores on the Advanced Placement Examination(s) of the College Entrance Examination Board. A minimum score of 3 must be earned to be considered for Advanced Placement credit. Official exam scores must be sent directly to Menlo College from the Educational Testing Services (ETS).

Menlo College also participates in the International Baccalaureate Program. A minimum score of 4 on the Higher Level (HL) examination is required for consideration of college credit. The decision to grant credit is made by the Office of the Registrar. Please see the section on “Admission to Menlo College” for further information.

■ **College Level Examination Program (CLEP)** These General and Subject exams are developed by the College Board and the Educational Testing Service (ETS) in conjunction with college faculty from across the United States. Credit is granted if students pass the exams with the scores recommended by ETS. Credit for the CLEP General Exams is granted for total scores at the 50th percentile only; partial credit is not given for sub-scores within the exams. Official CLEP exam scores must be sent directly to Menlo College from the Educational Testing Service (ETS).

■ **Military Education and Experience** Credit may be granted for military education and/or experience based on recommendations from “A Guide to the Evaluation on Educational Experiences in the Armed Services — American Council on Education,

Washington, DC.” Credit may also be granted for “C-” level equivalent or higher on the DANTES Subject examinations.

■ **Workplace Education** Credit may be granted for education based on recommendations from the American Council on Education (ACE) or the Program on Non-Sponsored Collegiate Instruction (PONSI).

■ **Articulation Agreements with Two-Year Colleges** Menlo College has developed articulation agreements and transfer credit agreements with over 30 California community and junior colleges. These agreements facilitate the course selection process for students who wish to transfer to Menlo. Students do not need to complete all courses on the Agreement before transferring to Menlo. Articulation Agreements are intended as guidelines for course selection. Ultimately, the responsibility for selecting courses that transfer to Menlo College rests with the student.

Formal articulation agreements have been developed with many institutions, including the following:

- |                         |                                |
|-------------------------|--------------------------------|
| ■ Cañada College        | ■ Kapi’olani Community College |
| ■ College of San Mateo  | ■ Marymount College            |
| ■ De Anza College       | ■ Mission College              |
| ■ Diablo Valley College | ■ San Jose City College        |
| ■ Foothill College      | ■ Skyline College              |
| ■ Heald College         | ■ West Valley College          |

### **ROTC**

Menlo College has an agreement with San Jose State University that allows Menlo students to concurrently enroll in its ROTC Programs. ROTC courses transfer for general elective credit only. Any questions regarding transfer credit should be addressed to the Office of the Registrar at Menlo College.

### **ENROLLMENT STATUS AND ACADEMIC LOADS**

Please note the following policies and procedures regarding enrollment status and academic loads:

■ Students are considered enrolled after their registration is officiated



through IQ.Web (the Menlo on-line registration system) or their registration forms have been processed by the Office of the Registrar. In addition, the Finance Office must have certified that the student has paid or guaranteed payment of tuition, fees and any other unpaid account balances.

- For certification purposes, full-time status is defined as enrollment in a minimum of 12 units or the equivalent. Part-time status is defined as enrollment in 1 to 11 units or the equivalent.

**EXCEPTION:** *If a full-time student withdraws from a course and will earn less than 12 units at the end of a semester, he/she will not be considered a full-time student. See the “Withdrawal (W)” portion of the “Grades” section for more information.*

- Full-time students may not register for fewer than 12 units or for more than 18 units unless they have successfully petitioned for special permission.

- A student’s academic program and registration are determined jointly between the student and his/her faculty advisor.

- The average Traditional Program student takes five courses, totaling between 14 and 16 units (or equivalent) each academic semester. In general, a student who successfully completes a minimum of 31 units of degree requirements each academic year will graduate in four (4) years.

- Students in the Traditional Program who are enrolled in more than 18 units (or equivalent) on the 10th class day, are charged \$1080 per unit for each unit (or equivalent) above 18.

- The following students must obtain additional approval(s) before the Office of the Registrar will allow them to take fewer than 12 units:

- **International students** F-1 visa status students must receive permission from a Designated School Official in the Admission Office to take less than 12 units in spring or fall semesters. F-1 students are not required to attend during summer sessions (the only exception is PSP students who should check with a

Designated School Official in the Admission Office regarding specific attendance requirements). Currently, immigration regulations prohibit those who enter the country in F-2 or B-2 visa status to take academic classes without changing visa status prior to attendance.

- **Student athletes** To take fewer than 12 units, student athletes must receive approval from the Athletic Director before the Office of the Registrar will approve their part-time status.

- **Financial Aid recipients** These students must receive approval from a Financial Aid Counselor before the Office of the Registrar will approve their part-time status.

### **CONCURRENT ENROLLMENT**

Please note the following policies and procedures regarding concurrent enrollment:

- Students currently enrolled at Menlo College must have approval of the Registrar to concurrently enroll at another college. Only courses approved in advance by the Registrar will be transferred.

- Official transcripts of courses taken outside of Menlo College must be provided to the Office of the Registrar within 30 days of course completion.

- Failure to follow these procedures may result in the encumbrance of records, delayed registration and, in extreme cases, administrative withdrawal from Menlo College.

- International students in F-1 status may be permitted to take courses for credit at other institutions while they are pursuing their program at Menlo College. Regulations regarding concurrent enrollment have been developed by the Department of Homeland Security. Menlo College has established policies in support of these. In order to receive credit for classes taken at another school, F-1 visa students must submit a Transfer Course Approval Form to the Office of the Registrar or to the Office of Academic Advising. Also, they must receive written approval from a Designated School Official in the Admissions Office before they may begin taking classes at another institution.

**GRADES**

Academic achievement is reported by the instructor to the Office of the Registrar by means of letter grades. Students may view their grade report in their IQ.Web account — grade reports are no longer mailed. See the Office of the Registrar for details and instructions.

<b>Grade</b>		<b>Grade Points per Credit Unit</b>
A+ and A	Excellent	4.0
A-	Excellent	3.7
B+	Above Satisfactory	3.3
B	Above Satisfactory	3.0
B-	Above Satisfactory	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
C-	Satisfactory	1.7
D+	Below Satisfactory	1.3
D	Below Satisfactory	1.0
D-	Below Satisfactory	0.7
F	Failure	No grade points
I	Incomplete	No grade points and not calculated in GPA
K	In Progress <sup>1</sup>	No grade points
CR	Credit <sup>2</sup>	Not calculated in GPA; credit only
NC	No credit <sup>3</sup>	No credit; not calculated in GPA
NG	Temporary grade	No grade points and not calculated in GPA
W	Withdrawal	No grade points and not calculated in GPA

All grades are considered final except “I” and “NG”. Grade changes are made by the instructor in cases of computational or clerical error only. **Grades are not changed as a result of reappraisal** (see section on “Academic Petitions” for additional information.)

**Grade Point Averages (GPA)**

The grade point average is calculated by dividing the total grade points earned by the total number of units attempted. Grade points earned for a course are determined by multiplying the grade points per unit corresponding to the grade received by the number of units for that course.

Effective Fall 2003, a maximum of four units of graded Physical Education (PED/VAR) courses are included in the calculation of the grade point average.

The Menlo College grade point average includes only courses attempted at Menlo. Courses completed and grades earned at other institutions are not included in the calculation of the grade point average.

**Here is how GPA is calculated:**

1. Multiply the number of attempted units of each course (for which grade points are assigned) by the number of grade points per unit for the grade earned (see “Grade Points per Credit Unit” above). That will give you the total grade points for each course. For example: The grade of “B” in a 3-unit course translates to a total of nine grade points for the course (3 credit units x 3 grade points for the “B” = 9).
2. Add up the grade points earned in all courses to determine total grade points.
3. To figure GPA, divide the total grade points by the total number of attempted units in course for which grade points have been assigned. For example: If you completed 15 applicable units with a total of 47 grade points, your GPA will be 3.1333 (47 grade points divided by 15 units = 3.1333).

<sup>1</sup> Assigned when a student has not reached the proficiency level required to pass the course, but has made a considerable effort in it. At the discretion of the instructor, a student may receive a “K” grade in ENG 999, ENG 001 and/or MTH 001 for certification purposes. The units are counted for enrollment purposes during the semester in which they are taken, but the units are not counted toward graduation nor are they counted in the student’s Grade Point Average (GPA). Courses in which a student receives a “K” grade must be repeated until the student achieves the required proficiency level.

<sup>2</sup> Assigned for courses designated for credit/no credit grades, such as internships. Contact the Registrar for specific information.

<sup>3</sup> Assigned for courses designated for credit/no credit grades, and for repeated course(s) for which original grade was “C-” or better. Contact the Registrar for specific information.

### **Incomplete Grade (I)**

Upon approval of a grade of “incomplete,” it is the student’s responsibility to make arrangements with the course instructor to complete the course requirements as soon as possible. The date set by the instructor is considered the deadline for completing the course. The maximum time for course completion is one year from the time that the “incomplete” was given. Failure to complete the requirements within the time limit results in a failing grade (F). Students who elect to retake the same course in a subsequent semester must pay all applicable tuition and fees. Students enrolled in the Professional Studies Program should consult with their academic advisor for further information. Units for courses graded “incomplete” do not count toward calculating full-time enrollment load for international students in F-1 visa status.



### **Not Reported Grade (NG)**

The NG grade is a temporary grade. In most cases, it is assigned for a short period of time because an instructor is unable to complete grading because of circumstances beyond his or her control.

### **Withdrawal (W)**

A “W” grade is non-punitive (is not calculated in the GPA) and is assigned upon withdrawal from a course after the tenth class week in the Traditional Program (unless otherwise noted in the annual Academic Calendar). *Students enrolled in the Professional Studies Program should consult the PSP Schedule for deadlines concerning course withdrawal.*

To receive a grade of “W,” an Add/Drop Form must be submitted to the Office of the Registrar by the end of the tenth week of instruction as stated in the Traditional Program Academic Calendar. The Add/Drop form must be filled out completely and properly and the “Drop” box must be marked in order to withdraw from a course.

Students who re-register for classes from which they have previously withdrawn must pay all applicable tuition and fees. Additionally, units for courses graded as “W” do not count toward calculating full-time unit load.

### **MID-SEMESTER DEFICIENCY REPORTS (Traditional Program)**

Students with unsatisfactory performance (earning a grade of “D+” or lower) in a course at mid-semester will likely be sent an Academic Deficiency Report by their instructors. These reports are submitted to the Office of the Registrar for processing. The original Academic Deficiency Report is sent to the student’s campus mailbox, with a copy placed in the student’s permanent file and another copy sent to the student’s faculty advisor. Ultimately, it is the responsibility of the student to discuss his/her academic status with the course instructor. These reports are not used in the Professional Studies Program.

**REPEATED COURSES AND GRADE REPLACEMENTS**

A student may repeat a course taken at Menlo College in which a grade of “D+” or lower was originally received. Earning a higher letter grade in the repeated course, which must be taken at Menlo College, will result in the original grade of “D+” or lower no longer being calculated in the cumulative grade point average. It does, however, remain on the transcript. Earned units are counted only once; repeating a course does not result in earning additional units. Repeating a course in which the original grade was “C-” or better results in a “NC” (No Credit) grade for the repeated course. Students who elect to repeat a course in a subsequent semester, must pay all applicable tuition and fees.

**CHANGE OF DEGREE AND/OR CONCENTRATION**

Students who wish to change their degree objective or area of concentration must submit a “Change of Major” form, with appropriate signatures, to the Office of Academic Advising for processing. Students will be re-evaluated under the degree requirements as stated in the catalog that is in place at the time the “Change of Major” form is processed.

**ACADEMIC INTEGRITY POLICY**

Menlo College expects that students will do their own work and that their quizzes, tests, examinations, laboratory work, research papers, essays, projects, internships and all other assignments honestly reflect their own learning and knowledge in the course. Violations of this policy include: copying from another student during an examination; having another person write a paper on the student’s behalf; any form of plagiarism or cheating; etc.

**DISCIPLINARY ACTION**

Students found in violation of the Academic Integrity Policy are given a failing grade on the assignment. In any one course, repeat offenders will be given a failing grade for that course. In addition, students found in violation of the Academic Integrity Policy during a final examination, final project, or related final evaluation or

assignment, will be given a failing grade for the course. Any student who fails a course as a result of violating the Academic Integrity Policy will not be allowed to withdraw from that course. All violations of Academic Integrity Policy will be recorded through the Office of Academic Affairs. Repeat offenders across courses will be subject to disciplinary action as determined by the Academic Dean. Such disciplinary action will normally result in the expulsion of the offending student from Menlo College.

**ACADEMIC RECOGNITION****Dean’s List**

Students who earn a minimum of 12 semester units and a minimum semester grade point average of 3.2500 are placed on the Dean’s List. Students with grades of “I” or “NG” within that semester are not eligible for inclusion on the Dean’s List.

**HONOR SOCIETIES****Alpha Chi, California Delta Chapter**

Eligibility in the Delta Chapter of Alpha Chi at Menlo College is limited to those students who meet the following criteria:

- Candidate for the baccalaureate degree in either the Traditional Day or Professional Studies Programs;
- A 3.80 overall grade point average (GPA) on a 4.00 system (chapter requirement—the entire record of the student, including courses failed, is considered. If the GPA earned at an institution previously attended is higher than the GPA earned at Menlo, only the grades from Menlo are considered);
- Completion of 75 units, 15 of which must be at Menlo College;
- Enrollment as a regular student at Menlo College for at least one academic year prior to election into Alpha Chi; and
- Represent impeccable standards of morality and citizenship.

The number of students elected into Alpha Chi, including those previously inducted, may not exceed the top 10 percent of both the junior and senior classes.

**Delta Mu Delta, Delta Delta Chapter**

Membership is accorded undergraduate students who are registered in and are pursuing a business management program. Candidates must:

- Be a candidate for the baccalaureate degree in either the Traditional Day or Professional Studies Programs;
- Have completed at least half the work (62 units) required for the degree;
- Have attended Menlo College for at least one year. (Students who transfer from a school where there is a Delta Mu Delta Chapter or ASCSB accreditation do not have to meet the one-year requirement before becoming eligible);
- Have achieved a 3.25 overall GPA (chapter requirement) on a 4.00 system; and
- Represent impeccable standards of morality and citizenship.

The number of students elected into Delta Mu Delta, including those previously inducted, may not exceed the top 20 percent of both the junior and senior classes.

**ACADEMIC PROGRESS**

Satisfactory Academic Progress (good standing) is accomplished by earning a 2.0000 minimum cumulative grade point average and earning a minimum of 40 percent of attempted units each semester. Students admitted under special provisions may be responsible for fulfilling additional progress standards to maintain satisfactory academic progress. If you receive Financial Aid, contact the Financial Aid Office for additional progress standards that are specifically related to Financial Aid regulations.

Unsatisfactory academic progress categories are as follows:

- **Academic Warning:** Earning a semester grade point average below 2.00 or having a course completion rate of below 40 percent. Students in this category run the risk of academic probation and will likely take more than four years to graduate.
- **Academic Probation:** Earning a cumulative grade point average below 2.00 or a cumulative completion rate of below

40 percent. Students in this category run the risk of academic disqualification at the end of two consecutive semesters or academic year (which ever is first).

- **Academic Disqualification (Academic Dismissal):**

Failing to earn a cumulative grade point average above 1.00, failing to earn 40 percent of the units attempted in two consecutive semesters or the preceding academic year (whichever is first), or failing to be removed from academic probation by the close of two consecutive semesters or academic year (whichever is first).

Academic disqualification means that a student no longer has a relationship with Menlo College. Students who are academically disqualified are not permitted to re-enroll for the next semester and are denied all privileges of student status. Academically disqualified students may petition the Faculty Appeals Committee for reinstatement. *Please see the sections on “Academic Petitions” and “Readmission Application Procedures” for additional information.*

**ATTENDANCE AND PARTICIPATION**

*(Refer to the current Academic Calendar for additional information)*

The College expects students to recognize the importance of class attendance and course participation. Regular attendance and participation, including examination periods, is expected. Students are responsible for planning personal activities such as medical and dental appointments, travel and other commitments, so that they do not conflict with regular class attendance. Absences that result from documented illness or emergency or required participation in official college business, may be excused. That does not, however, remove the student’s responsibility to complete all course, laboratory, research or internship requirements. Students who are not in regular attendance or who do not fully participate, are subject to having their course grade lowered and are at a much greater risk of academic failure. *Please see the section on “Intercollegiate Athletics” for additional information.*

Students enrolled in the Traditional Program who are absent

from the first two class meetings, are subject to administrative withdrawal from the class upon recommendation of the instructor. Absence from the final examination will likely result in a failing grade for the course. Internship, individual directed research and practicum students who do not regularly attend work, scheduled meetings or fulfill other course or internship requirements, will be subject to administrative withdrawal from Menlo College.

### ACADEMIC PETITIONS

A student who has evidence of special circumstances that may render a college policy or procedure inappropriate, may petition for special review of his or her case. The student is required to submit the appropriate form and attach all materials that support the petition. Petitions should be forwarded to the Office of the Registrar. The Office of the Registrar forwards the petitions to the Faculty Appeals Committee for review. The decision of the Faculty Appeals Committee is final, except in those rare instances when new infor-



mation is available for review by the Academic Dean. Students in the Professional Studies Program are advised to consult with their academic advisor regarding the issue of petitioning a grade.

### LEAVE OF ABSENCE

Students in good academic standing who have circumstances that require them to be absent from Menlo College for up to one academic year or two (2) consecutive semesters, may file for a Leave of Absence with the Office of the Registrar. Please note the following:

- A student in good academic standing as evidenced by a 2.0000 cumulative grade point average, may petition for a Leave of Absence for a maximum of one academic year or two (2) consecutive semesters.
- A Leave of Absence may be requested during or at the close of a semester.
- The student's academic standing at the close of the previous semester will be used in the decision for leave requests made during a semester. The interrupted semester will count as a full semester of leave.
- Students who enroll at another college during the Leave of Absence are subject to rules governing concurrent enrollment. A 2.0000 cumulative grade point average at the other institutions attended, must be maintained in order to re-enroll at Menlo.
- Menlo College is not obligated to offer the same courses and curriculum that were required when the student was originally admitted to the College.
- **Professional Studies Students:** please see the section on "Professional Studies Program" for additional information.

### ACADEMIC DISQUALIFICATION

Students who do not make satisfactory progress at Menlo College are subject to academic disqualification from the College. Please see the section on "Academic Progress" for additional information.

**ADMINISTRATIVE AND INVOLUNTARY WITHDRAWAL**

A student may be administratively withdrawn during, or at the end of, the semester for financial indebtedness to the College according to established policies. A student may be involuntarily withdrawn (suspended or expelled) during or at the end of the semester for health and safety and/or disciplinary reasons according to the established procedures. *Please see the section on “Student Conduct” or contact the Office of Student Engagement and Wellness for further information.*

**VOLUNTARY WITHDRAWAL**

A student who voluntarily withdraws from Menlo College during or at the end of the semester, must advise the Office of the Registrar in writing. The date the written notice is received is the date that will be annotated in the student’s academic record, and the date used to calculate tuition and resident refunds, if any. *Please see the section on “Tuition Refund Policy” for further information. Students enrolled in the Professional Studies Program are advised to consult with their academic advisor for information on program withdrawal.*

**RECORDS AND REGISTRATION (Traditional Program)****Continuing Students**

Registration for continuing students takes place directly after the schedule of classes for the next semester is published. In general, this occurs mid-semester. Registration dates are included in the schedule materials and in the academic calendar. Student class level (which is determined by the number of credits earned) determines registration priority (see “Class Level for” unit levels). Students are encouraged to register early in the regular registration period to maximize the chance of obtaining the courses desired. Continuing students who register during the late registration period, are assessed a \$75 late fee.

After approval, by a Faculty Academic Advisor and/or the Coordinator of Academic Advising, is recorded on IQ.Web (Menlo’s on-line registration system), registration is completed by the student using IQ.Web. Students must have Finance Office clearance in order to access and register on-line using IQ.Web. In the event that tuition

and fees are not received by the due date, the student’s registration may be canceled, and the student will be required to re-register.

**Adding and Dropping Classes**

The registration period ends the last business day before the first day of instruction for a new semester. After the registration period ends, students must obtain the signature of the instructor on an Add/Drop slip in order to add a class. Add/Drop slips are available in the Office of the Registrar, the Office of Academic Advising, and the Office of Academic Affairs. Students must fill-out an Add/Drop slip completely, mark the “Add” box, obtain the instructor’s signature, and turn it into the Office of the Registrar by the end of the first week of instruction in order to add a class. **PLEASE NOTE:** *Only the student may add a course. Neither an instructor nor an advisor can add a student to a course.*

To drop a class, students must completely fill out an Add/Drop slip, mark the “Drop” box, and turn it into the Office of the Registrar by the end of the fourth week of instruction. A dropped course does not appear on a student’s transcript. **PLEASE NOTE:** *Only a student may drop a course. Neither an instructor nor an advisor can drop a student from a course.*

After the fourth week of instruction, students may drop classes, but doing so is considered a withdrawal. The procedure to withdraw from a class is the same as dropping a class, e.g. students must completely fill out an Add/Drop slip, mark the “Drop” box, and turn it into the Office of the Registrar. The last day to withdraw from a class is the tenth Friday of the semester (unless otherwise noted in the Academic Calendar). A class that has been withdrawn from is notated by a “W” grade on the student’s transcript. A “W” grade is non-punitive (is not calculated in the GPA). Additionally, units for courses graded as “W” do not count toward calculating full-time enrollment status. **PLEASE NOTE:** *Only a student may withdraw him/herself from a course. Neither an instructor nor an advisor can withdraw a student from a course.*

**Student Status (Full-Time and Part-Time)**

Full-time student status each semester is defined as enrollment in a minimum of 12 units or the equivalent. Part-time student status is defined as enrollment in 1 to 11 units or the equivalent. Exception: if a full-time student withdraws from a course and will earn less than 12 units at the end of a semester, s/he will not be considered a full-time student. See the “Withdrawal (W)” portion of the “Grades” section for more information.

**Class Level (Traditional Program)**

Determined by the total number of semester units transferred to and earned at Menlo College.

Class Level	Earned Unit Range
Freshmen	0.0 - 25.9 units
Sophomore	26.0 - 55.9 units
Junior	56.0 - 89.9 units
Senior	90.0+ units

**Student Records**

Menlo College policies governing the safekeeping and confidentiality of all student records, are consistent with the Family Educational Rights and Privacy Act (as amended in 1974), commonly known as the Buckley Amendment or the FERPA law. A student’s permanent record consists of a folder that includes pertinent academic and personal information. Without the written permission of the student, these records are not disclosed to anyone except the student him/herself; to employees of the College who by virtue of their position have a legitimate educational interest in the record; or in the case of an emergency, when the release of information is judged necessary to protect the health and safety of the student or other parties. Written consent is not required to release information to government officials who are granted access designated by FERPA.

**Directory Information**

Consistent with FERPA, Menlo College may designate certain information as public or directory. This includes information posted on



our website. If a student does not want directory information released, he or she must complete a Withhold Directory Information Form and submit it to the Office of the Registrar each academic year. Although the form must be submitted annually, students are encouraged to submit a new form each semester. Enrollment, academic status and judicial information regarding a student, will not be released without the student’s consent or without prior notification to the student.

**Restricted Documents**

Certain documents that are used by Menlo College are not placed in the student’s file and are not available for use by the student. These include confidential financial reports submitted by parents, legal guardians and/or trusts. Additionally, personal recommendations are not accessible to anyone, including the student, as these recommendations are kept in a confidential file by the individual writing the recommendation.



**Retention of Records**

Menlo College transcript records are retained permanently. Other student records, including transcripts from other institutions, are retained for five (5) years after the date a student leaves Menlo College for any reason.

**Enrollment Certification**

■ **General Certification** Requests for enrollment certification are processed by the Office of the Registrar upon the student's written request. Certifications that bear the College Seal are mailed by the Office of the Registrar to the receiving party. Sealed documents that are given to the student directly are annotated as such.

■ **Financial Aid Certification and Financial Aid Transcripts** Requests for certification that include financial aid information or a request for financial aid transcripts are processed by the Financial Aid Office.

■ **Veterans Benefits Certification** Eligible veterans and dependents must submit "Certification of Eligibility" paperwork, including the Veteran Administration's DD-214 form, to the Office of the Registrar. Veteran enrollment certifications are processed at the start of the academic year or semester, and must be requested by the eligible student. The Veterans Administration annually monitors a student's eligibility and progress toward graduation. Recipients of veterans' benefits who are not making satisfactory academic progress are subject to loss of benefits.

**ACADEMIC TRANSCRIPTS**

By submitting a written request to the Office of the Registrar, students may order an official or unofficial transcript of their Menlo College academic record. Students must also submit the appropriate fee for the level of service requested. Menlo College will encumber and not release the academic transcripts of those students who are financially indebted to Menlo College, and/or who have not provided required documents. Upon paying off the balance due or by providing the missing documents, the encumbrance will be removed and the transcripts released. All requests will be processed within five

(5) business days.

Transcript requests can be made in writing or by fax with the following information:

- Full Name While Attending Menlo College
- Social Security Number
- Date of Birth
- Dates of Attendance and/or Graduation
- Current Address, Phone Number and Email Address
- Quantity of Transcripts Requested
- Type(s) of Transcripts Requested
- Complete Address(es) of Where to Mail Transcripts
- Services Requested
- Signature and Date of Request
- Form of payment for all fees: credit card number (Visa or MasterCard only) with expiration date, check or money order.

**Transcript Fees:**

Official transcript (processed within 5 business days)	\$6 for first transcript; \$3 for each additional transcript ordered on the same request
Unofficial transcript (processed within 5 business days)	\$3 for each transcript
Express 24-hr. processing	\$20 surcharge

**Additional Services:**

Overnight Delivery	\$20 surcharge
Overnight Sat. Delivery	\$30 surcharge
FedEx Int'l. (2-5 business days)	\$40 surcharge



# CURRICULUM TRADITIONAL PROGRAM

*(Please see the sections on “College Major,” “Honors Program” and the “Professional Studies Program” for additional information)*

## BACCALAUREATE PROGRAMS AND THE MANAGEMENT CONCEPT

Menlo College is committed to management education with a solid foundation in the Liberal Arts. The College recognizes the significant role that knowledge of the global human experience will have in the success of managers, today and in the future. With this in mind, the Menlo College curriculum has been rooted in the fundamentals of human thought, values, traditions and aspirations, to which is added a unique measure of business, management and financial skills education.

The General Education requirements provide solid grounding in a variety of skills and disciplines. They also incorporate the animating themes of Menlo College’s curriculum:

- Written and Oral Communication
- Ethical and Environmental Responsibility
- Awareness of Multicultural and International Issues

Each of the concentrations within the degree programs encompasses the concept that “people manage resources.” Specifically, each degree and its concentrations recognize the need to learn about the “person,” the “management process” and the “management of resources.”

Menlo College graduates will be managers and leaders with an

understanding of the demands and challenges that must be faced today and in the future. They will be taught to operate successfully in an environment of change and uncertainty, with confidence in chaos, not striving to control. These graduates will possess the flexibility and adaptability that will be required by the ever-changing business and personal world. The Menlo mission embraces the concept that its graduates will eventually succeed in the endeavors they choose to undertake and will understand the responsibility and accountability that modern management demands. Therefore, the curriculum reflects this commitment to educating students for leadership and management within this framework of human values and ethics. Graduates will have the ability to internalize global concerns for the environment, human rights and moral imperatives within a framework of competence and commitment to excellence.

## GENERAL EDUCATION REQUIREMENTS (49-59 units)

The General Education requirements are the vital first step in meeting the goal of providing a unique blend of management and liberal arts education. The courses students take to fulfill these requirements are designed to introduce them to a variety of subjects and disciplines, as well as to assure that Menlo graduates possess strong writing, quantitative and analytical skills. (Please see the section on “Course Descriptions” for additional information.)

**NOTE:** *A single course will not satisfy more than one of the Skills or Foundation requirements for the General Education requirements. For example, a course that is used to satisfy the Literature requirement may not be used to satisfy the Humanities requirement.*

## OVERVIEW: General Education Requirements

Skills Requirement	16-17 units
Foundation Requirement	33 units
Thematic Requirement	0-9 units
<b>TOTAL:</b>	<b>49-50 units</b>

*General Education areas listed above are required for all degree programs, unless otherwise noted.*

**SKILLS REQUIREMENT:**■ **Writing and Critical Thinking** (6 units)

Students are required to enroll in these courses sequentially, beginning their first semester of study, until this requirement is satisfied (should be satisfied prior to Junior level status). *Please see section on “Placement Exam” or “English Proficiency Exam” for additional information.*

ENG 001 English Composition 1 (3 units)

ENG 002 English Composition 2 (3 units)

■ **Quantitative Skills** (3-4 units)

Students are required to enroll in one of the courses below during their first year at Menlo College. MTH 002 or MTH 010 is needed to satisfy the General Education Requirement for Quantitative Skills. MTH 002 is required for Management majors. Either MTH 002 or MTH 010 is required for Liberal Arts and Mass Communication majors, although MTH 002 is recommended.

MTH 002 College Algebra & Trigonometry (4 units)

MTH 010 Finite Math (3 units)

■ **Foreign Language** (6 units)

Students are required to complete one year (two semesters) of a foreign language at the introductory levels 1 and 2, unless they demonstrate proficiency higher than level 1 or 2 on the Foreign Language Placement Exam for a particular language. Students may choose from:

CHI 001 and 002 Introductory Chinese (6 units)

FRE 001 and 002 Introductory French (6 units)

ITL 001 and 002 Introductory Italian (6 units)

JPN 001 and 002 Introductory Japanese (6 units)

SPA 001 and 002 Introductory Spanish (6 units)

After taking the Foreign Language Placement Exam, one of the following will occur:

- Placement in Introductory Level 1 (students at this level will need to complete level 2 as well).
- Placement in Introductory Level 2 (students may satisfy the language requirement with this course).

- Exemption from the Foreign Language Requirement (students have demonstrated proficiency higher than Level 2 and thereby have satisfied the Foreign Language Requirement).

The language requirement for non-native speakers of English may be waived upon review of the student's academic record. The native language must have a written literature component to qualify for this waiver.

■ **Library Research Skills** (0 units)

Students are required to complete a Library Research Skills tutorial. This tutorial must be completed by the end of the first year of enrollment.

■ **Microcomputer Software Literacy** (1 unit)

Students are required to complete a one-unit course on basic use of the microcomputer, unless they demonstrate sufficient proficiency on the Microcomputer Software Literacy Examination. The requirement is waived for those students who pass the Microcomputer Software Literacy Examination.

MIS 001A Introduction to Microcomputers (1 unit)

**FOUNDATION REQUIREMENT:**■ **World Civilization** (8 units)

The two-semester World Civilization sequence (4 units each) is to be taken during the freshman or sophomore year. These courses normally are taken in sequence. ENG 001 is a prerequisite or co-requisite for HIS 001, and ENG 002 is a prerequisite or co-requisite for HIS 002. Students who have passed ENG 001 with a C- or higher or who are enrolled in ENG 001, are eligible for HIS 001. Students who have passed ENG 002 with a C- or higher or who are enrolled in ENG 002, are eligible for HIS 002. These students normally will enroll in HIS 001 and HIS 002 their freshman year. All other students will normally enroll in HIS 001 and HIS 002 their sophomore year.

HIS 001 World Civilization I (4 units; *offered fall semester only*)

HIS 002 World Civilization II (4 units; *offered spring semester only*)

■ **Natural Science** (4 units)

Students are required to complete one biological or physical science course with a laboratory, choosing from:

- AST 050 Introduction to Astronomy (4 units)
- BIO 001 Human Biology (4 units)
- BIO 030 General Biology (4 units)
- CHM 001 Chemistry 1 (4 units)
- PSC 050 Introduction to Physical Science (4 units)

■ **Science, Technology and Society** (3 units)

Students are required to complete one interdisciplinary non-laboratory science, selecting from the following:

- ERM 100 Principles of Environmental Resource Management (3 units)
- ERM 150 Human Population and the Physical Environment (3 units)
- MCM 130 New Communication Technologies (3 units)
- PSC 125 History of Science (3 units)
- PSC 150 Technology of Silicon Valley (3 units)

■ **Social Science** (9 units)

Students are required to complete ECO 055, Macroeconomics and two of the following:

- MCM 051 Media and Society (3 units)
- POL 050 Introduction to Political Science (3 units)
- PSY 001 Introduction to Psychology (3 units)
- SSC 050 Introduction to Social Science (3 units)

**PLEASE NOTE:** *Students who have not completed at least one semester of U.S. History and one semester of U.S. Government in high school, with grades of C- or higher, must select POL 050 as one of their Social Science courses.*

■ **Literature** (3 units)

Students are required to complete one of the following courses in Literature:

- LIT 050 Introduction to Literature (3 units)
- LIT 100 Literature of Western Culture Since 18th Century (3 units)

- LIT 101 Major American Writers (3 units)
- LIT 102 Major British Writers (3 units)
- LIT 103 Shakespeare (3 units)
- LIT 104 Modern World Literature (3 units)

■ **Humanities** (3 units)

Students are required to complete one course in the Humanities:

- ART Art History (3 units)
- HIS History (3 units)
- HUM Humanities (3 units)
- LIT Literature (3 units)
- MCM 100 History of Film (3 units)
- MUS Music (3 units)
- PHI Philosophy (3 units)
- Foreign Language at the level of 051 or higher (3 units)

■ **Management** (3 units)

Students are required to complete a course in basic understanding of business and management concepts:

- MGT 002 Business Management Practice (3 units)



**THEMATIC REQUIREMENT:**

The thematic requirements are designed to insure that selected animating themes of the Menlo College curriculum—Written and Oral Communication, Ethical and Environmental Responsibility and Awareness of Multicultural and International Issues—are included in a student's course of study in an integrated fashion. Typically, these thematic requirements will be met with courses in a student's major.

**PLEASE NOTE:** *No skills or foundation course may satisfy any of the thematic requirements. No course may satisfy more than one thematic requirement and one major requirement simultaneously.*

■ **Written Communication** (0-3 units)

Students are required to complete one course that includes a major research-writing component.

HUM 050 Introduction to the Humanities (3 units)

IMG 101 International Management (3 units)

MCM 150 Media Research Principles & Practice (3 units)

PSY 105 Psychology of Human Development Across the Lifespan (3 units)

■ **Ethical Responsibility** (0-3 units)

Students are required to complete one course that includes a significant study of ethics, including various theories of ethics. Course list to be determined.

■ **Awareness of Multicultural Issues** (0-3 units)

Students are required to complete one course that includes significant study of issues of diversity within U.S. society.

HUM 107 Diversity in the Workplace (3 units)

MCM 108 Cultural Expression in the Media (3 units)

MCM 109 Myth, Media and Popular Culture (3 units)

MGT 125 Women in Business (3 units)

## Traditional Program Majors and Concentrations

### BACHELOR OF SCIENCE IN MANAGEMENT

Concentrations:

- General Business Management
- International Management
- Management Information Systems
- Sports Management
- Marketing Communication
- College Concentration

### BACHELOR OF ARTS IN LIBERAL ARTS

Concentrations:

- History
- Humanities
- Psychology
- College Concentration

### BACHELOR OF ARTS IN MASS COMMUNICATION

Concentrations:

- Media Studies
- Media Management
- Marketing Communication
- College Concentration

## Bachelor of Science in Management

The Management major is the embodiment of Menlo College's mission and, with its choice of professional concentrations, provides an excellent foundation from a variety of perspectives for fulfilling careers in today's rapidly evolving, global business environment. As a means of assuring constructive change in business and society, the College is strongly committed to innovation and entrepreneurship as critical elements in the Management major. These habits are re-

inforced in many of its courses, both by lectures and experiential exercises, to encourage in students the creative approaches to decision making and problem solving that are critical in their fast-paced lives. In addition, tomorrow's managers must establish on-going processes of renewal in institutions and organizations if they are to achieve their individual and social potential. The Management major provides students with these tools and the desire to use them for the common good.

All Management majors will complete a common 11-course business and management core sequence. They may choose from five (5) concentrations within the major:

- General Business Management
- International Management
- Management Information Systems
- Marketing Communication
- Sports Management
- College concentration

In addition, students may look into the possibility of taking combinations of courses of their own choosing as alternatives to the offered concentrations. Some possibilities might include a focus on finance or marketing. These tailored course groupings, for qualified students, must be worked out and approved in advance with a sponsoring faculty member.

Finally, Management majors are encouraged to take an internship in the business sector while completing the academic elements of the curriculum. Menlo College is perfectly situated in the Silicon Valley to take advantage of such workplace experiences and has made connections with dozens of local companies, from legendary high tech firms to emerging Valley start-ups.

### **OVERVIEW: Bachelor of Science in Management**

General Education	50-59 units
Management Program Core Requirements	33 units
Management Concentration (select one):	18-21 units
General Business Management	18 units
International Management	21 units
Management Information Systems	18 units
Marketing Communication	21 units
Sports Management	21 units
General Electives*	11-13 units

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TOTAL: 124 units

\*A minimum of 11-23 units of lower or upper division general elective courses. This may include Internships, Individual Directed Research, military education and experience, CLEP, etc.

**PLEASE NOTE:** *Only 4 units of Physical Education (PED) or Varsity Sports (VAR) classes can be taken for a letter grade and count toward this General Electives requirement.*

### **MANAGEMENT PROGRAM CORE REQUIREMENTS**

(33 units)

The following courses are required of all Management majors:

ACC 001	Principles of Accounting I
ACC 002	Principles of Accounting II
ECO 056	Microeconomics
MTH 051	Statistics
IMG 101	International Management
MGT 102	Marketing Management
MGT 105	Operations Management
MGT 106	The Legal Environment of Business
MGT 120	Financial Management I
MGT 200	Senior Capstone Management Project
MIS 060	Survey of Information Systems

**GENERAL BUSINESS MANAGEMENT CONCENTRATION** (18 units)

The General Business Management Concentration acts in concert with the Management core course sequence to provide the student with the most comprehensive and broadly useful business and management career preparation. Other management concentrations focus on valuable specialized areas, while the General Business Management Concentration option is for the student who may eventually want general management responsibility or an entrepreneurial career.

**One of the following courses:** (3 units)

ECO 136	Managerial Economics
MGT 121	Financial Management II
MGT 135	Marketing Research

**One of the following courses:** (3 units)

MGT 104	Strategic Marketing Planning
MGT 108	Entrepreneurship

**Four (4) from the following courses\*:** (12 units)

ECO 136	Managerial Economics
ERM 104	Environmental Policy & Planning
HUM 107	Diversity in the Workplace
IMG 100	International Economics & Finance
IMG 102	International Marketing Management
IMG 104	International Law & Organizations
IMG 105	Management for a Small Planet
MCM 119	Advertising Principles and Practices
MCM 120	Public Relations
MGT 104	Strategic Marketing Planning
MGT 108	Entrepreneurship
MGT 115	Professional Sales
MGT 121	Financial Management II
MGT 125	Women in Business
MGT 130	Investments
MGT 131	Commercial Law

MGT 133	Real Estate
MGT 135	Marketing Research
MIS 002	Advanced Business Applications
MIS 050	Introduction to Programming
MIS 101	Networks and Telecommunications
MIS 105	Database Systems
MCM 171	Advanced Web Design
SMG 101	Legal & Social Issues in Sports Management
SMG 102	Marketing & Advertising in the Sports Industry

\*Courses may not be double-counted between the three sections. No course may be double-counted in two different concentrations. In the third (12 units) section, no more than one course can come from any single prefix other than MGT.

**INTERNATIONAL MANAGEMENT CONCENTRATION** (21 units)

Globalization and the rise of the market economy are the two most fundamental and radical shifts in our world today. This concentration deepens a student's understanding of the roots of international trade and commerce, the new challenges and opportunities associated with the emerging global economy, and the trends and conditions of international markets and international finance.

From this base of understanding, the student should be better able to: manage in a global context; make management assessments and decisions in an increasingly complex environment; apply international marketing tools under a variety of market conditions; make financial decisions mindful of diverse financial conditions and economic risk; and manage more wisely and humanely to develop sustainable strategies for organizations and society.

Students who complete the International Management Concentration are equipped to enter a business or organization with valuable skills and knowledge in the development of international commerce and trade, international financial management, international economics, international marketing management and Menlo College's uniquely designed, management for a small planet.

■ **Intermediate Foreign Language:** (3-6 units)

One year (two semesters) of a foreign language at the intermediate level. Please refer to the section on General Education Foreign Language requirements for placement and waiver guidelines.

**All of the following courses:** (15 units)

IMG 100	International Economics and Finance
IMG 102	International Marketing Management
IMG 104	International Law and Organizations
IMG 105	Management for a Small Planet
HIS 107	Economic History Since 1750

**MANAGEMENT INFORMATION SYSTEMS  
CONCENTRATION** (18 units)

Information technology has a major influence on society and the economy today. A student selecting the Management Information Systems concentration has made an excellent professional career choice with numerous advancement and development possibilities. Since many non-MIS positions require insight into the use and management of computers and information technology, students who have a good background in MIS are at an advantage in most jobs.

The student who completes this concentration will possess valuable knowledge and skills. Students learn both the technical and managerial aspects of computer hardware, software, networks and databases. There is considerable hands-on work with application software and programming languages, culminating in a senior capstone course. **PLEASE NOTE:** *MIS 001—Introduction to Computers*—is a prerequisite for all MIS courses. It is also one of the General Education science and technology requirements. *MIS 060—Survey of Information Systems*—is one of the Business Management Program's core requirements.

**All of the following courses:** (15 units)

MIS 050	Introduction to Programming
MIS 101	Networks and Telecommunications
MIS 105	Database Systems
MIS 106	Systems Development
MIS 110	MIS Capstone

**One of the following:** (3 units)

MIS 102	Advanced Programming
MCM 171	Advanced Web Design
Any 100 level MIS course not listed above	

**MARKETING COMMUNICATION CONCENTRATION**

(21 units)

The Marketing Communication concentration is a unique combination of management, marketing and communication studies which seeks to:

- Identify the marketing communication role within the larger business context;
- Promote the theory, practice and execution of a variety of key marketing vehicles for mass communication and marketing; and
- Provide students with opportunities not only to draw from business and the communication arts to create entertaining and effective promotional messages, but to understand how these relate to the general cultural milieu.

Students will take both mass communication and management courses to provide them with the insights and skills necessary to be marketing communication practitioners and managers. Management students will complete the management core program as well as the 21-unit program outlined below.

**Each of the following:** (9 units)

MCM 119	Advertising
MCM 120	Public Relations
MCM 115	Marketing Communication Writing

**One of the following research classes:** (3 units)

MGT 104	Strategic Marketing Planning
MCM 150	Media Research Principles and Practices
MGT 135	Marketing Research

**One of the following communication classes** (3 units):

MCM 053	News Writing
MCM 114	Feature Writing



**One of the following production classes** (3 units):

- MCM 121 Desktop Publishing
- MCM 122 Video Production
- MCM 170 Web Page Design
- MCM 171 Advanced Web Design

**One of the following electives** (3 units):

- IMG 102 International Marketing Management
- MCM 116 Newspaper Editing, Layout, Production
- MCM 117 Advanced Newspaper Management
- MCM 130 New Communication Technologies
- SMG 102 Marketing & Advertising in the Sports Industry

**SPORTS MANAGEMENT CONCENTRATION** (21 units)

The Sports Management concentration provides students majoring in Management, the opportunity to expand their managerial and technical skills. Completion of the program prepares them for career employment opportunities in one of the fastest growing areas in management.

This concentration will enhance student learning through exposure to all facets of the business of sports, including sports sponsorship relationships, team and league equity issues, labor and personnel management, labor relations, and a wide variety of ethical and social issues facing business professionals in both professional and amateur athletics. The concentration, coupled with the student's management major prerequisites, prepares students for internal positions in sports organizations, public marketing, radio and television programming and events management.

The Sports Management concentration offers a curriculum that combines a strong general education background (49-50 units), a management foundation (15 units) and a management core (33 units) with sports management coursework (18 units) and an internship (3 units), in order to prepare students for fulfilling management careers in the sports industry.

**ALL of the following courses:** (21 units)

- MCM 112 Sports Media
- SMG 100 Sports Organization and Business
- SMG 101 Legal & Social Issues in Sports Management
- SMG 102 Marketing & Advertising in the Sports Industry
- SMG 103 History of Sports
- SMG 104 Ethics in Sport Management
- SMG 200 Internship in Sports Management

**COLLEGE CONCENTRATION**

See description under "College Major/College Concentration" on page 67-68.

**Bachelor of Arts in Liberal Arts**

The Liberal Arts provide the interdisciplinary foundation and the intellectual essence of Menlo College's curriculum. Management, as understood and taught at Menlo College, is embedded in culture and society. The Liberal Arts stand at the critical juncture between skills and values, which managers must understand in order to operate successfully in an environment of change and uncertainty. The Liberal Arts at Menlo College incorporate both the Humanities and the Social Sciences, with a special focus on cross-disciplinary courses that stretch intellectual and conceptual boundaries. The Liberal Arts curriculum is designed to strengthen the College's focus on Management education, while also providing a degree program for students with an interest in the Humanities or Psychology. All Liberal Arts majors will complete the 21-unit Liberal Arts core sequence of courses, as well as 18 units in one of the following concentrations:

- History
- Humanities
- Psychology

In addition, students may create an individually designed College Concentration as an alternative to the above concentrations within the Liberal Arts major. For information on this concentration please

see the section “College Major/College Concentration.”

Although there is no specific requirement of an internship within the Liberal Arts program, majors are strongly encouraged to participate in at least one internship while at Menlo College. Internships provide vital workplace experience and an opportunity to make connections with local social agencies and companies.

### OVERVIEW: Bachelor of Arts in Liberal Arts

General Education	49-50 units
Program Core Requirements	21 units
Liberal Arts Concentration (select one):	18 units
History	18 units
Humanities	18 units
Psychology	18 units
General Electives*	26-36 units
<b>TOTAL:</b>	124 units

\*A minimum of 18-21 units of lower or upper division general elective courses. This may include Internships, Individual Directed Research, military education and experience, CLEP, etc.

**PLEASE NOTE:** Only 4 units of *Physical Education (PED)* or *Varsity Sports (VAR)* classes can be taken for a letter grade and count toward this general electives requirement.

### LIBERAL ARTS PROGRAM CORE REQUIREMENTS:

(21 units)

The following courses are required of all Liberal Arts Majors.

#### One from the following: (3 units)

HUM 050	Introduction to the Humanities (requirement for Humanities Concentration)
PSY 001	Introduction to Psychology (requirement for Psychology Concentration)

#### One from the following: (3 units)

LIT 050	Introduction to Literature
PHI 055	Introduction to Philosophy
PHI 060	Introduction to Logic
SSC 050	Introduction to Social Science

#### Three upper division courses from any of the following categories: (9 units)

■ Art History	■ Literature	■ History
■ Music	■ Humanities	■ Philosophy

#### One of the following: (3 units)

HUM 100*	Empirical Research Methods and Evaluation (Requirement for Psychology Concentration. Offered in fall semester only)
LIT 100	Literature of Western Culture Since the 18th Century (LIT 100 or HIS 100 required for Humanities Concentration)
HIS 100	History of Western Culture Since the Renaissance (LIT 100 or HIS 100 required for Humanities Concentration)

#### The following: (3 units)

HUM 201	Contemporary Global Issues (Offered in spring semester only. Must be taken during the student's senior year.)
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### HISTORY CONCENTRATION (18 units)

Knowledge of history provides an understanding of the contemporary world from a chronological perspective. Students concentrating in history can acquire an ability to analyze current national and international issues from a comparative point of view, by learning the historical development of societies and civilizations from different time periods and areas of the globe. This global view permeating the curriculum of the history concentration, stresses one of Menlo's animating academic themes: multicultural and international awareness.

Besides offering students an opportunity to comprehend the diversity of the world in which they live, and their place in it, the history concentration helps develop the analytical, critical thinking, and research skills that enable students to succeed in a variety of different careers. In addition to being a stepping-stone to graduate work in history and related fields, this concentration is particularly

suitable as preparation for careers in education, law, government, business or management.

The course of study in the history concentration provides exposure to the history of different societies and civilizations. Through their course work, students will learn about historical forces that shape and define these societies and civilizations. In essence, students will learn to think historically by examining primary as well as secondary sources in their study and research. Given the oral presentations and written assignments emphasized in the College's history courses, students can expect to improve the communication skills vital to their success in the future.

**Choose one (1) from the following:** (3 units)

- HIS 150 American History to the Civil War  
HIS 151 American History from the Civil War

**Choose five (5) from the following:** (15 units)

- HIS 101 African American History  
HIS 102 Modern Asian History  
HIS 103 Modern Latin American History  
HIS 104 History of Africa  
HIS 107 Economic History since 1750  
HIS 182-197 Special Topics in History  
HIS 198 Individual Directed Research in History  
MCM 100\* History of Film  
PSC 125\* History of Science  
SMG 103\* History of Sports

\* Students may use only one of the following courses (SMG 103, PSC 125, or MCM 100) for the history concentration.

**HUMANITIES CONCENTRATION** (18 units)

For over two millennia, the completion of an humanities course of study has been the mark of a truly educated person and the preparation for a variety of careers. This remains true today. Menlo College's Humanities Concentration is designed to provide students with an understanding and appreciation of the various cultures that make up an increasingly interrelated and complex world, as well as with the conceptual, analytical, communication, critical thinking and creativity required to live and work in this rapidly changing global environment. Business, professional and government leaders realize that an humanities course of study prepares young women and men to understand and deal with the manifold challenges of the 21st century.

The Humanities Concentration offers an interdisciplinary course of study in the many cultural forms through which humans have defined and understood themselves. Through courses in history, literature, philosophy, language and the arts, as well as through courses that probe the connections between these disciplines, students explore many historical periods and modes of expression in order to understand the complexities of the human experience. In addition, they develop the intellectual tools needed to communicate their knowledge and apply it in the contemporary world. A concentration in the humanities provides the ideal foundation for students interested in a wide variety of careers, as well as for those planning to pursue an advanced degree or a teaching credential.

**Intermediate Foreign Language:** (6 units)

One year (two semesters) of a foreign language at the intermediate level (6 units). Please refer to the section on General Education "Foreign Language" requirement for placement and waiver guidelines.

**Any four upper-division courses in:** (12 units)

- Art History   ■ Literature   ■ History  
■ Music   ■ Humanities   ■ Philosophy

**PLEASE NOTE:** *A single course will not satisfy more than one degree requirement. Courses used to satisfy the Humanities Core or General Education requirements, may not also be used to satisfy the Humanities Concentration requirement.*

**PSYCHOLOGY CONCENTRATION (18 units)**

At various times, psychology has been considered the study of the human soul, the study of the human mind, and the study of human behavior. Its early history is in the field of philosophy; more recently it has been considered to be a social science. Some people study psychology empirically; others consider psychology to be an art. The Psychology Concentration at Menlo College emphasizes the traditional liberal arts psychology courses, yet includes topical courses that explore the most current psychological issues. The Psychology faculty acknowledges the breadth of the discipline and supports various approaches to its study. Students selecting the Psychology Concentration are encouraged to take elective courses in philosophy, biology, literature and the humanities.

The Psychology Concentration is based upon the core courses of the Liberal Arts Program. These courses focus on modern studies in history, philosophy, literature, economics, political science and psychology; all are studies about the human experience. Core courses within the Psychology Concentration address the psychological issues that are relevant to the study of the individual. This breadth of study emphasizes the significance of the complete human experience. Thus, the student is encouraged to consider the overall context in which the psychology of the individual may be understood. The research component of the Liberal Arts core will enhance the student's ability to identify, analyze and research contemporary issues in psychology.

The Psychology Concentration is structured around a set of required courses. This core requirement introduces students to four major approaches to the study of psychological subject matter: developmental perspectives; the biological bases of behavior; theoretical conceptualizations; and, the application of theory. Students may fulfill the remaining unit requirements within the concentration by choosing from a variety of upper division electives.

**All of the following courses: \*** (12 units)

PSY 105 Psychology of Human Development Across the Life Span

PSY 110 Psychology of Human Physiology and Perception  
 PSY 111 Personality Theory  
 PSY 112 Psychological Disorders

\* PSY 001, Introduction to Psychology, is a prerequisite for all Psychology courses; it also satisfies one of the Liberal Arts Core Requirements.

**Choose two (2) from the following:** (6 units)

PSY 103 Psychology of Learning and Cognition  
 PSY 104 Psychology of Human Motivation and Emotion  
 PSY 106 Psychology of Human Sexuality  
 PSY 109 Social Psychology  
 PSY 115 Communication and Counseling Skills  
 PSY 182-197 Special Topics in Psychology

**COLLEGE CONCENTRATION (18 units)**

See description under "College Major/College Concentration" on page 67-68.

**Bachelor of Arts in Mass Communication**

The Mass Communication major offers students a broad-based understanding of communication technology and media industries, as well as an understanding of the functions in, and effects of, the media on society and culture.

The program, which is both theoretical and practical, offers concentrations that let students choose classes to meet their career objectives: Media Studies, Media Management or Marketing Communication.

The Media Studies Concentration provides a unique practical and theoretical perspective of mass communication for students who intend to pursue various careers in: traditional and new media industries, corporate communication, media management, media criticism, media production, journalism, film, sports media/promo-

tions and public relations, or to attend graduate/professional schools in business, communication, law, education and marketing.

The Media Management Concentration is uniquely designed to focus on the opportunities and the challenges in various non-technical, managerial positions in the music or film industries, in publishing, radio, television, sports promotion, corporate communications, public relations, marketing or advertising. Students receive practical experience managing Menlo's television, radio, newspaper and on-line facilities. This degree helps prepare graduates for management positions in media industries.

For students interested in marketing, the Marketing Communication Concentration provides both Mass Communication and Business Management majors the theoretical and practical skills needed to focus their careers in this area.

The Mass Communication Major offers students the opportunity to explore numerous aspects of the media and emerging telecommunication technology. At Menlo, students who wish to begin working on their communication skills can do so immediately by getting involved in the College's radio station (KMXX), television station (KMLO), or the award-winning newspaper (*The Menlo Oak*).

The Menlo faculty has professional experience in their areas of study and provide students with opportunities to meet and network with working media professionals. Students are encouraged, beginning at the end of their junior year, to take internships that will aid their professional careers. Through counseling and contacts, faculty help direct students in their internships.

#### **OVERVIEW: Bachelor of Arts in Mass Communication**

General Education	49-50 units
Program Core Requirements	27 units
Selected Mass Communication Concentrations (select one):	
Media Studies	18 units
Media Management	18 units
Marketing Communication	21 units
General Electives*	20-30 units
<b>TOTAL:</b>	124 units

\*A minimum of 14-15 units of lower or upper division general elective courses. This may include Internships, Individual Directed Research, military education and experience, CLEP, etc.

**PLEASE NOTE:** Only 4 units of *Physical Education (PED)* and *Varsity Sports (VAR)* classes can be taken for a letter grade and count toward this General Electives requirement.

#### **MASS COMMUNICATION CORE REQUIREMENTS (27 units)**

These courses are required of all Mass Communication majors.

##### **All of the following: (18 units)**

MCM 001	Introduction to the Media
MCM 051	Media and Society
MCM 053	News Writing ( <i>Prerequisite:</i> ENG 001)
MCM 054	Principles of Performance
MCM 104	Media Management ( <i>Prerequisites:</i> MCM 001; ENG 002; Junior standing)
MCM 150	Media Research Principles and Practices [formerly MCM 050] ( <i>Prerequisite:</i> ENG 002)

##### **One Media Production course from the following: (3 units)**

MCM 116	Newspaper, Editing, Layout and Production ( <i>Prerequisites:</i> MCM 001; MCM 053)
MCM 121	Desktop Publishing
MCM 122	Video Production
MCM 126	Introduction to Radio
MCM 070	Web Page Design ( <i>Prerequisite:</i> MCM 001 or MIS 001)

##### **One Managerial Communication course from any of the following: (3 units)**

MCM 117	Newspaper Management ( <i>Prerequisites:</i> MCM 001, MCM 053)
MCM 119	Advertising Principles and Practices ( <i>Prerequisite:</i> ENG 002; <i>Recommended:</i> MCM 001)
MCM 120	Public Relations ( <i>Prerequisite:</i> ENG 002; <i>Recommended:</i> MCM 001)
MCM 127	Radio Management ( <i>Prerequisites:</i> MCM 001, MCM 126)

- MCM 128 Advanced Video Production  
(Prerequisites: MCM 001, MCM 122)
- MCM 129 Music Industry (Prerequisites: MCM 001, Junior standing)
- MCM 130 New Communication Technologies (Prerequisites:  
ENG 002, Junior standing; Mass Comm majors: MCM 001)

**One Culture and Aesthetics course from any of the following:** (3 units)

- HUM 111 Women and Culture (Prerequisite: ENG 002)
- MCM 100 History of Film (Prerequisite: ENG 002)
- MCM 107 International Media (Prerequisites: MCM 001, ENG 002)
- MCM 108 Cultural Expression in the Media (Prerequisite: ENG 001)
- MCM 109 Myth, Media and Popular Culture (Prerequisite: ENG 001)

**NOTE:** A single course will not satisfy more than one degree requirement.

**MEDIA STUDIES CONCENTRATION** (18 units)

The Media Studies Concentration provides a unique practical and theoretical perspective of mass communication for students who intend to pursue various careers in: traditional and new media industries, corporate communication, media management, media criticism, media production, journalism, film, sports media/promotions and public relations, or attend graduate/professional schools in business, communication, law, education and marketing.

The concentration allows students to select 18 units from all upper division courses noted below. Students can group courses to fit areas of personal interest, creating specialized concentrations in journalism, media production, advanced media technologies, cultural studies or corporate communication – to name a few areas of possible interest.

This concentration allows students to select 18 units from all upper division courses noted below:

- MCM 100 History of Film
- MCM 103 Media Programming (Prerequisite: MCM 001)
- MCM 107 International Media (Prerequisites: MCM 001, ENG 002)
- MCM 108 Cultural Expression in the Media (Prerequisite: ENG 001)
- MCM 109 Myth, Media and Popular Culture (Prerequisite: ENG 001)
- MCM 112 Sports Media (Prerequisite: MCM 001 and Junior standing)

- MCM 114 Feature Writing (Prerequisites: MCM 001, MCM 053)
- MCM 116 Newspaper Editing, Layout and Production  
(Prerequisite: MCM 001, MCM 053)
- MCM 117 Newspaper Management (Prerequisite: MCM 001, MCM 053)
- MCM 119 Advertising Principles and Practices  
(Prerequisite: ENG 002. Recommended: MCM 001)
- MCM 120 Public Relations (Prerequisite: ENG 002.  
Recommended: MCM 001)
- MCM 121 Desktop Publishing (Prerequisite: MIS 001)
- MCM 122 Video Production
- MCM 126 Introduction to Radio
- MCM 127 Radio Management (Prerequisite: MCM 001, MCM 126)
- MCM 128 Advanced Video Production (Prerequisite: MCM 122)
- MCM 129 Music Industry (Prerequisite: MCM 001; Junior standing)
- MCM 130 New Communication Technologies (Prerequisite:  
Junior standing; MIS 001. Recommended: MCM 001)
- MCM 182-197 Special Topics in the Media
- MCM 198 Individual Directed Research in Mass  
Communication and Media
- MCM 199 Media Practicum
- MCM 200 Mass Communication Internship
- MCM 171 Advanced Web Design (Prerequisite: MCM 170)

**MEDIA MANAGEMENT CONCENTRATION** (18 units)

From its inception, Menlo College's Mass Communication Program has focused on preparing students for leadership positions in traditional and new media industries. The Media Management concentration prepares students for various non-technical, managerial positions in new media, publishing, public relations, the music and film industries, radio, television, sports promotion, corporate communication, marketing and sales. Graduates may choose careers in media sales, radio and television programming, media research, marketing, public relations or advertising. They may even create their own companies, as many Menlo College Mass Communication graduates have done. Students may also choose to pursue graduate studies in communication, business, law, marketing, organization and leadership or public administration.

This concentration allows students to select 18 units from all upper division courses noted below:

- MCM 103 Media Programming (*Prerequisite:* MCM 001)  
 MCM 107 International Media (*Prerequisite:* MCM 001, ENG 002)  
 MCM 112 Sports Media (*Prerequisites:* MCM 001, Junior standing)  
 MCM 116 Newspaper Editing, Layout and Production  
 (*Prerequisites:* MCM 001, MCM 053)  
 MCM 117 Newspaper Management (*Prerequisites:* MCM 001, MCM 053)  
 MCM 119 Advertising Principles and Practices (*Prerequisite:* ENG 002;  
*Recommended:* MCM 001)  
 MCM 120 Public Relations (*Prerequisite:* ENG 002; *Recommended:* MCM 001)  
 MCM 127 Radio Management (*Prerequisites:* MCM 001, MCM 126)  
 MCM 128 Advanced Video Production (*Prerequisites:* MCM 001,  
 MCM 122)  
 MCM 129 Music Industry (*Prerequisites:* MCM 001 and Junior standing)  
 MCM 130 New Communication Technologies (*Prerequisites:* ENG 002,  
 Junior standing; *Required for Mass Comm majors:* MCM 001)  
 MCM 182-187 Special Topics in the Media  
 (*Prerequisite:* Varies by subject. See instructor.)  
 MCM 198 Individual Directed Research in Mass Communication and Media  
 (*Prerequisite:* MCM 001, Junior standing)  
 MCM 199 Media Practicum (*Prerequisite:* Successful completion of the  
 introductory course in the area of application: radio, video, newspaper)  
 MCM 200 Internship (*Prerequisite:* MCM 001, Junior standing)

### **MARKETING COMMUNICATION CONCENTRATION**

(21 units)

The Marketing Communication concentration is a unique combination of communication, marketing and management studies which seeks to:

- Identify the marketing communication role within the larger business context;
- Promote the theory, practice and execution of a variety of key marketing vehicles for mass communication and marketing;
- Provide students with opportunities not only to draw from business and the communication arts to create entertaining and

effective promotional messages, but to understand how these relate to the general cultural milieu.

Students take courses in both mass communication and management to provide them the insights and skills necessary to be marketing communication practitioners and managers. Mass Communication students complete the Mass Communication core as well as the 21-unit program below.

#### **Each of the following courses (12 units):**

- MCM 102 Marketing Management  
 MCM 115 Marketing Communication Writing  
 MCM 119 Advertising  
 MCM 120 Public Relations

#### **One of the following communication classes (3 units):**

- MCM 114 Feature Writing  
 MCM 116 Newspaper Editing, Layout & Production  
 MCM 117 Advanced Newspaper Management

#### **One of the following production classes (3 units):**

(This must be a class other than the production course taken in the MCM core.)

- MCM 121 Desktop Publishing  
 MCM 122 Video Production  
 MCM 170 Web Page Design  
 MCM 171 Advanced Web Design

#### **One elective course from the following (3 units):**

- IMG 102 International Marketing Management  
 MCM 130 New Communication Technologies  
 SMG 102 Marketing and Advertising in the Sports Industry

### **COLLEGE CONCENTRATION**

See description under “College Major/College Concentration” on page 67-68.



## COURSE DESCRIPTIONS: TRADITIONAL PROGRAM

### Please note the following:

- Courses are three (3) units unless otherwise noted.
- Prerequisites for a course, if any, are listed following the course title.

### Course Numbers:

- Courses numbered 001-049 are introductory level and lower division.
- Courses numbered 050-099 are sophomore level and lower division.
- Courses numbered 100 and higher are upper division (junior and senior level). These courses usually have prerequisites.  
**PLEASE NOTE:** *Freshmen should not register for upper division courses. Exception: Courses numbered 900 and 999 are preparatory. These courses are not for credit, but do count toward enrollment.*
- Internships are available to advanced students in several different fields. See “Internships” for more information.
- Individual Directed Research (IDR) is available in several different fields. See “Individual Directed Research” for more information.

## Accounting (ACC)

### ACC 001 PRINCIPLES OF ACCOUNTING I

**Prerequisites:** MGT 002, MIS 001, MTH 001, ENG 001

Principles of Accounting I is the first of a two-semester introduction to accounting. The class covers current and long term assets, depreciation, inventory valuation, internal control, current liabilities and equity including stock splits and repurchases. Students compile and analyze Income Statements, Balance Sheets and Owner’s Equity Statements. The course is designed for practical application. It is problem- and case-based using Excel spreadsheets in a computer lab environment. Students become adept at researching annual reports of publicly traded companies. The goal of the course is to prepare students for business decision-making using accounting information.

### ACC 002 PRINCIPLES OF ACCOUNTING II

**Prerequisites:** ACC 001, MTH 002

Principles of Accounting II is the second of a two-semester introduction to accounting. This class includes time value of money, long-term debt, amortization and preparation and analysis of the Statement of Cash Flows. A significant portion of the class is an introduction to managerial accounting including job costing, cost allocation, standards, process and activity based costing and cost volume profit analysis. The course is designed for practical application. It is problem- and case-based using Excel spreadsheets and Internet sources in a computer lab environment. The goal of the course is to prepare students for business decision-making using accounting information.

### ACC 182-197 SPECIAL TOPICS IN ACCOUNTING

(1-3 units)

**Prerequisite:** Varies by subject

Content varies depending on the interest of both the teacher and the students.

### ACC 198 INDIVIDUAL DIRECTED RESEARCH IN ACCOUNTING (1-3 units)

For the course description, see “Individual Directed Research.”



## Art History (ART)

### **ART 050 WORLD ART**

This course will survey the general historical context, style and iconography of a wide range of world art from 30,000 B.C.E. to the present. A strong emphasis of the course will be the acknowledgment of each culture's achievements in its unique cultural and chronological context, and, whenever appropriate, an examination of cross-cultural contrasts and similarities.

### **ART 101 ITALIAN RENAISSANCE ART**

**Prerequisites:** ENG 002

This course is a survey of Italian Renaissance masters, including major artists from the Early to High Renaissance as exemplified by the merging of Christian and humanistic values. Major figures include Donatello, Botticelli, Michelangelo, da Vinci, Raphael and Titian.

### **ART 102 FRENCH IMPRESSIONISM**

**Prerequisites:** ENG 002

This course is an in-depth review of what many consider one of the most glorious periods in all art history. Emerging from the principle that approximately at mid-century there was a shift from what the artist saw to how s/he saw it, the course examines the works of such major figures as Manet, Monet, Renoir and Degas, along with the ways in which these pioneers are direct forerunners of a great deal of modern art.

### **ART 110 PICASSO: ARTIST OF THE CENTURY**

**Prerequisites:** ENG 002

Pablo Picasso is generally considered the most important painter of the 20th Century. This class examines all of Picasso's periods and styles of artistic output across some 80 years of his creative activity in painting, sculpture and printmaking. Additionally, major concurrent social, cultural and artistic events are placed into an integrated context with Picasso's extraordinary achievement, which is frequently considered the defining artistic force for a good part of the century.

### **ART 111 THE NUDE IN ART**

**Prerequisites:** ENG 002

For at least 30,000 years, humans have represented the nude human

form in an extraordinary variety of ways. This course will deal with images of male and female nudes from pre-history to present, including paintings, drawings, sculpture, photography and other visuals. The course will examine those artworks, the societies that produced them, and the artists who made them, considering in that process interrelated aspects of the historical, cultural, social and esthetic.

### **ART 182-197 SPECIAL TOPICS IN ART HISTORY (1-3 units)**

**Prerequisite:** Varies by subject

These courses vary from semester to semester. The content emphasizes specific areas of special interest. An example of a Special Topics in Art History course is Contemporary American Painting.

### **ART 198 INDIVIDUAL DIRECTED RESEARCH IN ART HISTORY (1-3 units)**

For the course description, see "Individual Directed Research."

## Astronomy (AST)

### **AST 050 INTRODUCTION TO ASTRONOMY (4 units)**

This is a General Education science course exploring the theories of the origin, evolution and structure of the universe, ranging from ancient civilizations to modern hypotheses. The course will investigate the Earth's nearest planetary neighbors as revealed by recent space missions and the potential for other planetary systems. Laboratory exercises will include observational techniques and data interpretation.

## Biology (BIO)

### **BIO 001 HUMAN BIOLOGY WITH LAB (4 units)**

An inquiry into the form and function of the human organism. Organ systems are studied, and recent scientific and medical advances are investigated. Required laboratories involve exercises in blood pressure, sense perception, digestion and respirometry. [Lab added to course in Fall 2000]

### **BIO 030 GENERAL BIOLOGY WITH LAB (4 units)**

This course is a general introduction to principles and concepts of biology through selected topics at the cellular, organism and population

levels of organization. Students will be exposed to the many thought provoking contemporary advances in biology that have applications in medicine, agriculture, environment, pharmaceuticals and other industries.

**BIO 198 INDIVIDUAL DIRECTED RESEARCH IN BIOLOGY** (1-3 units)

For the course description, see “Individual Directed Research.”

## Chemistry (CHM)

**CHM 001 CHEMISTRY I WITH LAB** (4 units)

A General Education chemistry course designed for students whose major is in a field other than the physical sciences or mathematics. It is intended to develop a strong background in chemical matters related to the biological sciences, and provides a survey of the many areas of life involving chemical principles. Lecture, discussions and laboratory exercises encourage student involvement in, and appreciation for, the dependence of our twentieth century existence upon chemistry. Topics include atomic theory, nuclear chemistry, acids and bases, alternate energy sources, electrochemical batteries, photography, polymers and pesticides.

**CHM 002 CHEMISTRY II WITH LAB** (4 units)

**Prerequisite:** CHM 001

This course is an in depth study of inorganic and physical chemical principles. Molecules in different physical states, the energetic and kinetics of reaction chemistry and proton and electron transfer, with a special emphasis on the development of problem-solving ability, will be examined in detail.

**CHM 120 ORGANIC CHEMISTRY WITH LAB** (4 units)

**Prerequisite:** CHM 001

Lectures and laboratory exercises focus on the unique chemistry of hydrocarbons, with applications drawn from the diverse worlds of biomedicine, polymer science and environmental chemistry. [Formerly PSY 120]

## Chinese (CHI)

**CHI 001 INTRODUCTORY CHINESE 1**

This course studies communicating in modern Chinese: conversation, grammar, reading and elementary composition. Multiple skills approach: listening, written composition, comprehension, oral expression and introduction to reading.

**CHI 002 INTRODUCTORY CHINESE 2**

**Prerequisites:** Placement exam or CHI 001 with a “C-” or better

This course is a continuation of Chinese 001; continuation of basic grammar, expanding vocabulary and knowledge of Chinese culture for conversational proficiency, writing and reading in modern Chinese.

**CHI 050 INTRODUCTORY CHINESE 3**

**Prerequisites:** Placement exam or CHI 002 with a “C-” or better

This course is a continuation of Chinese 002; continuation of basic grammar, expanding vocabulary and knowledge of Chinese culture for conversational proficiency, writing and reading in modern Chinese.

**CHI 051 INTRODUCTORY CHINESE 4**

**Prerequisites:** Placement exam or CHI 050 with a “C-” or better

This course is a continuation of Chinese 050; completion of basic grammar, expanding vocabulary and knowledge of Chinese culture for conversational proficiency, writing and reading in modern Chinese.

## Economics (ECO)

**ECO 055 MACROECONOMICS AND THE GLOBAL ECONOMY**

**Prerequisite:** MTH 001

This course is an examination of national income determinants in a global context, and the institutional and historical context of these components. Participants explore the problems of economic growth, inflation and unemployment, as well as banking and monetary influences on macro-variables; the role of transnational firms in national and international employment, investment and surplus generation; as well as balance of payments and concepts inclusive of transnational capital growth and its effect on world markets and development.

**ECO 056 MICROECONOMICS****Prerequisite:** MTH 001

This course explores such aspects of market economics as price theory, resource allocation and the determination of costs; effects of different tax structures and markets; development and theory of different types of industrial structures, including competition, monopoly and oligopoly.

**ECO 136 MANAGERIAL ECONOMICS****Prerequisites:** ECO 055, ECO 056, MTH 002

This course considers the development of modern economics from historical, analytical and conceptual perspectives. It will cover such specific topics as cost flow analysis, tradeoffs on both micro and macro levels, the meaning of interest rate shifts and currency fluctuations, the forward markets in currencies, and merger analysis.

## English (ENG)

**ENG 999 INTRODUCTION TO COLLEGE ENGLISH COMPOSITION**

An introductory course designed to develop proficiency in fundamentals of English (spelling, punctuation, grammar) and in expository writing.

**PLEASE NOTE:** *Student may receive a “K” grade, 3-unit equivalent for this developmental course—units do not count for graduation or grade point average (GPA), but do count in establishing full-time status.. See “Grades” for more information.*

**ENG 001 ENGLISH COMPOSITION 1****Prerequisite:** Placement exam or ENG 999 with a “C-” or better

This course provides instruction in writing expository prose. Emphasis on organization and development of various forms of expository writing about subjects of general interest. Non-fiction and imaginative literature are read and discussed primarily as a basis for learning techniques of interpretation supported by specific evidence. **Note:** *Student may receive a “K” grade (see “Grades” for more information).*

**ENG 002 ENGLISH COMPOSITION 2****Prerequisite:** Placement exam or ENG 001 with a “C-” or better

This course continues instruction in writing expository prose. Emphasis

on the critical connection between thinking and writing. Students will learn to organize and develop the argumentative and persuasive essay. Nonfiction and imaginative literature are read and discussed primarily as a basis for learning the principles of critical thinking.

**ENG 050 ADVANCED COMPOSITION****Prerequisite:** ENG 002 with a “C-” or better

This is an advanced composition course designed primarily to teach the practical application of inquiry in the context of a formal research paper or project.

**ENG 182-197 SPECIAL TOPICS IN ENGLISH (1-3 units)****Prerequisite:** Varies by subject

Content varies depending on the interest of both the teacher and the students.

**ENG 198 INDIVIDUAL DIRECTED RESEARCH IN ENGLISH**

(1-3 units)

For the course description, see “Individual Directed Research.”

## Environmental Resource Management (ERM)

**ERM 100 PRINCIPLES OF ENVIRONMENTAL RESOURCE MANAGEMENT****Prerequisite:** A biological or science course with a lab

Environmental Resource Management is the study of the environment and its component parts, both physical and living, as an integrated whole. This course focuses on humankind’s impact upon the environment and proposes alternative actions aimed at minimizing, and hopefully eliminating, negative reactions to those anthropogenic changes. Utilizing the dynamics of systems analysis as a paradigm, ERM focuses upon the ecological systems within which interdependent environments interact. This course includes discussions of economics, political science and human values. Studies of environmental resource management also include an introduction to the foundations of ecology, the scientific field upon which environmental resource management is based.

**ERM 150 HUMAN POPULATION & PHYSICAL ENVIRONMENT****Prerequisite:** A biological or science course with a lab

This course explores the history of the human race and the diverse obstacles throughout history to its proliferation. Discussions include pathogenic factors such as epidemics, biological warfare and environmental events such as climate change, epic earthquakes and volcanic eruptions.

**French (FRE)****FRE 001 INTRODUCTORY FRENCH 1**

This course covers communicating in French: systematic acquisition of basic French grammar and vocabulary. Only French is used by both the instructor and students. Multiple skills approach: listening comprehension, oral expression, original written composition and introduction to reading.

**FRE 002 INTRODUCTORY FRENCH 2****Prerequisite:** Placement exam or FRE 001 with a “C-” or better

This course is a continuation of French 001: completion of basic French grammar. Expanding vocabulary, structure and knowledge of French culture for conversational proficiency, writing and reading.

**FRE 050 INTERMEDIATE FRENCH 3****Prerequisite:** Placement exam or FRE 002 with a “C-” or better

This course focuses on expanding communicative competence and developing cultural skills. Advanced grammar is taught and discussed in French through contextualized activities. Authentic documents about France and Francophone countries are used to equip students to function in different situations within a French-speaking context.

**FRE 051 INTERMEDIATE FRENCH 4****Prerequisite:** Placement exam or FRE 050 with a “C-” or better

This course is a continuation of French 050: the course is designed around the viewing of contemporary French films and the reading of their scenarios. Vocabulary acquisition, grammar review and cultural knowledge are discussed and analyzed in the context of the movies as reflections of modern French culture.

**FRE 182-197 SPECIAL TOPICS IN FRENCH (1-3 UNITS)****Prerequisite:** Permission of the instructor

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

**FRE 198 INDIVIDUAL DIRECTED RESEARCH IN FRENCH (1-3 units)**

For the course description, see “Individual Directed Research.”

**History (HIS)****HIS 001 WORLD CIVILIZATION I (4 units)****Pre- or co-requisite:** ENG 001

This course is a combination of lectures and discussion sections. Lectures will be held twice a week for all students enrolled in the course. Students will be divided into smaller discussion sections that will meet twice a week. The course is a chronological survey of world civilization that commences with the 6th century (the beginning of the post-classical era), and concludes with the 18th century (the end of the early modern period). The course is designed to provide an understanding of major social, political and economic developments in world history, as well as a global perspective consistent with Menlo College’s mission. In addition, the course is designed to introduce students to college-level reading, writing, thinking and dialogue.

**Note:** *This course is to be taken sequentially with HIS 002.***HIS 002 WORLD CIVILIZATION II (4 units)****Pre- or co-requisite:** ENG 002

This course is a continuation of HIS 001, and is structured similarly. The course is a chronological survey of world civilization from the 19th century to the present. The course is designed to provide an understanding of major social, political and economic developments in world history, as well as a global perspective consistent with Menlo College’s mission. In addition, the course is designed to introduce students to college-level reading, writing, thinking and dialogue.

**Note:** *This course is to be taken sequentially with HIS 001.*

**HIS 050 AMERICAN HISTORY TO THE CIVIL WAR**

This course is a survey of United States history from colonization in the sixteenth century to the end of the Civil War. The course covers the development of artistic, cultural, economic and social trends, as well as the political.

**HIS 051 AMERICAN HISTORY FROM THE CIVIL WAR**

This course is a continuation of History 050 through the twentieth century.

**HIS 053 LATIN AMERICAN HISTORY UNTIL 1822**

This course is a study of the unique cultural elements that differentiate Latin America from the rest of the world, with consideration of the polyglot composition of so much of its population. Attention to indigenous cultures as well as to discovery, conquest and growth; emphasis on political, social and economic forces.

**HIS 100 HISTORY OF WESTERN CULTURE SINCE THE RENAISSANCE**

**Prerequisites:** ENG 002

This course is designed to provide students with an integrative upper division survey of western culture and history. The course will explore the creative channels by which individuals and groups have interpreted the human experience and defined human nature; the ways in which humans have lived, worked, loved and prayed together; the institutions, organizations, political, economic and cultural systems and material goods that humans have created. Although the focus of the course is on Europe over the past 500 years, it will also explore the ancient and medieval roots of modern European culture, and the spread and impact of that culture on the non-Western world.

**HIS 101 AFRICAN-AMERICAN HISTORY**

**Prerequisites:** ENG 002

The course provides a survey and analysis of important constitutional, legal, political, economic and cultural issues relating to the history of black people in America, from the eighteenth century to the present. Topics include slavery, emancipation, reconstruction, the black urban migration and African-American culture.

**HIS 102 MODERN ASIAN HISTORY**

**Prerequisites:** ENG 002

This course is the study of Asia, particularly China, Japan and India in the course of the last two centuries. The impact of Western ideals and practices on traditional Asian civilizations, with attention to the changing way of life in the Orient. Political, social and economic concepts are considered.

**HIS 103 MODERN LATIN AMERICAN HISTORY**

**Prerequisites:** HIS 053, ENG 002

This course studies Latin America in the twentieth century, with emphasis on Mexico, Argentina, Brazil and Chile. Focus on political, cultural and economic development of these countries.

**HIS 104 HISTORY OF AFRICA**

**Prerequisites:** ENG 002

This course is an introduction to the study of Africa, beginning with a survey of the history of its ancient civilizations and pre-colonial period. The course will examine the various cultures of Africa and their contributions to the non-African world, as well as to African-America. Additional topics will include Africa's position in world affairs, post-colonial economic development and nation building, as well as literature and art.

**HIS 107 ECONOMIC HISTORY SINCE 1750**

**Prerequisites:** ENG 002

This course is a survey of principal and connected developments in economic history from the Industrial Revolution to the present. The development of capitalism, trade and commerce is central to the course. Students will examine the relationship of economic forces to historical, political and social change.

**HIS 109 TWENTIETH-CENTURY HISTORY**

**Prerequisites:** ENG 002

This course is designed to provide a broad, thematic approach to the global history of the twentieth century. The focus will be on understanding the forces and patterns of change and continuity that make the twentieth century such a dynamic and complex one. This course will

use a seminar format. It will be structured around class discussions of texts, and student presentations on countries and continents.

**HIS 150 AMERICAN HISTORY TO THE CIVIL WAR** (3 units)

**Prerequisites:** ENG 002

This course is a survey of United States history from colonization in the sixteenth century to the end of the Civil War. The course covers the development of artistic, cultural, economic and social trends, as well as the political. **Note:** *This course has the same content as HIS 050; however, students are required to complete additional assignments to receive upper division credit.*

**HIS 151 AMERICAN HISTORY FROM THE CIVIL WAR**

**Prerequisites:** ENG 002

This course is a continuation of History 050 through the twentieth century. **Note:** *This course has the same content as HIS 051; however, students are required to complete additional assignments to receive upper division credit.*

**HIS 182-197 SPECIAL TOPICS IN HISTORY** (1-3 units)

**Prerequisite:** Permission of the instructor

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

**HIS 198 INDIVIDUAL DIRECTED RESEARCH IN HISTORY** (1-3 units)

For the course description, see “Individual Directed Research.”

## Humanities (HUM)

**HUM 050 INTRODUCTION TO THE HUMANITIES**

**Prerequisite:** Sophomore standing

This course introduces students to the Humanities as a field of study and as a way of looking at and understanding the human experience. The course is a thematic one, with the theme changing each time the course is taught. Students will examine the given theme in a variety of cultural contexts as it appears in art, music, literature, history and philosophy.

**HUM 065 INDIVIDUALS AND ORGANIZATIONS**

**Prerequisite:** Sophomore standing

This course teaches students to develop rational arguments through statement of the problem; clarification of terms; consideration of alternative positions; establishment of position on the issue; presentation of argument to peers, with subsequent emendation, if necessary. The general topic will be: “Is There a Necessary Tension Between Individuals and Organizations?” In addition, this course will examine the development and balance of the individual who works within, is accountable to, and is responsible for, organizations and society. It will cover such topics as work/family life issues, individual needs and organizational goals and structure, professional development, community service, societal changes and effects on individuals and organizations.

**HUM 082 MEMOIR WRITING**

In this course students have the opportunity to explore the meaning of their lives through personal writing. Students are invited to share their stories with the rest of the class. Moments and experiences on their journeys through life thus far. In addition to gaining greater self-knowledge through reflection and writing, students learn how to give shape to their stories by using literary techniques including dialog, character and plot development, as well as symbolism and imagery. At the end of the course each student has a bound collection of memoirs.

**HUM 100 EMPIRICAL RESEARCH METHODS AND EVALUATION**

**Prerequisites:** ENG 002, MTH 001, PHI 060

This course introduces Liberal Arts majors to empirical methodologies and evaluation techniques used in the liberal arts, especially in the social sciences. This will involve both qualitative and quantitative methods, with a particular emphasis on the use, evaluation and presentation of data. The broad themes of the course will be set by the Liberal Arts faculty, with students selecting a theme to research from within the faculty-selected theme. The theme will carry over into HUM 201.

**Note:** *This course is offered during the fall semester only. Enrollment is limited to Liberal Arts majors with a concentration in Psychology only, and is to be taken during the fall semester of their senior year. The course must be taken sequentially with HUM 201.*

**HUM 107 DIVERSITY IN THE WORKPLACE****Prerequisites:** ENG 002

This is a discussion-based class designed to explore, identify and understand race, class and gender issues as they relate to the workplace. The historical and legal perspectives of such topics as national origin, sexual preference, disabilities, age and culture/ethnicity in the United States employment arena, will be examined. There is some focus on personal experience with extensive student involvement and participation expected.

**HUM 111 WOMEN AND CULTURE****Prerequisites:** ENG 002

This course explores women's cultural contributions to the human experience and the ways in which women express themselves in art, literature, film, music, theater and/or the mass media. The course will also utilize historical, mythological, psychological, feminist, political, economic and aesthetic critiques, in order to analyze the larger cultural framework in which women and women artists operate.

**HUM 112 COMPARATIVE RELIGIONS****Prerequisites:** ENG 002

This course is a comparative study of major religions of the world in light of their historical basis, and in terms of their influence on cultures of the world today. Students will examine works ranging from primitive, tribal and regional religions, to major religions in the modern context, including, for example, Hinduism, Buddhism, Judaism, Christianity and Islam.

**HUM 114 FRENCH CULTURE****Prerequisites:** ENG 002

This course is a survey of contemporary French culture with an emphasis on social, intellectual and artistic trends.

**HUM 115 SPANISH CULTURE****Prerequisites:** ENG 002

This course studies the highlights of Spanish Civilization, with emphasis on its artistic, economic, social and historical development.

**HUM 120 OXFORD HONORS SEMINAR** (3–15 units)**Prerequisites:** Honor status and sophomore or junior standing; or permission of the instructors and the Academic Dean.

This course is a thematic one, with the themes varying each time the course is offered, and determined by the instructors in consultation with the Liberal Arts faculty. During the semester, students will spend three to four weeks in Europe, with their primary base being Harris-Manchester College, Oxford University. The remainder of the term will be spent at Menlo College, completing course work initiated in Europe. Students will earn from 3–15 units of credit, with the course satisfying degree requirements appropriate to the themes of the course and the expertise of the faculty. Students will be responsible for the additional costs of travel and accommodations. For students who qualify, financial aid is available to help offset those costs.

**HUM 182-197 SPECIAL TOPICS IN HUMANITIES**

(1-3 units)

**Prerequisite:** Permission of the instructor

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

**HUM 198 INDIVIDUAL DIRECTED RESEARCH IN HUMANITIES** (1-3 units)

For the course description, see "Individual Directed Research."

**HUM 201 CONTEMPORARY GLOBAL ISSUES****Prerequisites for Liberal Arts majors with a concentration in history or humanities:** Senior standing and one of the following: LIT 100 or HIS 100.**Prerequisites for Liberal Arts majors with a concentration in psychology:** Senior standing, HUM 100.

This course is a thematic one, with the year's theme determined by the Liberal Arts faculty. It is a seminar whose primary focus is to discuss contemporary global issues in an interdisciplinary context. Each student will write a major research paper and participate in a formal presentation to the college community on the fruits of their research.

**Note:** Course is offered during the spring semester only. Enrollment is limited to Liberal Arts majors only, and must be taken during the spring semester of their senior year.

## Individual Directed Research (IDR)

(1-3 units)

Individual Directed Research courses are designed for students who have a serious scholarly interest in a particular topic. An IDR gives students the opportunity to conduct closely supervised research on a chosen topic and to write a substantial paper or report based on semester-long study and analysis of the research question. Research plans must be discussed with a faculty member who specializes in that particular subject area. A full proposal and plan for completing the research must be approved by the Academic Dean and Registrar prior to registration in the course. Units vary from one to three.

The course code for Individual Directed Research courses is comprised of the three-letter program (discipline) code and the number 198 followed by a letter corresponding to the number of units. For example, FRE 198A is a 1-unit IDR in French; FRE 198B is a 2-unit IDR in French; and FRE 198C is a 3-unit IDR in French.

## International Management (IMG)

### **IMG 100 INTERNATIONAL ECONOMICS AND FINANCE**

**Prerequisites:** ECO 055, IMG 101

This course examines the world economy, including the theoretical foundations for trade, exchange rates and balance of payments. Close consideration will be given to trends in the composition and patterns of international trade, and to understanding obstacles and barriers to trade. Economic sources and the interpretation of international economic data, will be studied for their value in understanding economic conditions and their use in management decision-making in an increasingly global economy. Topics will include: (1) Balance of Payments; (2) Exchange Rates; (3) Patterns of Trade; (4) Currency Markets—forward contracts, futures, options and hedging; (5) Transnational Corporations and Their Structure; and (6) Development Prospects of Less Developed Countries.

### **IMG 101 INTERNATIONAL MANAGEMENT**

**Prerequisites:** MGT 002, MGT 102, MGT 120

An introductory course surveying the growth patterns and trends in international business, and the nature of the global economy and its effects on individuals, cultures, organizations and national sovereignty.

The course explores the institutional framework for managing commercial relationships between nations, and the challenges of managing in the global marketplace. Specifically, the course examines theories of international trade and investment; the foreign exchange market and the international monetary system; cultural influences on management; political and economic considerations; managing and organizing marketing, finances and human resources; and manufacturing activities globally.

### **IMG 102 INTERNATIONAL MARKETING MANAGEMENT**

**Prerequisites:** ECO 055, IMG 101, MGT 002, MGT 102

This course examines the distinctive issues and problems involved in the global marketing of goods and services, including economic, cultural and political influences on customer needs and wants, competitive environments, and market segmentation and profitability. The student studies the alternative forms of participation, with special emphasis on export and import management, but also including licensing and contracting, and the use of marketing mix strategies to achieve a sustainable competitive advantage globally, as well as in each international market.

### **IMG 104 INTERNATIONAL LAW & ORGANIZATIONS**

**Prerequisites:** MGT 106, IMG 101

An introductory course designed to provide an understanding of the basic principles and functions of international law, and the roles and responsibilities of governmental, transnational inter-governmental and non-governmental organizations. The course provides a historical overview of the development of international law and organizations, including human rights law, business law, intellectual property, labor and environmental law, international trade, international crimes and extradition and the legal status of nation-states, intergovernmental and non-governmental organizations, including the law of treaties, adjudication, enforcement and concepts of sovereign immunity.

### **IMG 105 MANAGEMENT FOR A SMALL PLANET**

**Prerequisites:** ECO 055, IMG 101, MGT 002

This course is designed to explore the issues, conditions, trends and techniques for management in the twenty-first century. The ultimate challenge faced by professional management throughout the world, is how to develop sustainable business, economic and social strategies and



policies which will be compatible with the biological limits of our planetary system. The course critically assesses the conventional economic principles and theories that underlie the global business and economic system, and their impact on individuals, society and the environment. The course also makes use of economic strategy simulation systems analysis to understand the forces and interrelationships of economic, demographic and technological growth.

#### **IMG 106 ECONOMIC GEOGRAPHY**

**Prerequisites:** MGT 002, ECO 055

A course designed to familiarize students with the unique economic, natural and social characteristics of nations and regions of the world, with emphasis on resource endowments and sources of economic wealth. The course evaluates the role and position of nations and geographical regions in the world economy, as well as their prospects for development, productivity and environmental sustainability.

#### **IMG 107 UNITED STATES FOREIGN POLICY**

**Prerequisite:** Sophomore standing.

This course studies the aims, formulation and implementation of U.S. foreign policy since World War II as a tool of American economic, political and military hegemony in the world. It examines U.S. policies in bilateral and multilateral relations on diplomacy, war, security, commerce and the natural environment.

#### **IMG 182-197 SPECIAL TOPICS IN INTERNATIONAL MANAGEMENT** (1-3 units)

**Prerequisite:** Varies by subject

These courses cover contemporary issues and themes in international management, reflecting the dynamic forces and changes in the global economy, social and cultural influences and political developments. Courses examine the complex socio-economic interrelationships among variables and forces that are shaping the character and direction of global issues and organizations. Course topics may include: Multinational Corporations; NAFTA and The Future of The Americas; The Plight of The Majority: Economic Development in The Third World; Free Trade Versus Managed Trade; Which Future For GATT?, and The European Union/Its Prospects and Role in The World Economy; Asian Economies.

#### **IMG 198 INDIVIDUAL DIRECTED RESEARCH IN INTERNATIONAL MANAGEMENT**

For the course description, see “Individual Directed Research.”

### **Internships**

**Prerequisite:** Junior standing

Internships provide students with the opportunity to gain experience in workplace settings and to translate classroom learning into action, as they begin the search for the career that is the best match for them. Such experiences can be looked upon as a period of “testing the waters” to determine, in real time, what activities most appeal to the student nearing graduation. In addition, internships often provide young men and women with valuable contacts that may lead them in unanticipated, and productive directions. All internships must be approved in advance of registration, and will include oversight by the workplace internship supervisor and a faculty coordinator. Internship forms must be completed and signed by all involved parties in order to register for and receive credit for an internship. Students should consider an internship as an essential preparatory step prior to entry into their careers. A minimum of forty (40) hours of work is required for each internship unit. A maximum of 9 general elective internship units may be applied toward the student’s degree program, and no more than 6 of these units may be from a single employer. Internship grades are granted on a “credit / no credit” basis for all new incoming students effective Fall 2002.

The course code for Internships is comprised of the three-letter program (discipline) code and the number 200 followed by a letter corresponding to the number of units. For example, MIS 200A is a 1-unit internship in management information systems; MCM 200B is a 2-unit internship in mass communications; MGT 200C is a 3-unit internship in management.

### **Japanese (JPN)**

#### **JPN 001 INTRODUCTORY JAPANESE 1**

This course covers communicating in modern Japanese: conversation, grammar, reading and elementary composition. Multiple skills approach: listening comprehension, oral expression, written composition and introduction to reading.

**JPN 002 INTRODUCTORY JAPANESE 2****Prerequisite:** Placement exam or JPN 001 with a “C-” or better

This course is a continuation of Japanese 001: continuation of basic grammar, expanding vocabulary and knowledge of Japanese culture for conversational proficiency, writing and reading in modern Japanese (150 Kanji characters introduced).

**JPN 050 INTRODUCTORY JAPANESE 3****Prerequisite:** Placement exam or JPN 002 with a “C-” or better

This course is a continuation of Japanese 002: continuation of basic grammar, expanding vocabulary and knowledge of Japanese culture for conversational proficiency, writing and reading in modern Japanese (additional Kanji characters introduced).

**JPN 051 INTRODUCTORY JAPANESE 4****Prerequisite:** Placement exam or JPN 050 with a “C-” or better

This course is a continuation of Japanese 050: completion of basic grammar, expanding vocabulary and knowledge of Japanese culture for conversational proficiency, writing and reading in modern Japanese (additional Kanji characters introduced).

**Literature (LIT)****LIT 050 INTRODUCTION TO LITERATURE**

This course introduces students to the serious study of literature. It includes sample works from the major genres that constitute literature: short story, poetry, drama, novel and essay. As a survey course, it covers diverse cultures and historical periods. Reading imaginatively across boundaries of time, geography, history, culture and ideology, students learn what constitutes great literature as they gain insight into the human condition.

**LIT 100 LITERATURE OF WESTERN CULTURE SINCE THE 18TH CENTURY****Prerequisite:** ENG 002

In order to give an overview of the great works of fiction written in England, France, Germany, Russia, Italy and Spain during the past three centuries, this course explores the multiple themes of European litera-

ture from the 18th century to the present. Students will explore different literary genres (novels, short stories, poetry, plays), and will learn about techniques for analyzing, understanding and critically commenting on literary texts. They will become familiar with the times in which these texts were written and the people for whom they were written.

**LIT 101 MAJOR AMERICAN WRITERS****Prerequisite:** ENG 002

This course is a detailed analysis of major works of fiction, drama and poetry by significant American authors.

**LIT 102 MAJOR BRITISH WRITERS****Prerequisite:** ENG 002

This course is a detailed analysis of major works of fiction, drama and poetry by significant British authors.

**LIT 103 SHAKESPEARE****Prerequisite:** ENG 002

This course is an in-depth critical analysis of six to ten of Shakespeare's most important plays.

**LIT 104 MODERN WORLD LITERATURE****Prerequisite:** ENG 002

This course provides an overview of modern and contemporary works of fiction written in Africa, China, Eastern and Western Europe, India, Japan, North Africa, Russia, South America and the United States. It focuses on specific contemporary problems and how different countries and cultures around the globe have confronted them.

**LIT 182-197 SPECIAL TOPICS IN LITERATURE (1-3 units)****Prerequisite:** Varies by subject

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

**LIT 198 INDIVIDUAL DIRECTED RESEARCH IN LITERATURE (1-3 units)**

For the course description, see “Individual Directed Research.”

## Management (MGT)

### **MGT 002 BUSINESS MANAGEMENT PRACTICE**

An introductory class for all students tracing the foundations of management as a field of study, and its connection to the scientific method of inquiry and decision making. Included in this class is exposure to the major functional areas of business, as well as a focus on the unique contributions of innovation and entrepreneurship as agents of renewal in response to the needs of society. This class employs various experiential learning aids that may include role-play, case studies or other exercises as adjunct activities supporting class lectures and discussions.

### **MGT 100 ORGANIZATIONAL THEORY AND DEVELOPMENT**

**Prerequisite:** MGT 002

An introductory course providing basic knowledge of organizations and organizational design and management. The course will emphasize the considerations involved in the management process and the functions of planning, organizing, directing and controlling. Additionally, the course focuses on the behavioral dimensions of organizations, by examining the manager's concerns about individual, group, society and environmental interactions and impacts.

### **MGT 102 MARKETING MANAGEMENT**

**Prerequisites:** ECO 055, MGT 002

This course will examine the development, nature and role of markets in the fulfillment of human needs and wants, through the exchange of products and services. The course will survey all aspects of marketing as a vital function of management, including targeting and segmenting markets; positioning and communications; developing marketing plans and strategies; marketing intelligence and research methods and systems; managing product, price, promotion and distribution in designing differentiated and undifferentiated marketing mix programs; and legal and ethical considerations in marketing.

### **MGT 103 MANAGERIAL COMMUNICATIONS**

**Prerequisite:** MGT 002, ENG 002

This course will concentrate on professional areas of writing and speaking that specifically address the management applications of these skills.

Writing tasks will include the preparation of case studies, proposals, memos and letters; speaking tasks will include participation in formal, structured class discussions and the delivery of structured oral presentations. Research sources for such oral and written projects will range from The Wall Street Journal to the Internet and other on-line services.

### **MGT 104 STRATEGIC MARKETING PLANNING**

**Prerequisites:** MGT 102, ACC 002, Senior standing

This case-study class involves students in complex, market-based problems calling for creative solutions in firms ranging in size from major U.S. and international corporations, to smaller companies in emerging growth industries. During their presentation, students will present comprehensive reviews of assigned cases and will orchestrate class discussions of alternative courses of action. In addition, presenters will offer detailed recommendations for implementation of favored strategies that they will defend in the face of class questions or objections.

### **MGT 105 OPERATIONS MANAGEMENT**

**Prerequisites:** MGT 002; MTH 002, MTH 051

This course presents managerial issues that arise in the operations of manufacturing, service and advanced technology industries. Students will examine a variety of areas in operations where managers must make decisions, areas such as production, forecasting, quality assurance, inventory management, facility location and layout, capacity planning, scheduling and project management. Students will be introduced to the language, conceptual models and qualitative and quantitative techniques that are broadly applicable for confronting challenges that occur in these areas.

### **MGT 106 THE LEGAL ENVIRONMENT OF BUSINESS**

**Prerequisite:** MGT 002

An introduction to the law relating to individuals and business enterprises, encompassing the nature and sources of law, dispute settlement, business ethics and social responsibility, criminal law, intentional torts and negligence. This course focuses on the nature and formation of contracts, contract rights, duties and remedies for breach, agency and employment law.

**MGT 108 ENTREPRENEURSHIP****Prerequisites:** MGT 102, MGT 120, Junior standing

Management planning and decision making can be clearly seen in the process that an individual initiates and sees through in undertaking a new business venture. This class will study the unique contribution of the entrepreneur in the economy, and will focus on the act of determining market voids and responding to them in novel ways with new products or services. After a formal grounding in the subject area, the primary focus of the class will be the step-by-step creation of a business plan for an enterprise of the student's choosing. The class will include visiting speakers from various elements of industry, and will conclude with the oral presentation of finished plans to the class.

**MGT 115 PROFESSIONAL SALES****Prerequisites:** MGT 102, Junior standing

This course is an investigation into the wide range of career opportunities that flow from early training in professional sales, an occupation that combines the use of highly developed interpersonal, persuasion and negotiation skills, and as a result, is an excellent preparation for entrepreneurial and/or general management responsibilities. The major thrust of this course is its focus on the theory and practice of selling. During the class, students will master basic sales techniques calculated to respond to real world competitive conditions, and will be required to role play several sales calls and presentations, testing their skills in a variety of realistic settings. The course will also study the sales management function and feature visiting speakers from the sales and sales management arenas.

**MGT 120 FINANCIAL MANAGEMENT I****Prerequisites:** ACC 002, MTH 002, MTH 051, ECO 055, ENG 002

This course focuses on corporate financial management, with an emphasis on enhancing long-term shareholder value. Topics include statement analysis, financial markets, risk and rates of return, bond and stock valuation, sources of funding, the cost of capital, discounted cash flow analysis, budgeting, compensation plans, the IPO process, asset acquisition and management. The course is designed for practical application. It is problem- and case-based, using Excel spreadsheets and Internet sources in a computer lab environment. The goal of the course is to prepare students for business decision-making using financial information.

**MGT 121 FINANCIAL MANAGEMENT II****Prerequisite:** MGT 120

This course is a continuation of quantitative and qualitative techniques applicable to financial management. The course is case-based for practical application. It is taught in a lab environment using Excel, Power Point and the Internet. Topics include: financial decision making for start-ups, due diligence, financial and operating leverage, optimum capital structure, risk analysis, forecasting, public versus private funding, regression analysis, dividend policy, currency fluctuation and hedging. Research sources include annual reports, 10Ks, 10Qs, proxies and prospectuses, Internet and subscription references. Emphasis is placed on current events. Case presentations and a research paper are required. The goal of the course is to prepare students for decision-making as business owners, managers and financial analysts.

**MGT 125 WOMEN IN BUSINESS****Prerequisites:** ENG 002, MGT 002

The course addresses the important and provocative issues of sexual discrimination in salaries, placement and promotion; sexual harassment on the job; affirmative action; family problems that face working women and personal problems that women encounter in the work environment.

**MGT 130 INVESTMENTS****Prerequisite:** MGT 120

This course examines the development of individual financial planning tools for the orderly accumulation, conservation and use (and eventual transfer) of an estate. Analysis of the investment characteristics of securities; sources of investment information; New York Stock Exchange; changing economic conditions; and income. Outside speakers.

**MGT 131 COMMERCIAL LAW****Prerequisite:** MGT 106

A course designed for business management concentration students providing an intensive study of commercial law, business organization formation and planning, including sole proprietorships, partnerships and corporations. The course will also focus on the Uniform Commercial Code, particularly Article 2, sale of goods; Article 3, commercial paper; and, Article 9, secured transactions.

**MGT 133 REAL ESTATE****Prerequisites:** MGT 102, ACC 002

This course is an investigation of various real property institutions and transactions as seen from the vantage points of the community at large, the investor, the lender, the developer, the tenant, as well as that of the real estate career aspirant. Included in this course will be lectures focusing on the evaluation, acquisition and sale of real estate, as well as financing techniques and development guidelines. In addition to lecture input, visiting real estate professionals will present actual examples of real estate practice in today's market. Finally, students will be assigned real estate development projects that will involve various field activities to be completed by semester end.

**MGT 135 MARKETING RESEARCH****Prerequisites:** MGT 102, MTH 051

This course presents the issues in marketing research that begin with the firm's marketing questions. It will assume the consumers' perspective and will address steps of the research process that include problem definition, experimental design, data collection, analysis and interpretation. In addition, the course will examine the value of information compared to its cost. Over the term of the course, students will examine case studies in marketing research, as well as apply what they learn to projects.

**MGT 182-197 SPECIAL TOPICS IN MANAGEMENT (1-3 units)****Prerequisite:** Varies by subject

These courses will explore issues of current or continuing importance in areas of business and management, either from a broad, or specific, perspective.

**MGT 198 INDIVIDUAL DIRECTED RESEARCH IN MANAGEMENT (1-3 units)**

For the course description, see "Individual Directed Research."

**MGT 200 SENIOR CAPSTONE MANAGEMENT PROJECT****Prerequisite:** Senior standing, fall or spring semester graduate.

This course, the culmination of a student's academic study in the Management Program, will integrate the diverse subject matter studied, into a meaningful human and professional context with the objective of

preparing the student for an enriched life and a fulfilling career. The course includes student teams participating in a business simulation over the Internet, team case studies and an outdoor weekend challenge. With the instructor's permission, this rewarding Menlo College experience is open to non-management students.

**Management Information Systems (MIS)****MIS 001A MICROCOMPUTER SOFTWARE LITERACY**

A tutorial-based course to develop basic user literacy in word processing, spreadsheet, database and presentation graphics software. Students will learn the basic features of Word, Excel, Access and PowerPoint, by completing lab-based tutorials in each of the four software packages. Class sessions will introduce basic concepts and special features of the software appropriate to the Menlo College curriculum.

**MIS 002 ADVANCED BUSINESS APPLICATIONS****Prerequisite:** MIS 001A

A more detailed study of the capabilities of personal productivity software focusing on spreadsheets and databases. Spreadsheet use will include multi-sheet workbooks, lists, filters, pivot tables, functions, macros and the Data Analysis and Solver tools. Database topics will include queries, macros, switchboards and the use of Visual Basic.

**MIS 050 INTRODUCTION TO PROGRAMMING****Prerequisite:** MIS 001A

This course will cover such fundamental programming concepts as input, output, decisions, loops, arrays, strings, files and modularization with functions and procedures. Students will study the elements of graphical user interface design and event-driven programming.

**MIS 060 SURVEY OF INFORMATION SYSTEMS****Prerequisites:** MIS 001A, MGT 002

This course is the classic introduction to management information systems: how computers are used and managed in organizations, and how such technology assists management. Topics include the strategic role of information systems, a survey of hardware, software, databases and

networks, types of information systems, the design and acquisition of information systems, and ethical issues in information systems.

### **MIS 101 TELECOMMUNICATIONS AND NETWORKS**

**Prerequisite:** MIS 001A

The worlds of data transmission, voice telecommunications, video, music and the Internet are rapidly converging. The concepts, architectures, standards and protocols that have allowed these public and private networks to communicate will be studied. The course covers topics starting with physical connectivity and covering data transmission, security, regulation and management, social and ethical issues.

### **MIS 102 ADVANCED PROGRAMMING**

**Prerequisite:** MIS 050 or the equivalent as determined by the instructor

An introduction to object-oriented programming, treating loops, conditional statements, parameters, functions, event-driven programming, graphical user interfaces, objects, properties, methods, structured program design and documentation. The course brings to life the software development process.

### **MIS 105 DATABASE SYSTEMS**

**Prerequisite:** MIS 060 or permission of the instructor

An overview of database concepts such as database management systems, database design and data modeling, with a strong emphasis on the relational model, SQL and multi-user enterprise database processing.

### **MIS 106 SYSTEMS DEVELOPMENT**

**Prerequisites:** MIS 050, MIS 060 or permission of the instructor

This course concerns designing computer-based information systems. The viewpoints of three types of participants in this process (technical expert, supervisor and manager) will be discussed. To this end, both a traditional systems development life cycle and modern CASE tool and prototype approach will be explained. Managerial issues related to implementation issues, cost benefit analysis, ROI, time and cost projection will be examined. Many examples will be taken from various newer technologies.

### **MIS 110 MIS SENIOR CAPSTONE**

**Prerequisites:** MIS 50, MIS 60, MIS 101, MIS 105, MIS 106

This course is the senior capstone of the MIS concentration, integrating and reinforcing concepts from MIS — programming, networking and telecommunication, databases, systems development and web design classes. This knowledge is then related to the management of information systems and finally to the role of information systems in organizations.

### **MIS 182-197 SPECIAL TOPICS IN MANAGEMENT INFORMATION SYSTEMS** (1-3 units)

**Prerequisite:** Varies by subject

These courses vary from semester to semester. The content reflects a specific area of special interest.

### **MIS 198 INDIVIDUAL DIRECTED RESEARCH IN MANAGEMENT INFORMATION SYSTEMS** (1-3 units)

For the course description, see “Individual Directed Research.”

## **Mass Communication (MCM)**

### **MCM 001 INTRODUCTION TO THE MEDIA**

This course provides an introduction to the theoretical and historical frameworks needed to understand communication principles and processes. The role of communication and communication technologies are examined in the work, home and school environment, as well as their effects on beliefs, attitudes, behavior and perceptions. The course provides an overview of the history and structure of communication practices, tools and organizations (books, newspapers, magazines, radio, motion pictures, television and computers).

### **MCM 051 MEDIA AND SOCIETY**

This course focuses on social issues pertaining to mass media. The influences of television, radio, film, print media, music and Internet communication are explored. Basic models of communication and communication perspectives are examined. Analytical frameworks include social, philosophical and cultural contexts.

This course focuses on social issues pertaining to mass media. The influence of television, radio, film, print media, music reporting and

Internet communication, is analyzed in a sociological context. Ethical, legal, technological, economic and cultural perspectives are discussed. Basic models of communication, as well as a wide range of mass communication theories, research and regulations, are also examined. Contemporary issues are discussed by students participating in debates in which opposing sides of relevant media topics are presented.

**MCM 053 NEWS WRITING**

**Prerequisite:** ENG 001

This course presents fundamental journalistic principles and techniques for reporting and news writing. Primary emphasis is on writing for the print news media. Students learn the basics of reporting, news writing, editing and newsroom management. Hands-on experience is provided by writing stories for the college newspaper.

**MCM 054 PRINCIPLES OF PERFORMANCE**

This is a basic acting class focusing on the theory and techniques of performing effectively in a variety of settings and situations. It fosters the understanding and development of strong communication techniques, including persuasion, articulation, preparation, motivation, concentration, observation, memorization and diction.

**MCM 100 HISTORY OF FILM**

**Prerequisite:** ENG 002

This course focuses on the history of cinema from silent movies to today's blockbusters. Various genres and directors will be explored. Emphasis on critical analysis of both American and International cinema.

**MCM 103 MEDIA PROGRAMMING**

**Prerequisite:** MCM 001

This course focuses on the theory and practice of programming in the broadcast and cable television industry. Programming strategies, scheduling, acquisition, research methods, audience measurement and advertising are examined. Management issues and organizational structures for local, network, cable and syndicated programming are also investigated. New technology including Digital TV (DTV), Direct Broadcast Satellite (DBS), digital cable, audio/video streaming and webcasting are also investigated.

**MCM 104 MEDIA MANAGEMENT**

**Prerequisite:** MCM 001

This course examines functions, techniques and skills involved in managing modern electronic media organizations, with a primary emphasis on leadership and organization. Theoretical principles, organizational structures and legal regulations of managing television and other electronic media institutions are analyzed. Practical experience is gained in the completion of management tasks in the areas of promotions, advertising and programming at Menlo College media facilities.

**MCM 107 INTERNATIONAL MEDIA**

**Prerequisites:** MCM 001, ENG 002

This course studies international media organizations and operations both inside and outside the United States. The course may be presented in one of two ways: (1) as strictly a theoretical exploration of media operations in different countries, or (2) as a more experiential course in which students learn about international media by traveling to a specific country, observing first hand its media operations and meeting with its media professionals.

**MCM 108 CULTURAL EXPRESSION IN THE MEDIA**

**Prerequisite:** ENG 001

This course focuses on how the media represents different cultures, and how different cultures represent themselves through the media. Topics may include: African-American Studies, Asian-American Studies, Gay & Lesbian Studies, Latino Studies, Cross-Cultural Film Studies and Cultural Studies. Aside from exploring theories associated with cultural studies, this course will look at the history, literature, electronic expression and current representation in the news media of diverse cultures.

**MCM 109 MYTH, MEDIA AND POPULAR CULTURE**

**Prerequisite:** ENG 001

This course studies the ways in which novels, movies, television and theatrical drama help to shape popular culture, by creating and communicating cultural rituals and myths through the presentation of iconic figures and traditional patterns of action. In the past, this course has included the consideration of Biblical, Greek, Roman and Arthurian materials; traditional folk and fairy tales; and basic Jungian theories of

the collective unconsciousness as the source of many of our traditional and contemporary myths, heroes and heroines.

**MCM 112 SPORTS MEDIA**

**Prerequisites:** MCM 001, Junior standing

This course investigates the phenomenon of sport in the electronic media. Areas of interest include the production and distribution of radio and TV sports programs, advertising, endorsements and contemporary social issues. Regulations, legal considerations and new electronic media such as webcasting and enhanced TV are also examined. The role of the sportscaster, audience measurement techniques, historical and philosophical perspectives, constitute additional topics of discussion.

**MCM 114 FEATURE WRITING**

**Prerequisites:** ENG 002

This course provides the necessary skills to plan, research, write and market a professional quality feature story. Class lectures focus on basic rules of journalistic writing, the development of a clear and creative writing style, interviewing, researching and marketing a story. Newspaper and magazine style feature writing provides additional areas of study.

**MCM 115 MARKETING COMMUNICATION WRITING**

**Prerequisites:** ENG 002

A course that focuses on writing for the media, newsletters, advertising copy, marketing material, the internet, as well as a discussion of visual presentation and layout.

**MCM 116 NEWSPAPER, EDITING, LAYOUT & PRODUCTION**

**Prerequisites:** MCM 001, MCM 053

This course provides practical skills in advanced newspaper editing, including editorial decision-making, story assignment and focus, layout and production. Students in this course work for *The Menlo Oak*, the college newspaper, for a minimum of nine hours a week.

**MCM 117 NEWSPAPER MANAGEMENT**

**Prerequisites:** MCM 001, MCM 053

This course provides practical experiences in planning, organizing, supervising and managing the activities of a newspaper. Students who

participate in the course must be actively working for *The Menlo Oak* for nine hours a week. During the course, students are selected for positions on the college newspaper, and required to write, edit, design, and produce portions of the newspaper for each issue.

**MCM 119 ADVERTISING PRINCIPLES AND PRACTICES**

**Prerequisite:** ENG 002; **Recommended:** MCM 001

This course examines the functions and structure of a typical advertising agency. The class researches and plans buying strategies for radio, television, newspapers and magazines. Students learn copy writing, layout and other creative skills, and analyze and critique several advertising campaigns.

**MCM 120 PUBLIC RELATIONS**

**Prerequisite:** ENG 002; **Recommended:** MCM 001

This introductory course provides the fundamental concepts and techniques of public relations. The students examine the role of public relations in business, industry, entertainment, social service and government, as well as the differences between public relations and advertising. Students critique various campaigns; actively research strategies; plan events; and develop communication skills as well as public relations products.

**MCM 121 DESKTOP PUBLISHING**

**Prerequisite:** MIS 001

This course covers the design and production of professional documents and publications using QuarkXPress. Three major areas are emphasized: basic design skills as they relate to typography, graphics and page composition; technical mastery of the computer and software; skills of editing and critiquing publications.

**MCM 122 VIDEO PRODUCTION**

This class provides hands-on experience in video production. Focus is on the technical skills needed to operate cameras, recorders, sound equipment and field lights. Students write, film, produce videos and learn principles of the video industry.

**MCM 126 INTRODUCTION TO RADIO**

This lecture/lab course focuses on principles and practices of modern



radio production. In the lecture portion of the course, radio history, technology, programming and formats are investigated. Radio commercial structure, ratings and legal regulations of the Federal Communication Commission (FCC) are also examined. For the lab portion of the course, exercises include audiotape editing, production of a 60-second commercial or public service announcement (PSA), a five-minute radio feature and a one-hour live air shift.

### **MCM 127 RADIO MANAGEMENT**

**Prerequisites:** MCM 001, MCM 126

This course focuses on the principles of managing a modern radio station. Areas of study include management theories, organizational approaches and professional leadership skills. Practical experience is acquired by the completion of management tasks for KMXX, the Menlo College radio station. Formats, programming, advertising, sales, promotions, audience measurement methods and legal considerations are also examined. New technologies including Digital Audio Broadcasting (DAB), webcasting and Digital Music Express (DMX) provide additional areas of study.

### **MCM 128 ADVANCED VIDEO PRODUCTION**

**Prerequisites:** MCM 001, MCM 122

Expands and refines skills in all phases of video field production. In addition to in-class lectures, discussions, screenings and critiques of student work, the course provides hands-on experience with pre-production planning, scriptwriting, directing, editing, interviewing and project management. Opportunities may be provided in the management and operation of the campus cable television channel.

### **MCM 129 MUSIC INDUSTRY**

**Prerequisites:** MCM 001, Junior standing

This course examines the history, structure and practices of the music industry. Business aspects of artists' contracts, royalties, copyrights and research methods are analyzed. Recording and production, artist management and concert management, provide additional areas of study. Music programming in broadcast media of radio and television as well as musical scores for film are discussed. New technology in the music industry such as digital recording and editing, surround sound formats,

Musical Instrument Digital Interface (MIDI), digital audio tape (DAT) and on-line audio are also investigated.

### **MCM 130 NEW COMMUNICATION TECHNOLOGIES**

**Prerequisites:** MIS 001, Junior standing. **Mass Comm majors:** MCM 001

This is an advanced course investigating the technical details of and applications for the new media technologies, as well as the social impacts of these technologies. The focus is on the convergence of existing and emerging technologies, including telephone, computer, television and radio, in the creation, storage and distribution of digital information. The perspective is partly historical, but also provides a basis for critical assessment of current and future technological development in the "Information Age."

### **MCM 131 ADVANCED PERFORMANCE**

**Prerequisite:** MCM 054

Advanced performance is an advanced presentation course designed to help students improve their skills for performing on stage, film or television. This course covers instruction in acting technique and characterization, including exercises in improvisation and monologue development. The focus is on practical experience with scenes from plays, additional work with stage movement, as well as intensive script analysis, scene study and critiques; in class rehearsals; and public performance.

### **MCM 150 MEDIA RESEARCH PRINCIPLES AND PRACTICES**

**Prerequisite:** Junior standing

Focuses on the principles and practices of modern research into the human use of communication technologies. The course highlights qualitative/interpretive research frameworks and explores the processes of inquiry in framing research questions, designing projects and collecting and analyzing data. Critical focus is applied to the research results encountered in everyday media outlets.

**MCM 170 WEB PAGE DESIGN****Prerequisite:** MIS 001A

The course covers the design of web pages and web sites. The focus is on developing competence in HTML and other higher-level design packages. Topics may include tables, frames, embedded multimedia objects and script language, as well as basic esthetic issues.

**MCM 171 ADVANCED WEB DESIGN****Prerequisites:** MIS 050, MIS 105 for students in the MIS concentration; MIS 001A & MIS 070 for all other students.

This course expands and refines the student's skills in web design. Contents include an advanced understanding of HTML, audio, video and graphics for the web, client and server-side scripting languages, DHTML forms, database interaction, e-commerce, advanced aesthetic issues and use of web development tools.

**MCM 182-197 SPECIAL TOPICS IN MEDIA** (1-3 units)**Prerequisite:** Varies by subject

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

**MCM 198 INDIVIDUAL DIRECTED RESEARCH IN MASS COMMUNICATION AND MEDIA** (1-3 units)**Prerequisite:** MCM 001, Junior standing

For the course description, see "Individual Directed Research."

**MCM 199 MEDIA PRACTICUM****Prerequisites:** Successful completion of the introductory course in the area of application: radio, video, newspaper.

MCM 199 (Media Practicum) and MCM 200 (Internship) emphasize experiential learning in a structured environment. Students may take 1-2 units of media practicum or 3-9 units of internship per semester. Only three units of either media practicum or internship may be used to fulfill the 18 units of Media Studies concentration. The combined total of practicum and internship units may not exceed 12 in a student's total 124-unit course of study.

**MCM 200 MASS COMMUNICATION INTERNSHIP****Prerequisites:** MCM 001, Junior standing.

For the course description, see under MCM 199 and under "Internships."

**Mathematics (MTH)****MTH 001 INTERMEDIATE ALGEBRA** (4 units)**Prerequisite:** A previous algebra course, preferably at the level of a year of elementary algebra.

This course covers the following topics: a review of fractions and signed numbers; solving linear equations with applications; the four arithmetic operations with polynomials; factoring including trinomials, sums and difference of cubes; solving quadratic equations by factoring and by quadratic formula; complex numbers; laws of exponents; logarithms; applications of exponents and logarithms; arithmetic of rational expressions; solving equations involving rational expressions, including applications; roots and radicals. Other likely topics include solving two equations in two unknowns and some graphing. **Note:** *Students may receive a "K" grade (see "grades" for more information)*

**MTH 002 COLLEGE ALGEBRA** (4 units)**Prerequisite:** Placement exam or MTH 001 with a "C-" or better

The following topics are covered: a review of linear equations and their applications; a review of basic graphing; the slope formula; finding the equations of lines; graphing quadratic equations, including finding intercepts and the vertex; translations and other transformations of basic graphs such as parabolas, absolute value graphs, square root graphs, and so forth; symmetry of graphs; definition of a function; the domain and range; graphs of polynomials and rational functions; exponential and logarithmic functions and their graphs; a brief introduction to trigonometric functions.

**MTH 010 FINITE MATH****Prerequisite:** Placement exam or MTH 001

This course studies finite math from a modeling perspective; modeling real world situations with linear equations; modeling with proportionality; a study of linear equations, their solutions and applications; fitting

data best with a straight line; modeling with systems of linear equations; various ways of solving such systems; the concept of optimizing under constraints, as exemplified by linear programming; financial modeling, including compound interest, the present value of money and annuities; modeling with probability.

### **MTH 051 STATISTICS**

**Prerequisites:** MTH 002 or MTH 060

This course includes the following topics: descriptive statistics, including the standard deviation and the normal curve; the design of surveys and experiments; introduction to probability; probability distributions, and sampling distributions; confidence intervals; hypothesis testing; simple linear regression and correlation; applications to business, politics and health; the misuse of statistics.

### **MTH 060 CALCULUS I** (4 units)

**Prerequisite:** Placement exam or MTH 002 with a “C-” or better

This course includes the following topics: limits; the derivative as a limit; the product rule; the quotient rule; the chain rule; rates of change; marginal economics from a calculus perspective; percentage rate of change; relative extreme; applications of maximizing or minimizing; calculus as an aid in graphing; derivatives of exponential and logarithmic functions; applications of exponential growth; exponential decay and logarithmic growth; indefinite and definite integrals; integration by substitution; area and other applications of integration.

### **MTH 061 CALCULUS II** (4 units)

**Prerequisite:** MTH 060 with a “C-” or better or permission of the instructor

This course includes a brief review of derivatives and integrals; integration by parts; more applications of integration; partial derivatives and some of their applications in economics or business; a brief study of surfaces; why the linear regression method works; multiple integrals and applications; sequences and series of numbers; Maclaurin and Taylor series.

### **MTH 182-197 SPECIAL TOPICS IN MATHEMATICS** (1-3 units)

**Prerequisite:** Varies by subject

Content varies depending on interest of both teacher and students.

### **MTH 198 INDIVIDUAL DIRECTED RESEARCH IN MATHEMATICS** (1-3 units)

For the course description, see “Individual Directed Research.”

## **Music (MUS)**

### **MUS 050 MUSIC HISTORY AND APPRECIATION**

**Prerequisite:** Sophomore standing

This course is a study of musical materials and techniques of intelligent listening, through an examination of selected works from the standard repertoire of Western music from 1700. The course will include principles of melody, harmony, rhythm and musical structure, as well as an introduction to major musical forms (sonata, concerto, symphony, opera, oratorio, the art song, etc.). No previous musical experience required. **NOTE:** *The focus of the course is on the classical or art traditions in music, not on popular styles, although the course will touch on (primarily American) popular music (jazz, American musical theater, etc.) from time to time.*

### **MUS 100 WORLD MUSIC**

**Prerequisite:** Sophomore standing

A comparative study of traditional forms of musical expression reflective of several world cultures. Students will examine such representative musical forms as Chinese opera, Indian Vedic chants, Japanese Juita and Native American ceremonial songs, as well as music usually composed for, or associated with, such traditional instruments as the Javanese gamelan, the Japanese koto, the Indian sitar and African percussion instruments.

### **MUS 182-197 SPECIAL TOPICS IN MUSIC** (1-3 units)

**Prerequisite:** Varies by subject

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

### **MUSIC 198 INDIVIDUAL DIRECTED RESEARCH IN MUSIC** (1-3 units)

For the course description, see “Individual Directed Research.”

## Philosophy (PHI)

### **PHI 055 INTRODUCTION TO PHILOSOPHY**

#### **Prerequisite: Sophomore standing**

An introduction to major topics in philosophy, such as God, knowledge and belief, mind and body, freedom and determinism, right and wrong, justice and equality, with readings drawn from classical, modern and contemporary sources.

### **PHI 060 INTRODUCTION TO LOGIC**

#### **Prerequisites: ENG 002, Sophomore standing**

This course is an introduction to the skill of rational argument, including analysis of grammatical structure as related to forms of argument; testing for argument validity; and identification of fallacies. Students will apply the principles to everyday life and philosophical thought, and will study both deductive and inductive argument forms.

### **PHI 101 FORMAL LOGIC**

#### **Prerequisite: PHI 060**

This course is an introduction to the methods and principles of formal logic, utilizing modern techniques of deduction for formalized languages. Applications of formal logic to philosophy and the exact sciences.

### **PHI 102 MORAL ISSUES**

#### **Prerequisite: ENG 002, PHI 055**

This course is a critical analysis of arguments surrounding various contemporary moral issues such as abortion, euthanasia, hunger and starvation, sexual morality, sexual equality, preferential treatment, animal rights, the environment and nuclear war.

### **PHI 103 ETHICS AND VALUES**

#### **Prerequisite: ENG 002, PHI 055**

This course is an analysis of various theories of obligation, standards of right and wrong and theories of value; evaluation of these theories according to philosophic clarity and standards for scientific theories. Readings from the works of major moral philosophers such as Aristotle, Hobbes, Mill and Kant.

### **PHI 104 MODERN WESTERN PHILOSOPHY**

#### **Prerequisite: ENG 002**

This course is a survey of major figures and movements in Western philosophy from Descartes to the present, that will critically examine views on the nature of reality (metaphysics), the sources and limits of human knowledge (epistemology), and the grounds of value and obligation (ethics and value theory). Students will do readings from original sources in translation.

### **PHI 105 COMPARATIVE PHILOSOPHY**

#### **Prerequisite: ENG 002**

This course is a comparative study of value systems and codes of conduct embraced by or practiced in selected world cultures, and a critical examination and analysis of fundamental assumptions underlying them. Students will do readings in translation selected from original Japanese, Chinese, South Asian, Arabic, Persian, Native American, Latin American, African and European sources.

### **PHI 182-197 SPECIAL TOPICS IN PHILOSOPHY (1-3 units)**

#### **Prerequisite: Varies by subject**

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

### **PHI 198 INDIVIDUAL DIRECTED RESEARCH IN PHILOSOPHY (1-3 units)**

For the course description, see "Individual Directed Research."

## Physical Education (PED/VAR)

**Note:** Only 4 units of Physical Education & Varsity Sports classes can be taken for a letter grade and count toward graduation and grade point average (GPA). Additional physical education classes are graded on a "credit/no credit" basis. Additionally, only 2 units of PED & VAR classes can be taken for a letter grade per semester.

### **PED 001-050 GENERAL PHYSICAL EDUCATION ACTIVITIES (1 unit each)**

These courses allow students to select activity, level and time of preference. A wide variety of activities, such as the following, are

offered: See Schedule for current offerings.

PED 001 Tennis

PED 005 Yoga

PED 008 Body conditioning (non-athletes)

PED 009 Weight training (non-athletes)

PED 012 Kick boxing

PED 019 Volleyball (non-athletes)

PED 020 Basketball (non-athletes)

PED 021 Walking

### **PED 050-099 ADVANCED PHYSICAL EDUCATION ACTIVITIES**

(1 unit each)

These courses are designed to improve the student's skills, conditioning and understanding of the basic principles underlying the sport.

### **VAR 070-089 VARSITY SPORTS** (1 unit each)

The Intercollegiate Sports Program consists of the following:

**Men's Program:** Basketball, Baseball, Cross-Country, Football, Golf, Soccer, Wrestling.

**Women's Program:** Basketball, Cross-Country, Softball, Soccer, Volleyball, Wrestling.

## Physical Science (PSC)

### **PSC 050 INTRODUCTORY PHYSICAL SCIENCE WITH**

**LAB** (4 units)

A General Education physical science course comprising the principles of astronomy, geology, physics and related sciences. Thought provoking contemporary topics will be studied, from the Big Bang to the evolution of the solar system and the earth.

### **PSC 125 THE HISTORY OF SCIENCE**

**Prerequisite:** A biological or science course with a lab

This course will explore the origins of ancient technologies and the early explanations for the world and its workings. Discussions will employ a global view and consider the roles of Islamic philosophers, as well as the technologies developed in Asia. Study will progress to the Scientific Revolution and consider its origins and legacies, particularly those that played a major role in the Industrial Revolution. This course

is intended to encompass multi-disciplinary developments in biology, astronomy, physics, mechanics and chemistry, leading to the current age of specialization. The course will contrast the breakthroughs and benefits, as well as the controversies and ethical questions raised by these developments, adding an historical perspective to the development of technology in the 21st century daily life.

### **PSC 150 THE TECHNOLOGY OF SILICON VALLEY**

**Prerequisite:** A biological or science course with a lab

This course investigates the scientific basis for the technological advances originating in Northern California. Discussions will include a variety of topics, including the origins of the personal computer, the structure and elucidation of the human genome and innovations in telecommunications.

## Political Science (POL)

### **POL 050 INTRODUCTION TO POLITICAL SCIENCE**

This course studies American political institutions as they operate in practice and theory. The Constitution of the United States, the three branches of government, political parties and the background of American democracy are investigated.

### **POL 182-197 SPECIAL TOPICS IN POLITICAL SCIENCE**

(1-3 units)

**Prerequisites:** Varies by subject

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

### **POL 198 INDIVIDUAL DIRECTED RESEARCH IN POLITICAL SCIENCE** (1-3 units)

For the course description, see "Individual Directed Research."

## Psychology (PSY)

### **PSY 001 INTRODUCTION TO PSYCHOLOGY**

This course is an introductory survey of the subject matter, fields and methods of psychology. This course will address theoretical perspectives, as well as findings from experimental research. The basic topics for

inquiry include consciousness, perception, learning, cognition, motivation, emotion, development, personality and social psychology. Applications to industry, organizations and management of human resources will also be considered.

**PSY 103 PSYCHOLOGY OF LEARNING AND COGNITION**

**Prerequisite:** PSY 001

This course will cover the scientific research relating to the acquisition and maintenance of behavior and the cognitive processes related to memory. Topics will include classical conditioning, concept formation and memory organization. Students will examine these topics from an experimental perspective with application to areas such as behavior modification and information processing.

**PSY 104 PSYCHOLOGY OF HUMAN MOTIVATION AND EMOTION**

**Prerequisite:** PSY 001

This course will address the physiological, cognitive and social psychological theories of motivation and emotion. Theoretical perspectives as well as empirical findings will be examined in order to contrast need-drive themes with incentive theories. Topics include the study of motivation for competence, achievement and affiliation. The relationship between motivation and cognitive-affective processes will also be considered.

**PSY 105 PSYCHOLOGY OF HUMAN DEVELOPMENT ACROSS THE LIFESPAN**

**Prerequisite:** PSY 001

This course will study physical, cognitive, emotional, social, moral and personality characteristics of the various stages of human development. Additionally, the developmental issues that are relevant to each phase of the life span (infancy, childhood, adolescence; early, middle and late adulthood) will be addressed. The course will include a survey of major developmental theories and an investigation of the assumptions common to all of them.

**PSY 106 PSYCHOLOGY OF HUMAN SEXUALITY**

**Prerequisite:** PSY 001

This course will offer a study of psychological aspects of human sexual-

ity and their influence on gender identity and sexual behavior at various stages of development. Selected topics include: research on sexuality; gender roles; sexual dysfunction and therapeutic interventions; sexual harassment; intimacy and communication skills; and, the varieties of sexual behavior.

**PSY 109 SOCIAL PSYCHOLOGY**

**Prerequisite:** PSY 001

This course studies the intersection of psychology and sociology, and addresses the extent to which individual behavior is formed and controlled by social groups. The influence of individual behavior on the nature of groups will also be considered. Students will examine principles of crowd behavior, prejudice, public opinion, aggression, obedience, cooperation and leadership. Applications to business, the legal system and healthcare will be addressed.

**PSY 110 PSYCHOLOGY OF HUMAN PHYSIOLOGY AND PERCEPTION**

**Prerequisite:** PSY 001, BIO 001

This course introduces students to human physiology and the human perceptual system. The relationship between physiology, genetic determinants and environmental conditions will be explored. The significance of each of these factors for influencing human behavior will be emphasized. Theoretical knowledge of these factors will be applied to the understanding of psychological and neuropsychological impairments.

**PSY 111 PERSONALITY THEORY**

**Prerequisite:** PSY 001

This course surveys both classic and current theories of personality. A variety of perspectives will be examined including psychodynamic, humanistic, behavioral and cognitive approaches. The study of individual theories will further consider the implication of ideas for therapy, diagnostic tools and the use of theory to guide current research.

**PSY 112 PSYCHOLOGICAL DISORDERS**

**Prerequisite:** PSY 001

This course introduces the study of psychopathology and considers both historical and cross-cultural perspectives on mental illness. The survey begins with the traditional classifications of neuroses and

psychoses, and focuses on contemporary classifications of psychological disorders. The manifestations of mental illness as well as etiological considerations will be emphasized. Diagnostic tools and therapeutic interventions will also be addressed.

**PSY 115 COMMUNICATION AND COUNSELING SKILLS (FORMERLY PSY 210)**

**Prerequisite:** PSY 001

This course will involve a systematic study of the communication skills that are required for conducting interviews and counseling. The ethical issues associated with psychotherapy, as well as cultural differences in styles of communication, will also be addressed. Additional topics that will be surveyed include: major theoretical approaches to psychotherapy; and, approaches to working with children and families. As the focus of the course will be on the development and application of specific competencies, this course is strongly encouraged for those students who intend to pursue internship opportunities.

**PSY 182-197 SPECIAL TOPICS IN PSYCHOLOGY (1-3 units)**

**Prerequisites:** Varies by subject

Occasionally, special topics will be offered in the Psychology curriculum. They are selected for their contemporary interest and may be courses in applied psychology, contemporary issues in psychology or in-depth studies of a particular area of psychology.

**PSY 198 INDIVIDUAL DIRECTED RESEARCH IN PSYCHOLOGY (1-3 units)**

For the course description, see “Individual Directed Research.”

## Social Science (SSC)

**SSC 050 INTRODUCTION TO SOCIAL SCIENCE**

This introductory course identifies the similarities and differences between the disciplines within the social sciences. The course will address major topics that are common to these disciplines such as: the concept of self; socialization; group processes; culture; and, diversity. Applications to employment in fields such as government, business and non-profit organizations, will also be surveyed.

**SSC 182-197 SPECIAL TOPICS IN SOCIAL SCIENCE**

(1-3 units)

**Prerequisite:** Varies by Subject.

Content varies depending on the interest of both the teacher and the student.

**SSC 198 INDIVIDUAL DIRECTED RESEARCH IN SOCIAL SCIENCE (1-3 UNITS)**

For the course description, see “Individual Directed Research.”

## Spanish (SPA)

**SPA 001 INTRODUCTORY SPANISH 1**

This course covers pronunciation, elements of Spanish grammar, oral and written drills. Spanish verbs, regular and irregular, in the indicative mood. Vocabulary building and reading of simple Spanish prose.

**SPA 002 INTRODUCTORY SPANISH 2**

**Prerequisite:** Placement exam or SPA 001 with a “C-” or better

This course is a continuation of Spanish 001. The Spanish verb in the passive and subjunctive mood. Oral and written exercises.

**SPA 050 INTERMEDIATE SPANISH 3**

**Prerequisite:** Placement exam or SPA 002 with a “C-” or better

This course covers intermediate grammar, taught and discussed in Spanish, with daily oral and written exercises. Reading from modern Spanish literature. Oral and written reports.

**SPA 051 INTERMEDIATE SPANISH 4**

**Prerequisite:** Placement exam or SPA 050 with a “C-” or better

This course is a continuation of Spanish 050. Readings from literary Spanish works. Oral and written exercises. Composition and reading.

**SPA 125 ADVANCED SPANISH**

**Prerequisite:** Placement exam or SPA 051 with a “C-” or better

This course covers oral and written composition. Reading and discussion in class of literature in the Spanish originals. Outside readings and written reports in Spanish. Translation exercises. The class is conducted entirely in Spanish.

**SPA 182-197 SPECIAL TOPICS IN SPANISH** (1-3 units)**Prerequisite:** Varies by subject

These courses vary from semester to semester. The content emphasizes specific areas of special interest. Students will examine the broad policy implications of media effects, including the social responsibility of the media, the role of media consumers as watchdogs, the dissemination of information in foreign countries and censorship.

**SPA 198 INDIVIDUAL DIRECTED RESEARCH IN SPANISH** (1-3 units)

For the course description, see “Individual Directed Research.”

## Sports Management (SMG)

**SMG 100 SPORTS ORGANIZATION AND BUSINESS****Prerequisites:** MGT 002

This course offers an overview of the legal and social issues in the sports industry. Included in this study are the constitutional aspects of athletics, with special attention toward procedural and due process, equal protection, equal opportunity, contractual rights and obligations. The legal and social issues related to formation and conditions of contracts from both the management, individual and societal perspectives are examined. Additionally, the organization and management of the sporting industry are explored in relation to tort law, labor law and ethics within the sports industry.

**SMG 101 LEGAL AND SOCIAL ISSUES IN SPORTS MANAGEMENT****Prerequisites:** MGT 002, MGT 106, SMG 100

An overview of the legal and social issues in the sports industry. The constitutional aspects of athletics with special attention toward procedural and due process, equal protection and equal opportunity and contractual rights and obligations. Included are the legal and social issues related to the formation and conditions of contracts from both the management, individual and societal perspectives. The rights of athletes, public, coaches and management to participate in, and organization and management of, sporting industry are explored related to tort law, labor law and ethics within the sports industry.

**SMG 102 MARKETING AND ADVERTISING IN THE SPORTS INDUSTRY****Prerequisites:** MGT 002, MGT 102, SMG 100

The application of marketing and advertising science to all realms of the sports industry are examined in this course. This includes professional and semi-professional sports, intercollegiate, interscholastic and intramural sport; amateur sport; and commercial and public sport and recreational facilities, clubs, resorts, and service organizations and the special nature and needs of sports organizations. A view of the international sports business and ethical issues in sports marketing and advertising are also investigated.

**SMG 103 HISTORY OF SPORTS****Prerequisites:** MGT 002

This course focuses on the historical development of sport. Areas of interest include the examination of the major pre-historical and historical epochs, with an emphasis on management issues. Philosophical and theoretical perspectives, social and cultural issues and evolving models of sports management are analyzed. Modern issues including the development of sports broadcasting, the Educational Amendments Act of 1972 (Title IX) and formation of professional teams and leagues are also investigated. The evolution and categorization of sportive contests provide additional areas of study.

**SMG 104 ETHICS IN SPORTS MANAGEMENT (3 UNITS)****Prerequisites:** MGT 002, SMG 100

This course focuses on ethical considerations in the management of the sports industry. Topics covered include theories of personal and professional ethics, social and cultural issues and models of management. Modern issues concerning violence, gambling, athletic endorsements and equity in sport are also discussed. Case studies are presented and students debate contemporary ethical issues in sports management in class.

**SMG 200 INTERNSHIP IN SPORTS MANAGEMENT**  
(6 units)**Prerequisites:** MGT 002, SMG 100

Students must meet the curriculum requirements to be accepted into the internship program. Once accepted, students will obtain on-the-job



learning experience with a sport organization while earning college credits. Internships also provide a gateway into the “real world” workplace and help formulate invaluable professional networking opportunities. An internship may begin anytime after the junior year has begun.

## Study Skills (STS)

### **STS 999 MENLO SUCCESS**

The purpose of this course is to help students improve their skills in test-taking, note-taking and time and stress management. It also serves as a forum for discussion about social coping skills and connecting to the Menlo community. Issues discussed will include communication, alcohol and drug awareness, connecting with a mentor and Menlo College campus life. Curriculum includes supplemental videos on learning and required involvement with scheduled Menlo events.

*(There is a 1-unit equivalent for this developmental course – the unit does not count for graduation or grade point average, but does count in establishing full-time status).*



### **INTRODUCTION**

As an integral part of Menlo College, the Professional Studies Program demonstrates commitment to the delivery of a quality undergraduate education in management, recognizing the educational needs of the adult learner and, in turn, promoting lifelong learning.

Within an educational environment that responds to the needs of the mature student and to contemporary trends in higher education, the very best academic traditions of Menlo College are made available to Professional Studies students. Both full-time and adjunct faculty guide and participate in the process of delivering the curriculum. Their academic credentials and professional expertise assure both appropriate theoretical foundations and practical application of these theories within an environment of support and concern for the busy adult student.

### **CURRICULUM OVERVIEW**

The Professional Studies Program is dedicated to providing high-quality educational programs designed for working adults who wish to pursue undergraduate study in management. This is accomplished by offering upper division coursework aimed at developing management skills and increasing proficiency in the functional areas of business organization. The application of classroom theory to on-

the-job responsibilities brings concepts to life, while enhancing the student's professional performance and leadership capabilities.

Surveys of managers in top organizations emphasize the need for competence in speaking and writing, teamwork capabilities, analytical abilities, interpersonal skills, global perspectives, ethics and the ability to function within changing environments. These competencies are addressed within the management curriculum. The Professional Studies Program offers students the opportunity to meet these requirements in ways appropriate to working adults through a series of eight-week courses, accelerated in nature, and meeting one night a week or on weekends. An appropriate workload is considered to be six (6) units per session.

Working adults entering Menlo College complete either the Bachelor of Science in Management or the Bachelor of Arts in Management. Both degree programs require a total of 13 courses for a total of 40 semester units. Although some of the same courses are required in each program, required prerequisites vary. Students in the Bachelor of Science program focus on strategic studies while Bachelor of Arts students receive human studies as their focus.

All Menlo College students must successfully complete the requirements outlined for graduation from Menlo College. In addition to the major program requirements, the degree includes general education course work, lower-division prerequisites specific to the degree program selected, and upper division electives, for a total of 124 semester units.

Courses are offered in a pre-determined sequence to small learning groups of students who usually remain together during the program. The courses are organized into 16-week semesters, with two eight-week sessions per semester. Courses are delivered with a deliberate focus on efficiency; there are three semesters per year, which provide for completion of the major program usually within a 20-month period. A total of four weeks of breaks are distributed throughout the year. Information on the scheduling for each learning group is available from the Professional Studies Program Office.

A student may choose to take a concentration (area of special-

ization) along with the major program. Current concentrations include human resource management, international management or management of information systems.

### **ADMISSION**

The Professional Studies Program regularly holds information meetings for prospective students. At these meetings, information is presented on programs offered, admission requirements, curriculum, degree completion requirements, cost and financial aid information. Individual pre-admission counseling is encouraged, during which time an unofficial transcript evaluation is generated for each prospective student.

All applicants to the Professional Studies Program must:

- Complete a formal application.
- Provide official transcripts from every college or university attended (in any country) since high school. Only transcripts sent to the Associate Director of PSP Admission from the registrar of each institution attended will be accepted as official. No portion of a college record may be omitted from consideration of eligibility of transfer.
- Possess a minimum grade point average of 2.0 (C) on a 4.0 scale.
- Have attained a minimum of 50 semester units of accepted transfer credit. Students with less than 50 units may apply for provisional admission status. Under this classification, a student may take a limited number of PSP courses until such time as their unit count reaches 50. Contact the PSP Associate Director of Admission for details.
- Have a minimum of five years of full-time work experience.

International students whose primary language is not English must present a TOEFL score of 500 or higher if they have not successfully completed courses equivalent to six units of college-level English.

Final determination of acceptability and distribution of general education and other college units toward admission to a degree program is made by the PSP Registrar.

Admission is based on an assessment of the applicant's educa-

tional and professional background. All admission applications are reviewed individually. Recognizing that college work previously undertaken by adults in their earlier years may not reflect current abilities, and to allow for a measure of flexibility, a review committee will consider petitions from students who do not meet admission requirements but believe they have compelling reasons for being granted an exception. Please consult with the PSP Associate Director of Admissions for information on this process.

Students may begin the first course while application materials are being processed; however, a student must complete an application for admission prior to registering for the program. Students may not continue the program beyond eight weeks without written notification of admission status. Students who are denied admission to a program after beginning their coursework, may continue to completion of the current course only. Students will be liable for 100 percent of the course costs for all courses completed.

All applicants must submit:

- A completed admission application to the Office of Admission (PSP), Menlo College, 1000 El Camino Real, Atherton, CA 94027-4301.
- A non-refundable application fee (in the amount of \$50) by check or money order made payable to Menlo College.
- Official transcript(s) from all colleges and universities attended. To save time, students may submit these transcript(s) in their original sealed envelope(s) with their application or have them sent directly from their school(s) to the address indicated above. Failure to report the history of any previous post-secondary enrollment will likely result in administrative withdrawal from the College.
- A resume.

Once admitted:

- Students are sent a letter of admission.
- The student meets with the PSP Academic Advisor to discuss his/her transfer evaluation and graduation requirements.
- Students are asked to submit a non-refundable deposit, which

will be applied toward the tuition for their first course in the Professional Studies Program. At the time of registration, students will also be asked to pay a portion of the first semester's tuition.

**Note:** *Applicants are subject to the degree requirements in effect at the time of admission.*

### **FINANCIAL AID**

Students in the Professional Studies Program may be eligible for financial assistance. Please refer to the section on "Qualifying for Financial Aid" for further information.

### **TUITION**

Fees and tuition for the Professional Studies Program are as follows:

#### **Fees**

Application Fee (non-refundable)	\$ 50
Registration Deposit	\$100
Late Registration Fee (non-refundable)	\$ 75

#### **Tuition**

Prerequisite courses (per unit)	\$250
Concentration courses (per unit)	\$450
Core courses (per unit)	\$450

Students who have unpaid balances on their Menlo College account and/or who defer payment without prior approval, are subject to dismissal from the College and, as long as such payments remain unpaid, may not receive transcripts or a diploma. Only those students who have completed their financial obligations to the College may register for upcoming courses.

### **EMPLOYER REIMBURSEMENT**

Students in the Professional Studies Program who are eligible for tuition assistance from their employer, must submit a completed Deferred Payment Certification Form, available from the Finance Office.

**OFFICIAL WITHDRAWAL**

Refunds are determined by the date of the official withdrawal. If a student stops attending class, but fails to withdraw in writing through the Office of the PSP Registrar, the student will be assessed for the entire cost of the course.

**COURSE WITHDRAWAL/REFUND POLICY**

Students register for courses with the understanding that they will remain enrolled for the entire course unless they voluntarily withdraw or are administratively withdrawn from the College. A student who voluntarily withdraws or who is administratively withdrawn from the College may be eligible for a tuition refund; fees are non-refundable. To officially withdraw from a course, the student must submit to the Office of the PSP Registrar, a written statement of withdrawal from the course. The date on which the Office of the PSP Registrar receives this statement is the date used in calculation of the refund according to the following timetable:

- 100 percent refund for official withdrawal up to and including the Friday prior to the second class meeting and for cancelled courses.
- 75 percent refund for official withdrawal up to and including the Friday prior to the third class meeting.
- 50 percent refund for official withdrawal up to and including the Friday prior to the fourth class meeting.
- 25 percent refund for official withdrawal up to and including the Friday prior to the fifth class meeting.
- No refund for official withdrawal after the fifth class meeting.

Please consult the Professional Studies Program calendar for further information.

**COMPLETE WITHDRAWAL**

In order for a student to withdraw from the College, the student must notify the Office of the PSP Registrar in writing. The withdrawal is effective the date the notification is postmarked and is not based on the number of classes that the student attended. Academic credit is not given for any course that is not completed.

**CURRICULUM REQUIREMENT**

Students must complete the graduation requirements as stated in the catalog for the year of admission. If a student withdraws and is later readmitted, the requirements prevailing at the time of readmission must be met.

**READMISSION APPLICATION PROCEDURES**

Any student who was previously enrolled in the Professional Studies Program, has not been enrolled for one semester or more and has not been approved for a leave of absence, must complete the re-admission process. (See section on “Readmission”.)

**LEAVE OF ABSENCE**

Any student who is in good standing, is eligible to apply for a Leave of Absence, should circumstances require a temporary absence from the College. The Leave of Absence allows a student to return to the Professional Studies Program under his or her original degree requirements insofar as these courses are still being offered. If this is no longer the case, the student will be provided with degree completion requirements consistent with current program requirements. Students are not guaranteed placement with their original learning group.

In order to be eligible for a leave, the student must have completed at least one course (three units) with a grade of “C” or better, must intend to return to the program within one calendar year, and must have completed the appropriate paperwork for a leave. If a student requests a leave while currently enrolled in a semester, the current semester will be counted toward the period of the leave.

**CONCURRENT ENROLLMENT**

A matriculated Professional Studies student who wishes to register at another institution concurrently, must have this approved by the Professional Studies Academic Advisor prior to enrollment at the other institution. Menlo College is under no obligation to accept work from another institution unless the student has obtained this approval.

**COURSE SYLLABI**

College policy requires that all instructors provide a syllabus to each student prior to the start of a course. All course syllabi are based upon an expectation that the student commit to a minimum of two hours of out-of-the-classroom work every hour of class time.

**PREREQUISITE COURSES**

For admission to a course that requires a prerequisite, the student must either have satisfactorily completed a prerequisite course with a grade of “D” or better.

**GRADUATION AND COMMENCEMENT**

During the semester prior to the semester of anticipated completion of his/her degree requirements, each student in the Professional Studies Program must meet with an advisor to review degree program status and to determine graduation eligibility.

Eligible students should submit the Graduation Petition to the Office of the PSP Registrar at the beginning of the semester prior to the student’s final semester. The student will be notified of his/her academic status once the petition has been reviewed.

The student will automatically be billed for the graduation fee.

Students are eligible to participate in Commencement if they complete all degree requirements by the end of the spring semester of the year they intend to graduate. Students unable to meet the above requirements but who are within six (6) units of these requirements, may petition to participate in Commencement. Petitions must demonstrate a plan to complete all degree requirements by December of the same year.

**HONOR SOCIETIES**

Professional Studies Program students who meet the eligibility criteria for Alpha Chi and/or Delta Mu Delta honor societies will be invited to join one or both of these organizations. (Please see the section on “Honor Societies.”)

**SPECIAL STATUS**

A student is eligible for “special status” if the student is enrolling in courses on a limited basis without pursuing a degree. A simplified admission procedure is provided for such students. Examples of situations that might qualify a student for “special status” include, a student wishing to pursue a certificate or a student wishing to take units at Menlo College for transfer to another institution. Please contact the PSP Admission Office for further information.

**ACADEMIC STANDING**

A student who is making reasonable progress toward graduation (measured by successful completion of credits toward graduation), and who is not subject to academic probation or academic disqualification, is considered to be in good standing. A minimum cumulative grade point average of 2.000 in all work taken at the College and in the major is necessary to graduate.

**GRADING**

All grades are considered final except “I” and “NG”. Grade changes are made by the instructor in cases of computational or clerical error only. Grades are not changed as a result of reappraisal (see section on “Academic Petitions” for additional information.)

**ATTENDANCE**

Professional Studies Program students are expected to attend all scheduled meetings of the courses for which they are registered. At the very least, any student who anticipates missing a class session should inform the instructor prior to the class. It is the student’s responsibility to contact the instructor to obtain work from the missed session, as well as any assignments for the following class meeting. The student may also be subject to a decrease in grade as a result of this absence. The student is referred to the appropriate syllabi for further information.

**PROFESSIONAL STUDIES CURRICULUM****■ CLEP**

The College Level Examination Program is a method of earning academic credit offered on many college campuses; each institution develops its own policy on the use of CLEP examinations for the award of academic credit. The student must achieve the appropriate score on each examination in order for it to be considered for academic credit.

**■ ACE**

The American Council of Education evaluates various military, professional and/or certificate courses and programs that do not appear on a college or university transcript. Courses evaluated by ACE carry baccalaureate credit recommendations; if they can be equated to Menlo College courses, and are appropriate to the student's individual academic profile, these courses will be credited accordingly. Unless the student's specific branch of the armed services has been evaluated by ACE, it cannot be considered for credit. The only exception is military basic training. Four (4) units of physical education credit may be awarded for basic training if, the student provides verification of basic training completion as documented by a Military DD-214 form, and the student has not transferred the maximum number of 70 lower division units and/or already received the maximum number of units allowed for physical education (four (4) units). A maximum of eight (8) units will be awarded for military training and military science courses.

**GENERAL EDUCATION REQUIREMENTS**

All degree-seeking students within the Professional Studies Program are required to successfully complete the Menlo College general education requirements as identified below:

**OVERVIEW: General Education Requirements:**

Communication Skills	6 units
Science and Technology	6 units
Social Science	6 units
Foreign Language	6 units
Diversity	3 units
Humanities (from two different disciplines)	12 units

For specific information on meeting these requirements, please contact the Office of the PSP Registrar.

**BACHELOR OF SCIENCE IN MANAGEMENT**

The Bachelor of Science in Management degree offers students upper division coursework aimed at development of management skills and increased proficiency in the functional areas of business organization.

**Program Requirements**

The major for the Bachelor of Science in Management consists of thirteen (13) required courses totaling 40 semester units. The courses must be taken in sequence as noted.

MIS 305	Management Information Systems (3 units)
MGT 302	Foundations in Adult Learning (3 units)
MGT 303	Managerial Communications (3 units)
MGT 300	Individuals and Organizations (3 units)
MGT 304	New Paradigms in Management (3 units)
IMG 300	International Management (3 units)
MGT 308	Quantitative Analysis for Business Decisions (3 units)
MGT 312	Financial Management (3 units)
MGT 313	Operations Management (3 units)
MGT 316	Marketing Management (3 units)
MGT 306	Business Law and Ethics (3 units)
MGT 361	Diversity in the Workplace (3 units)
MGT 362	Principles of Environmental Resource Management (4 units)

Course descriptions are found in the section "Course Descriptions—Professional Studies Program."

**Prerequisites**

The following are prerequisites for the Bachelor of Science major. Students are strongly encouraged to complete these courses prior to entering the major.

ACC 001	Principles of Financial Accounting (3 units)
ACC 002	Principles of Managerial Accounting (3 units)
ECO 055	Macroeconomics (3 units)
ECO 056	Microeconomics (3 units)
MGT 002	Creativity, Leadership and Ethics (3 units)
MTH 002	College Algebra (3 units)
MTH 051	Statistics (3 units)

**BACHELOR OF ARTS IN MANAGEMENT**

The Bachelor of Arts in Management is designed for students who wish in-depth exploration of the human dimension within organizations. The curriculum provides both the macro perspective of organizational purpose and design, and the micro perspective of individuals, work groups and leadership.

**Program Requirements**

The major for the Bachelor of Arts in Management consists of thirteen (13) required courses totaling 40 semester units. The courses must be taken in sequence as noted.

MIS 305	Management Information Systems (3 units)
MGT 302	Foundations in Adult Learning (3 units)
MGT 303	Managerial Communications (3 units)
MGT 300	Individuals and Organizations (3 units)
MGT 304	New Paradigms in Management (3 units)
IMG 300	International Management (3 units)
MGT 316	Marketing Management (3 units)
HRM 320	Human Resource Management (3 units)
MGT 318	Psychology and Philosophy of Management Styles (3 units)
MGT 317	Organizational Theory and Development (3 units)
MGT 306	Business Law and Ethics (3 units)

MGT 361	Diversity in the Workplace (3 units)
MGT 362	Principles of Environmental Resource Management (4 units)

Course descriptions are found in the section “Course Descriptions—Professional Studies Program.”

**Prerequisites**

The following are prerequisites for the Bachelor of Arts major. Students are strongly encouraged to complete these courses prior to entering the major.

ECO 055	Macroeconomics (3 units)
MGT 002	Creativity, Leadership and Ethics (3 units)
MTH 002	College Algebra (3 units)

**CONCENTRATION / CERTIFICATE**

Any student seeking a degree within the Professional Studies Program may choose one of the following areas of concentration. These concentrations are also available to non-degree-seeking students as certificate programs. Many of these courses have prerequisites. Course offerings are subject to sufficient enrollment.

**Human Resource Management (15 units)**

HRM 315	Employment Law (3 units)
HRM 316	Human Resource Management Strategy (3 units)
HRM 317	Staffing/Testing/Training and Development (3 units)
HRM 318	Benefits and Compensation (3 units)
HRM 321	Special Topics in Human Resource Management (3 units)

**International Management (15 units)**

IMG 301	International Economics and Finance (3 units)
IMG 302	International Marketing Management (3 units)
IMG 303	History of International Commerce & Trade (3 units)
IMG 304	Management for a Small Planet (3 units)
IMG 305	Economic Development (3 units)

### **Management Information Systems (18 units)**

- MIS 305 Management Information Systems (core) (3 units)
- MIS 306 Telecommunications and Networks (3 units)
- MIS 307 Developing/Programming Business Applications (3 units)
- MIS 309 Database Systems (3 units)
- MIS 310 Analysis and Design of Emerging Technology (3 units)
- MIS 311 Managing New Media (3 units)



## **COURSE DESCRIPTIONS: PROFESSIONAL STUDIES**

### **Accounting (ACC)**

#### **ACC 001 PRINCIPLES OF FINANCIAL ACCOUNTING**

This course is the first of a two-semester introduction to accounting, covering current and long term assets, depreciation, inventory valuation, internal control, current liabilities and equity, including stock splits and repurchases. Students compile and analyze Income Statements, Balance Sheets and Owner's Equity Statements. The course is designed for practical application. It is problem- and case-based using Excel spreadsheets in a computer lab environment. Students become adept at researching annual reports of publicly traded companies. The goal of the course is to prepare students for decision-making, using accounting information.

#### **ACC 002 PRINCIPLES OF MANAGERIAL ACCOUNTING**

**Prerequisite:** ACC 001

This course includes time value of money, long-term debt, amortization and preparation and analysis of the Statement of Cash Flows. A significant portion of the course is an introduction to managerial accounting, including job costing, cost allocation, standards, process and activity-based costing and cost volume profit analysis. The course is designed for



practical application. It is problem- and case-based, using Excel spreadsheets and Internet sources in a computer lab environment. The goal of the course is to prepare students for business decision-making using accounting information.

## Economics (ECO)

### **ECO 055 MACROECONOMICS**

**Prerequisite:** MTH 001 or equivalent

This course is an examination of national income determinants in a global context, and the institutional and historical context of these components. Participants explore the problems of economic growth, inflation and unemployment, as well as banking and monetary influences on macro-variables; the role of transnational firms in national and international employment, investment and surplus generation; as well as balance of payments and concepts inclusive of transnational capital growth and its effect on world markets and development.

### **ECO 056 MICROECONOMICS**

**Prerequisite:** MTH 001 or equivalent

This course will explore such aspects of market economics as price theory, resource allocation and the determination of costs; effects of different tax structures and markets; development and theory of different types of industrial structures, including competition, monopoly and oligopoly.

## English (ENG)

### **ENG 002 ENGLISH COMPOSITION 2**

**Prerequisite:** ENG 001 or equivalent

This course focuses on writing expository prose with emphasis on the critical connection between thinking and writing. Students will learn to organize and develop the argumentative and persuasive essay. Non-fiction and imaginative literature are read and discussed primarily as a basis for learning the principles of critical thinking.

## Human Resources Management (HRM)

### **HRM 315 EMPLOYMENT LAW**

This course examines labor law and its relationship to the historical background of labor/management relations and the nature of the workforce in the United States, recent changes in the two areas, and the implications of these changes on future labor relations and markets.

### **HRM 316 HUMAN RESOURCE MANAGEMENT STRATEGY**

This course considers the development of a strategic perspective regarding the use of human resource policies, practices, tools, philosophies and systems, in enhancing business competitiveness and effectiveness. The course will focus on harnessing the power of effective human resource practices. The practices of many different organizations will be reviewed and key strategic and implementation issues related to human resource policies and programs will be explored.

### **HRM 317 STAFFING/TESTING/TRAINING & DEVELOPMENT**

This is a practical course that introduces the student to the policies and procedures developed by human resources offices and implemented in an organization. The course considers the relationship between various policies and the human resource strategies adopted by the organization. It stresses the need for consistency between organizational human resource strategy and organizational human resource policies and procedures. Students will focus on time lines, costs and facilities needed for various human resource approaches.

### **HRM 318 BENEFITS AND COMPENSATION**

This course is a combination of ethical philosophy and practical implementation. The philosophic content will consider such contemporary issues as comparable worth, partner benefits, merit versus seniority and the role of compensation in various models of work. Its practical content will explore the variety of benefits available to workers, ways to explain and present those benefits to employees and the use of the internet in accessing comparative compensation and benefits information in the student's field of interest.

**HRM 320 HUMAN RESOURCE MANAGEMENT****Prerequisites:** MGT 002, MGT 302

This course introduces students to the philosophies, practices and techniques for effective management of human resources in multi-faceted business operations. Case studies of current business environments are used extensively.

**HRM 321 SPECIAL TOPICS IN HUMAN RESOURCE MANAGEMENT** (1-3 units)**Permission of PSP Dean**

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

**Humanities (HUM)****HUM 001 WORLD CULTURES**

This course is a seminar in which class meetings are devoted to discussion and student presentations. The course involves a chronological survey of world culture. It is designed to provide a historical foundation for future coursework, an appreciation of the rich diversity of the world, and a global perspective consistent with Menlo College's mission.

**HUM 050 INTRODUCTION TO HUMANITIES**

This is a thematic course, designed to introduce students to college-level thinking, reading, writing and participation. The subject matter is developed to encourage students to engage with literature and ideas that are multicultural and global, and to develop an understanding and appreciation of the complexity and diversity of modern life.

**HUM 326 INTRODUCTION TO GREAT ART**

It is the purpose of this course and the courses in Great Music and Great Literature, to introduce students to the works of art that have spoken to the universal human condition throughout the centuries. These works come from many cultures and many ages. Students will be given the skills to recognize what the works have in common and the unique characteristics of the work of each of the great artists. This is both a philosophical and a practical course. Discussions about the universal themes will precede the identification of each artist's unique expression of those themes.

**HUM 327 INTRODUCTION TO GREAT LITERATURE**

It is the purpose of this course, and the courses in Great Art and Great Music, to introduce students to those works of literature that have spoken to the universal human condition throughout the centuries. These works come from many cultures and many ages. Students will be given the skills to recognize what the works have in common, and the unique characteristics of the work of each of the authors. This is both a philosophical and a practical course. Discussions about the universal themes will precede the identification of each author's unique expression of those themes.

**HUM 328 INTRODUCTION TO GREAT MUSIC**

It is the purpose of this course, and the courses in Great Art and Great Literature, to introduce students to those great works of music that have spoken to the universal human condition throughout the centuries. These works come from many cultures and many ages. Students will be given the skills to recognize what the works have in common, and the unique characteristics of the work of each of the composers. This is both a philosophical and a practical course. Discussions about the universal themes will precede the identification of each composer's unique expression of those themes.

**NOTE:** *HUM 326, 327 and 328 are designed to be thought provoking, practical and fun. They will have relevance for the corporate and personal environment that surrounds the student.*

**International Management (IMG)****IMG 300 INTERNATIONAL MANAGEMENT****Prerequisites:** MGT 002, ECON 55, MGT 316

This introductory course surveys the growth patterns and trends in international business, and the nature of the global economy and its effects on individuals, cultures, organizations and national sovereignty. The course explores the institutional framework for managing commercial relationships between nations, and the challenges of managing in the global marketplace. Specifically, the course examines theories of international trade and investment; the foreign exchange market and the international monetary system; cultural influences on management;

political and economic considerations; managing and organizing marketing, finances and human resources; and manufacturing activities globally.

**IMG 301 INTERNATIONAL ECONOMICS AND FINANCE**

**Prerequisites:** MGT 002, ECON 055

This course examines the world economy, including the theoretical foundations for trade, exchange rates and balance of payments. Careful consideration is given to trends in the composition and patterns of international trade and to understanding obstacles and barriers to trade. Economic sources and the interpretation of international economic data will be studied for their value in understanding economic conditions and their use in management decision-making in an increasingly global economy. Topics include: 1) Balance of Payments; 2) Exchange Rates; 3) Patterns of Trade; 4) Currency Markets - forward contracts, futures, options and hedging; 5) Transnational Corporations and their Structure; and 6) Development Prospects of Less Developed Countries.

**IMG 302 INTERNATIONAL MARKETING MANAGEMENT**

**Prerequisites:** ECON 055, MGT 002

This course examines the distinctive issues and problems involved in the global marketing of goods and services, including economic, cultural and political influences on customer needs and wants, competitive environments, market segmentation and profitability. The student will study the alternative forms of participation, with special emphasis on export and import management, licensing and contracting and the use of marketing mix strategies to achieve a sustainable competitive advantage in each international market, as well as globally.

**IMG 303 HISTORY OF INTERNATIONAL COMMERCE & TRADE**

**Prerequisites:** ECON 055, MGT 002

This course provides a framework for understanding the roots of international trade and commerce, the development and values of its tools and techniques, and the market systems and alternative allocation and distribution schemes necessary to manage individuals and organizations in the global commercial environment. It also provides some historical, social and cultural perspectives on the development of international trade as an outgrowth of human evolution, economic need and creativity.

**IMG 304 MANAGEMENT FOR A SMALL PLANET**

**Prerequisites:** ECON 055, MGT 002

This course explores the interrelationships among the individual, organizations, the environment and the global economy, emphasizing the non-linearity of many of these relationships. It concentrates on training students in systems thinking and analysis for efficacious and sustainable global management decision-making.

**IMG 305 ECONOMIC DEVELOPMENT**

**Prerequisite:** ECON 055, MGT 002

This course explores the application of economic theory to developing countries.

**IMG 397 SPECIAL TOPICS IN INTERNATIONAL MANAGEMENT (1-3 units)**

**Permission of PSP Dean**

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

**IMG 398 INDIVIDUAL DIRECTED RESEARCH (1-3 units)**

**Permission of PSP Dean**

Individual Directed Research courses are designed for students who have a serious scholarly interest in a particular topic. An IDR gives students the opportunity to conduct closely supervised research on a chosen topic, and to write a substantial paper or report based on study and analysis of the research question. Research plans must be discussed with the faculty member who specializes in that particular subject area; a full proposal and plan for completing the research must be approved by the Dean of the PSP prior to registration.

## Management (MGT)

**MGT 002 CREATIVITY, LEADERSHIP AND ETHICS**

This course will introduce students to those aspects of management involving the human mind, personality and choice, and interpersonal relations that are often called “the human dimension of management.” The three chosen for this course, leadership, creativity and ethics, reflect the need for managers to be creative in utilizing the decision-making process in the resolution of management issues.

**MGT 300 INDIVIDUALS AND ORGANIZATIONS****Prerequisite:** MGT 302

This course introduces students to the two-fold goals of the curriculum: professional enhancement and personal achievement, through a richer understanding of themselves, their society and the organizations in which they live and work. This is a reading intensive course.

**MGT 302 FOUNDATIONS IN ADULT LEARNING****Prerequisite:** ENG 002

This course prepares students for re-entry into the academic processes of critical reading of literature, expository writing and critical thinking. The course may include autobiographies of prominent and successful entrepreneurs and managers that emphasize the vocabulary and concepts of business management. It is a writing intensive course.

**MGT 303 MANAGERIAL COMMUNICATIONS****Prerequisite:** MGT 302

This courses provides students with the kind of business writing and speaking skills needed in the workplace, exploring the relationship between various communication goals, the strategies for reaching them, and examining how effective communication can facilitate consensus and help in problem-solving.

**MGT 304 NEW PARADIGMS IN MANAGEMENT****Prerequisite:** MGT 302

This course reviews the practice of management in the midst of its most radical reassessment in over a century. This revolution has been caused by increased global competition, technological change and the re-emergence of entrepreneurship as a model of effective organizational creation and change.

**MGT 306 BUSINESS LAW & ETHICS****Prerequisites:** MGT 002, MGT 302

This course provides students with an understanding of the legal aspects affecting organizations and individuals – judicially, internationally, contractually and ethically – and examines the relationship between ethical and legal responsibility in management.

**MGT 308 QUANTITATIVE ANALYSIS FOR BUSINESS DECISIONS****Prerequisites:** MTH 002, MTH 051, MGT 302

This course teaches students general statistical analysis as applied to business decisions, including elementary probability, data organization, binomial and normal distributions, sampling, basic analysis and hypothesis testing.

**MGT 312 FINANCIAL MANAGEMENT****Prerequisites:** ACC 001, ACC 002; MTH 002, MTH 051, ECON 055, MGT 302

This course focuses on corporate financial management with an emphasis on enhancing shareholder value for the long term in a global, rapidly changing market. Topics includes financial markets, risk and rates of return, currency impacts, bond and stock valuations, sources of funding, dividend policy, the cost of capital, budgeting, stock splits and repurchases, compensation plans and the IPO process. The course places emphasis on synthesizing financial data, formulating action plans and communicating those plans in a concise, compelling way.

**MGT 313 OPERATIONS MANAGEMENT****Prerequisites:** MGT 002, MTH 002, MTH 051, MGT 302

This course covers production processes relating to manufacturing, service and advanced technology industries. Focus is on production planning; forecasting models; quality assurance; just-in-time manufacturing; facility location and layout; capacity planning and project management.

**MGT 316 MARKETING MANAGEMENT****Prerequisites:** ECO 055, MGT 002, MGT 302

This course examines the development, nature and role of markets in the fulfillment of human needs and wants through the exchange of products and services. The course surveys all aspects of marketing as a vital function of management, including targeting and segmenting markets; positioning and communications; developing marketing plans and strategies; marketing intelligence and research methods and systems; managing product, price, promotion and distribution in designing differentiated and undifferentiated marketing mix programs; and legal and ethical considerations in marketing.

**MGT 317 ORGANIZATIONAL THEORY AND DEVELOPMENT****Prerequisites:** ECON 055, MGT 002, MGT 302

The study of long-range strategies for improving an organization's problem-solving and renewal processes. Topics include organizational cultures, catalysts for change, collaborative management and the use of actions research.

**MGT 318 PSYCHOLOGY AND PHILOSOPHY OF MANAGEMENT STYLES****Prerequisite:** MGT 002, MGT 302

This course explores the literature of psychology and philosophy relating to leadership styles. Students examine the philosophical assumptions that underlie various leadership styles, as well as the psychological research on the effectiveness of each style.

**MGT 360 LEADERSHIP NEEDS OF THE 21ST CENTURY****Prerequisites:** MGT 002, MGT 302

This course is both an intellectual and a developmental course. The focus of the course is on helping students analyze and understand the concept of leadership from a theoretical standpoint, as well as on providing practical insights and situations designed to help each maximize his or her leadership talents. The assignments involve reading for understanding and individual exercises for personal development of leadership. This course will be conducted in a seminar fashion, with emphasis on discussion and participation.

**MGT 361 DIVERSITY IN THE WORKPLACE****Prerequisites:** MGT 002, MGT 302

This is a discussion-based class designed to explore, identify and understand race, class and gender issues as they relate to the workplace. The historical and legal perspectives on such topics as national origin, sexual preference, disabilities, age and culture/ethnicity in the United States employment arena, will be examined. There is some focus on personal experience with extensive student involvement and participation expected.

**MGT 362 PRINCIPLES OF ENVIRONMENTAL RESOURCE MANAGEMENT (4 units)****Prerequisites:** MGT 002, MGT 302

This course deals with the physical, chemical and biological features of

the environment, and the economic and social considerations associated with its use. Conservation, protection and management, with an eye toward the development of policies leading toward sustainable yield, are also addressed. A comprehensive term paper based upon extensive field and library research is required.

**MGT 397 SPECIAL TOPICS IN MANAGEMENT (1-3 UNITS)****Permission of PSP Dean**

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

**MGT 398 INDIVIDUAL DIRECTED RESEARCH (1-3 UNITS)****Permission of PSP Dean**

Individual Directed Research courses are designed for students who have a serious scholarly interest in a particular topic. An IDR gives students the opportunity to conduct closely supervised research on a chosen topic, and to write a substantial paper or report based on study and analysis of the research question. Research plans must be discussed with the faculty member who specializes in that particular subject area. A full proposal and plan for completing the research must be approved by the Assistant Dean of PSP prior to registering.

## Management Information Systems (MIS)

**MIS 305 MANAGEMENT INFORMATION SYSTEMS**

This course is an introduction to management information systems, including how computers are used and managed in organizations, the strategic role of MIS for managers, the convergence of communications and computing technology, types of information systems, client server computing for managers, a survey of hardware and software (LANs, WANs and databases), and a discussion of ethical issues involving information systems.

**MIS 306 TELECOMMUNICATIONS AND NETWORKS****Prerequisite:** MIS 305

This course considers the Internet, World Wide Web, HTML programming, intranets, local area networks, wide area networks, communica-

tions hardware and configuration, distributed applications, security and management and telecommunications policy and regulations, and ties together their functions and purposes.

**MIS 307 DEVELOPING AND PROGRAMMING BUSINESS APPLICATIONS**

**Prerequisite:** MIS 305

This course is an introduction to object-oriented programming with a focus on solving business problems. This course emphasizes Visual Basic and elementary data structures.

**MIS 309 DATABASE SYSTEMS**

**Prerequisite:** MIS 305

This course is an overview of database concepts covering database management systems, database design, the relational and other models and distributed databases. It includes reference to, and use of, such systems as Access, SQL and Oracle.

**MIS 310 SYSTEMS ANALYSIS AND DESIGN TECHNOLOGY**

**Prerequisite:** MIS 305

This course is a life cycle approach to the analysis, design and implementation of computer-based data processing systems. Topics include: techniques and languages for the analysis and description of data flows, data stores, and data processing in existing systems; methods and tools for the design and implementation of new systems with cost benefit analysis and R.O.I. evaluations; data collection; data flow diagrams; data dictionaries and repositories; hierarchical decomposition; state models; I/O design and validation, database design; testing; time and cost projection; report writing and presentation. This course is project-based.

**MIS 311 MANAGING NEW MEDIA**

**Prerequisite:** MIS 305

This course is dedicated to the management of cutting-edge media. At this time, the emphasis is on e-commerce and Internet applications.

**MIS 397 SPECIAL TOPICS IN MANAGEMENT INFORMATION SYSTEMS (1-3 units)**

**Permission of PSP Dean**

These courses vary from semester to semester. The content emphasizes specific areas of special interest.

**MIS 398 INDIVIDUAL DIRECTED RESEARCH (1-3 UNITS)**

**Permission of PSP Dean**

Individual Directed Research courses are designed for students who have a serious scholarly interest in a particular subject area. An IDR gives students the opportunity to conduct closely supervised research on a chosen topic, and to write a substantial paper or report based on study and analysis of the research question. Research plans must be discussed with the faculty member who specializes in that particular subject area. A full proposal and plan for completing the research must be approved by the Dean of the Professional Studies Program prior to registration in the course.

## Mathematics (MTH)

**MTH 002 COLLEGE ALGEBRA**

**Prerequisite:** MTH 001 or equivalent

This course includes a review of linear equations and their applications; a review of basic graphing; the slope formula; finding the equations of lines; graphing quadratic equations, including finding intercepts and the vertex; translations and other transformations of basic graphs such as parabolas, absolute value graphs, and square root graphs; symmetry of graphs; definition of a function; the domain and range; graphs of polynomials and rational functions; exponential and logarithmic functions and their graphs; and a brief introduction to trigonometric functions.

**MTH 051 STATISTICS**

**Prerequisite:** MTH 002 or equivalent

This course studies the design of experiments; descriptive statistics; correlation and regression; elementary probability; chance variability; sampling; chance models; confidence intervals; and hypothesis testing.

## Political Science (POL)

**POL 050 INTRODUCTION TO POLITICAL SCIENCE**

This course studies American political institutions as they operate in practice and theory. The Constitution of the United States, the three branches of government, political parties and the background of American democracy are investigated.



## FULL-TIME FACULTY

The following is a list of full-time faculty and academic administrators for the Traditional Day Program. The dates refer to the year in which each joined Menlo College.

**Benjamin Alamar:** Assistant Professor. Management (2006). B.S., University of Minnesota; M.A., Ph.D., University of California, Santa Barbara.

**Lee Allen:** Head Women's Wrestling Coach (2001). B.A., University of Oregon; M.A., California State University, San Francisco

**Peter G. Arnovick:** Professor. English, Art History (1969). B.A., M.S., University of Southern California; M.A., University of California, Los Angeles; Ph.D., Union Institute Graduate School.

**Ken Bowman:** Head Baseball Coach (1999). B.A., M.A., University of San Francisco

**Douglas M. Carroll:** Associate Professor. Mass Communication (1988). B.A., B.S., University of Alabama (Birmingham); M.F.A., Mills College; Ed.D., University of San Francisco.

**Caitlin Collier:** Head Women's Basketball Coach (1997). B.A., University of California, Davis; M.A., California State University, San Francisco. Director of Athletics.

**DeAnna DeRosa:** Assistant Professor. Mass Communication (1998). B.A., California State University, San Diego; M.S., California State University, San Jose; D.P.A., Golden Gate University.

**Jean W. Dupon:** Professor. Physical Science, Environmental Resource Management (1990). B.S., Massachusetts Institute of Technology; M.S., Ph.D., Northwestern University.

**Kristen Edwards:** Assistant Professor. History (2001). A.B., Brown University; M.A., Ph.D. Stanford University.

**Owen Flannery:** Head Men's and Women's Soccer Coach (2003). B.A., California State University, San Jose

**Fred Guidici:** Assistant Head Football Coach (1996). B.A., California State University, San Jose

**Mark J. Hager:** Assistant Professor. Psychology (1993). B.A., Golden Gate University; Ed.M., Harvard University; Ph.D., University of Michigan.

**John R. Heinbockel:** Associate Professor. English, Humanities (1979). B.A., M.A., California State University, San Francisco.

**John W. Higgins:** Associate Professor. Mass Communication (2001). B.A., University of Dayton; M.A., Ohio University; Ph.D., Ohio State University.

**Dale Hockstra:** Professor. Management, Management Information Systems (2000). B.A., Occidental University; M.S., Ph.D., Stanford University.

**Bill Imwalle:** Head Women's Volleyball Coach (2000). B.A., California State University, Long Beach

**Mark Ka'anapu:** Head Football Coach (2000). B.A., Pacific University. Assistant Director of Athletics.

**Brandon Laird:** Head Men's Basketball Coach (2003). B.A., University of California, Davis; M.A., U.S. Sports Academy

**Andrea R. Lee:** Assistant Dean of Library Services and Information Integration Architect, Bowman Library (1996). B.A., University of California, Irvine; M.L.S., University of Arizona.

**Rebecca Lee:** Assistant Professor. Management (1998). B.S., Texas A & M University; M.S.E., The University of Texas (Austin); M.S., Ph.D., Stanford University. [On leave]

**Donna Little:** Associate Professor. Accounting, Finance (1986). B.A., University of Iowa; M.B.A., Santa Clara University.

**Carlos U. López:** Professor. Spanish, History (1961). B.A., M.A., Santa Clara University; M.A., University of California, Berkeley; Doctor en Filosofía y Letras, Universidad Interamericana, Mexico. College President.

**Marla Lowenthal:** Professor. Mass Communication, Management, Humanities (1988). B.S., Illinois State University; M.A., University of Missouri; M.A., Concordia University, Montreal; Ed.D., University of San Francisco.

**John F. McDonough:** Associate Professor. Management (1982). B.A., M.B.A., University of San Francisco.

**Craig Medlen:** Professor. Economics (1972). B.A., University of California, Berkeley; Ph.D., University of California, Santa Barbara.

**Kevin Mello:** Lecturer. Management (2005). B.S., Santa Clara University.

**Kelly Miller:** Head Softball Coach (2003). B.A. University of Puget Sound; M.A. University of San Francisco

**Jeremy Neill:** Assistant Professor. History (2004). B.A., University of Southern Maine; M.A., University of Maine; Ph.D., Northeastern University.

**Lowell Pratt:** Associate Professor. English, Humanities (1980). B.A., Harvard University; M.A., California State University, San Francisco. Academic Dean.

**Arthur Richards:** Professor. Mathematics (1985). B.S., Southern Methodist University; Ph.D., University of Wisconsin.

**Michael C. Schultz:** Associate Professor. Law, International Management (1991). B.S., M.A., New York University; J.D., San Francisco Law School. College Provost.

**Linda K. Smith:** Information and Instructional Services Librarian (2005). B.A., Western Illinois University; M.S.L.I.S., University of Illinois.

**Keith Spataro:** Head Men's Wrestling Coach (2001). B.A., California State University, San Francisco; M.A., St. Mary's College, Moraga. Associate Director of Athletics.

**Derek Stimel:** Assistant Professor. Economics (2006). B.A., University of California, Berkeley; M.A., Tufts University; Ph.D., University of California, Davis.

**Kalina Tabatt:** Information Services Librarian, Business Management and Psychology Specialist (2005). B.A., Concordia University, Montreal; M.A., Adam Mickiewicz University, Poznan, Poland; M.L.I.S., University of Western Ontario, London, Canada.

**Michael Theno:** Lecturer. Political Science, Humanities (1998). A.B., Rockhurst College; M.P.A., University of Kansas; M.B.A., Golden Gate University.

**Marilyn Thomas:** Professor. English, Humanities (1986). B.A., Marian College; M.A., Ph.D., University of Minnesota.

**Brigid Welch:** Dean of Library and Information Services (1996). B.A., Arizona State University; M.L.S., University of Texas at Austin.

#### FACULTY EMERITI

Donald J. Albers	'68-'94	Philip Hutcheon	'75-'90
Eugene Bales	'62-'00	Alfred V. Jacobs, Jr.	'71-'94
Alfred L. Brokes	'76-'94	Kathryn Lanson	'89-'94
Carolle J. Carter	'76-'94	Robert Malm	'61-'90
James P. Conlan	'71-'94	William Rolloson	'69-'90
Donald Drury	'72-'95	Kurt Servos	'67-'90
Jan T. Dykstra	'63-'94	Raymond L. Solari	'72-'95
Howard East	'65-'95	Jack Thomas	'76-'88
James Good	'76-'86	Charles Vanderlip	'63-'91
Diane Harvey	'79-'02	Ling-Erl Eileen T. Wu	'82-'94
Claudie Hester	'70-'01		



**ADJUNCT FACULTY**

The following adjunct faculty members have taught at Menlo College for one or more years in either the Traditional Day and/or Professional Studies Programs. The dates refer to the year in which each faculty member began instructing at Menlo College. A listing of teaching assignments by semester may be obtained through the Office of Academic Affairs and the Office of Professional Studies, respectively.

**Shoshana Asher:** Adjunct Professor. Mathematics (1998). B.A., Sam Houston State University; M.A., University of California, Berkeley.

**Eugene Bales:** Emeritus Professor. Philosophy, Humanities (1962). B.M.E., M.A., Wichita State University; Ph.D. Stanford University.

**Angelika Blendstrup:** Adjunct Professor. Spanish (2004). B.A., Universitaet Tubingen, Germany; M.A., University of California, Berkeley; Ph.D., Stanford University.

**Roy Blitzer:** Adjunct Professor. Management (1996). B.A., University of Massachusetts; M.B.A., University of California Berkeley.

**Shelley Buck:** Adjunct Professor. English (2005). B.A., Goucher College; M.A., University of Chicago; Ph.D., Stockholm University, Sweden.

**Clifford Chernick:** Adjunct Professor. Law (1997). B.A., University of California, Berkeley; J.D., Hastings College of Law.

**Robert Couch:** Adjunct Professor. Management (2004). B.A., Christian Brothers University; M.A., University of Memphis.

**Marta Dorman:** Adjunct Professor. Spanish (2004). B.A., M.A., California State University, San Jose.

**Dennis Eadus:** Adjunct Professor. English, Law (1999). B.S., M.S., University of Wisconsin; M.A., East Carolina University; J.D., Wake Forest University.

**John Fay:** Adjunct Professor. Management (2004). B.S., University of Rochester; MBA, Wright State University; MS, California State University, San Jose.

**Katie Flynn:** Adjunct Professor. English (2005). B.A., California Polytechnic State University, San Luis Obispo; M.A., University of California, Los Angeles; M.F.A., California State University, San Francisco.

**Marz Garcia:** Adjunct Professor. Management, Political Science (2004). B.S., Ohio University; M.A., Ohio State University; J.D., Hastings College of Law.

**James Goodell:** Adjunct Professor. Management Information Systems (1988). B.A., University of California, Santa Cruz; C.A.S., California Postsecondary Schools.

**Benjamin Harvey:** Adjunct Professor. Law (1998). B.A., University of California, Santa Cruz; J.D., University of the Pacific.

**Alfred Jacobs:** Emeritus Professor. Mass Communication, Humanities (1971). B.A., Harvard University; M.A., Columbia University; Ph.D., University of California, Berkeley.

**James Killin:** Adjunct Professor. Accounting (2001). B.A., California State University, East Bay.

**Kurt Knerr:** Adjunct Professor. Mathematics (2001). B.A., University of California, San Diego; M.S.Ed., University of La Verne.

**Robert Koran:** Adjunct Professor. International Management (2001). M.B.A., University of Economics, Prague.

**Gary Latshaw:** Adjunct Professor. Mathematics (2001). B.S., University of California, Berkeley; Ph.D., Stanford University.

**Mark Lewis:** Adjunct Professor, Management, Marketing Communication (2005). B.A., University of New York, Albany; M.A., University of Denver.

**Thomas Tucker Mein:** Adjunct Professor. Management (2002). B.A., Stanford University; M.B.A., Columbia Business School.

**Michael Murphy:** Adjunct Professor. Mass Communication (2000). B.S., M.S.M., College of Notre Dame, Belmont.

**Kathleen O'Brien:** Adjunct Professor. Management Information Systems, Mathematics (2004). B.S., University of Oklahoma; M.S., California State University, Hayward.

**Greg Pabst:** Adjunct Professor. Mass Communication (2004). B.A., M.A., California State University, San Francisco.

**Emily Paramonova:** Adjunct Professor. English and Political Science. (2002). A.B., Meredith College; M.F.A., Catholic University of America, D.C.

**Maia Rabinov:** Adjunct Professor. Management (1998). B.S., Emerson College; M.A., John F. Kennedy University.

**Louis Riccardi, Jr.:** Adjunct Professor. Management (1998). B.S., M.A., Fairleigh Dickinson University.

**Katia Saade:** Adjunct Professor. French (2001). B.A., M.A., California State University, San Jose.

**Paul Salazar:** Adjunct Professor. Management (1998). B.S., M.S., M.B.A., Stanford University.

**John Shuey:** Adjunct Professor. Management (1997). B.A., Johns Hopkins University; J.D. University of Maryland School of Law.

**Laura Silberstein:** Adjunct Professor. Management Information Systems (2004). B.A., University of California, Berkeley; M.I.T., California State University, San Jose; Ph.D., Brandeis University.

**Rachel Standish:** Adjunct Professor. History (2001). B.A., M.A., University of Oregon, Eugene; Ph.D., University of Southern California, Los Angeles.

**Paul Stegner:** Adjunct Professor. Psychology (1988). B.S., Pennsylvania State University; M.A., California State University, Fresno; Ph.D., Washington State University.

**John Steiner:** Adjunct Professor. Biology (1998). B.A., California State University, Chico; M.S., California State University, Hayward.

**Martha Stillman:** Adjunct Professor. Mathematics. (2004). B.S. City University of New York; M.A., Yeshiva University; M.A., Ph.D., Graduate Theological Union, Berkeley, CA.

**James Terranova:** Adjunct Professor. Accounting (2001). B.S., B.A., Ohio State University.

**Peter von Bleichert:** Adjunct Professor. Management, Political Science (2005). B.A., American College in Greece; M.A., Schiller International University.

**Michelle Wambach:** Adjunct Professor, Psychology (2003). B.A., California State University, San Jose; M.A., Santa Clara University.

**Barbara Weber:** Adjunct Professor. English (2000). B.A., M.A., Sonoma State University; A.B.D., University of California, Riverside.

**Tracey Wilen:** Adjunct Professor. Management (2001). B.A., Connecticut College; M.B.A., California State University, San Jose; Ph.D., Golden Gate University.

**James Woolever:** Adjunct Professor. Management (1999). B.A., Wadhams College; M.A., Catholic University; Ph.D., Syracuse University.

**Andrew Wong:** Adjunct Professor. Management (1998). B.S., Boston College; M.B.A., Golden Gate University; M.S., Golden Gate University.

**Renshi Xuan:** Adjunct Professor. Foreign Language (2000). B.A., M.A., Jilian University; M.A., University of Texas at Austin.



# ADMINISTRATION

## EXECUTIVE TEAM

**Carlos U. López**  
**President**

B.S., Santa Clara University  
M.A., University of California, Berkeley  
M.A., Santa Clara University  
Ph. et Litt.D., Universidad Interamericana

**Michael C. Schultz**  
**Provost of the Learning Community**

B.S., M.A., New York University  
J.D., San Francisco Law School

**Robert D. Hite**  
**Vice President, Finance & Administration**

B.S., University of Arizona

**Dennis Koller**  
**Vice President, College Relations & Advancement**

B.A., St. Mary's College  
M.B.A., St. Mary's College

**Greg Smith**  
**Vice President, Enrollment Management**

B.A., University of Colorado, Boulder  
M.A., Ph.D., Stanford University

## DEANS

**Lowell Pratt**  
**Academic Dean**

B.A., Harvard University  
M.A., San Francisco State University

**C. Brigid Welch**  
**Dean of Library & Information Services**

B.A., Arizona State University  
M.L.I.S., University of Texas at Austin

## DIRECTORS AND KEY STAFF

**Sharyn Moore**  
**Director of Student Engagement & Wellness**

B.A., Menlo College  
M.A., College of Notre Dame  
M.S., Pacific Graduate School of Psychology

**Jay Sutton**  
**Associate Director of Residential Learning & Engagement**

B.S., Menlo College

**Elinore Burkhardt**  
**Director of Financial Aid**

B.S., University of California, Berkeley  
M.B.A., Golden Gate University

**Caitlin Collier**  
**Director of Athletics and Head Women's Basketball Coach**

B.A., University of California, Davis  
M.A., University of San Francisco

**Tina Fairbairn**  
**Director of the Annual Fund**

B.A., B.S., Washington State University;  
M.P.A., Notre Dame de Namur University

**Tunde Herczeg**  
**Director of Academic Services**

**Mark Ka'anapu**  
**Assistant Director of Athletics & Head Football Coach**  
 B.A., Pacific University

**Kurt Knerr**  
**Assistant Dean, Professional Studies Program**  
 B.A., University of California, San Diego  
 M.S.Ed., University of La Verne

**Venkat Jai (Jay) Naidu**  
**Director of Security**  
 B.S., Andhra University

**Sandy Plate**  
**Controller**  
 B.S., M.B.A., California Polytechnic State University

**Stephanie Saprai**  
**Director of Administration**  
 B.A., University of the Pacific  
 M.A., Golden Gate University

**Janet Miller**  
**Director of the Academic Success Center**  
 B.A., Hunter College, City University of New York  
 M.A., California Institute of Integral Studies  
 C.E.T., San Francisco State University

**Gail Ortega**  
**Director, Multicultural and Community Service Programs**

**Mary Robins**  
**Director of Career Services**  
 B.S., Notre Dame de Namur University  
 M.A., John F. Kennedy University

**Blair Simmons**  
**Director of Information Technology**  
 B.A., University of California, Santa Barbara  
 M.S., University of San Francisco

**Dorothy Skala**  
**Director of Alumni Relations**  
 Honorary Degree, Menlo College

**Keith Spataro**  
**Associate Director of Athletics & Head Men's Wrestling Coach**  
 B.A., San Francisco State University  
 M.A., St. Mary's College

**Robert Talbott**  
**Director of Facilities**  
 B.S., California State University, San Jose



## BOARD OF TRUSTEES

### CHAIR

**Russell Frankel:** President, Frankel Interests, Houston, Texas

### VICE CHAIR

**Roxy Rapp:** Property Developer, Roxy Rapp & Company, Palo Alto, California

### MEMBERS

**Nikhil Behl:** Vice President Strategy and Planning, Hpshopping.com, Hewlett Packard Company, Santa Clara, California

**Alan Bickell:** Retired Senior Vice President, Hewlett Packard Company, Portola Valley, California

**Thomas C. Escher:** President, Red and White Fleet, San Francisco, California

**Mark A. Flegel:** Owner, Flegel's Home Furnishings, Menlo Park, California

**Fred Gellert, Jr.:** Chairman, The Fred Gellert Family Foundation, San Rafael, California

**Paul C. Hegness:** Attorney/Partner, Good, Wildman, Hegness and Walley, Newport Beach, California

**Alan Henderson:** Investor, Salinas, California

**Rick Humphreys:** President, Hawaii Receivables Mgt., Kailua, Hawaii

**Harry W. Kellogg, Jr.:** Vice Chairman, Silicon Valley Bank, Palo Alto, California

**Mark Maloney:** Retired Tax Manager, Intel Corporation, Scotts Valley, California

**John B. "Jay" McDonald:** Senior Vice President/Investments, Wachovia Securities, LLC, Rolling Hills Estates, California

**Erwin Seibel, Ph.D.:** Higher Education Consultant, Redwood City, California

**Kristine Thagard:** Attorney/Partner, Thagard, Reiss & Brown, Costa Mesa, California

**H. Gabe Whelan:** Managing Partner, Whelan Management Capital, Palo Alto, California

### ADVISORY TRUSTEES

**Judy Q. Chen:** Vice President, PCCW Ltd., Hong Kong

**Alexander Panagopoulos:** President and Managing Director, Superfast Ferries, Athens, Greece

### TRUSTEE EMERITUS

Rosemary B. Hewlett: Retired, Atherton, California

## CHANGES TO THIS CATALOG AND STUDENT RESPONSIBILITY

Menlo College reserves the right to modify, delete or supplement the terms, provisions and policies set forth or referred to in this Catalog. Such rights shall include, but not be limited to: modifications, additions and deletions regarding admissions procedures, tuition, fees, courses of instruction, programs of study, faculty listings, academic grading policies and general rules and regulations. An on-line, possibly updated version of this Catalog, can be seen at [www.menlo.edu/catalog/](http://www.menlo.edu/catalog/)

Menlo College has established certain academic requirements that must be met before a degree is granted. This catalog summarizes the total requirements that a student must presently meet before academically qualifying for a degree from Menlo College. Advisors, program directors/coordinators and deans are available to help the student understand and arrange to meet these requirements. However, the student is ultimately responsible to ensure that all academic requirements are fulfilled.

Application for and registration as a student at the College acknowledges notice and acceptance of the College's reservation of rights set forth above.

## MENLO COLLEGE NONDISCRIMINATION POLICY

Menlo College does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or age in any of its policies, procedures or practices. This nondiscrimination policy covers admission and access to programs and activities, treatment and employment in the College. Inquiries regarding the College's equal opportunity policies should be directed to the Director of Administration.

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