

2007

Graduate Program Requirements (2007-2008)

University of Nebraska at Omaha

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MASTER'S & EDUCATION SPECIALIST PROGRAMS

Accounting graduate program

Objectives of the Master of Accounting (MACC) Program

The primary objective of the MACC degree program is to provide a graduate-level educational experience as a basis for a career in accounting. Students with or without undergraduate degrees in accounting can be admitted to this program. The program provides a broad-based preparation for individuals seeking careers in public, private or not-for-profit organizations. By choosing specific elective courses however, individuals desiring a particular career path may pursue an area of specialization such as: Auditing, Information Systems, Financial Accounting, Managerial Accounting or Taxation.

For more information regarding these areas of specialization, please call 554-3650 or visit the website at <http://cba.unomaha.edu/acct/MACC/index.cfm>.

The MACC program is designed for dedicated students with career aspirations demanding a high level of accounting expertise. As such, the program involves both intensive and extensive professional preparation.

Upon completion of the program, most students will have the educational prerequisites for the following professional examinations:

- Certified Public Accountant (CPA)
- Certified Management Accountant (CMA)
- Certified Financial Manager (CFM) and
- Certified Internal Auditor (CIA).

Students planning to sit for any certification examination should see their MACC Advisor as soon as they begin their master's program.

Program of Study

The MACC program has two alternative tracks. The first is a 152-hour undergraduate-graduate option that requires UNO undergraduate accounting majors to apply to the MACC program before they achieve senior status. Application to the 152 MACC track requires that the student successfully complete the GMAT. UNO undergraduate accounting majors should see the

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Director of the MACC program in their junior year to determine how they can enroll in this joint program.

The second option is for graduates of accredited undergraduate institutions who wish to earn a Masters degree in accounting. The first stage of this track (the foundation courses) of the MACC program contains sufficient undergraduate accounting preparation to pursue graduate education. These courses will be waived upon satisfactory evidence of prior preparation. In the second stage, students complete a core of required courses in accounting and supporting business disciplines. In consultation with an advisor, electives are selected to meet a student's specific career goals.

Admission Requirements

All applicants must meet the requirements of the Graduate College and submit:

- a completed application
- a recent resume
- two official copies of all transcripts and
- results of the Graduate Management Admission Test (GMAT) prior to admission to the program

No letters of recommendations are required.

Although other factors are considered, the general admission formula is: *GMAT (minimum 550*) + (200 x Upper Division GPA) is greater than or equal to 1170* (minimum verbal 26; minimum quantitative 35)

International students must provide statements of financial independence, and evidence of ability to speak and write the English language; i.e. a minimum of 600 on the paper-based TOEFL (250 if computer based; 100 if internet-based). The baccalaureate degree must have been received from a properly accredited institution.

There is no guarantee that admission will be granted simply because the indicated scores have been achieved. If granted provisional admission, the student must earn grades of "B" (3.0 on a 4.0 scale) or above in the first 12 hours of MACC course work (in some cases the first 18 hours). Students not meeting this standard are subject to dismissal.

Foundation Courses:

- ACCT 2010 Principles of Accounting I
- ACCT 2020 Principles of Accounting II
- ACCT 3020 Basic Federal Income Taxation
- ACCT 3030 Intermediate Financial Accounting I
- ACCT 3040 Intermediate Financial Accounting II
- ACCT 3050 Intermediate Managerial Accounting

- ACCT 3080 Accounting Information Systems OR select one of:
 - BSAD 3100 Management Information Systems [I]
 - CIST 3100 Organizations, Application & Technology [I]
- ACCT 4080 Principles of Auditing
- BSAD 3160 Managerial Statistics for Business
- BSAD 8180 Analytical Foundations of Economics OR BOTH:
 - ECON 2220 Principles of Macro Economics
 - ECON 2200 Principles of Micro Economics

Courses successfully completed (i.e., earning a 2.0 grade, "C", or higher on a 4.0 system) in the student's undergraduate program at a properly accredited four-year institution are considered as sufficient preparation. Otherwise, the student must complete the foundation requirements earning a "B" or better prior to enrolling in a graduate course.

Those who will be sitting for the CPA exam also must take Managerial Communications (MGMT 3200) or an equivalent business communications course.

Academic Performance

In addition to the Quality of Work Standards, MACC students may repeat only once any ACCT 8--0 or 8--6 level course in which they receive any grade, including "W" or "I".

Students earning a third grade of "C+" or lower; or any single grade below "C-" (1.67 on a 4.0 scale) will be automatically dismissed from the MACC program. Dismissed students will be immediately administratively withdrawn from all courses in which they are enrolled for MACC credit in any subsequent semester or summer session until reinstatement has been granted by the MACC Graduate Program Committee (MACC GPC).

- Students who have been dismissed from the MACC program may submit a written petition for reinstatement to the MACC GPC.
- Students who have petitioned the MACC GPC for reinstatement may not enroll in any courses for MACC credit.
- Upon receiving a petition for reinstatement, the MACC GPC will evaluate the student's petition. As part of the reinstatement petitioning process, the MACC GPC reserves the right to examine the student's academic record and reserves the right to speak to any previous instructor who has taught the student; this information may be used by the MACC GPC in the reinstatement decision.
- Information provided by previous instructors will not be shared with the student.
- Reinstatement is a privilege, and not all students who are dismissed will be reinstated. Students who have been reinstated will serve a probationary period of the MACC GPC's discretion and must satisfy the probationary conditions specified by the MACC GPC.
- In addition to probationary conditions, reinstated students will be subject to additional reinstatement conditions as specified by the MACC GPC. These reinstatement conditions will include retaking one or more courses in which the student must earn a grade of "B" (3.0) or higher (the exact grade requirement for retaken courses may in fact be higher

than "B" [3.0]). Students not achieving the probationary or reinstatement conditions will be automatically dismissed.

Internships

Students in the 152-hour MACC program are encouraged to apply for full- or part-time internships. Internships for International students may be available, see the Director of the MACC program for details. The MACC program does not grant graduate credit for internships nor is an internship required for the program. Students seeking information about internships should see the Accounting Department's Director of Internships.

Financial Assistance

A limited number of graduate scholarships, assistantships and non-resident tuition waivers are available to full-time students. Those interested in receiving an application may call (402) 554-3650 or download an application from our website. Employed applicants should explore tuition reimbursement plans from their employers.

Master of Accounting degree requirements

Required Core Courses - 15 hours

Select any five of the following:

- ACCT 8210 Financial Accounting Theory
- ACCT 8220 Federal Estate and Gift Taxation
- ACCT 8230 Strategic and Operational Planning and Control
- ACCT 8250 Seminar in Accounting [2]
- ACCT 8260 Federal Tax Research and Planning
- ACCT 8900 Independent Research [3]
- ACCT 8910 Special Topics in Accounting

Note: If ACCT 8900 is not taken as a part of the program, a comprehensive final examination will be required. See the MACC advisor for details.

Contemporary Business Environment - 9 hours

Required Courses [4]

- BSAD 8010 Legal, Ethical and Social Environment
- BSAD 8400 Marketing Policies
- BSAD 8500 Financial Management

Electives - 12 hours [5]

In consultation with the MACC advisor, twelve (12) hours of additional graduate work must be selected. These graduate courses can be taken in any area the student desires. Students may select a minor in an area of interest. A minor usually requires nine (9) graduate hours (no 8--6 courses) and the permission of the minor department/school.

Other Requirements

- A maximum of nine (9) hours of "8--6" (cross-listed) courses may be included in a graduate program of study.
- Students also are subject to all policies and procedures of the Graduate College.
- A student may elect to write a thesis for 6 credit hours in lieu of 3 elective hours and ACCT 8900.

Footnotes:

[1] Those who will be sitting for the CPA exam in Nebraska must take Accounting Information Systems (ACCT 3080); Management Information Systems (BSAD 3100 or CIST 3100) will not fulfill the requirement.

[2] Before registering for this course, a student must complete an ACCT 8900 Application Form.

[3] The content of this course may change with each offering, and if this is so, it may be repeated up to six (6) hours.

[4] Students who have completed courses in one or more of these areas must, in consultation with their MACC adviser, select another non-accounting graduate course(s).

[5] Those who will be sitting for the CPA exam in Nebraska must take ACCT 8076 Governmental/Nonprofit Accounting and Auditing. This course can be taken as an elective in the MACC program, assuming that a student has not already taken 9 hours of 8--6 courses.

Biology graduate program

Admission Requirements

To enter a degree program with a major in biology, an applicant must normally present 24 semester hours of credit in the biological sciences, including genetics, ecology and molecular/cell biology. Preparation in the supporting sciences must include a course in inorganic or introductory chemistry, a course in organic chemistry or biochemistry, a course in introductory physics and a course in mathematics (college algebra, trigonometry or calculus) or statistics. Students with inadequate backgrounds in biology or the supporting sciences may be admitted provisionally and will be required to complete courses in the named areas.

All applicants must take the General Test of the GRE, and the scores must be submitted before an applicant will be admitted to the program. A minimum combined score (verbal and quantitative) of 1000 and a minimum analytical writing score of 3.5 is required on the General Test, if taken after October 1, 2002. Applicants for whom English is not the language of nurture should have a minimum TOEFL of 550 (213 if computer-based; 79-80 if internet-based). Questions about requirements for admission should be directed to the Department of Biology.

Besides GRE scores, the applicant's GPA in undergraduate biology courses will be determined and must be 3.0 or above. Applicants not meeting the criteria in terms of their GPA and GRE scores may provide written evidence of experience or potential to perform outstanding graduate work and petition the department for admission.

In addition to the application for admission, transcripts, and GRE scores, the biology department also requires submission of three letters of recommendation and a personal statement of goals. Recommendation forms and instructions for a personal statement of goals will be sent by the biology department. Applicants for the Master of Science thesis program are strongly advised to contact a biology faculty member in their area of interest, since available resources within the department may factor into admission decisions.

Applications for admission to a degree program are reviewed by the biology department Graduate Program Committee. The following deadlines have been established to facilitate that review: March 1 for the following summer and fall semesters and October 15 for the following spring semester. If all materials are not received by the deadlines, the applications will be considered for the next term. Submission of all required materials and documentation is not a guarantee of acceptance.

Master of Science (Thesis)

To complete the Master of Science degree with a major in biology the candidate must present 30 credit hours of graduate course work to include six credit hours of Thesis (8990), one credit hour of Graduate Seminar (8010), and at least 23 credit hours of appropriate courses to be determined by the student and his/her graduate advisory committee. At least eight of these 23 credit hours will be taken in 8--0 (graduate only) courses. Graduate students are expected to attend the Graduate Seminar (8010) even when not registered for it. The candidate must pass a final oral examination and present his/her thesis results at an open meeting of the faculty and students.

Master of Science (Non-Thesis)

A student may become a candidate for this degree upon the recommendation of his/her advisory committee. The candidate for this degree must present 36 hours of graduate work, including one credit hour of Graduate Seminar (8010), two to six credit hours in Independent Research in Biology (8020), and other appropriate courses to be determined by the student and his/her graduate advisory committee. At least 18 credit hours of the total 36 credit hours required for the degree will be taken at the 8--0 (graduate only) courses. Graduate students are expected to attend the Graduate Seminar (8010) even when not registered for it. The candidate must pass a final

written comprehensive examination and present a biology seminar at an open meeting of the faculty and students.

Financial Support

The Department of Biology annually awards 17 graduate teaching assistantships. New applicants should submit an application by March 1 for the fall semester and October 15 for the spring semester. For information regarding stipend go to Graduate Assistant Policies. The teaching assistantships require 20 hours per week of teaching and/or other assignments. The Test of Spoken English is required for all Graduate Assistant applicants for whom English is not the language of nurture.

Business Administration graduate program

The mission of UNO's MBA program is to prepare students to contribute significantly to organizational productivity through learning experiences emphasizing the application of sound and innovative business techniques. Through acquiring the knowledge and abilities necessary to be influential, innovative, a problem solver and socially responsible, the graduate of the UNO MBA program will be an effective leader in enhancing organizational productivity. The graduate will be well prepared for a responsible management position and will have an understanding of the technological and global business environment.

In addition to developing a strong background in the functional areas of business, the UNO MBA program focuses on developing the following essential leadership capabilities in its graduates:

UNO MBA Themes:

Abilities Required for Theme Areas

Influential Leader

Effective Communicator

Teamwork Skills

Innovative Leader

Change Agent

Entrepreneurial

Technologically Informed

Internationally Aware

Problem Solving Leader

Information Gathering and Analysis

Critical Thinker

Planner

Socially Responsible Leader

Ethical

Environmentally Aware

Involved in the Community

Admission Standards

Official GMAT scores must be received prior to the student's admission to the MBA program. Students also must provide a current resume detailing their work experience.

Unconditional Admission may be granted to a student whose record includes at least the following:

2.85 Junior/Senior GPA; and 500 GMAT (minimum 20th percentile for both the verbal and quantitative portions required.) There is no guarantee admission will be granted simply because the indicated scores have been achieved. If granted provisional admission, the student must earn grades of "B" (3.0 on a 4.0 scale) or above in the first 12 hours of MBA coursework. Students not meeting this standard are subject to dismissal.

Provisional Admission

Provisional admission may be granted for reasons of experience or other circumstances to a student who does not meet the unconditional admission standards. The Graduate Program Council convenes two weeks after the application deadlines for the spring and fall semesters to evaluate the files of all applications being considered on this basis. In no case, however, may a student be admitted who does not present at least the following:

1. 2.75 Junior/Senior GPA; or
2. 470 GMAT
3. Resume (Employment & Education History)

Enrollment of Non-Degree Students

Students seeking enrollment in graduate-level MBA classes must complete the GMAT and qualify for admission to the MBA program. Following a review of their transcripts by the MBA Advisor, non-degree students may be permitted to enroll in MBA Foundation Courses, BSAD 8110 and 8180 (3.0 Jr/Sr GPA required).

Transfer of Graduate Credit

Students who have completed graduate courses at other approved (AACSB) graduate schools may request permission to transfer as many as nine semester hours of credit, provided the courses are pertinent to the student's graduate program. Grades in courses for transfer credit must be equivalent to "B" (3.0 on a 4.0 scale) or higher. All work for transfer of credit must have been taken within the ten-year period allowed for the master's degree. Petitions for the transfer of credit are submitted by the student to the MBA advisor who forwards the petition with a recommendation to the Dean for Graduate Studies for approval. Visit the AACSB web site for the listing of AACSB accredited institutions: <http://www.aacsb.edu>. To transfer credit for BSAD 8800, a student also must complete a comprehensive examination.

Graduate Minor in Business Administration

Graduate students may complete a graduate minor in Business Administration. The minor requires the approval of the MBA Advisor, completion of the MBA Foundation courses, and completion of nine (9) graduate credit hours of BSAD courses, at least six of which are in BSAD courses open only to graduate students (i.e., 8--0), excluding courses which are Foundation courses for any degree program. BSAD 8060 and BSAD 8800 cannot be counted towards the minor. A grade of "B" or better must be earned in each course counting towards the minor. All hours counting toward the minor must be earned at UNO.

[Certificate in Human Resources and Training](#)

In conjunction with the department of Psychology and the School of Communication, Business Administration is offering a Certificate in Human Resources and Training. For specific requirements, please go to [Human Resources & Training Certificate](#).

Master of Business Administration degree requirements

MBA degree requirements include: (1) completion of 36 semester hours of graduate credit beyond foundation courses identified at the time of admission; (2) participation in a minimum of three MBA Leadership Seminars prior to graduation; and (3) authoring a business case, analysis of the business case, and the teaching materials for the business case.

Foundation Courses: A student must have completed basic courses in the following areas either as an undergraduate student or prior to enrolling in the first MBA course:

Accounting

BSAD 8110 or one year of Principles of Accounting at the undergraduate level (ACCT 2010 and 2020)

Economics

BSAD 8180 or Macro- and Micro-economics at the undergraduate level (ECON 2200 and 2220)

Managerial Statistics for Business

BSAD 3160 or one semester of statistics at the undergraduate level

College Algebra

MATH 1320 or one semester of college algebra at the undergraduate level

English

English Composition is a required foundation course for all international students admitted to the MBA program. The English Composition requirement must be satisfied within the first two semesters of a student's program.

Courses successfully completed ("A", "B" or "C" grades) in the student's undergraduate program at a four-year institution are considered as sufficient preparation. Otherwise, the student must complete foundation requirements prior to enrolling in the first MBA course. Additional remediation may be identified as part of the BSAD 8060 - Essential Leadership Skills evaluation. Foundation courses including BSAD 8110 and 8180, as well as additional, identified remediation, may not be used on a plan of study.

Graduate Courses: The degree requires a minimum of 36 semester hours for completion.

- **Core Courses 27 hours**
- **Electives 9 hours**

For students with an undergraduate major or graduate degree in accounting, economics, finance, law, management, management information systems or marketing, the core course(s) corresponding to the student's undergraduate major(s) or graduate degree(s) will be waived. The waived core course(s) will not satisfy degree requirements. For each core course waived, the student's plan of study will include an additional elective.

Electives may be taken in an area outside the College of Business Administration, subject to advance approval by the Graduate Program Council and the Dean for Graduate Studies. The 9 hours of electives may include only six hours of dual-level (undergraduate/graduate) courses without prior approval of the Graduate Program Council.

Comprehensive Examination

All students earning an MBA degree must complete a comprehensive examination or a comprehensive examination equivalent. The comprehensive examination requires the student to demonstrate the knowledge gained from the core courses and the ability to synthesize that knowledge in the analysis of questions involving more than one concept. Completion of the integrative course BSAD 8800 with a grade of "B" (3.0 on a 4.0 scale) or better is equivalent to completion of the comprehensive examination.

If a student transfers in credit for the non-comprehensive examination components of BSAD 8800, then the student must pass a written comprehensive examination prepared by and graded by the Graduate Program Council.

Business Case Requirement

Students admitted to the MBA program are required to complete a Business Case prior to graduation. The purpose of the case is to integrate and synthesize topics learned in MBA core

courses through a comprehensive case writing project. Students will select a firm during Essential Leadership Skills (BSAD 8060), their first course in the program. They will research and track the firm, completing assignments relevant to each subject area as they progress through the various MBA core courses. They will develop a portfolio on the firm. Final analysis and write-up occurs in the capstone course, Policy, Planning and Strategy (BSAD 8800). Students will individually prepare a case analysis based on their portfolio.

Thesis Option

MBA students may elect to complete a thesis of at least 6 credit hours total under the guidance of a Supervisory Committee. The student is responsible for compliance with all Graduate College and MBA Graduate Program Council rules and procedures with respect to formation of a Supervisory Committee and completion of a thesis. The student shall submit to the Supervisory Committee a document including: (1) a proposed Plan of Study; (2) a description of the student's research topic; and (3) the student's research methodology. The student shall make an oral defense of the document to the Supervisory Committee. The Supervisory Committee's approval shall be in writing. A Supervisory Committee's approval should be obtained at least seven months before the intended graduation date.

If a student elects to complete a thesis, then the Supervisory Committee of the thesis shall decide how the student will satisfy the comprehensive examination requirement, and the business case requirement. The Supervisory Committee's written approval of the plan of study shall require either the student's completion of BSAD 8800 or a comprehensive examination (either written or oral) prepared by and graded by the Supervisory Committee.

Core Courses

BSAD 8060 Essential Management Skills (3)

(This is the first graduate-level course MBA students have to complete)

BSAD 8010 Legal, Ethical & Social Environment (3)

BSAD 8030 Information Technology in Business (3)

BSAD 8100 Managerial Economics (3)

BSAD 8200 Managerial Accounting (3)

BSAD 8310 Managing Performance in Organizations (3)

BSAD 8400 Marketing Policies (3)

BSAD 8500 Financial Management (3)

(prereq: completion of BSAD 8100 and 8200)

Strategic Capstone Course: BSAD 8800 Policy, Planning and Strategy (3)

Elective Courses

BSAD 8026 Research Methods in Economics & Business

BSAD 8326 Sales Management

BSAD 8366 E-Marketing

BSAD 8426 Business Demographics

BSAD 8566 State and Local Finance

BSAD 8596 Risk Management for Business Managers
BSAD 8606 Financial Risk Management
BSAD 8706 Economics of E-Business
BSAD 8916 Special Studies in Business
BSAD 8000 Quantitative Analysis
BSAD 8040 Applied Quantitative Analysis
BSAD 8050 Business Conditions Analysis
BSAD 8070 Applied Multivariate Statistics
BSAD 8080 Business Forecasting
BSAD 8300 Organization Theory and Design
BSAD 8320 Seminar in Human Resource Management
BSAD 8340 International Business Study Abroad
BSAD 8350 Seminar in Management
BSAD 8430 Strategic Brand Management
BSAD 8450 Seminar in Marketing
BSAD 8510 Security Analysis
BSAD 8520 Seminar in Investment Management
BSAD 8530 Banking and Financial Markets
BSAD 8540 Multinational Financial Management
BSAD 8550 Seminar in Finance
BSAD 8600 Real Estate and Land Use Theory
BSAD 8610 Current Problems in Real Estate
BSAD 8620 Valuation of Intellectual Property
BSAD 8750 Telecommunications
BSAD 8810 Applied Strategic Leadership
BSAD 8880 Arts and the Executive
BSAD 8900 Independent Research
BSAD 8910 Special Studies in Business
BSAD 8990 Thesis

ACCT 8016 Advanced Financial Accounting
ACCT 8036 Tax Issues for Decision Making
ACCT 8046 Advanced Federal Income Taxation
ACCT 8066 Advanced Managerial Accounting
ACCT 8076 Governmental/Nonprofit Accounting and Auditing
ACCT 8096 Advanced Auditing
ACCT 8210 Financial Accounting Theory
ACCT 8220 Federal Estate and Gift Taxation
ACCT 8230 Strategic and Operational Planning and Control
ACCT 8240 Professional Problems
ACCT 8250 Seminar in Accounting
ACCT 8260 Federal Tax Research and Planning
ACCT 8270 E-Business and the Accounting Profession
ACCT 8900 Independent Research
ACCT 8910 Special Topics in Accounting

Accounting course descriptions listed in the Accounting section on the web.

ECON 8216 Industrial Organization
ECON 8266 History of Economic Thought
ECON 8296 Research Methods in Economics and Business (Same as BSAD 8026)
ECON 8306 Quantitative Applications in Economics and Business
ECON 8326 Natural Resource Economics
ECON 8456 Monetary Theory and Policy
ECON 8616 International Trade
ECON 8626 International Monetary Economics
ECON 8666 International Economic Development
ECON 8010 Seminar: Public Finance
ECON 8160 Seminar in Labor Economics
ECON 8200 Seminar in Micro Theory
ECON 8220 Seminar in Macro Theory
ECON 8230 Business Conditions Analysis (same as BSAD 8050)
ECON 8300 Econometrics
ECON 8310 Business Forecasting (same as BSAD 8080)
ECON 8450 Seminar in Money and Banking
ECON 8600 Health Economics
ECON 8650 Seminar in International Economics
ECON 8666 International Economic Development
ECON 8706 Economics of E-Business
ECON 8850 Seminar in Urban Economics
ECON 8870 Seminar in Regional Economics
ECON 8916 Special Topics in Economics

Economics course descriptions listed in the Economics section on the web.

EDAD 9650 Program Evaluation

Educational Administration course description listed in the Educational Administration & Supervision section on the web.

HED 8600 Health Behavior
HED 8750 Instruction and Evaluation
HED 8956 Public Health Leadership & Advocacy

Health Education course descriptions listed in the HPER section on the web.

ISQA 8080 Seminar in MIS
ISQA 8110 Structured Software Design
ISQA 8186 Electronic Commerce
ISQA 8196 Process Re-engineering with Info Tech
ISQA 8206 Information and Data Quality
ISQA 8210 Software Project Management
ISQA 8220 Systems Analysis and Design
ISQA 8230 Telecommunications Management
ISQA 8250 Facilitation of Collaborative Problem
ISQA 8310 Data Communications
ISQA 8380 Managing the Client/Server Environment
ISQA 8400 Clinical Systems Architecture & Function
ISQA 8410 Database Management
ISQA 8420 Managing the IS Function
ISQA 8525 Graphical User Interface
ISQA 8530 E-Commerce Security
ISQA 8540 Computer Security Management
ISQA 8560 Information Warfare & Security
ISQA 8570 Information Security Policy & Ethics
ISQA 8700 Data Warehousing: Theory and Practice
ISQA 8736 Decision Support Systems
ISQA 8810 Information Technology Project Fundamentals

MIS/ISQA course descriptions listed in the Management Information Systems section on the web.

PA 8720 Health Care Finance
PA 8740 Health Care Policy
PA 8760 US Health Care Systems - Overview (same as PSM 810)

Public Administration course descriptions are listed in the Public Administration section on the web.

PSM 810 US Health Care Systems An Overview (UNMC)
PSM 825 Health Care Ethics (UNMC)

Preventive and Societal Medicine courses descriptions are listed on the UNMC website.

PSYC 8316 Psychological & Educational Testing
PSYC 8636 Organizational Psychology
PSYC 8646 Personnel Psychology
PSYC 9030 Topics in Speech Communication
PSYC 9320 Seminar in Program Evaluation
PSYC 9620 Industrial Training & Organizational Development
PSYC 9630 Leadership Theories and Research
PSYC 9660 Criterion Development & Performance Appraisal

Psychology course descriptions are listed in the Psychology section on the web.

SPCH 8156 Communication Training & Development Skills
SPCH 8166 Communication for Instructional Settings
SPCH 8176 Organizational Communication
SPCH 8186 Communication Leadership and Power in Organizations
SPCH 8516 Persuasion
SPCH 8536 Cross-cultural Communication

Speech and Communication course descriptions are listed in the Communication section on the web.

COMM 8180 Seminar in Industrial/Organizational Psychology

Speech and Communication course descriptions are listed in the Communication section on the web.

Academic Performance

In addition to the Quality of Work Standards established by the Graduate College, MBA students may repeat only once a BSAD 8- - 0-level course in which they receive any grade, including "W" or "I".

Students earning third grade of "C+ "or lower (or any single grade below "C" (1.67 on a 4.0 scale)) will be automatically dismissed from the MBA program. Dismissed students will be immediately administratively withdrawn from all courses in which they are enrolled for MBA credit. Students who have been dismissed may not enroll in any courses for MBA credit in any subsequent semester or summer session until reinstatement has been granted by the College of Business Administration's Graduate Program Council (CBA GPC) and Graduate Dean.

Students who have been dismissed from the MBA program may submit a written petition for reinstatement to the CBA GPC. Students who have petitioned the CBA GPC for reinstatement may not enroll in any courses for MBA credit. Upon receiving a petition for reinstatement, the CBA GPC will evaluate the student's written petition for reinstatement. As part of the reinstatement petitioning process, the CBA GPC reserves the right to examine the student's academic record and reserves the right to speak to any previous instructor who has taught the student and this information may be used by the CBA GPC in the reinstatement decision. Information provided by previous instructors will not be shared with the student. Reinstatement is a privilege and not all students who are dismissed will be reinstated. Students who have been reinstated will serve a probationary period of the CBA GPC's discretion and must satisfy the probationary conditions specified by the CBA GPC. In addition to probationary conditions, reinstated students will be subject to additional reinstatement conditions as specified by the CBA GPC. These reinstatement conditions will include retaking one or more courses in which the student must earn a grade of "B: (3.0) or higher (the exact grade requirements for retaken courses may in fact be higher than "B" (3.0). Students not achieving the probationary or reinstatement conditions will be automatically dismissed.

GPC Will Consider Grades Earned in Repeated Courses.

When making decisions based on Quality of Work Standards issues, the Graduate Program Committee will consider the initial grade(s) received in a course as well as the most recent grade received for the course. This approach differs from the method used to calculate GPA in a student's E-BRUNO file, where the most recent grade replaces the grade received in the previous attempt.

Student Responsibilities

Each student admitted to graduate studies is responsible for knowing the procedures and regulations of the Graduate College.

Each student also should consult with the MBA advisor at least once each semester to assure continued progress toward the degree objective. Students must maintain a 3.0 ("B") average to fulfill the program and graduation requirements. No more than two "C's" or two "C+'s" in graduate courses are permitted.

Master of Business Administration concentrations

A graduate student enrolled in the MBA program may submit a Change in Plan of Study form that includes a concentration. A concentration shall include at least nine (9) credit hours. Students enrolled in the MBA program may earn a concentration in International Business, Electronic Business, Human Resources Management, or Health Care Management.

Concentration in International Business (CIB)

Graduate students enrolled in the MBA program may submit a Change in Plan of Study form that includes a concentration. A concentration shall include at least nine (9) credit hours. CIB courses must be selected from at least two different academic departments and may be selected from the list of approved MBA electives. This list includes:

- BSAD 8340 International Business Study Abroad
- BSAD 8540 Multinational Financial Management
- BSAD 8620 Valuation of Intellectual Property
- ECON 8616 International Trade
- ECON 8626 International Monetary Economics
- ECON 8666 International Economic Development
- GEOG 8130 Seminar in Economic Geography
- PSCI 8250 Seminar in Global Politics
- SPCH 8536 Intercultural Communication

With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any independent research, special studies, or special topics graduate level course from Accounting, Business Administration, or Economics when such course has as its principal focus international issues; or

With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any graduate course when such course has as its principal focus international issues relevant to business administration.

Students who complete a CIB concentration may take six hours of dual-level courses numbered 8--6. Ordinarily a comprehensive exam will not be required for the CIB concentration.

Concentration in Electronic Business (CE-Business)

Graduate students enrolled in the MBA program may submit a Change in Plan of Study form that includes a concentration. A concentration shall include at least nine (9) credit hours. CE-Business courses must be selected from at least two different academic departments within CBA and may be selected from the list of approved MBA electives. This list includes:

- BSAD /ECON 8706 Economics of eBusiness
- BSAD 8366 E-Marketing
- ISQA 8310 Data Communications
- ISQA 8186 Electronic Commerce
- ISQA 8525 Graphical User Interface
- ISQA 8530 E-Commerce Security
- ISQA 8570 Information Security Policy & Ethics

With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any independent research, special studies, or special topics graduate level course from Accounting, Business Administration, or Economics when such course has as its principal focus electronic business; or

With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any graduate course when such course has as its principal focus electronic business issues relevant to business administration.

Students who complete a CE-Business concentration may take six hours of dual-level courses numbered (8--6). Ordinarily a comprehensive exam will not be required for the CE-Business concentration.

Concentration in Human Resource Management (HRM)

A concentration in Human Resource Management shall include at least nine (9) credit hours. HRM courses must include BSAD 8320 - Seminar in Personnel. The two remaining courses must be selected from at least two different academic departments and may be selected from the list of approved MBA electives. This list includes:

- BSAD 8300 Organization Theory and Design
- ECON 8160 Seminar in Labor Economics
- PSYC 8316 Psychological & Educational Testing
- PSYC 8636 Organizational Psychology
- PSYC 8646 Personnel Psychology
- PSYC 9630 Leadership Theories & Research
- SPCH 8156 Communications Training & Development Skills

With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any independent research, special studies, or special topics graduate level course from Accounting, Business Administration, or Economics when such course has as its principal focus human resource issues relevant to business administration.

Students who complete a HRM concentration may take six hours of dual-level courses numbered 8--6. Ordinarily a comprehensive exam will not be required for the HRM concentration.

Concentration in Health Care Management (HCM)

A concentration in Health Care Management shall include at least nine (9) credit hours. HCM courses must be selected from at least two different academic departments and may be selected from the list of approved MBA electives. This list includes:

- ECON 8600 Health Economics

- GERO 8516 Long Term Care Administration
- HED 8956 Public Health Leadership & Advocacy
- HED 8600 Health Behavior
- ISQA 8400 Clinical Systems Architecture & Function
- ISQA 8570 Information Security Policy & Ethics
- PA 8740 Health Care Policy
- PA 8720 Health Care Finance
- PSM 892 US Health Care System: An Overview (UNMC)
- PSM 825 Health Care Ethics (UNMC)

With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any independent research, special studies, or special topics graduate level course from Accounting, Business Administration, or Economics when such course has as its principal focus human resource issues relevant to business administration.

Students who complete a HCM concentration may take six hours of dual-level courses numbered 8--6. Ordinarily a comprehensive exam will not be required for the HCM concentration.

Executive Master of Business Administration graduate program

The mission and overarching themes of the Executive MBA program are to provide experienced managers and professionals with an applied and integrative business management education that develops and furthers their critical thinking and leadership abilities so they can better manage resources, leverage information technology, understand diverse cultures, and effectively address strategic issues in a dynamic global economy.

The Executive MBA program is designed for middle- and upper-level managers, experienced professionals, and established business owners who have a vision for themselves and their firms. The weekend program format takes class members, as a group, through the carefully structured sequence of courses required to complete the degree in a two-year time period.

Admissions Standards

Admission to the Executive MBA program is based on the following criteria:

- Professional and/or managerial experience and accomplishments.
- An undergraduate degree (any major) from a regionally accredited US university/college or an equivalent degree from another country is required.
- A minimum of six years of professional level work experience is required.
- The Graduate Management Admission Test (GMAT) is required for admission consideration for those candidates who do not have a graduate degree, and whose grade point average (GPA) on all three and four level (junior and senior) courses OR for all courses required in their undergraduate major OR for their last 60 credit hours of college/university is less than 3.0 on a 4.0 scale.

- The GMAT may be required for candidates with a 3.0 or better undergraduate GPA if their undergraduate degree is from a program characterized as significantly accelerated or for which academic credit is awarded for education and life experiences attained from other than an accredited university or college.
- The GMAT is not required for candidates who possess a graduate degree from a regionally accredited US university or college or who have an equivalent degree from another country.
- Any candidate for admission is welcome to submit GMAT scores for consideration if they feel the other selection considerations - undergraduate academic record and professional accomplishments - will not adequately reflect their ability to successfully complete a rigorous graduate education program.

Degree Requirements

A student must complete the following courses:

BSAD 8240 Leadership Development (2)
BSAD 8260 Accounting Theory and Practice (2)
BSAD 8270 Contemporary Economics for Business Management (3)
BSAD 8280 Human Resources Management (3)
BSAD 8290 Marketing Management (3)
BSAD 8360 Financial Management for Executives (3)
BSAD 8370 Legal and Ethical Considerations in Business (3)
BSAD 8380 Operations and Quality Management (3)
BSAD 8390 Contemporary Accounting Systems: Management Accounting (3)
BSAD 8460 Management and Organization Theory (3)
BSAD 8470 Investment Management for Executives (3)
BSAD 8480 Applications in Economics (3) BSAD 8490 Management Information Systems (3)
BSAD 8560 Marketing Strategies (3)
BSAD 8570 Administrative Policy and Strategy (3)
BSAD 8580 International Business and Economics (2)
BSAD 8590 Seminar in Business Administration (3)

For more information...

Please call (402) 554-2448 or (402) 554-2496.

Communication graduate programs

The School of Communication offers a Master of Arts degree emphasizing a broad theoretical knowledge of speech and mass communication. Graduate students achieve in-depth knowledge of communication processes and effects, and acquire the skills needed to discover new knowledge through research and other forms of scholarly activity. They also acquire skills and knowledge needed for professional growth. Graduate students conduct original research for a thesis or project.

School of Communication graduate faculty offer an impressive blend of academic and professional media and corporate experience. Faculty are actively involved in discovery of new knowledge through publication in top scholarly journals. The faculty seek to cultivate in students breadth and depth of knowledge about communication, and seek to foster the spirit of free investigation.

Admissions Procedures and Policies

Prospective communication graduate students should first contact the School's graduate program coordinator. The School of Communication requires applicants to complete a Personal Reference Form, including a 500-word essay. International students also are required to have a minimum score of 550 on the TOEFL (213 if computer-based; 79-80 if internet-based). Additionally, applicants must follow requirements and procedures applicable to all prospective UNO graduate students, including completion of the [Application for Graduate Admission](#).

The School may grant unconditional or provisional admission. Unconditional Admission may be granted to a student whose record includes at least the following:

- Certification of a bachelor's degree from a regionally accredited institution;
- Documentation through official transcript using a 4.0 grade point scale of having earned at least:
 - a 3.25 in communication undergraduate work, and
 - either a 3.0 overall undergraduate average or a 3.25 average in the last half of undergraduate credit hours, and
- Inclusion of at least 15 undergraduate semester hours of appropriate courses in communication arts and sciences, including sufficient advanced upper division preparation in the area of graduate concentration.

Provisional Admission may be granted for reasons of experience, maturity or other circumstances to a student who does not meet the unconditional admission standards. In no case may a student be admitted who does not meet UNO Graduate College provisional admission standards. If granted provisional admission, the student must complete a graduate level communication seminar during the first 12 hours of course work with a grade of "B" (3.0 on a 4.0 scale) or higher.

Applicants who have more than six hours of undergraduate deficiencies will be advised to remove them before applying for any type of admission.

Before deciding whether or not to recommend provisional admission, the School's graduate faculty may require any one or any combination of the following:

- Completion of prescribed course(s) (not for graduate credit) with a grade of "B" (3.0 on a 4.0 scale) or higher; and/or
- Passing such test(s) as faculty members deem necessary in order to determine whether the applicant is adequately prepared for graduate study.

[Certificate in Human Resources and Training](#)

In conjunction with the departments of business administration and psychology, the School of Communication is offering a Certificate in Human Resources and Training. For specific requirements, please go to [Human Resources and Training](#).

[Certificate in Technical Communication](#)

In conjunction with the Department of English, the School of Communication offers a Certificate in Technical Communication. For specific requirements, please go to [Technical Communication Certificate](#).

Master of Arts in Communication degree requirements

All students who major in communication are required to complete 12 semester hours of core courses with an average grade of B or higher across the core; Communication 8010, 8020, 8470, and 8570.

The Core provides basic, intensive and broad coverage of communication as a field of advanced study. The core integrates mass and speech communication theories and research methodologies. If a student fails to achieve an average grade of "B" (3.0 on a 4.0) in the overall core, the student may retake each core course with a grade below "B" (3.0 on a 4.0 scale) once, and must obtain an average grade of "B" (3.0 on a 4.0 scale) or higher to remain in the program.

All students take a three-part comprehensive examination. These broadly cover communication theory, research methodology and a student's specific area of interest. Generally, these examinations are administered near or at the end of all course work.

After completion of the first six hours of graduate course work, the student must be advised on a [plan of study](#).

Thesis Option

In this option, the student must complete:

- 12 hour core courses
- 12 additional hours of graduate elective courses
- a six hour thesis

Based on a proposal approved by the student's committee. The student must write a thesis which is defended orally before his or her thesis committee. No more than nine hours from outside the school may be counted toward degree requirements.

All students must complete a plan of study form after successfully completing six hours of coursework.

Project Option

In the project option, the student must complete:

- 12 hour core courses
- at least one additional three hour graduate-only seminar
- 18 additional hours of graduate elective courses
- a three hour graduate project

The project, in lieu of a thesis, is based on a proposal approved by the student's committee. The student must complete a project which is defended orally before his or her project committee. No more than 12 hours from outside the school may be counted toward degree requirements.

All students must complete a plan of study form after successfully completing six hours of coursework.

Comprehensive Examinations

Each student must take a written comprehensive examination as part of his/her graduate studies.

The comprehensive exam will be based upon the following three areas: (1) communication theory, (2) communication research, and (3) specialized study in communication.

When the student is ready to begin the comprehensive exam process, the individual will prepare a curriculum vita, a master list of all courses taken in his/her program of study. This list should include titles of all papers written, projects conducted, key texts read, plus other relevant information that will provide graduate faculty members with an overall view of the student's graduate training.

Once the curriculum vita is completed the student will need to determine which three graduate faculty members will write the questions for the comprehensive exam.

At this time the student needs to contact the School of Communication at 554-2600 to schedule the exam dates. The exams must be taken on two consecutive days. Two hours per exam will be allotted and exams may not begin after 2:30 p.m.

More information about the comprehensive examination process can be found in the graduate handbook.

Graduate Chair Contact Information

Dr. Barbara Pickering
6001 Dodge St. ASH 140
Omaha, NE
68182-0122

bpickering@mail.unomaha.edu

402.554.2204

Master of Arts in Communication concentrations

The school of communication has compiled a list of graduate concentrations. These are courses that can be taken, but are not required, in order to specialize your degree. The categories are:

Communication Law, Technology & Policy

BRCT 8346 Telecommunication Regulation

BRCT 8396 Electronic Media Management

COMM 9400 Seminar in Communication & Technology

JOUR 8406 Mass Media Ethics

JOUR 8416 Communication Law

JOUR 8426 Theories of the First Amendment: Speech & Press

SPCH 8196 Computer-Mediated Communication

Interpersonal/Cross-Cultural Communication

SPCH 8146 Communication & Human Relationships

SPCH 8516 Persuasion

SPCH 8536 Cross-Cultural Communication

SPCH 8556 Non Verbal Communication

Possible Electives

COUN 8520 Counseling with Multicultural & Diverse Populations

EDAD 8710 Interpersonal Relationships in Educational Administration

EDAD 8720 Multicultural & Non-Sexist Awareness

Instructional Communication

SPCH 8156 Communication Training & Development Skills

SPCH 8166 Communication for Instructional Settings

SPCH 8186 Communication Leadership & Power in Orgs

SPCH 8516 Persuasion

SPCH 8536 Cross-Cultural Communication

SPCH 8556 Nonverbal Communication

Possible Electives

EDAD Multicultural & Non-Sexist Awareness

EDAD Program Evaluation

HED Industrial Training & Organizational Development
TED New Ways of Knowing & Education

Organizational Communication

SPCH 8156 Communication Training & Development Skills
SPCH 8176 Organizational Communication
SPCH 8186 Communication Leadership & Power in Orgs
SPCH 8516 Persuasion
SPCH 8536 Cross-Cultural Communication
SPCH 8556 Nonverbal Communication

Possible Electives

BSAD 8310 Human Behavior in Organizations
BSAD 8320 Seminar in Management
EDAD 8720 Multicultural & Non-Sexist Awareness
PA 8090 Organizational Theory & Techniques
PA 8596 Topics in Non-Profit Management
PA 8706 Marketing in Public, Non-Profit Aviation Org
PSYC 8316 Psychological & Educational Training
PSYC 9030 Seminar in Industrial/Organizational Psychology
PSYC 9630 Leadership Theories & Research

Public Relations

JOUR 8236 Principles in Public Relations
JOUR 8246 Public Relations Case Studies
JOUR 8396 Electronic Media Management
SPCH 8516 Persuasion
SPCH 8536 Cross-Cultural Communication

Possible Electives

BSAD 8450 Seminar in Marketing
PA 8596 Techniques/Topics in Non-Profit Management
PA 8710 Fund Raising in Public & Non-Profit Organizations

Public/Political Communication

SPCH 8110 Seminar in Modern Public Address
SPCH 8116 Rhetorical Theory & Criticism
SPCH 8556 Nonverbal Communication
JOUR 8386 Film Theory & Criticism
JOUR 8406 Mass Media Ethics
JOUR 8416 Communication Law

JOUR 8426 Theories of First Amendment: Speech & Press
JOUR 8506 Mass Communication & Public Opinion

Possible Electives

PSCI 8126 Public Opinion & Political Behavior
PSCI 8165 Political Parties
PSCI 8176 Interest Groups

Computer Science graduate program.

Admission Requirements

Applicants with an undergraduate degree in Computer Sciences or Computer Engineering from an accredited institution are expected to have a GPA of at least 3.0. Applicants who have degrees in other fields will also be considered for admission. Students may make up their deficiencies in computer science by completing the transition program.

Applicants must submit the admission application along with official copies of their scores on the Graduate Record Examination (GRE) and TOEFL, for those who must present a TOEFL score, with no exemptions to these policies. A minimum of 550 (or 213 if computer-based) on TOEFL is required.

Students have options to either submit General or Computer Science Subject GRE for admission. If application is granted admission based on General GRE student must take the subject GRE before completing the program. Those that have been admitted using acceptable scores of the Subject GRE do not need to retake it, unless instructed in the admission letter. All scores must be less than 5 years old at the time of applying/processing and must show acceptable level of competency.

The requirement of General GRE is waived if:

- The student is a graduate of University of Nebraska System majoring Computer Science with GPA of 3.5 or more, OR
- The student has earned a master or a higher degree in a closely related field.

These students should take the Subject GRE before completion of the MS degree.

Applicants are required to submit two recommendation letters and a professional resume directly to the department along with other documents required by that office.

Graduate Assistantships and other scholarships

The department has several Graduate and Research Assistantships which are awarded based on academic performance and professional experiences. Other scholarships are also provided in

form of tuition waivers. Students may be able to receive other forms of support through the projects funded by faculty within the department and college.

Students interested in Graduate Assistantships and tuition waiver scholarships must apply each semester. Recipients of these awards should maintain a good record of academic and work ethic for continuation of the award contract.

Transition Program

The curriculum for the MS in Computer Science requires a basic knowledge of computer fundamentals including mathematics, programming, data structure, computer architecture, software engineering, and operating systems. Credits for the courses in the transition program do not count toward the degree. Successful completion of these courses with a 'B' or better in each course is required to become an unconditionally admitted student. The transition courses are selected from the following list depending on individual background.

(a) Mathematics

- MATH 2030, Discrete Mathematics (3 hours)

(b) Programming and Data Structures

- CIST 1400, Introduction to Computer Programming (3 hours)
- CSCI 1620, Introduction to Computer Science II (3 hours)
- CSCI 3320, Data Structures (3 hours)

(c) Computer Organization and Architecture

- CSCI 3710, Computer Organization and Assembly Language (5 hours)
- CSCI 4350, Computer Architecture (3 hours)

(d) Operating Systems

- CSCI 4500, Operating Systems (3 hours)

(e) Programming Languages & Compilers

- CSCI 4220, Programming Languages (3 hours)
- CSCI 4830, Introduction to Software Engineering (3 hours)

Computer Science degree requirements

Required Core Courses (15 credit hours)

- CSCI 8000 Programming Language and Compiling

- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8150 Advanced Computer Architecture
- CSCI 8530 Advanced Operating Systems
- CSCI 8700 Software Specification and Design

All students are required to complete CSCI 8900, Graduate Research Colloquium (0 hrs). The Department of Computer Science has made some changes to the degree requirements, which are effective for students starting in the Fall of 2004. These changes are reflected in the program options listed below. Candidates must carefully consider the selection of classes as they choose one of the following program options. The program options offer three plans to meet the degree requirements.

Students enroll in UNO courses online. It is highly recommended that out-of-town and international students enroll in courses before coming to Omaha and after consulting with the MS in MIS advisor. Students can enroll online using [E-BRUNO](#). You must be accepted as a student at UNO in order to use this service.

- Program I: Project (31 credits)
- Program II: Project (36 credits)
- Program III: Course (36 credits)

Program I (Thesis Option)

- Candidates must complete a minimum of 31 credit hours of course work, which includes a thesis of six credit hours (CSCI 8990).
- Candidates must complete the five required core courses.
- At least a total of 18 credit hours must be graduate only courses (ending with the digit 0), excluding independent study and thesis.
- At least a total of 9 credit hours are required in any one of the areas of specialty, or in two strongly related areas of specialty with the approval of the graduate program committee.
- At most one independent study course or elective course can be counted toward the total required credits.
- Meet the Graduate College Quality of Work Standards.
- Pass an oral thesis defense.

Program II (Project Option)

- Candidates must complete a minimum of 36 credit hours of course work, which includes a project of six credit hours.
- Candidates must complete the five required core courses.
- At least a total of 21 credit hours must be graduate only courses (ending with the digit 0) excluding independent study and project.
- At least a total of 9 credit hours are required in any one of the areas of specialty, or in two strongly related areas of specialty with the approval of the graduate program committee.

- At most one independent study course or elective course can be counted toward the total required credits.
- Meet the Graduate College Quality of Work Standards.
- The project should follow the same guidelines enforced with the thesis such as the formation of a committee and the final presentation. The only exception is that the processing is done internally in the department and the manuscript is bound and kept in the department.

Program III (Course Option)

- Candidates must complete a minimum of 36 credit hours of course work.
- Candidates must complete the five required core courses.
- At least a total of 27 credit hours must be graduate only courses (ending with the digit 0). At most 6 of these 24 credit hours can be taken as independent study.
- At least 9 credit hours are required in any one of the areas of specialty, or in two strongly related areas of specialty with the approval of the graduate program committee.
- Pass the Capstone requirement. The minimum passing score is 65 percentile.
- At most two independent study courses or elective courses can be counted toward the total required credits.
- Meet the Graduate College Quality of Work Standards.

Thesis Defense

- The student should chose the area of research as early in his/her graduate program as possible and identify a thesis advisor who would be interested in supervising the thesis work. In addition to the thesis advisor, the student and/or the thesis advisor should select the thesis committee members. At least three committee members should be selected, two from the computer science department and one from an outside but in a preferably related discipline. The thesis committee must be approved by the UNO Graduate Dean.
- Once the thesis committee has been formed, the student should meet with the committee members to discuss his/her plans for thesis research and, in essence, present and have a formal approval of the thesis proposal. The thesis committee members should be continually informed of the progress on the thesis work thereafter.
- Thesis defense presentation should be formally organized. The student should prepare some means of visual presentation (e.g., transparencies, slides) that clearly point out the problem, objectives, approaches, and the contributions of the thesis work.
- The presentation must be open to the public. The student should post announcements on the departmental bulletin boards and/or by means of electronic mail.
- The oral defense will be conducted in the following way:
 - In general, the presentation should take about 30 to 40 minutes. After the student presentation, a first question session starts. The audience and committee members can ask questions. After the first question session, the audience is dismissed and a second question session starts. The committee members are given another chance to ask questions.

- After the second question session ends, the graduate student is asked to leave the room. The committee members discuss the results. A decision will be made in the following three categories:
pass the defense, conditionally pass the defense, or the student is requested to do major changes and present another defense.

If the student is given a conditional pass, he/she will be given three weeks to make the changes. The Thesis Acceptance page is not signed until changes have been implemented. If major changes are required, the student will be asked to schedule another presentation on a date agreed to by the student and the committee members.

Project

The project follows the same guidelines enforced with the thesis such as the formation of a committee and final presentation. The only exception is that the processing is done internally in the department and the manuscript is bound and kept in the department. It is up to the advisor and the project/thesis committee to distinguish between a thesis and a project. It is assumed that a thesis will involve in-depth research with some theoretical flavor while a project will emphasize an implementation of some sort that solves a practical problem.

computer science areas of specialty.

Algorithms

CSCI 8156 Graph Theory and Applications
CSCI 8080 Design and Analysis of Algorithms
CSCI 8050 Algorithmic Graph Theory
CSCI 8060 Algorithmic Combinatorics
CSCI 8070 Genetic Algorithms

Artificial Intelligence

CSCI 8456 Introduction to Artificial Intelligence
CSCI 8100 Expert Systems
CSCI 8220 Advanced Topics in Artificial Intelligence

Computer Architecture and VLSI Systems

CSCI 8356 Computer Architecture
CSCI 8150 Advanced Computer Architecture
CSCI 8160 Introduction to VLSI Design
CSCI 8170 VLSI Testing

Computer Communications and Networking

CSCI 8556 Communications Networks
CSCI 8200 Interconnection Networks
CSCI 8210 Advanced Communications Networks
CSCI 8220 Telecommunications Management
CSCI 8620 Mobile Computing

Computer Vision, Image Processing, and Pattern Recognition

CSCI 8476 Pattern Recognition
CSCI 8300 Digital Image Processing and Computer Vision
CSCI 8310 * Advanced Topics in Computer Vision

Data and Knowledge Engineering

CSCI 8856 Introduction to DBMS
CSCI 8340 Database Management Systems II
CSCI 8350 Data Warehousing and Data Mining
CSCI 8360 Information Storage and Retrieval
CSCI 8390 Advanced Topics in Database Management Systems

Graphics and Human-Computer Interactions

CSCI 8256 Human-Computer Interactions
CSCI 8266 User-Interface Design and Development
CSCI 8626 Computer Graphics
CSCI 8400 Advance Computer Graphics

Numerical Methods

CSCI 8306 Linear Programming
CSCI 8316 Discrete Optimization
CSCI 8766 Stochastic Modeling
CSCI 8500 Advanced Numerical Methods I
CSCI 8510 Advanced Numerical Methods II
CSCI 8520 Advanced Topics in Optimization

Operating Systems

CSCI 8516 Advanced Operating Systems
CSCI 8550 Advanced Operating Systems Theory
CSCI 8560 * Distributed Operating Systems

Parallel Processing and Distributing Computing

CSCI 8446 Introduction to Parallel Computing
CSCI 8610 Fault Tolerant Distributed Systems
CSCI 8690 Advanced Topics in Parallel and Distributed Computing

Software Engineering

CSCI 8836 Introduction to Software Engineering
CSCI 8700 Software Specification and Design
CSCI 8710 Object-Oriented Software Development
CSCI 8790 Advanced Topics in Software Engineering

Theoretical Computer Science & Compiling

CSCI 8000 Programming Language and Compiling
CSCI 8666 Automata, Computability and Formal Languages
CSCI 8850 Advanced Automata and Formal Languages
CSCI 8860 * Theory of Computation

* pending approval

Computer Science concentrations

Software Engineering Concentration

The College of Information Science and Technology is developing a new master's degree in Software Engineering. While the new degree will undergo its normal approval process, the Computer Science Department will offer a master of science in computer science with a concentration in software engineering. The area of concentration would be noted on the student's transcripts. A student wishing to obtain a concentration in software engineering must meet the following requirements.

Required core courses for the MS in Computer Science (12 credit hours):

- CSCI 8000 Programming Language & Compiling
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design
- CSCI 8790 Advanced Topic in Software Engineering

Required Courses (minimum of 9 credit hours):

- CSCI 8710 Object-Oriented Software Development
- CSCI 8760 * Formal Methods and High Assurance Software Engineering

Take one of the following courses:

- CSCI 8266 User Interface Design and Development OR
- CSCI 8210 Management of Software Development

For the thesis option take at least one course (3 credit hours). For the Project option take at least three courses (9 credit hours) from the following:

- CSCI 9710* Foundations of Software Engineering Research
- CSCI 8220 Telecommunications Management
- CSCI 8256 Human-Computer Interaction
- CSCI 8856 Database Management Systems
- ISQA 8380 Managing The Client Server Environment
- ISQA 8540 Computer Security Management
- CSCI 8106 Information System Architecture and Organization
- CSCI 8970 Independent Study
- CSCI 8360 Information Storage and Retrieval
- CSCI 8350 Data Warehousing and Data Mining
- CSCI 8516 Advanced Operating Systems

Thesis (6+1 hours):

- CSCI 8990 Thesis
- CIST 9040 Colloquia on IT Research

Project (6 hours):

CSCI 8960 Project - The thesis or project option follows the same guidelines/policies as the traditional computer science degree.

Total Concentration Hours:

Thesis Option: Total credit hours = 31

Project Option: Total credit hours = 36

The Third option (course option) is not allowed in this concentration.

Telecommunications Concentration

IS&T has developed a concentration in Telecommunications that will equip its graduates to design, build, manage and leverage today's complex communication networks. This program is being offered in conjunction with the Engineering College so that the participant will obtain an understanding of all aspects needed to provide and manage state of the art telecommunications. A student wishing to obtain a concentration in telecommunication must meet the following:

Required core courses for the MS in Computer Science (18 credits):

- CSCI 8080 Design and Analysis of Algorithms

- CSCI 8150 Advanced Computer Architecture
- CSCI 8530 Advanced Operating Systems
- CSCI 8210 Advanced Communications Networks
- CSCI 8220 Telecommunications Management
- CSCI 8700 Software Specification and Design

Required courses (minimum of 3 credits):

- CSCI 8610 Fault Tolerant Distributed Systems
- CSCI 8620 Mobile Computing
- CSCI 8200 Interconnection Networks
- CSCI 8410 Distributed Systems and Network Security

Thesis (6+1 hours):

- CSCI 8990 Thesis
- CIST 9040 Colloquia on IT Research

Project (6 hours):

CSCI 8960 Project - The thesis or project option follows the same guidelines/policies as the traditional computer science degree.

For the thesis option take at least one and for the project option take at least 3 from the following courses:

- ISQA 8386 Managing the C/S Environment
- CEEN 8630 Digital Communications Media
- CEEN 8666 Telecommunications Engineering I
- CEEN 8710 Computer Networks
- CEEN 8730 Mobile & Personal Communications
- CEEN 8750 Satellite Communications
- CEEN 8760 Wireless Communications
- CEEN 8770 Telecom Engineering II
- CEEN 8780 Broadband Networks
- CEEN 8790 Optical Fiber Communications
- CEEN 8820 Digital Signal Processing
- CEEN 8870 Analog Digital Communications
- CEEN 8880 Packet Switching Systems

This list of elective courses is not meant to be exhaustive and will change as other courses are developed and approved by the department. Other electives may meet this elective requirement but must be submitted for review and approval by the Computer Science Graduate Program Committee as part of a program of study. The courses might have some prerequisites that must be met before taking these courses. The prerequisite courses do not satisfy the elective portion of the requirements.

Counseling graduate programs

Admission

Before Applying: The counseling program has admission requirements and procedures in addition to those applicable to Graduate Studies as a whole, and prospective candidates are strongly encouraged to contact the department office in KH 421 regarding these admission requirements and procedures. One such exception from the general graduate studies procedures are different admission deadlines for counseling. The department will supply detailed descriptions of choices, opportunities, requirements and responsibilities.

Candidates are admitted to the programs in counseling twice each year. Applications should be submitted to the Office of Graduate Studies by October 1 for admission to the spring semester, and by March 1 for summer school or fall semesters. Candidates should also notify the counseling department by the above dates that they have applied for admission.

Admission to the counseling department involves a several step process: an application data form, tests, references, writing sample, and an interview. The candidate's application is reviewed by the department's admission committee. The review may take several weeks. Candidates should plan to have all application materials submitted by the above deadline dates.

Admission decisions are based on the candidate's demonstrated potential for successful graduate work, professional training, and success in the field. Submission of all required materials and documentation is not a guarantee of acceptance.

The specific application materials required for admission to a master's program include the following:

First, the candidate needs to apply for admission to the Graduate College. The procedure for doing this appears at Admissions. A graduate application, transcripts, as well as fees are included in this process as a part of the Graduate College's admission procedure. The student will receive a department application as their applications are forwarded to our department from the Office of Graduate Studies.

Second, the counseling department application process includes the following:

1. Scores on the Graduate Record Exam (GRE) or Miller's Analogy Test (MAT) which are no older than two years.
2. Personal Data form.
3. Writing sample.
4. Three letters of references from persons who can speak for the candidate's professional competence and academic ability.
5. Scores from a personality inventory.
6. Group interview results.

Applicants must have completed 15 undergraduate or graduate hours in behavioral science, not including counseling courses.

Undergraduate candidates interested in non-school counseling (Community, Gerontology, and Student Affairs Practice in Higher Education) are advised to take a minimum of 15 hours of behavioral sciences as described in the Arts & Sciences section of the UNO Undergraduate Catalog.

Applicants for the elementary and secondary school programs must have a minimum of two years full-time teaching experience or the equivalent. Two years of teaching experience is required for Nebraska certification.

Please be aware that notification of acceptance by a department graduate program committee is advisory only; admission is granted solely by the Dean for Graduate Studies.

Programs

Candidates obtain a master's degree in counseling with an area of concentration. Current concentration areas include:

- Elementary School Counseling
- Secondary School Counseling
(Both these concentration areas require current teaching certificates for endorsement as a counselor in Nebraska or Iowa, plus a minimum of two years full-time teaching experience or the equivalent. Two years is required for Nebraska certification.)
- Community Counseling
- Student Affairs Practice in Higher Education
- Counseling in Gerontology

Successful completion of internship and comprehensive exam are requirements for graduation. Graduates are recommended only for positions consistent with the concentration they completed.

Note: All graduate students must take an abnormal psychology course (3 hours) either at the graduate or undergraduate level prior to graduation. Check with the state where you are anticipating practice, to note if the course needs to be a graduate level course or if undergraduate is acceptable for credential/licensure requirements. This course (3 credit hours) does not count as part of the 48 hour degree program requirement.

Candidates are admitted and permitted to continue programs in counseling on the basis of their potential for successful training and professional practice. Candidates are evaluated with respect to their suitability for continuation in the program prior to taking the Counseling Practicum or Internship courses. Specific course and grade requirements to take Practicum courses are available in the counseling department office.

The Elementary School, Secondary School, and Community concentrations are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), the national accrediting agency for Counselor Education programs.

Ethical Conduct

It should be understood that academic performance is not the only criterion for continuation in the program or for graduation. Candidates are expected to maintain the highest standards of ethical conduct pertaining to academic course work, professional practice and research activity. Any breach in the ethical conduct shall be subject to disciplinary action, regardless of the candidate's prior or current academic performance. See the "American Counseling Association Code of Ethics" for specific guidelines.

Degree Programs

The following are generalized overviews. Specific information and individual program design can only be finalized through consultation with an advisor.

Master of Arts

The MA degree includes a thesis in lieu of a written comprehensive examination. Candidates who anticipate work on a doctorate are particularly encouraged to consider the M.A. degree.

Master of Science

Programs of study for the Master of Science degree are determined in relation to the candidate's previous course work, experience and anticipated work setting. Most programs of study, however, will closely approximate one of the outlines given below. At least one research course is required of all candidates and Abnormal Psychology (graduate or undergraduate) or equivalent course. A master's degree in counseling may not be completed in less than two years of study and a minimum of 48 semester hours.

For more information...

Please call (402) 554-2727

Master of Counseling concentrations

Concentration in Community Counseling

Foundation Course

TED 8010 Introduction to Research (3)

Counseling Courses

- COUN 8020 Introduction to Counseling (1)
- COUN 8030 Counseling Practices (3)
- COUN 8040 Professional and Ethical Issues (2)
- COUN 8110 Human Development and Psycho-Social Intervention Strategies (3)
- COUN 8200 Counseling Theories (3)
- COUN 8226 Career Development and Lifestyle (3)
- COUN 8230 Appraisal Techniques (3)
- COUN 8270 Group Techniques in Guidance (1)
- COUN 8370 Group Theory and Practice (2)
- COUN 8300 Counseling Techniques I (1)
- COUN 8310 Counseling Techniques II (1)
- COUN 8400 Counseling Techniques III (1) Community Counseling Courses
- COUN 8500 Counseling and Consulting for Special Concerns (3)
- COUN 8520 Counseling with Multicultural and Diverse Populations (3)
- COUN 8610 Introduction to Marital and Family Therapy (3)
- Practicum/Internship Experiences (9)
- COUN 8920 Treatment Planning and the DSM-IV (3)

Minimum Total Hours: 48

Concentration in Secondary Counseling

Foundation Course

- TED 8010 Introduction to Research (3)

Counseling Courses

- COUN 8020 Introduction to Counseling (1)
- COUN 8030 Counseling Practices (3)
- COUN 8040 Professional and Ethical Issues (2)
- COUN 8110 Human Development and Psycho-Social Intervention Strategies (3)
- COUN 8200 Counseling Theories (3)
- COUN 8226 Career Development and Lifestyle (3)
- COUN 8230 Appraisal Techniques (3)
- COUN 8270 Group Techniques in Guidance (1)
- COUN 8300 Counseling Techniques I (1)
- COUN 8310 Counseling Techniques II (1)
- COUN 8400 Counseling Techniques III (1)
- COUN 8520 Counseling with Multicultural and Diverse Populations (3)
- COUN 8600 Parent/Staff Development and Consultation (3)
- COUN 8750 School Counseling Groups and Enrichment Programs (3)

Secondary Counseling Courses

- COUN 8210 Organization and Administration of Guidance Services (3)
- COUN 8430 Counseling Practicum for Secondary Counselors (3)
- COUN 8460 Advanced Counseling Practicum for Secondary Counselors (6)
- COUN 8620 Survey of Issues in School Counseling (3)

Minimum Total Hours: 49

Concentration in Elementary Counseling

Foundation Course

- TED 8010 Introduction to Research (3)

Counseling Courses

- COUN 8020 Introduction to Counseling (1)
- COUN 8030 Counseling Practices (3)
- COUN 8040 Professional and Ethical Issues (2)
- COUN 8100 Research Project (3)
- COUN 8110 Human Development and Psycho-Social Intervention Strategies (3)
- COUN 8200 Counseling Theories (3)
- COUN 8230 Appraisal Techniques (3)
- COUN 8270 Group Techniques in Guidance (1)
- COUN 8300 Counseling Techniques I (1)
- COUN 8310 Counseling Techniques II (1)
- COUN 8400 Counseling Techniques III (1)
- COUN 8520 Counseling with Multicultural and Diverse Populations (3)
- COUN 8600 Parent/Staff Development and Consultation (3)
- COUN 8710 Classroom Group Guidance and Career Development (3)
- COUN 8720 Individual Counseling with Children and Consultation (3)
- COUN 8730 Organization and Administration of Elementary Counseling Programs (3)
- COUN 8750 School Counseling Groups and Enrichment Programs (3)
- Practicum/Internship Experiences (6-10)

Minimum Total Hours: 49

Concentration in Student Affairs Practice in Higher Education - Professional Practices

Foundation Course

TED 8010 Introduction to Research (3)

Counseling Courses

- COUN 8020 Introduction to Counseling (1)
- COUN 8030 Counseling Practices (3)
- COUN 8040 Professional and Ethical Issues (2)
- COUN 8100 Research Project (3)
- COUN 8110 Human Development (3)
- COUN 8150 The Student and Personnel Work in Higher Education (3)
- COUN 8200 Counseling Theories (3)
- COUN 8226 Career Development & Lifestyle (3)
- COUN 8230 Appraisal Techniques (3)
- COUN 8270 Group Techniques in Guidance (1)
- COUN 8300 Counseling Techniques I (1)
- COUN 8310 Counseling Techniques II (1)
- COUN 8370 Group Counseling: Theory & Practice (2)
- COUN 8400 Counseling Techniques III (1)
- COUN 8450 College Student Personnel Internship (6)
- COUN 8520 Counseling with Multicultural and Diverse Populations (3)

Selected Cognate Courses (6): These courses are selected in consultation with the student's particular background and interests; i.e., admissions and registration, career counseling, placement and financial aid, student services (counseling, testing, students with special needs, etc.), housing and student union activities.

Minimum Total Hours: 48

Concentration in Student Affairs Practice in Higher Education - College Counseling

Foundation Course

TED 8010 Introduction to Research (3)

Counseling Courses

- COUN 8020 Introduction to Counseling (1)
- COUN 8030 Counseling Practices (3)

- COUN 8040 Professional and Ethical Issues (2)
 - COUN 8100 Research Project (3)
 - COUN 8110 Human Development (3)
 - COUN 8150 The Student and Personnel Work in Higher Education (3)
 - COUN 8200 Counseling Theories (3)
 - COUN 8220 Counseling Theories (3)
 - COUN 8226 Career Development & Lifestyle (3)
 - COUN 8230 Appraisal Techniques (3)
 - COUN 8250 Advanced Practicum (3)
 - COUN 8270 Group Techniques in Guidance (1)
 - COUN 8300 Counseling Techniques I (1)
 - COUN 8310 Counseling Techniques II (1)
 - COUN 8370 Group Counseling: Theory & Practice (2)
 - COUN 8400 Counseling Techniques III (1)
 - COUN 8450 College Student Personnel Internship (3)
 - COUN 8520 Counseling with Multicultural and Diverse Populations (3)
 - Selected Cognate Courses (6)
- (This concentration requires students to take COUN 8920 and COUN 8610 to meet prerequisite requirements for Beginning Practicum- COUN 8220.)

Minimum Total Hours: 51

Concentration in Gerontology

The counseling degree program with specialization in gerontology is a cooperative effort of the counseling department and the gerontology program. The UNO gerontology program offers courses leading to a certificate in gerontology. Candidates wishing to earn a degree in counseling with a concentration in gerontology must be admitted to the gerontology certificate program as well as the counseling program. Certificates of specialization in gerontology are issued by the University to those completing the certificate program upon the recommendation of the gerontology program.

Foundation Course

- TED 8010 Introduction to Research (3)

Counseling Courses

- COUN 8020 Introduction to Counseling (1)
- COUN 8030 Counseling Practices (3)
- COUN 8040 Professional and Ethical Issues (2)
- COUN 8200 Counseling Theories (3)
- COUN 8226 Career Development and Lifestyle (3)
- COUN 8230 Appraisal Techniques (3)

- COUN 8270 Group Techniques in Guidance (1)
- COUN 8300 Counseling Techniques I (1)
- COUN 8310 Counseling Techniques II (1)
- COUN 8370 Group Theory and Practice (2)
- COUN 8400 Counseling Techniques III (1)
- COUN 8520 Counseling Multicultural and Diverse Populations (3)

Additional Courses (0-3 hours)

These courses in counseling are selected with the adviser on the basis of the candidate's background and interests.

Gerontology (9-15 hours)

Fifteen graduate hours in gerontology are required except in some instances where a candidate has had undergraduate hours in gerontology. These courses are selected with the major adviser's assistance and in collaboration with the gerontology program.

Practicum and Internship (9 hours)

Practicum and Internship are arranged in cooperation with the gerontology program to meet both the counseling department and the gerontology program requirements for practica and field experience.

Minimum Total Hours: 45-51 hour

Criminal Justice graduate programs

Degree Programs

The Criminal Justice Department offers a Master of Science or a Master of Arts degree in criminal justice and a Doctor of Philosophy. The degree programs emphasize criminal justice research, theory, planning and administration.

Admission Requirements

All candidates for the criminal justice graduate program must have a minimum of 18 semester hours of criminal justice or related courses which represent the core undergraduate curriculum. In addition, all candidates must have completed a basic statistics course, a research methods course, and a minimum of 15 hours in the social science area at the undergraduate level. Those students lacking these requirements will be required to make up these deficiencies during the first year of graduate work. Graduate Record Examination (GRE) scores are required for admission. An admission decision will not be made without these scores. A combined score of at least 850 on the verbal and quantitative portions of the GRE is required. Two letters of recommendation from academics are also required.

For more information...

Please call (402) 554-2610.

Master of Arts in Criminal Justice

The Master of Arts degree is a 30-credit hour program designed to emphasize research activity and independent inquiry, while simultaneously providing fundamental course work. This degree is especially recommended for those students seeking an interim degree prior to obtaining the Ph.D.

Course Work

To earn the Master of Arts degree in criminal justice, the student must satisfactorily complete the following course requirements:

Required Core Courses (*12 hours)

*The following core courses must be taken within the first 18 hours of graduate course work:

CJUS 8010 The Nature of Crime
CJUS 8020 Seminar in Administration of Justice
CJUS 8030 Criminal Justice Research Theory and Methodology
CJUS 8950 Statistical Applications in Criminal Justice

Elective Criminal Justice Courses (12* hours)

Student selects four courses with advisor approval

CJUS 8040 Seminar in Police and Society
CJUS 8050 Seminar in Corrections
CJUS 8060 Seminar in the Criminal Court System
CJUS 8070 Seminar in Criminal Law and Procedure
CJUS 8080 Seminar in Juvenile Justice
CJUS 8090 Seminar in Theoretical Criminology
CJUS 8100 Criminal Justice Organization, Administration and Management
CJUS 8110 Criminal Justice Planning and Change
CJUS 8180 Criminal Justice Internship
CJUS 8190 Independent Study
CJUS 8800 Special Problems in Criminal Justice
CJUS 8316 Correctional Law
CJUS 8350 Community-Based Corrections
THESIS: CJUS 8990 Completion and Successful Defense of Thesis (6 hours)

Master of Science in Criminal Justice.

The Master of Science degree is a 36-credit hour non-thesis program. This degree program offers the student a choice of the standard Master of Science curriculum, a Master of Science with an option in public administration, or a Master of Science with an option in counseling. The public administration option is especially recommended for administrators or future administrators within the criminal justice system. The counseling option is designed for those who wish to work with juvenile and adult offenders in the criminal justice system.

Course Work

To earn the Master of Science degree in Criminal Justice, the student must satisfactorily complete the following course requirements:

Required Core Courses (12* hours)

CJUS 8010 The Nature of Crime
CJUS 8020 Seminar in Administration of Justice
CJUS 8030 Criminal Justice Research Theory and Methodology
CJUS 8950 Statistical Applications in Criminal Justice
*Must be taken within first 18 hours of graduate course work.

Elective Criminal Justice Courses (12 hours)

Student selects four courses with advisor approval

CJUS 8040 Seminar in Police and Society
CJUS 8050 Seminar in Corrections
CJUS 8060 Seminar in the Criminal Court System
CJUS 8070 Seminar in Criminal Law and Procedure
CJUS 8080 Seminar in Juvenile Justice
CJUS 8090 Seminar in Theoretical Criminology
CJUS 8100 Criminal Justice Organization, Administration and Management
CJUS 8110 Criminal Justice Planning and Change
CJUS 8180 Criminal Justice Internship
CJUS 8190 Independent Study
CJUS 8800 Special Problems in Criminal Justice
CJUS 8316 Correctional Law
CJUS 8350 Community-Based Corrections
Elective Cognate Courses (12 hours)

In consultation with an advisor the student selects four courses in a related field. Suggested fields include, but are not limited to: business administration, psychology, political science, social work and sociology.

Satisfactory completion of the comprehensive examination also is required.

Master of Science - Public Administration Option

To earn the Master of Science degree in Criminal Justice with the Public Administration option, the student must satisfactorily complete the following course requirements:

Required Public Administration Course (12 hours)

PA 8050 Introduction to Public Administration

In addition, students will take one course from each of the following pairs (9 hours)

One of the following two choices:

8400 Public Budgeting

8480 Public Financial Administration

plus One of the following

8410 Public Personnel Management

8460 Public Personnel Administration

plus One of the following

8090 Organization Theory and Behavior

8010 The Public Economy

Elective Public Administration Courses (9 hours)

In consultation with an adviser, the student selects additional public administration courses.

Suggested courses include the following:

PA 8090 Organization Theory & Behavior

PA 8320 Public Policy Evaluation

PA 8400 Public Budgeting

PA 8410 Public Personnel Management

PA 8436 Municipal Administration

PA 8470 Administrative Ethics

(NOTE: Students should check Public Administration website for schedule of courses.)

Elective Criminal Justice Courses (12 hours)

Student selects four courses with advisor approval

CJUS 8040 Seminar in Police and Society

CJUS 8050 Seminar in Corrections

CJUS 8060 Seminar in the Criminal Court System

CJUS 8070 Seminar in Criminal Law and Procedure

CJUS 8080 Seminar in Juvenile Justice

CJUS 8090 Seminar in Theoretical Criminology

CJUS 8100 Criminal Justice Organization, Administration, and Management

CJUS 8110 Criminal Justice Planning and Change
CJUS 8180 Criminal Justice Internship
CJUS 8190 Independent Study
CJUS 8316 Correctional Law
CJUS 8350 Community-Based Corrections
CJUS 8800 Special Problems in Criminal Justice

Satisfactory completion of the comprehensive examination also is required.

Master of Science - Counseling Option

To earn the Master of Science degree in Criminal Justice with a counseling option, the student must satisfactorily complete the following course requirements:

Required Core Courses (*12 hours)

CJUS 8010 The Nature of Crime
CJUS 8020 Seminar in Administration of Justice
CJUS 8030 Criminal Justice Research Theory and Methodology
CJUS 8950 Statistical Applications in Criminal Justice
*Must be taken within first 18 hours of course work

Required Counseling Courses (6 hours)

COUN 8030 Counseling Practices
COUN 8200 Counseling Theories
Elective Counseling Courses (6 hours)
In consultation with an advisor, the student selects two (2) additional counseling courses. Suggested courses include (but are not limited to) the following:

COUN 8110 Human Development and Psychosocial Intervention Strategies
COUN 8270 Group Techniques
COUN 8370 Group Theories and Practice
COUN 8300/8310/8400 Counseling Techniques
COUN 8610 Marital and Family Counseling
Elective Criminal Justice Courses (12)

Student selects four of the following courses with advisor approval:

CJUS 8040 Seminar in Police and Society
CJUS 8050 Seminar in Corrections
CJUS 8060 Seminar in the Criminal Court System
CJUS 8070 Seminar in Criminal Law and Procedure
CJUS 8080 Seminar in Juvenile Justice
CJUS 8090 Seminar in Theoretical Criminology
CJUS 8100 Criminal Justice Organization, Administration, and Management

CJUS 8110 Criminal Justice Planning and Change
CJUS 8180 Criminal Justice Internship
CJUS 8190 Independent Study
CJUS 8316 Correctional Law
CJUS 8350 Community-Based Corrections
CJUS 8800 Special Problems in Criminal Justice

Satisfactory completion of the comprehensive examinations also is required.

Economics graduate programs

The graduate program in economics is designed to provide a solid background in theory, quantitative methods and application appropriate to the needs of economists involved in the analysis of domestic and international business and economic conditions, financial analysis, policy analysis, forecasting, simulation and related work. In addition, the program prepares students for further graduate work in economics and related fields. Admission is based on grade point average and undergraduate field of study. New economics graduate students will be admitted only to the MS in Economics (non thesis) Program. After completing nine hours of course work in the Master's in Economics Program, a student may submit a written request to the Economics Graduate Program Committee (GPC) to transfer from the MS Program to the MA (thesis) Program. The student's request should state the field of economics s(he) is interested in writing a thesis on and the thesis topic. The student should attach an unofficial graduate transcript, a writing sample, and any other relevant information to the request. The GPC based on its evaluation of the student's potential to complete a quality master's thesis will approve or deny this request. If the GPC denies the student's request to transfer to the MA program, the student may submit a second written request to transfer to the MA program with supporting material to the GPC after s(he) has completed 18 credit hours of course work in the Master's in Economics Degree Program.

Master of Science

The MS program consists of core requirements (15 hours), an elected concentration (9 hours) or a minor, electives (12 hours), and a comprehensive examination in the area of microeconomics, macroeconomics and econometrics. No thesis is required for the M.S. degree. All courses are three credits.

Total hours required: 36 hours

Each student must complete the core requirements.

Core: 15 hours

- ECON 8296 Research Methods in Economics and Business
- ECON 8306 Quantitative Applications in Economics & Business*
- ECON 8220 Macroeconomic Theory
- ECON 8200 Microeconomic Theory

- ECON 8300 Econometrics

**Not required for students demonstrating satisfactory mathematical skills. In that case, add three hours to electives.*

Each student may elect a concentration from those suggested below. Concentrations consist of 9 hours of interrelated graduate-level course work.

Concentrations

Business Economics: 9 hours (select three courses)

- ECON 8160 Seminar in Labor Economics
- ECON 8210 Managerial Economics
- ECON 8216 Industrial Organization
- ECON 8230 Business Conditions Analysis
- ECON 8310 Forecasting
- ECON 8346 Economics of Technology
- ECON 8456 Monetary Theory and Policy
- ECON 8616 International Trade
- ECON 8626 International Monetary Economics
- ECON 8706 Economics of eBusiness
- ECON 8940 Economic Internship

International Economics: 9 hours (select three courses)

- ECON 8616 International Trade
- ECON 8626 International Monetary Economics
- ECON 8650 Seminar in International Economics
- ECON 8666 International Economic Development
- BSAD 8540 Multinational Financial Management

Monetary and Financial Economics: 9 hours

(select three courses)

- ECON 8010 Public Finance
- ECON 8626 International Monetary Economics
- ECON 8450 Seminar in Money and Banking
- ECON 8456 Monetary Theory and Policy
- BSAD 8530 Banking and Financial Markets

PhD Preparatory: 9 hours

(select three courses)

- ECON 8010 Public Finance

- ECON 8160 Seminar in Labor Economics
- ECON 8216 Industrial Organization
- ECON 8266 History of Economic Thought
- ECON 8310 Forecasting
- ECON 8346 Economics of Technology
- ECON 8450 Seminar in Money and Banking
- ECON 8456 Monetary Theory and Policy
- ECON 8600 Health Economics
- ECON 8616 International Trade
- ECON 8650 Seminar in International Economics
- ECON 8626 International Monetary Economics
- ECON 8666 International Economic Development
- ECON 8706 Economics of E-Business

Public Policy Economics: 9 hours

(select three courses)

- ECON 8010 Public Finance
- ECON 8160 Seminar in Labor Economics
- ECON 8210 Managerial Economics
- ECON 8216 Industrial Organization
- ECON 8230 Business Conditions Analysis
- ECON 8326 Natural Resource Economics
- ECON 8346 Economics of Technology
- ECON 8456 Monetary Theory and Policy
- BSAD 8566 State and Local Finance
- ECON 8600 Health Economics
- ECON 8706 Economics of E-Business

General Electives: 12 hours

(Graduate-level elective courses must be approved by the Economics Program Graduate Advisor.)

Master of Arts

The MA program consists of core requirements (15 hours), an elected concentration (9 hours), electives as necessary (including six hours of thesis), a comprehensive exam in the area of concentration, and a defense of the thesis.

Total hours required: 30 hours

Core: 15 hours

The core is the same as that described under the MS program.

Elective/s include: ECON 8990 Thesis: 6 hours

Concentrations

Concentrations are the same as those described under the M.S. program, with the following additional concentration available for the M.A. program:

Real Estate and Land Use Economics: 18 hours

- BSAD 8600 Real Estate and Land Use Economic Theory
- BSAD 8610 Current Problems in Real Estate
- BSAD 8990 Thesis**: 6 hours

Electives: 6 hours **Must be written under the supervision of a member of the RELU program.

Graduate Minor in Economics

The department of Economics offers a graduate minor to students pursuing graduate degrees in other programs at the University of Nebraska. The requirement for the minor is that the student completes a minimum of three graduate courses (9 hours) in economics, receiving a grade of "B" (3.0 on a 4.0 scale) or better in each course. The courses to be taken for the minor are to be approved both by the student's adviser in the student's major subject and by the Graduate Program Committee Chair in economics.

For more information...

Please call (402) 554-2570.

Educational Administration graduate programs

Admission

Candidates interested in entering any degree or endorsement program in the department may wish to contact the department office in 414 Kayser Hall before beginning the process of admission. The department will supply detailed descriptions of choices, opportunities, requirements, and responsibilities.

Admission to a Master's Degree and Endorsement Program

Admission to a master's degree and endorsement program in educational administration and supervision involves a review of the candidate's application by the department's admission committee. The review may require several weeks. Candidates should plan to have their application materials submitted well in advance of the semester in which they would like to begin their administrative studies.

Admission decisions are based on the candidate's demonstrated potential for successful graduate work, professional training, and success in the field. Submission of all required materials and documentation is not a guarantee of acceptance.

Candidates who already possess a master's degree from an accredited university may be admitted by the department as an educational administration unclassified student. These candidates will complete their endorsement program as described.

The specific application materials required for admission to master's and endorsement programs include the following:

- Graduate College Application
- Two official transcripts for all previous college work, including the verification of a master's degree for either endorsement work, must be submitted.

The applicant must submit the following materials to the department:

1. Scores demonstrating passage of the Pre-Professional Skills Test (PPST) or the Content Mastery Examination for Educators (CMEE) as defined by the State of Nebraska.
2. Verification of a valid teaching credential and full time teaching experience or the equivalent. Two years of teaching experience is required for a Nebraska administrative certificate.
3. Two letters of reference from persons who can speak to the candidate's professional competence and potential as an administrator. Forms for the letters can be obtained at <http://coe.unomaha.edu/edad/instrmstudent.php>.
4. A letter of application which addresses such topics as interest, experience, and career goals.
5. Evidence the candidate has met the State of Nebraska's Special Education and Human Resources requirements. Most candidates will probably have satisfied this requirement while earning their teaching endorsements. If they have not, however, they will be required to complete relevant coursework.

All master's programs have basic requirements. A candidate must complete a minimum of 39 semester hours of course work, and a minimum of 27 semester hours of course work must be taken after admission to the program. The candidate must pass a written comprehensive examination at or near the end of the course work, and maintain a 3.0 grade point average in all course work taken in the program.

Doctorate in Education (EdD)

The UNO-UNL Joint Doctorate in Educational Administration is a program designed to offer candidates options for pursuing goals of educational leadership careers, higher education positions, and/or superintendent endorsement.

Applicants for admission to the doctoral program must have earned at least a master's degree from an accredited institution and an administrative endorsement. The specific application materials required for admission include:

Completed Graduate College Application for admission, two official transcripts from each college or university attended; an application fee of \$45.00 (U.S. dollars only); official TOEFL score (applicable for international candidates only) with a minimum score of 500 (173 if computer-based; 61 if internet-based), and official GRE scores (verbal, quantitative, and writing).

Applicants must submit a portfolio of material to the department including:

1. Joint UNL/UNO Doctoral Program Application Form (This form and others needed for application can be obtained at KH 414).
2. A personal vitae or resume.
3. A copy of scores from the Graduate Record Examination (GRE). Evidence of endorsement as a school administrator.
4. Three samples of research and writing ability.
5. Three letters of reference from persons who can speak to the candidate's potential as a doctoral candidate in educational administration (sent directly to UNO College of Education - KH 414.)
6. Along with the portfolio, applicants will participate in a preliminary written examination and on campus interview. All materials must be submitted in the required format by February 1. The doctoral admissions committee will review the material and make an admission recommendation to the UNO Dean for Graduate Studies.

Specialist in Education Degree (EdS)

An applicant for admission to the Specialist in Education degree in the department of educational administration and supervision must be certified at either or both the elementary or secondary teaching level and hold a master's degree from an accredited institution. The admission process is the same as the admission process for a master's degree program except that three letters of recommendation are required. Completion of the Graduate Records Examination (GRE) is an additional requirement.

Together with previous graduate work, the candidate's course of study must total a minimum of 69 graduate semester hours with 30 hours meeting the time limit requirement for graduate degrees. The program is carried out under the direction of a graduate faculty advisor and Educational Administration graduate committee. The program of study must be approved by the department and the Graduate Dean, and include a minimum of 15 semester hours after admission to the EdS program.

For more information...

For more information about the graduate programs in Educational Administration and Supervision, contact the faculty, Educational Administration and Supervision at Kayser Hall 414 - UNO, (402) 554-2721.

Master of Science in Educational Administration and Supervision

Candidates obtain a master's degree and an endorsement in educational administration and supervision with an area of specialization in elementary school or secondary school administration.

Courses for Master of Science Endorsement Programs:

Required Courses

TED 8010 Introduction to Research (3)
EDAD 8020 Governance and Politics in EDAD (3)
EDAD 8030 Introduction to Organizational & Leadership Theory (3)
EDAD 8050 School-Community Relations (3)
EDAD 8490 Leadership in Curriculum and Instruction (3)
EDAD 8710 Interpersonal Relations in EDAD (3)
EDAD 9540 School Law (3)
EDAD 8700 Administration of Human Resources in Schools (3)

EDAD 8550 School Business Management (3)

Candidates may enroll in the following two courses only after meeting the prerequisites listed:

EDAD 8450 OR 8460 OR 8470 Middle School, Elementary School, or Secondary School Building Administration (3)

EDAD 8400 Practicum in School Administration (3)

Elective Courses

Candidates for the Master of Science degree also choose two electives (6 hours). These electives may be taken at any time during the program with the agreement of the candidate's advisor. The electives listed below are pre-approved by the department. It is possible for candidates to take electives in other departments and colleges with the advisor's approval.

EDAD 8060 Planning for Safe and Orderly Schools (3)

EDAD 8250 Technology for School Leaders (3)

EDAD 8810 Urban School Leadership (3)

EDAD 9550 Symposium in School Leadership (3)

EDAD 9650 Program Evaluation (3)

Master of Science in Educational Administration and Supervision with an Emphasis in Educational Media/School Library Administration

Candidates wishing to earn a master's degree with an emphasis in educational media/school library administration are certified as Curriculum Supervisors, and will not have the certification necessary to become an assistant principal or principal. They typically seek to become curriculum leaders, directors, or coordinators, and are required to take the following EDAD courses:

TED 8010 Introduction to Research (3)
EDAD 8030 Introduction to Educational Administration (3)
EDAD 8050 School Community Relations (3)
EDAD 8710 Interpersonal Relations in EDAD (3)
EDAD 9540 School Law (3)
EDAD 8490 Leadership in Curriculum and Instruction (3)

The remainder of the candidate's program is to be made up of courses approved in the Media/Library curriculum. These courses may be taken at any time during the program with the agreement of the candidate's advisor. Candidates must develop the remainder of their study plan with a library media advisor in the Teacher Education Department.

Master of Science in Educational Administration and Supervision with an Emphasis in Curriculum Supervision (special education, technology, etc)

Candidates wishing to earn a master's degree with an emphasis in curriculum supervision in areas such as special education, technology, etc. may work with department representatives to design a program to meet state requirements. This program does not lead to certification necessary to become an assistant principal or principal. The following EDAD courses are minimal requirements:

TED 8010 Introduction to Research (3)
EDAD 8030 Introduction to Theory in EDAD (3)
EDAD 8050 School Community Relations (3)
EDAD 8250 Technology for School Leaders (3)
EDAD 8490 Leadership in Curriculum and Instruction (3)
EDAD 8710 Interpersonal Relations in EDAD (3)
EDAD 9540 School Law (3)
EDAD 9650 Program Evaluation (3)

The remainder of the candidate's program is to be made up of courses approved by the candidate's advisor.

For more information...

For more information about the graduate programs in Educational Administration and Supervision, contact the faculty, Educational Administration and Supervision at Kayser Hall 414 - UNO, (402) 554-2721.

Specialist in Education in Educational Administration and Supervision

Courses for the EdS and the Superintendent's Endorsement:

Required Courses:

EDAD 8560 School Finance
EDAD 8620 School Plants and Equipment
EDAD 9200 Advanced Practicum
EDAD 9110 Field Project in Ed. Admin
EDAD 9650 Program Evaluation for Educational Administrators

Elective Courses:

EDAD 8460 Elementary School Building Administration
or
EDAD 8470 Secondary School Building Administration
EDAD 8490 Leadership in Curriculum and Instruction
EDAD 8060 Planning for Safe and Orderly School
EDAD 8250 Technology for School Leaders
EDAD 8810 Urban School Administration
EDAD 9550 Symposium on School Leadership

For more information...

For more information about the graduate programs in Educational Administration and Supervision, contact the faculty, Educational Administration and Supervision at Kayser Hall 414 - UNO, (402) 554-2721.

English graduate programs

Admissions

To be admitted to graduate study in English, a student should have completed at least 18 credit hours in undergraduate English courses above the freshman level with an average grade of "B" (3.0 on a 4.0 scale) or above.

In addition, to the graduate application fee and transcripts the following is required:

- Statement / letter of purpose.
- Three letters of recommendation.
- Writing sample, minimum of 10 pages.
- Optional: GRE or MAT scores optional but a welcome supplement to other required materials, however GRE or MAT scores are required for those MA students applying for teaching assistantships.
- In addition to the grade average specified above, international students must score at least 600 on the TOEFL examination (paper-based) or (250 if computer-based; 100 if internet-based) TOEFL examination to be eligible for unconditional admission.

All candidates for Master of Arts degrees with majors in English are required to take English 8010 (Introduction to Literary Research) within the first nine hours of graduate study and to complete one of the following plans of study:

Option I:

Successful completion of 24 credit hours in course work, including at least 12 hours in seminar-level courses; plus a thesis (6 credit hours) on an approved topic accepted after oral defense before a faculty committee; plus a comprehensive written examination over a designated body of literature or language prepared and judged by a faculty committee.

Option II:

Successful completion of 36 credit hours in course work, including at least 18 hours in seminar-level courses, plus a comprehensive written examination over a designated body of literature or language prepared and judged by a faculty committee. The following English seminars vary in emphasis and may be repeated for credit: English 8100, 8200, 8400, 8500, 8600, 8800, 8900, and 9120.

With approval of a student's advisor and the English Graduate Program Committee, a student may include a minor or course work from another related discipline or disciplines as part of the Plan of Study. For Option I (thesis) a minor is 9 hours; for Option II (non-thesis) a minor is 9 hours. The maximum amount of course work which may be applied from another discipline or disciplines is the same as that for a minor for Option I (9 hours) or Option II (9 hours).

Rhetoric and Professional Writing Area of Concentration

The English department offers an area of concentration in rhetoric and professional writing at the graduate level. To fulfill the requirement, graduate students must include nine hours of specified course work on their plan of study.

Graduate Minor in English

The English department has established a graduate minor in English. The requirement for the minor is a student complete nine hours of graduate course work in English.

Certificate in Advanced Writing

The English department offers a Certificate in Advanced Writing. For specific requirements, please go to [Advanced Writing Certificate](#).

Certificate in Teaching English to Speakers of Other Languages (TESOL)

The English department offers a Certificate in Teaching English to Speakers of Other Languages (TESOL). For specific requirements, please go to [TESOL Certificate](#).

[Certificate in Technical Communication](#)

In conjunction with the School of Communication, the English department offers a Certificate in Technical Communication. For specific requirements, please go to [Technical Communication Certificate](#).

For more information...

Please call (402) 554-2635.

Geography graduate programs

[Admission Requirements](#)

In addition to the requirements of the Graduate College, an applicant for admission to the Master of Arts degree program in geography must:

- submit two letters of recommendation and a letter of intent to the Department of Geography and Geology;
- submit a one-page resume;
- present as a prerequisite a minimum of 15 undergraduate semester hours of geography including physical and human geography and cartography, plus at least three hours in spatial analysis, quantitative methods or statistics;
- have a GPA in geography of at least a 3.0 on a 4.0 scale; and
- GRE scores are required.
- Applicants for whom English is not the native language must have a minimum TOEFL score of 550 (213 if computer based; 79-80 if internet-based)

Applicants intending to concentrate in geographic information science and technology are advised to include computer science coursework in their baccalaureate program.

[Master of Arts](#)

The Master of Arts in Geography has two options available: thesis and non-thesis.

Option I (Thesis)

Option I requires a minimum of 24 semester hours of approved graduate work in geography or related disciplines, plus six (6) semester hours of thesis for a total of 30 graduate hours.

Required courses include:

GEOG 8000 History and Philosophy of Geography (3 hours)

GEOG 8700 Research Methods (3 hours)

An approved physical geography course (3 hours)

An approved human geography course (3 hours)
An approved techniques course (3 hours)

Option II (Non-Thesis)

Option II requires 36 hours of approved graduate work in geography or related disciplines. Up to twelve (12) hours of approved graduate work can be taken in other departments. Required courses include:

GEOG 8000 History and Philosophy of Geography (3 hours)
GEOG 8700 Research Methods (3 hours)
GEOG 8026 Quantitative Analysis in Geography (3 hours)
(or an approved graduate level statistics course from another department)
An approved physical geography course (3 hours)
An approved human geography course (3 hours)

All geography graduate students are expected to attend General Seminar. The remainder of the program consists of courses scheduled by the student with the advice of the graduate program committee. At least one-half of all course work for both Options I and II must be in "8--0"-level courses. Option II students will be required to complete comprehensive written and oral examinations during their final semester. Procedures for these examinations and theses are outlined in the Geography Graduate Student Handbook, which is available from the Department of Geography and Geology.

Areas of Concentrations

Elective courses can be completed in specific areas and a student can receive a recognized concentration in Human Geography, Physical/Environmental Geography, or Geographic Information Science and Technology. Students must complete nine (9) hours in the specific concentration with grades of "B" (3.0 on a 4.0 scale) or higher to receive this recognition.

Human Geography (minimum 9 graduate hours)

GEOG 8126 Urban Geography
GEOG 8130 Seminar in Economic Geography
GEOG 8156 Geography, Gender and Work
GEOG 8210 Seminar in Cultural Geography
GEOG 8500 Special Topics in Geography*
GEOG 8600 Independent Research*
GEOG 8650 Land Use
GEOG 8800 Internship Environmental/Regional Planning
GEOG 8906 Urbanization of Developing Areas

Physical/Environmental Geography (minimum 9 graduate hours)

GEOG 8016 Conservation of Natural Resources
GEOG 8106 Biogeography
GEOG 8266 Process Geomorphology
GEOG 8326 Climatology
GEOG 8336 Soil Genesis, Morphology and Classification
GEOG 8346 Water Resources
GEOG 8500 Special Topics in Geography*
GEOG 8580 Soils
GEOG 8600 Independent Research*

Geographic Information Science and Technology: (minimum 9 graduate hours)

GEOG 8036 Computer Mapping and Visualization
GEOG 8056 Geographic Information Systems I
GEOG 8500 Special Topics in Geography*
GEOG 8600 Independent Research*
GEOG 8636 Environmental Remote Sensing
GEOG 8640 Remote Sensing : Advanced Concepts and Application
GEOG 8666 Geographic Information Systems II
GEOG 8670 Cartographic Methods
GEOG 8850 GIScience Practicum

*Courses offered through GEOG 8500 and GEOG 8600 will be submitted for inclusion in a concentration accompanied by a letter from the student's advisor or from the graduate program chair with the course title and specifying the concentration to which it applies.

[Certificate in Geographic Information Science](#)

The Geography Department offers a Certificate in Geographic Information Science. For specific requirements, please go to GIS Certificate. For additional information about the certificate program and/or to receive application materials, contact the Department of Geography and Geology at (402)554-2662.

Graduate Minor in Geography

To earn a graduate minor in geography, a student must earn grades of at least a "B" (3.0 on 4.0 scale) in three graduate level geography courses. One of these courses must be GEOG 8000, History and Philosophy of Geography.

Gerontology graduate programs

Master of Arts in Social Gerontology

The MA in Social Gerontology is designed to help meet the educational needs of two principal groups. First, the degree program is designed for those who are mid-career professionals who wish to gain additional knowledge and insight from the research in the field of gerontology, to interpret the research critically, and who may wish to be prepared to conduct research on their own. A second, smaller group that may benefit from the program consists of those who have gerontology as a primary academic interest and who intend to continue on in pursuit of a doctoral degree.

Potential applicants should recognize that the MA in Social Gerontology is not intended to be a practitioner's degree. Those who seek graduate preparation for entering the field of aging in a service capacity might wish to earn the graduate certificate in gerontology in conjunction with a master's degree in social work, counseling, public administration, health education or other field of practice. Such career preparation would probably offer more employment opportunities for the entry-level professional.

Degree Requirements

1. The program of study for the MA includes at least 36 semester hours of course work, including:
A minimum of 18 hours of gerontology course work including:
 - 9110 Applied Social Gerontology;
 - 9460 Aging and Human Behavior;
 - 8676 Programs and Services; and
 - 8940 Practicum

(For some students, the practicum requirement might be waived in favor of an independent research project prior to thesis work.)

2. Six to 12 hours of course work in a related area such as administration, counseling, education, or program planning and evaluation.
3. A minimum of six hours of research courses including a methodology course and a statistics or computer applications course.
4. A written comprehensive examination upon completion of course work.
5. Six hours of GERO 8990 Thesis.

NOTE: At least one-half the hours on a plan of study must be in courses which are restricted to graduate students only (8--0 or 9--0).

Admission

The general prerequisite for admission is a Bachelor of Arts or Bachelor of Science degree. The student must have achieved a grade point average of at least 3.0 for either the full undergraduate program or for upper division course work. The student must submit an official copy of current Graduate Record Examination scores at the time of application, with a combined score of at least

1000 on the verbal and quantitative sections of the GRE. In addition, the student must submit a completed Information Form for the MA in social gerontology, a writing sample and two letters of reference. After all application materials have been received, an individual interview will be held with members of the Gerontology Graduate Program Committee.

Certificate in Gerontology

In addition to the Master of Arts in social gerontology, a graduate certificate of specialization in gerontology is available. The Board of Regents has established a certificate in gerontology that will be awarded upon completion of requirements for the specialization. The specialization may serve as an academic minor for students majoring in many of the social and behavior sciences at the graduate level.

Requirements

Students wishing to work toward the certificate in gerontology must make application and be accepted into the department of gerontology and Graduate College; application also must be made for admission to Graduate Studies. Those working toward a graduate degree also must be accepted into the degree program of their major department/school. Course work requirements consist of a minimum of 15 semester hours in gerontology. The only required course is GERO 9110 Applied Social Gerontology (three semester hours); the other 12 hours (usually four graduate-level courses) in gerontology are selected by the student in consultation with the academic coordinator of the gerontology program. In this manner, individualized programs of study are developed for each student to best meet his or her career goals and interests.

A one semester practicum or its equivalent also is required. The goal of this is to give each student practical one-on-one experience with the aged in a service program or agency delivering services to the elderly. Practicum students must register for GERO 8940 Practicum and participate in periodic seminars with the Practicum supervisor of the department of gerontology.

Example of a Program of Study for the Certificate

Each individual program of study will be tailored to the needs and interests of each student. The following is an example of what one program of study might look like:

GERO 9110 Applied Social Gerontology (3) (required of all students at the graduate level)
GERO 8106 Educational Gerontology (3)
GERO 8676 Programs and Services for the Aging (3)
GERO 8986 Counseling Skills in Gerontology (3)
GERO 8940 Practicum (3)
GEOG 9460 Aging and Human Behavior (3)

For more information...

Please call (402) 554-2272.

Health, Physical Education and Recreation graduate programs

The School of Health, Physical Education and Recreation offers graduate courses in the areas of health education, physical education, and recreation and leisure studies. It is possible to attain either a Master of Arts or a Master of Science degree with a concentration in one of the following areas:

- Health Education,
- Physical Education Pedagogy,
- Physical Education Coaching,
- Exercise Science without an internship,
- Exercise Science with an internship,
- Fitness and Wellness Management,
- Recreation Administration/Management or
- Recreational Therapy.
- A Master of Arts degree with a concentration in *Athletic Training or Health Studies* is also available.

The Master of Arts degree, which does not require a thesis, requires a minimum of 36 semester hours.

Candidates desiring the Master of Science degree will complete a program of at least 30 semester hours, six hours of which will be devoted to a thesis.

In addition to normal requirements, the following are required for Physical Education Pedagogy, Physical Education Coaching, Exercise Science (with and without internship), and Fitness and Wellness Management concentrations:

- Two letters of recommendation sent directly to HPER
- GRE score of 800 (verbal + quantitative)
- Statement of goals and rationale for entering graduate program (maximum of 300 words)

Master of Arts and Master of Science

Core Course (3 hours)

HPER 8030 Research in HPER

Specialization Courses (12-24 hours)

HPER 8000 Special Studies

HPER 8100 Research Project

HPER 8220 Problems and Issues in HPER

HPER 8300 Analysis of Research and Literature in HPER

HPER 8850 Exercise for Special Populations

HPER 8990 Thesis

HED 8046 Prevention & Control of Disease

HED 8080 Topics in Health Education
HED 8136 Community Health
HED 8160 Alcohol and Other Drug Prevention/Education in Schools and Communities
HED 8250 Human Sexuality
HED 8270 Interventions in Health Education
HED 8330 Alcohol Education
HED 8400 Health Promotion Program Planning
HED 8556 Health Aspects of Aging
HED 8600 Health Behavior
HED 8706 Women's Health and Issues of Diversity
HED 8730 Dying, Death & Grieving
HED 8750 Health Education: Instrumentation and Evaluation
HED 8850 Health Aspects of Stress Management
HED 8956 Public Health Leadership and Advocacy
HED 8980 Health Education Practicum
PE 8016 Laboratory Methods in Exercise Science
PE 8040 Applied Statistics in Physical Education
PE 8076 Optimizing Sports Performance
PE 8176 Motor Assessment and Prescription
PE 8186 Practicum in Physical Education for the Disabled Child
PE 8206 Planning Worksite Wellness Programs
PE 8266 Including Individuals with Disabilities in Physical Education
PE 8240 Sport in American Culture
PE 8280 Curriculum in Physical Education
PE 8310 Athletic Training Techniques
PE 8316 Lower Extremity Evaluation
PE 8326 Upper Extremity Evaluation
PE 8336 Athletic Therapeutic Modalities
PE 8346 Rehabilitation Techniques in Athletic Training
PE 8356 Organization and Administration of Athletic Training
PE 8360 Advanced Orthopedic and Medical Aspects of Athletic Training
PE 8370 Analyzing Physical Education Teaching and Sport Instruction
PE 8400 Motor Learning and Control
PE 8450 Advanced Biomechanics
PE 8506 Behavioral Aspects of Coaching Athletes
PE 8800 Risk Management for Health/Fitness Professionals
PE 8856 Cardiac Rehabilitation Principles and Practices
PE 8865 Scientific Aspects of Strength Development
PE 8900 Management & Leadership Skills for Fitness/Wellness Managers
PE 8905 Motivation for Physical Activity
PE 8910 Internship in Exercise Science
PE 8936 Measurement and Evaluation in Physical Education
PE 8946 Physiology of Exercise
PE 8950 Advanced Exercise Physiology
PE 8966 Topics in Sports Medicine

RLS 8000 Special Studies in Recreation and Leisure Studies
RLS 8050 Seminar in Recreation Therapy
RLS 8060 Perspectives of Leisure Education
RLS 8080 Recreation Therapy: Clinical Assessment, Evaluation and Research Priorities
RLS 8246 Recreation Administration
RLS 8306 Recreation Programming and Leadership
RLS 8420 Leisure Play and Human Development
RLS 8426 Recreation Therapy: Intervention for the Aging
RLS 8536 Recreation and Sports Opportunities for the Physically Disabled
RLS 8560 Clinical Internship in Recreation Therapy
RLS 8616 RT: Process and Procedure
RLS 8636 RT: Intervention and Facilitation Techniques
RLS 8646 Trends and Issues in Recreation Therapy

Athletic Training Concentration

An Athletic Trainer is a qualified allied health care professional educated and experienced in the management of health care problems of the physically active. The athletic training concentration will lead to eligibility to sit for the National Athletic Trainers Association Board of Certification examination for the candidates who successfully completes the program. This is a competitive concentration and requires admission to the School of HPER graduate program and the Athletic Training Concentration. Contact the School of HPER for the current requirements, acceptance criteria and applications.

This concentration is not intended for candidates with an undergraduate degree in athletic training.

Suggested preparation for a Masters of Arts in HPER with a concentration in Athletic Training :
(It is desirable to have an undergraduate degree in a related field; however, it is not mandatory if the following courses or their equivalents have been successfully completed with a "C" or better)

PE 1800 Fitness for Living
PE 2880 Physiology and Anatomy
PE 3040 Prevention and Care of Athletic Injuries
PE 4010 Lab Methods in Exercise Science
PE 4630 Biomechanics
PE 4940 Physiology of Exercise
NUTR 1510 Intro to Nutrition
PSYC 1010 Intro To Psychology

It is recommended that candidates have a GRE score of at least 1,000 between quantitative and qualitative sections. International candidates are recommended to have a TOEFL score of 550 or 213(CBT) or higher.

All graduate candidates who received their bachelor's degree from another institution must provide proof that specific National Athletic Trainers Association Educational Competencies were completed by the above mentioned courses. Candidates also must show proof of current Cardiopulmonary Resuscitation for the Professional Rescuer and Basic First Aid Certification prior to admission. Candidates are required to maintain these certifications throughout the entire academic program. Proof of physical examination and vaccinations is required prior to admission. Once admitted to the Athletic Training Concentration, the candidate will obtain most of the clinical hours as part of course requirements. Additional hours will be necessary to complete the educational competencies and qualify for the National Athletic Trainers' Association Board of Certification examination. Candidates will be expected to obtain at least 1000 hours of clinical experience. Clinical experiences include some nights, weekends, and travel. Clinical experiences must be obtained over a minimum six semesters.

Concentration in Athletic Training Requirements (38 hours)

HPER 8030 Research in HPER
PE 8040 Applied Statistics in Physical Education
PE 8310 Athletic Training Techniques
PE 8316 Lower Extremity Evaluation
PE 8326 Upper Extremity Evaluation
PE 8336 Athletic Therapeutic Modalities
PE 8346 Rehabilitation Techniques in Athletic Training
PE 8356 Organization and Administration of Athletic Training
PE 8360 Advanced Orthopedic & Medical Aspects of Athletic Training
PE 8910 Internship in Exercise Science
PE 8966 Topics in Sports Medicine

Candidates also must complete six (6) graduate hours of electives to be chosen with their adviser. Elective course numbers must end in "0". For more information, please visit our website, <http://coe.unomaha.edu/hper> or call (402) 554-2670.

For more information...

about the graduate program in health, physical education and recreation, please call (402) 554-2670 or check our website at http://coe.unomaha.edu/hper/pe/pe_index.php

about the health education graduate program check our website at http://coe.unomaha.edu/hper/hed/hed_index.php

about the recreation and leisure studies graduate program also check our website at http://coe.unomaha.edu/hper/rls/rls_index.php

History graduate programs

Admission

To be considered for admission to the graduate program, every student must comply with the following four requirements:

- Complete 21 semester hours of work in history, including a course on historical research, with a 3.0 grade point average (on a 4.0 scale).
- Earn an undergraduate GPA of 3.0 or better (on a 4.0 scale).
- Submit an essay of 250 to 500 words describing his or her interests in history and why he or she wishes to earn an M.A. degree.
- Have two letters of recommendation sent to the chair of the Graduate Program Committee. (This requirement is waived for any student who has earned a B.A. or B.S. in history at UNO with an entire undergraduate GPA of 3.0 or better).

The Graduate Program Committee may choose to admit provisionally any student who does not meet all of the above requirements, with the understanding that all conditions for unconditional admission must be met before HIST 8010 or 9100 courses may be taken.

Students who have taken no undergraduate course in historical research and writing must take History 3930 (Historical Research) during the first two semesters of their enrollment. This course, required of all undergraduate history majors at the University of Nebraska at Omaha, seeks to develop two skills essential to all historians: the ability to write clearly and to do critical and thorough research. Students who lack these skills may anticipate serious problems in their studies. Interpretation of this requirement rests with the History Graduate Program Committee. Students who believe they have taken a comparable course or have acquired equivalent skills should submit examples of their work which will enable the Graduate Program Committee to assess their proficiency.

Every prospective student must obtain from the department of history the handout "Graduate Study in History." This presents information important to all students taking graduate work in history. All students are expected to be thoroughly familiar with the information and departmental policies.

M.A. Program with Thesis (30 hour program)

The 30 hour program includes 6 hours of thesis credit plus 24 credit hours in graduate courses. This program is especially recommended for students who wish to continue work toward a PhD and offers three options:

1. 24 hours of graduate courses in history, nine of which must be in History 9100. At least three of the remaining 15 hours must be in History 9100 or History 8010. No student's program may include more than six hours of History 8010. Each MA student must complete at least one seminar which contains the word "historiography" within its title.

2. 15 hours of approved graduate courses in history including nine hours of History 9100, plus nine approved hours of graduate course work in a related field which will constitute a minor. Permission to take a graduate minor must be obtained from the student's advisor. The department/school in which the minor is planned must be consulted to determine the student's eligibility to do graduate work in that department/school. At least twelve of the total of 24 hours must be in courses open only to graduate students (8--0).

3. 15 hours of approved graduate courses in history including nine hours of History 9100, plus nine approved hours of graduate course work in ethnic, gender, urban, regional or other approved thematic study from two or more departments/schools other than the history department. Permission to take a thematic studies program must be obtained from the student's advisor and approved by the Graduate Program Committee. At least twelve of the total 24 hours must be in courses open only to graduate students (8--0).

Before completing 12 hours of graduate work, every student must investigate a prospective thesis topic, determine if adequate sources are available, and ascertain which faculty member will direct it. On or before completion of those 12 hours, the student must submit a thesis proposal of six to ten pages in which he or she describes the tentative topical and chronological scope of the subject and provides a research plan and a bibliography of essential primary and secondary material. This proposal must be prepared in consultation with the prospective thesis director.

M.A. Program without Thesis (36 hour program)

The 36 hour program offers two options:

1. 36 hours of graduate courses in history, at least half of which must be in courses open only to graduate students (8--0). No student's program may include more than six hours of History 8010. Each MA student must complete at least one seminar which contains the word "historiography" within its title.
2. 27 hours of history graduate courses, including at least nine hours of History 9100, plus nine hours of graduate course work in a related field which will constitute a minor. Permission to take such a minor shall be obtained from the student's advisor. The department/school in which the minor is planned must be consulted to determine the student's eligibility to do graduate work in that department/school. At least 18 of the total of 36 hours must be in courses open only to graduate students. No student's program may include more than six hours of History 8010.

All students electing the non-thesis 36 hour program are required to take a comprehensive examination, details of which may be obtained from the Graduate Program Committee.

Graduate Minor in History

To earn a graduate minor in history, a student must complete nine hours of graduate level history courses with a grade of "B" (3.0 on a 4.0 scale) or better.

Graduate Minor in Native American Studies

- The minimum requirement for the graduate minor is 9 credits taken at the 8000 and/or 9000 levels.
- A student's program will be planned in consultation with the Native American Studies (NAS) Graduate Advisor who will hold Graduate Faculty status. This cross-disciplinary minor will include choices among approved graduate lecture classes, seminars and Directed Reading courses.
- Three hours of thesis can be counted toward the minimum requirements of 9 credits, but only if the Graduate Advisor and the thesis committee members agree that this is a Native American-related topic.
- Students must complete each course of their 9 credit minor with a grade of "B" (3.0 on a 4.0 scale) or higher.
- No comprehensive exam will be required after completion of the three required courses for the minor.
- All courses added to the NAS graduate curriculum in the future, must first be approved by the Native American Studies faculty as a committee-of-the whole.
- NAS faculty will likewise work in concert with the individual departments/schools that offer relevant courses for the minor.
- Credit hours will be assigned to the home department of the individual instructor who teaches a specific course.

Course Attendance Requirement and Withdrawal Policy

All History Department faculty may at their own discretion remove from any class any graduate student who misses three or more classes during a single semester.

The History Department Graduate Program Committee may remove from the program any student who withdraws from three or more courses.

For more information...

Please call (402) 554-2593.

Language Teaching (MALT) graduate program

The Master of Arts in Language Teaching (MALT) is a multidisciplinary 36 credit-hour graduate program offered by the Department of Foreign Languages in conjunction with faculty members from the Department of English and the College of Education. It draws from current faculty who teach French, German, Spanish, English, linguistics, literature, culture, TESOL (Teaching English to Speakers of Other Languages), foreign languages methods, education, and instructional technology. Completion of this degree will greatly enhance the knowledge and preparation of those interested in teaching foreign languages and/or English as a second or other language.

The MALT involves a sequence of graduate courses in language, language acquisition, and pedagogy designed to reinforce and build upon the language skills and knowledge of target language culture(s) of educators.

Students select one of four possible concentrations: TESOL, French, German, or Spanish

Admission Requirements

Basic admission requirements for students in all four concentrations include:

- an undergraduate degree with a minimum grade point average of 3.0
- two letters of recommendation (there is no special form or format required for these letters)
- Applicant must have taken Introduction to Linguistics (ENGL 3000 or equivalent). Those who do not meet this requirement will be admitted provisionally.

Additional admission requirements for students in any of the foreign languages concentrations (French, German, or Spanish):

- An oral target language sample via a standard-sized audiocassette tape. The target oral sample should be a simple description 3-5 minutes in length, i.e., a description of one's family, job, an important event, etc.
- A written target language sample of five to seven pages in length. Students may submit a paper prepared for undergraduate language class, or may compose a new paper on any topic.

Additional admission requirements for students in TESOL Concentration:

- A five to seven page writing sample in English. Students may submit a paper prepared for an undergraduate English class, or may compose a new paper on any topic.

Nonnative speakers of English:

- A minimum TOEFL score of 600 or (250 if computer-based; 100 if internet-based).
- An oral English language sample via a standard-sized audiocassette tape. The target oral sample should be a simple description 3-5 minutes in length, i.e., a description of one's family, job, an important event, etc.

Course Requirements

The degree is composed of 36 credit hours of graduate work distributed as follows:

Foreign Languages (French, German, or Spanish):

FREN/GERM/SPAN 8226: Structure of FREN/GERM/SPAN Language (3 credit hours)
Literature Course / Literary Criticism (3 credit hours)
TED 8006: Special Methods in Teaching Foreign Languages (3 hours)
FLNG 8960: Seminar - Special Topics (3 credit hours)

FREN/GERM/SPAN 8440: Seminar FREN/GERM/SPAN Composition (3 credit hours)
FLNG 8020: Seminar - FL/TESOL Research (3 credit hours)
FLNG 8030: Seminar - SLA Theory (3 credit hours)
FLNG 8040: Seminar Assessment and Material Design (3 credit hours) ; or equivalent course
FREN/GERM/SPAN 8960 and 8966: *Study Abroad (6 credit hours)
TED 8540, 8550, 8560, 8570, 8580, 8590: Instructional Technology (3 credit hours),
Approved Elective in the target language (3 credit hours)

TOTAL: 36 credit hours

TESOL:

ENGL 8656: Structure of English (3 credit hours)
Writing Seminar (3 credit hours)
Literature Seminar (3 credit hours)
ENGL 8740: Discourse, Culture : Power (3 credit hours)
TED 8006: Special Methods in TESOL (3 credit hours)
FLNG 8960: Special Topics (3 credit hours)
ENGL 8780: Pedagogic Field Experience in TESOL (3 credit hours)
FLNG 8020: Seminar - FL/TESOL Research (3 credit hours)
FLNG 8030: SLA Theory (3 credit hours)
FLNG 8040: Seminar - Assessment and Materials Design (3 credit hours); or equivalent course
TED 8540, 8550, 8560, 8570, 8580, or 8590: Instructional Technology (3 credit hours)
Approved Elective (3 credit hours)

TOTAL: 36 credit hours

The final requirements of the degree for all four concentrations is the successful completion of written and oral comprehensive examination in which linguistic and pedagogical knowledge is applied to the student's target language area.

General Notes:

- Study abroad may be replaced by 6 hours of coursework pending department approval.
- Assessment and Material Design may be replaced by an equivalent course in the College of Education, pending department approval.
- A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree program.
- A maximum of 12 hours of approved graduate credit can be transferred from other graduate program and counted towards the MALT degree. Additional graduate courses completed within the NU system may be transferred pending department approval.
- 18 of the 36 hours must be completed at the 8000 level only (at UNO these courses typically end in a 0, i.e., 8--0). Six (18 hours) other courses may be completed at the split 4000/8000 level (i.e., 4--0/8--6).
- Coursework for the MALT must be completed within a period of ten years.
- A student may complete a graduate minor (9 additional graduate hours) with department permission.

To apply for admission, please contact the UNO Office of Graduate Studies at (402)-554-2341, visit Eppley Administration Building, Room 203, or visit the website at: <http://www.unomaha.edu/graduate/>.

Management Information Systems graduate programs

The Master of Science in Management Information Systems (MS in MIS) is designed to give students the skills and background needed to develop and manage organizations' information resources, technology, and infrastructure. The MS in MIS serves as a source of added knowledge and experience for MIS graduates and practitioners interested in obtaining an advanced degree. The degree also provides growth opportunities for non-MIS and non-business degree holders who find that their careers demand graduate level MIS education. The MS in MIS prepares students for a variety of positions, including applications and web-site developer, computer network manager, business system analyst/manager, consulting, and project manager. The MS in MIS also prepares students for admission to doctoral programs in information systems or information technology.

Admission Requirements

There are two tracks for admission. The first is a 152-hour undergraduate - graduate option that requires UNO management information systems undergraduate students to apply to the MS in MIS in the junior year. More information is presented in the section ["Integrated Undergraduate/Graduate Track."](#)

Application Procedures

1. Complete and submit the graduate application form for admission.
2. Submit a detailed resume indicating your work experience and background.
3. Submit a writing sample from work or previous academic experiences. Alternatively, if you do not have a writing sample, please submit an essay that addresses the following two topics:
 - o Discussion of two accomplishments that demonstrate your potential for success in the graduate program
 - o Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program.
4. Ask three references who can evaluate your work and/or academic achievements to write a letter of recommendation on official letterhead and send it directly to the Office of Graduate Studies.
5. Send two official transcripts of all college coursework. The minimum undergraduate grade point average for the MS in MIS program is 2.8 on a 4.0 scale (or equivalent). All applicants must have the equivalent of a 4-year undergraduate degree.
6. International applicants who do not have a baccalaureate or equivalent degree from an English-speaking institution of higher education in the United States, the United Kingdom, Canada, or English-speaking Africa, Australia, Ireland or New Zealand are required to submit TOEFL and GMAT (or GRE) scores.
 - o The minimum TOEFL requirement for the MS in MIS program is 575 (230 if computer-based; 88-89 if internet-based).
 - o There is no minimum GMAT (or GRE) requirement, but the applicant's scores will be one factor used in evaluating the student's portfolio.

7. Interview (optional): Although not required, applicants are strongly encouraged to arrange for an interview with one or more members of the Graduate Program Committee by directly contacting the Committee Chairperson (pwolcott@mail.unomaha.edu). Telephone interviews are highly recommended for applicants outside the local area.

Admission Criteria

Each applicant will be considered on an individual basis. All applicants for the MS in MIS program must have earned a bachelor's degree from a regionally accredited four-year institution of higher learning or the equivalent foreign institution and earned a GPA of 2.80 (on a 4.0 scale). Since many factors influence the success of a graduate student, factors such as the applicant's maturity, motivation, employment history, writing samples, work experience, and other accomplishments will be considered in making admission decisions. In addition, for international applicants the GMAT (or GRE) and TOEFL scores will be used along with other factors outlined above to make an admission decision.

It should be noted that particular attention will be paid to the scores on the verbal and written sections of the GMAT (or GRE).

Graduate Certificate Programs

In addition to the Master of Science in Management Information Systems, the Department of Information Systems and Quantitative Analysis also offers several graduate certificates, which may be undertaken either separately from or concurrently with the MS in MIS. These include:

[Information Assurance](#)
[Project Management](#)
[Systems Analysis and Design](#)

Concentrations

The MIS program offers multiple concentrations:

[Geographic Information Systems \(GIS\)](#)
[Project Management](#)
[Electronic Commerce](#)
[Information Assurance](#)
[IT Audit & Control](#)
[Telecommunications](#)
[Health Informatics](#) and
[Applied Research Methods](#)

Find more information on the [MIS Concentrations](#) page.

Non-Degree Students

Students interested in taking courses without admission to the MS in MIS degree program may do so with permission of the Graduate Program Committee. Please contact graduate program committee chairperson Dr. Peter Wolcott at pwolcott@mail.unomaha.edu.

Application for Graduate Assistantships and Non-Resident Tuition Scholarships

The ISQA department offers graduate assistantships and non-resident tuition scholarships depending on the availability of funds. The announcement for open graduate assistantships and scholarships is made on the departmental website (<http://www.isqa.unomaha.edu>). Application forms can be downloaded from this site.

For more information...

To obtain additional information about the graduate program in Management Information Systems, please call (402) 554-3770 or visit our website at <http://www.isqa.unomaha.edu>.

Management Information Systems degree requirements

Foundation Requirements

Foundation courses ensure that all students in the MS in MIS program have a strong foundation on which to build the rest of the program. These courses not only provide essential prerequisite knowledge and skills for other courses in the program, but they also contain a distinct body of knowledge that is an important part of the MIS professional's education. All foundation courses are required for all students. However, students who have obtained an undergraduate MIS degree will typically already have this foundation. In such a case, foundation courses are usually waived. Students with undergraduate degrees in other disciplines, including computer science or engineering, will usually have to take one or more foundation courses. Occasionally, a student's work experience may be sufficient to waive one or more foundation courses. Waivers for foundation courses are granted by the chair of the graduate program committee upon the recommendation of the faculty member who is responsible for an individual foundation course. Students requesting a waiver for a particular course should be prepared to meet with a faculty member and answer questions in the area of the course. They should bring to the meeting any relevant transcripts, course syllabi, course material, or evidence of practical experience. Some foundation courses may have an option for testing out. Foundation courses cannot be used to satisfy the 36 semester hours required for the MS in MIS degree. Students who have not completed all the foundation course requirements may be admitted on a provisional status until those requirements have been completed. All must be completed prior to or concurrent with the first six hours of MS in MIS graduate course work.

- Six hours of programming coursework or equivalent experience
- CIST 2500 - Introduction to Applied Statistics for IS&T or one semester of undergraduate business statistics

- CIST 2110 - Organizations, Applications and Technology or one semester of undergraduate information systems or equivalent
- ISQA 8040 - An Overview of Systems Development or ISQA 4110 Information Systems Analysis and 4120 Systems Design and Implementation or equivalent
- ISQA 8050 - Data Organization and Storage or ISQA 3300 File Structures and ISQA 3310 Managing the Database Environment or equivalent

Enrolling in Courses

Students enroll in UNO courses online. It is highly recommended that out-of-town and international students enroll in courses before coming to Omaha and after consulting with the MS in MIS advisor. Students can enroll online using [E-BRUNO](#). You must be accepted as a student at UNO in order to use this service.

Degree Requirements

Earn a total of 36 acceptable credits, including 24 credits in the following courses which make up the core of the MS in MIS program.

ISQA 8060 - Research in MIS
ISQA 8210 - Management of Software Development
ISQA 8220 - Advanced Systems Analysis and Design
ISQA 8310 - Data Communications
ISQA 8380 - Managing the Distributed Computing Environment
ISQA 8410 - Database Management
ISQA 8420 - Managing the IS Function

Earn a total of 15 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements). The 15 credits must include 9 credit hours from among the following:

ISQA 8080 - Seminar in MIS (May be repeated, but no topic more than once)
ISQA 8106 - Information Systems Architecture and Organization
ISQA 8156 - Advanced Statistical Methods for IS&T
ISQA 8160 - Applied Distribution-Free Statistics
ISQA 8186 - Electronic Commerce
ISQA 8196 - Process Re-engineering with Information Technology
ISQA 8230 - Telecommunications Management
ISQA 8240 - Telecommunications Planning, Analysis and Design
ISQA 8340 - Applied Regression Analysis
ISQA 8525 - Graphical User Interface Design
ISQA 8530 - E-Commerce Security
ISQA 8546 - Computer Security Management
ISQA 8560 - Information Warfare and Security
ISQA 8570 - Information Security Policy and Ethics
ISQA 8580 - Strategic Planning for Information Assurance

ISQA 8700 - Data Warehousing: Theory and Practice
ISQA 8736 - Decision Support Systems
ISQA 8810 - IT Project Management
ISQA 8900 - Independent Research in MIS
(May be repeated for a maximum of 6 hours)
ISQA 8990 - Thesis (6 hours)
(See description of thesis option below)

Earn an overall 3.0 GPA in all course work.

Pass a written comprehensive examination or pass the thesis option (thesis plus thesis defense).

Concentrations in MIS

As a part of their elective courses, students may choose to pursue a [concentration](#), which will be noted in their transcript. The following concentrations are available:

- Project Management Concentration
- Electronic Commerce Concentration
- Information Assurance Concentration
- IT Audit & Control Concentration
- Telecommunication Concentration
- Health Informatics Concentration
- Applied Research Methods in MIS

Management Information Systems concentrations

Concentration in Geographic Information Systems (GIS)

The use of spatial data for management, analysis, and decision-making has grown dramatically in both the public and private sectors, as global positioning systems, mobile devices, and geographic information systems (GIS) have become widespread. The concentration in GIS provides students with the technical and conceptual skills to manage geospatial data and apply it to solving geospatial problems. Students will learn the principles of geospatial data and mapping systems, global positioning systems, representation and management of geospatial data within computer systems, construction and use of maps, and the use of geospatial functions for decision-support.

The following courses are required for the concentration:

(2 cr) GEOG 8535 Cartography & GIS
(2 cr) GEOG 8545 Cartography & GIS Lab
(4 cr) GEOG 8056 GIS I
(4 cr) GEOG 8666 GIS II
(3 cr) ISQA 8736 Decision Support Systems

Project Management Concentration

As a part of their elective courses, students may choose to pursue a concentration, which will be noted in their transcript.

The Project Management Concentration will provide students with the technical, organizational and managerial background to be effective project managers, project leaders, information technology managers, and software engineers. The curriculum in this concentration integrates project management standards developed by organizations such as IEEE (The Institute of Electrical and Electronics Engineers) and PMI (Project Management Institute) with conceptual background from disciplines such as project management, software engineering, management science, psychology, organization behavior, and organization change. Students are to start coursework in the project management concentration after completion of at least 9 hours of the core courses including ISQA 8210 (Managing Software Development). For a Project Management concentration, the 15 required credit hours of electives must include the following courses.

Required Courses (6 hours)

ISQA 8810 - Information Technology Project Fundamentals
ISQA 8820 - Project Risk Management

Electives (6 hours) - Must select two courses from the following list

This is not an exhaustive list. Other courses may be taken as electives with approval of the GPC Chairperson.

- ISQA 8570 - Information Security Policy and Ethics
- ISQA 8196 - Process Reengineering with Information Technology
- ISQA 8080 - Seminar in Management Information Systems
(*Topic must be related to Project Management. Prior approval from the Graduate Program Committee is required to use this course in the concentration.*)
- ISQA 8900 - Independent Research in Management Information Systems
(*Topic must be related to Project Management. Prior approval from Graduate Program Committee is required to use this course in the concentration.*)
- ISQA 8990 - Thesis
(*Research must be related to Project Management. Prior approval from the Graduate Program Committee is required to use this course in the concentration. At least three hours of thesis credit may be applied to the concentration.*)

Free Elective (3 hours)

A total of 3 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements).

Electronic Commerce Concentration

As a part of their elective courses, students may choose to pursue a concentration, which will be noted in their transcript.

Students interested in electronic commerce are encouraged to declare a formal concentration by contacting the MS in MIS advisor. For an electronic commerce concentration, the 15 required credit hours of electives must include the following:

Required Course - 3 hours

ISQA 8186 - Electronic Commerce

Electives - 6 hours (must select two courses from the following list):

- ISQA 8196 - Process Re-engineering with Information Technology
- ISQA 8525 - Graphical User Interface Design
- ISQA 8530 - E-Commerce Security
- ISQA 8700 - Data Warehousing: Theory and Practice
- ISQA 8080 - Seminar in Management Information Systems
(*Topic must be related to e-commerce. Prior approval from the Graduate Program Committee is required to use this course in the concentration.*)
- ISQA 8990 - Thesis
(*Research must be related to e-commerce. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.*)

Free Electives - 6 hours

A total of 6 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements).

Information Assurance Concentration

As a part of their elective courses, students may choose to pursue a concentration, which will be noted in their transcript.

Students interested in information assurance are encouraged to declare a formal concentration by contacting the MS in MIS Adviser. For an information assurance concentration, the 15 required credit hours of electives must include the following:

Required Course - 3 hours

ISQA 8546 - Computer Security Management

Electives - 6 hours (Must select two courses from the following list)

- ISQA 8530 - E-Commerce Security
- ISQA 8560 - Information Warfare and Security
- ISQA 8570 - Information Security, Policy and Ethics
- ISQA 8580 - Strategic Planning for Information Assurance
- ISQA 8080 - Seminar in Management Information Systems
(*Topic must be related to information assurance. Prior approval from the Graduate Program Committee is required to use this course in the concentration.*)
- ISQA 8990 - Thesis
(*Research must be related to information assurance. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.*)

Free Electives - 6 hours

A total of 6 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements).

IT Audit & Control Concentration

The IT Audit and Control Concentration will provide students with the technical, organizational, accounting/auditing, and managerial background to plan and conduct IT audit and control activities. The concentration will cover the following conceptual areas:

- business risks and the management of business risk
- IT risk as a component of business risk
- the need to manage IT risks
- basic type of controls required in a business system in order to control IT risks
- controls associated with top management, system development, programming, data resource management, database, security, operations management, quality assurance, boundary controls, and communications
- issues associated with new system control risks created by the use of the internet for business applications and electronic business will also be covered in one or more courses
- integration of technical, managerial and conceptual skills needed to plan and conduct IT audits and establish appropriate controls

For an IT Audit and Control concentration, the 12 to 15 required credit hours of electives *must include the following courses*:

Prerequisite Courses

Students must have completed at least 9 hours of the MS in MIS core courses (beyond foundation requirements) prior to enrolling for the concentration. In addition, the following preparation is required for this concentration:

BSAD 8110 - Accounting and Financial Fundamentals

(This course is only required for students who have had no exposure to accounting fundamentals. Students will be given an automatic waiver if they have taken two semesters of accounting in their undergraduate degree.)

Required Courses (9 hours)

BSAD 8200 - Managerial Accounting

ISQA 8570 - Information Security, Policy and Ethics

ISQA 8596 - IT Audit and Control (new course - cross-listed with ISQA 4590)

Electives

(Must select two courses from the following list)

This is not an exhaustive list. Other courses may be taken as electives with approval of the GPC Chairperson.

- ISQA 8080 - Seminar in Management Information Systems
(*Topic must be* related to IT audit and control. Prior approval from the Graduate Program Committee is required to use this course in the concentration.)
- ISQA 8546 - Computer Security Management
- ISQA 8196 - Process Reengineering with Information Technology
- ACCT 8060 - Advanced Managerial Accounting
- ACCT 8096 - Advanced Auditing (Requires ACCT 4080 - Principles of Auditing)
- ISQA 8900 - Independent Research in Management Information Systems
(*Topic must be* related to IT audit and control. Prior approval from Graduate Program Committee is required to use this course in the concentration.)
- ISQA 8990 - Thesis
(*Research must be* related to IT audit and control. Prior approval from the Graduate Program Committee is required to use this course in the concentration. At least three hours of thesis credit may be applied to the concentration.)

Telecommunications Concentration

As a part of their elective courses, students may choose to pursue a concentration, which will be noted in their transcript.

Students interested in telecommunications are encouraged to declare a formal concentration by contacting the MS in MIS Advisor. For a telecommunications concentration, the 15 required credit hours of electives must include the following:

Required Course - 3 hours

- ISQA 8240 - Telecommunications Planning, Analysis and Design

Electives - 6 hours (must select two courses from the following list):

- ISQA 8230 - Telecommunications Management
- ISQA 8530 - E-Commerce Security
- CSCI 8200 - Interconnection Networks
- CSCI 8210 - Advanced Communications Networks
- CSCI 8556 - Communications Networks
- ISQA 8080 - Seminar in Management Information Systems
(Topic MUST be related to telecommunications. Prior approval from the Graduate Program Committee is required to use this course in the concentration.)
- ISQA 8990 - Thesis
(*Research must be* related to telecommunications. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.)

Free Electives - 6 hours

A total of 6 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements)

Health Informatics Concentration

As a part of their elective courses, students may choose to pursue a concentration, which will be noted in their transcript.

Students interested in health informatics are encouraged to declare a formal concentration by contacting the MS in MIS advisor. The health informatics concentration integrates MIS, medical informatics theories and methods, and medical data representation and coding requirements. Students selecting this concentration are strongly encouraged to choose the thesis option to enhance their opportunities for obtaining gainful employment in the field. Students accepted into this concentration are expected to have prior experience or education in the life sciences and allied disciplines such as pharmacy, medicine and nursing. Students are to start course work in the health informatics concentration after completion of the core courses. For a health informatics concentration, 15 credit hours of electives are required as follows:

Required Courses - 12 hours

ISQA 8570 - Information Security Privacy and Ethics
PA 8760/PSM 810 - US Health Care System: An Overview
ISQA 8400/IMED 840 - Clinical Systems Architecture and Function

The two ISQA courses listed above are prerequisites for ISQA 8500/SURG 850 - Readings in Clinical Informatics

Elective - 3 hours

This is not an exhaustive list. Other courses may be taken as electives with approval of the Chair, Graduate Program Committee.

- ISQA 8525 - Graphical User Interface Design
- ISQA 8196 - Process Re-engineering with Information Technology
- ISQA 8700 - Data Warehousing: Theory and Practice
- ISQA 8080 - Seminar in Management Information Systems
(*Topic must be related to health informatics. Prior approval from the Graduate Program Committee is required to use this course in the concentration.*)
- ISQA 8900 - Independent Research in Management Information Systems
(*Topic must be related to health informatics. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of independent research credit may be applied to the concentration.*)
- ISQA 8990 - Thesis
(*Research must be related to health informatics. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.*)

Applied Research Methods in MIS Concentration

As a part of their elective courses, students may choose to pursue a concentration, which will be noted in their transcript.

Students interested in research in MIS are encouraged to declare a formal concentration by contacting the MS in MIS advisor. The MIS research concentration prepares students for the thesis option, the PhD, and positions in consulting or research. For an MIS Research concentration, the 15 required credit hours of electives must include the following:

Required Course - 3 hours

ISQA 8156 - Advanced Statistical Methods for IS&T

Elective - 6 hours (Must select two courses from the following list)

- ISQA 8160 - Applied Distribution- Free Statistics
- ISQA 8340 - Applied Regression Analysis
- ISQA 8080 - Seminar in Management Information Systems
(*Topic must be related to research design or statistics. Prior approval from the Graduate Program Committee is required to use this course in the concentration.*)
- ISQA 8900 - Independent Research in Management Information Systems
(*Topic must be related to research design or statistics. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of independent research credit may be applied to the concentration.*)
- ISQA 8990 - Thesis
(*Topic must be related to research design or statistics. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.*)

Free Elective - 6 hours

A total of 6 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements)

Mathematics graduate programs

The program which leads to the Master or Arts or Master of Science in mathematics is designed to achieve two objectives:

1. Provide a strong program of course work in mathematics beyond the undergraduate level and
2. Be flexible enough to accommodate a wide variety of student interests and backgrounds. There are no required courses in the program, but students are strongly encouraged to develop an emphasis in the courses which make up their individual plan of study; such an emphasis provides both focus and depth in the graduate experience. Suggestions for courses which could be included in an emphasis are given below.

Whatever their objectives in their graduate programs, students should form a close working relationship with a faculty member having similar mathematical interests as soon as possible. This will ensure good advice in planning a coherent plan of study. In addition, an advisor may be able to suggest special topics courses, independent study, or the thesis option which could all be used to pursue one's interests in greater depth.

Finally, students who plan to pursue a doctoral degree in mathematics should include a sequence in analysis and a sequence in algebra in their plans of study.

Possible Emphasis Areas:

- Traditional Mathematics: 8056, 8116, 8126, 8246, 8276, 8516, 8566, 8620
- Classical Applied Mathematics: 8056, 8276, 8306, 8336, 8400, 8450, 8490, 8500, 8510, 9110
- Operations Research/Applied Statistics: 8060, 8236, 8246, 8306, 8316, 8370, 8460, 8500, 8510, 8520, 8650, 8670, 8746, 8756
- Computer Mathematics: 8050, 8060, 8080, 8156, 8306, 8316, 8500, 8510, 8666, 8850
- A Master of Arts for Teachers of Mathematics (MAT) is also available.

Master of Science

To obtain the Master of Science degree in mathematics, the student must:

1. Earn a total of 36 acceptable credits, at least 24 of which must be in mathematics.
2. Choose mathematics courses with a number of 8000 or above and ending in the digit zero or six, excluding 8010, 8020, 8040 and 8880. At least 18 of these credit hours must be courses with a number ending in a zero digit*.
3. Choose no more than 6 hours of independent study, although interested students are encouraged to petition the Graduate Program Committee to take additional hours of independent study to supplement existing course work.

4. Maintain a "B" (3.0 on a 4.0 scale) average in all course work with no grade lower than a "C" (2.0 on a 4.0 scale).
5. Up to 12 hours of graduate work may be taken in other areas related to mathematics, such as physics or computer science, with the permission of the Graduate Program Committee. Such work will not count toward the 18 hours described in "2." above*.
6. Pass a written comprehensive examination based on three related courses (one of which must have a number ending in a zero digit) consisting of two parts. The first part is a 3-hour examination which may be open book. The second part is a one-week take-home examination. The examination is normally taken in the semester immediately preceding graduation and should be scheduled well in advance of the graduate college deadlines
7. Courses numbered 8--5 will not count towards the MA or MS degrees in Mathematics.

Master of Arts

To obtain the Master of Arts degree in mathematics, the student must:

1. Earn a total of 30 credits in mathematics.
2. Complete a thesis (MATH 8990) of six semester hours, which may be applied towards the 30 hours total.
3. Choose mathematics courses with a number of 8000 or above and ending in the digit zero or six and excluding 8010, 8020, 8040 and 8880. At least 12 of these credit hours must be courses with a number ending in a zero digit, excluding 8970 and 8990*.
4. Up to 12 hours of graduate work may be taken in other areas related to mathematics, such as physics or computer science, with the permission of the Graduate Program Committee. Such work will not count toward the 12 hours described in "3." above*.
5. Maintain a "B" (3.0 on a 4.0 scale) average in all course work with no grade lower than a "C." (2.0 on a 4.0 scale)
6. Pass a comprehensive exam including an oral defense of the thesis.
7. Courses numbered 8--5 will not count towards the MA or MS degrees in Mathematics.

Admission Requirements for the MS or MA Degrees

Admission to a degree program is based on evidence of ability to successfully complete the requirements for the program.

For unconditional admission, an applicant should:

1. Have completed a bachelor's degree with a grade point average of at least 3.0 in mathematics courses taken.
2. Have completed 15 credit hours of mathematics courses beyond calculus, including MATH 3230/8235 Introduction to Analysis or equivalent.
3. Students lacking the 15 credit hours beyond calculus may be eligible for admission in a provisional or unclassified status with a deficiency to be made up in addition to the degree requirements above.
4. Students who satisfy the admission requirements in (1) above except for the GPA requirement may be granted provisional admission to the graduate program. They will be granted

unconditional admission upon completion of 12 graduate hours with a grade of "B" or better in each course.

Master of Arts for Teachers of Mathematics (MAT)

To obtain the MAT degree, the student must complete 36 credits as follows:

1. Complete the following required mathematics courses: MATH 8060, 8236, 8036, 8020, and 8040.
2. Complete three approved education courses for graduate students only (nine credits), one of which must involve the use of microcomputers in the classroom.
3. Complete 3 hours for graduate students only (8--0) in mathematics or education.
4. Choose one of the following three options (nine credits):
 - Statistics option: STAT 8005, 8015, MATH 8010, or MATH 8746, 8756, and 8010.
 - Mathematics option: three courses in mathematics with the number of 8000 or above, but excluding any one whose last digit is "5", except MATH 8645, Modern Geometry, which can be included.
 - Computer Science option: three courses in computer science with at most two courses beginning with "8" and ending with "5".
5. Pass the MAT comprehensive examination which is composed of two parts:
 - The mathematics part is four hours in length and covers the courses MATH 8060, 8236, 8036, 8020 and 8040. The examination consists of two questions from each of the five courses and the student is required to do 8 of the 10 questions.
 - The education part of the examination is two hours in duration and covers all the education courses which the student has taken for the degree. A student must pass both parts in order to pass the examination.

Admission Requirements for Master of Arts for Teachers of Mathematics (MAT) Degree

A student meeting the following conditions may be admitted to the MAT degree program:

1. Have taken a programming language at the college level.
2. Hold state certification for teaching secondary school mathematics.
3. Have obtained at least a "B" (3.0 on a 4.0 scale) average in previous mathematics courses, including two courses beyond elementary calculus.

Graduate Assistantships

The mathematics department annually awards four graduate assistantships. These positions pay an annual stipend plus a waiver of tuition. The graduate assistants are required to work within the mathematics department. For details, please contact the department chair.

Graduate Minor in Mathematics

To earn a graduate minor in Mathematics, a student must complete nine hours of graduate level mathematics (8000 level courses ending in either a '6' or '0' digit, excluding 8010,8020,8040 and

8880), with at least six hours of courses at the strictly graduate level (courses ending in a '0' digit). In addition, all grades earned must be 'B' or higher.

For more information...

Please call (402) 554-3430 or visit our homepage at <http://www.unomaha.edu/~wwwmath>.

Music graduate program

Admission Requirements

Applicants must have earned a baccalaureate degree from a regionally accredited institution of higher education. The student must have a cumulative GPA of 3.0 or better in all undergraduate courses in music. If the student does not have an undergraduate degree in music, the student must take the Department of Music Graduate Diagnostic Exam before enrolling in any graduate courses in order to determine which undergraduate foundation courses may be necessary.

Master of Music

The Department of Music offers graduate courses in the areas of music education, performance, conducting, history and theory. The degree requires a total of 30 or 36 hours credit for completion, and may include a concentration in performance, music education, or conducting.

Concentration Areas

Music Performance

Audition is required before enrollment in any graduate applied lessons in this track:

MUS 815A - 8150T Applied Music (9)

MUS 8520 Music Bibliography (3)

MUS 8460 Music Analysis for Performance (3)

Music History and Literature (3) to be selected from:

- MUS 8546 Renaissance Music Literature
- MUS 8556 Baroque Music Literature
- MUS 8566 Classical Music Literature
- MUS 8576 Romantic Music Literature
- MUS 8586 Music from 1900 - 1945
- MUS 8446 Music Since 1945

Electives in Music (6)

Option A

MUS 8970 Treatise (3)

MUS 8980 Recital (3)

Option B

MUS 8980 Recital (6)

Music Education

MUS 8630 Research in Music Education (3)

MUS 8610 Organization and Administration of Music (3)

MUS 8640 Foundations of Music Education (3)

Music History and Literature (3) to be selected from:

- MUS 8546 Renaissance Music Literature
- MUS 8556 Baroque Music Literature
- MUS 8566 Classical Music Literature
- MUS 8576 Romantic Music Literature
- MUS 8586 Music from 1900 - 1945
- MUS 8446 Music Since 1945
- MUS 8660: Pedagogy of Music Theory (3)
- MUS 8686: Pedagogy of Multicultural Music (3)
- Additional Music or Education Electives (6)

Option A

MUS 8990 Thesis (6)

Option B

Additional Music or Education Electives (12)

Conducting

Audition is required before enrollment in Conducting Practicum in this track.

MUS 8700 Conducting Practicum (9)

MUS 8520 Music Bibliography (3)

MUS 8460 Music Analysis for Performance (3)

Music History and Literature (3) to be selected from:

- MUS 8546 Renaissance Music Literature
- MUS 8556 Baroque Music Literature
- MUS 8566 Classical Music Literature

- MUS 8576 Romantic Music Literature
- MUS 8586 Music from 1900 - 1945
- MUS 8446 Music Since 1945 Music
- Electives (6)
- MUS 8980 Recital (6)

Graduate Minor in Music

The following courses constitute a graduate-level minor in music:

Music 8150 Applied Music (3)

Elective in Music Literature or Theory (3) to be selected from:

- MUS 8406 Advanced Composition
- MUS 8446 Music since 1945
- MUS 8456 Advanced Orchestration
- MUS 8476 Counterpoint
- MUS 8546 Renaissance Music Literature
- MUS 8556 Baroque Music Literature
- MUS 8566 Classical Music Literature
- MUS 8576 Romantic Music Literature
- MUS 8586 Music from 1900 - 1945
- MUS 8460 Music Analysis for Performance
- Elective in Music (3)

For more information...

Please call (402) 554-2251.

Political Science graduate program

The Master of Science in Political Science is a 36 hour degree program that offers education in the classics of the discipline and individualized attention to each student's particular area of interest. All students will be exposed to a broad foundation of Political Science, taking seminars in American government and politics, global politics, political theory, and research methods. Students may choose to do (1) a thesis or (2) a political internship and research tutorial. The remaining courses are chosen by the student in consultation with the Graduate Advisor to create a Program of Study in which students may pursue interests in other disciplines such as communication, criminal justice, economics, geography, history, public administration, social work, sociology, teacher education, and urban studies. Students may also tailor Programs of Study to thematic interests such as democracy, diversity, globalization, or homeland security by selecting elective classes with similar themes from different disciplines.

Admission Requirements

- 15 undergraduate hours in political science
- PSCI 2000 - Introduction to Political Inquiry or undergraduate equivalent

- 3.0 undergraduate grade point average
- Two letters of recommendation
- Completed departmental Statement of Interest form
- Two official copies of transcripts from all colleges and universities attended.

The above provisions may be waived by the Department's Graduate Program Committee.

Students may be admitted provisionally if they demonstrate ability to do graduate work through a proven record of professional experience, acceptable scores on the GRE or other standardized test, and/or favorable recommendations.

Students who wish to take courses for professional growth or personal interest but who do not intend to pursue an advanced degree may be granted unclassified admission.

Degree Requirements

M. S. Thesis Option

- Complete 36 hours total.
- Maintain a 3.0 overall grade point average.
- Pass written comprehensive exam.
- Required Courses:
 - PSCI 8000 Seminar in Research Methods,
 - PSCI 8040 Seminar in American Government and Politics,
 - PSCI 8250 Seminar in Global Politics,
 - PSCI 8300 Seminar in Political Theory, and
 - PSCI 8900 Thesis (6 hours).
- Elective Courses: Complete 18 hours, no more than two (6 hours) of which may be 3---/8--5 courses.

M. S. Non-Thesis Option

- Complete 36 hours total.
- Maintain a 3.0 overall grade point average.
- Pass written comprehensive exam.
- Required Courses:
 - PSCI 8000 Seminar in Research Methods,
 - PSCI 8040 Seminar in American Government and Politics,
 - PSCI 8250 Seminar in Global Politics,
 - PSCI 8300 Seminar in Political Theory,
 - PSCI 8910 Political Internship, and
 - PSCI 8980 Research Tutorial.
- Elective Courses: Complete 18 hours, no more than two (6 hours) of which may be 3---/8--5 courses.

Graduate Minor in Political Science

The Department of Political Science offers a graduate minor to students pursuing graduate degrees in other programs at the University of Nebraska. The requirements for the minor are that the student complete a minimum of nine (9) graduate hours in political science courses, which must include Seminar in American Government and Politics, Seminar in Global Politics, and Seminar in Political Theory. The courses to be taken for the minor are to be approved both by the student's advisor in the student's major subject and by the graduate program committee chair in Political Science.

For more information...

Please call (402) 554-2624.

Psychology graduate programs

Admission Requirements

All application materials must be submitted by January 5 for consideration for admission for the following fall semester. Admission is made only for fall semester.

A minimum of 15 undergraduate semester hours or the equivalent of psychology courses including basic statistics and an upper level laboratory course emphasizing the experimental method, data collection, statistical analysis, and report writing are required. Graduate Record Exam (GRE) scores for the verbal, quantitative, and analytical writing sections are required.

The Advanced GRE in psychology is recommended for all applicants. It is required for all applicants applying for a teaching assistantship. An admission decision will not be made without these scores. Applicants must complete both Graduate College and departmental application forms, submit three letters of recommendation, and provide transcripts for all undergraduate and any graduate course work they have completed. The Departmental Application Form requires a statement of purpose and an indication of the program and, where appropriate, the area of concentration within the program to which the applicant is applying. In making decisions on admission, the faculty not only consider evidence of academic and professional potential, but also the availability within the department of resources to support the applicant's interests. In some instances interviews with applicants may be required.

General Program Information

PSYC 8000 is required of all graduate students in psychology during their first semester. The remainder of the course work is elective but should be planned in consultation with the student's academic advisors. The UNO Department of Psychology supports emphasis within the MA program in the following areas: quantitative, comparative/physiological, cognitive, social/personality, developmental, school, and industrial/organizational psychology. Final approval of a student's plan of study resides with the advisors, the department, and the Graduate

College. Half of the course work applied to an MA must be in courses which are open only to graduate students (8--0).

Students are strongly encouraged to limit employment to 20 hours per week, including any teaching assistantship. Students must consult with their advisor prior to accepting employment in excess of 20 hours per week.

Comprehensive Examination Requirements for all Master's Degree Programs in Psychology

The comprehensive examination must be completed before a student can enroll for thesis or practicum credit or form a thesis or practicum committee. The comprehensive examination required for the Master of Arts and Master of Science degrees is met by fulfilling two criteria listed below. Note: these are minimum requirements and additional requirements may be imposed by faculty in a particular subdiscipline of psychology (e.g., industrial/organizational psychology).

- Obtaining a score of at least 600 on the Advanced Psychology Test of the GRE. (NOTE: not required for the School Psychology and Psychobiology program).
- Completion of the required four proseminar courses (one from each proseminar course group) with a grade of "B" (3.0 on a 4.0 scale) or higher in each course.

Departmental proseminar requirements for all master's degree students are: one statistics proseminar (from Group 3), and three other proseminars from Groups 1 and 2, with at least one from Group 1 and at least one from Group 2. Specific areas of concentration may have additional proseminar requirements.

Group 1

PSYC 9210 Proseminar: Sensation and Perception
PSYC 9230 Proseminar: Behavioral Neuroscience
PSYC 9240 Proseminar: Comparative Psychology
PSYC 9040 Proseminar: Learning
PSYC 9070 Proseminar: Cognitive Psychology

Group 2

PSYC 9430 Proseminar: Personality
PSYC 9440 Proseminar: Social Psychology
PSYC 9560 Proseminar: Developmental Psychology

Group 3

PSYC 9010 Proseminar: Statistical Methods I
PSYCH9020 Proseminar: Statistical Methods II

When an applicant for admission has a score of 600 or more on the GRE Advanced Test in Psychology, and has an excellent grade in an undergraduate course similar to one of the proseminars in Group 1 or Group 2, the Graduate Program Committee may approve another graduate course for one proseminar if recommended by the faculty in the student's disciplinary area. Students still must take at least one proseminar from each group. Application for substitution must occur in the student's first semester.

Special Performance Quality Rule

If at any time two grades of "C" (2.0 on a 4.0 scale) in graduate courses become a matter of record, a graduate student in the Department of Psychology will be placed on departmental probation. An unexcused grade of "W" in a proseminar course will be considered equivalent to a grade of "C" for purposes of this policy. An excused "W" must be approved by the chair of the department of psychology. Students placed on this probation will forfeit any departmental graduate assistantship they may have and any approved programs of study will be subject to re-evaluation and change. Before registering for additional courses, a student placed on probation must, with the assistance and approval of his/her advisor, submit a plan for remediation of his/her academic problems, and have that plan approved by the Graduate Program Committee. The Graduate Program Committee will review and, if appropriate, modify the plan. Further, any enrollment in graduate courses must be approved by the Graduate Program Committee. The student will remain on departmental probation until the Graduate Program Committee approves termination of probation status.

Certificate in Human Resources and Training

In conjunction with the department of Business Administration and the School of Communication, the Department of Psychology is offering a Certificate in Human Resources and Training. For specific requirements, please go to [Human Resources & Training Certificate](#).

Master of Science in Psychology.

Master of Science in Industrial/Organizational Psychology

To complete a Master of Science (MS) degree in Industrial/Organizational Psychology the student must present 36 credit hours of graduate course work in psychology or related disciplines.

An MS in industrial/organizational psychology is the appropriate track for industrial/organizational psychology graduate students seeking employment following completion of their master's degree. An MS degree requires completion of a practicum in lieu of a thesis. The same proseminar and quality of performance requirements described for the MA programs apply to this program. However, three of the five required proseminars for industrial/organization psychology graduate students must include:

PSYC 9010 (Statistical Methods I)
PSYC 9020 (Statistical Methods II)
PSYC 9440 (Proseminar: Social Psychology).

Industrial / Organizational Core: Complete two of the following:

PSYC 9610 Motivation and Morale
PSYC 9620 Industrial Training and Organizational Development
PSYC 9630 Leadership Theories & Research
PSYC 9640 Problem Solving: Decision Making

Additional Required Courses

PSYC 8000 The Profession of Psychology
PSYC 9090 Theory of Measurement and Design
PSYC 9660 Criterion Development and Performance Appraisal
PSYC 9670 Personnel Selection
PSYC 8950 Practicum in Industrial Psychology or
PSYC 9950 Practicum in Organizational Behavior
Electives to achieve required 36 hours.

Master of Science in School Psychology

To receive an MS degree in school psychology, the student must present at least 36 graduate credit hours in psychology or related areas. Departmental proseminar requirements for all master's degree students are: one statistics proseminar (from Group 3), and three other proseminars from Groups 1 and 2, with at least one from Group 1 and at least one from Group 2.

Group I

PSYC 9040 Proseminar: Learning
PSYC 9070 Proseminar: Cognitive Psychology
PSYC 9210 Proseminar: Sensation and Perception
PSYC 9230 Proseminar: Behavioral Neuroscience
PSYC 9240 Proseminar: Comparative Psychology

Group II

PSYC 9430 Proseminar: Personality
PSYC 9440 Proseminar: Social Psychology
PSYC 9560 Proseminar: Developmental Psychology

Group III

PSYC 9010 Proseminar: Statistical Methods I
PSYC 9020 Proseminar: Statistical Methods II
These courses are recommended.

Additional Course Work

PSYC 8000 The Profession of Psychology (no credit)
PSYC 8500 Introduction to School Psychology
PSYC 8520 Foundations of Assessment
PSYC 8530 Early Childhood Assessment
PSYC 8540 School Age Assessment
PSYC 8590 Psychology of Exceptional Children
PSYC 8970 Practicum in School Psychology
PSYC 8576 Behavior Analysis and Intervention
or PSYC 8550 Psychotherapeutic Interventions
TED 8210 Human Relations for a Bias Free Education

Other Requirements

The required courses must be completed with a grade of "B" (3.0 on a 4.0 scale) or above. Students must complete a Comprehensive Portfolio which will be evaluated by a team consisting of the core school psychology faculty and include an oral defense of their portfolio.

A handbook of policies and requirements is available upon request.

Master of Arts in Psychology

To complete the Master of Arts degree in psychology, students must present at least 30 credit hours of graduate level course work in psychology or related fields approved by their advisor and the Graduate Program Committee. Six (6) hours of thesis credit (PSYC 8990) must be included in this total.

Areas of Concentration for the MA Degree

Concentration in Cognitive Psychology

Graduate students in cognitive psychology are required to take six proseminars:

- PSYC 9010 Proseminar: Statistical Methods I (Multiple Regression)
- PSYC 9020 Proseminar: Statistical Methods II (Analysis of Variance)
- PSYC 9070 Proseminar: Cognitive Psychology
- PSYC 9210 Proseminar: Perception
- PSYC 9230 Proseminar: Behavioral Neuroscience
- PSYC 9560 Proseminar: Developmental Psychology

In addition to these 18 hours, at least two of the following courses must be taken as part of the 30 hours required for the MA:

- PSYC 8526 Psycholinguistics
- PSYC 9040 Proseminar: Learning
- PSYC 9120 Multivariate Statistical Analysis
- PSYC 9530 Cognitive Development
- PSYC 9520 Language Development
- PSYC 9910 Topical Seminar in Psychology (Cognitive topic)

Concentration in Developmental Psychology

The MA program in Developmental Psychology is intended to provide students with a strong knowledge base in child development, psychology, research methods, and statistical analysis. The program emphasis is on typical development in the periods of infancy through adolescence. Students must choose between two degree plans, depending on their individual goals.

Plan A (Thesis Option):

Plan A is recommended for students who plan to pursue a PhD and/or who wish to complete an independent research project (the thesis). This plan requires completion of a minimum of 31 credit hours, as listed below:

- PSYC 8000 The Profession of Psychology (0 credit course)
- PSYC 9560 Proseminar: Developmental Psychology
- PSYC 9010 Proseminar: Statistical Methods I
- PSYC 9020 Proseminar: Statistical Methods II
- PSYC 9650 Research Methods
- PSYC 9960 Research Other Than Thesis (1-6 credit hours)
- PSYC 8990 Thesis (6 credit hours)

Additional Proseminars (2 courses required)

- PSYC 9070 Proseminar: Cognitive Psychology
- PSYC 9230 Proseminar: Behavioral Neuroscience
- PSYC 9430 Proseminar: Personality
- PSYC 9440 Proseminar: Social Psychology

Advanced Developmental Seminars (2 courses required)

- PSYC 9510 Research Methods in Developmental Psychology
- PSYC 9520 Language Development
- PSYC 9530 Cognitive Development
- PSYC 9540 Memory & Mechanisms of Development
- PSYC 9550 Psychosocial Development
- PSYC 9590 Seminar in Developmental Psychology

Plan B (Non-Thesis Option):

Plan B is recommended for students who plan to work in an applied setting involving children and/or families and who do not plan to pursue a PhD. This plan requires completion of a minimum of 37 credit hours. In addition to required course work, students choose 3 elective courses (within or outside the Department of Psychology). Instead of a thesis, students complete two applied practica (6 credit hours).

- PSYC 8000 The Profession of Psychology (0 credit course)
- PSYC 9560 Proseminar: Developmental Psychology
- PSYC 9650 Research Methods
- PSYC 9960 Research Other Than Thesis (1-6 credit hours)

Statistics: (1 course required)

- PSYC 9010 Proseminar: Statistical Methods I
- PSYC 9020 Proseminar: Statistical Methods II

Additional Proseminars (2 courses required)

- PSYC 9070 Proseminar: Cognitive Psychology
- PSYC 9230 Proseminar: Behavioral Neuroscience
- PSYC 9430 Proseminar: Personality
- PSYC 9440 Proseminar: Social Psychology

Advanced Developmental Seminars (2 courses required)

- PSYC 9510 Research Methods in Developmental Psychology
- PSYC 9520 Language Development
- PSYC 9530 Cognitive Development
- PSYC 9540 Memory & Mechanisms of Development
- PSYC 9550 Psychosocial Development
- PSYC 9590 Seminar in Developmental Psychology

Practicum:

- PSYC 8980 Practicum in Developmental Psychology (6 credit hours)

Electives (3 courses required)

- PSYC 8250 Family Analysis and Treatment
- PSYC 8316 Psychological & Educational Testing
- PSYC 8590 Exceptional Children
- PSYC 9090 Theory of Measurement and Designs
- PSYC 9320 Program Evaluation

- PSYC 9570 Applied Behavior Analysis
- Additional courses outside the department of Psychology (e.g., SOWK, SOC, SPED, GERO, CJUS, COUN, and PA)

Concentration in Industrial/Organizational Psychology

An MA with a concentration in Industrial/Organizational Psychology is the master's track for Industrial/Organizational Psychology graduate students intending to pursue a PhD. The MA degree requires the completion of a thesis. Three of the required five proseminars for Industrial/Organizational Psychology graduate students must include:

- PSYC 9010 (Statistical Methods I)
- PSYC 9020 (Statistical Methods II)
- PSYC 9440 (Social Psychology)

Industrial/Organizational Core (complete two of the following):

- PSYC 9610 Motivation and Morale
- PSYC 9620 Industrial Training and Organizational Development
- PSYC 9630 Leadership Theories & Research
- PSYC 9640 Problem Solving : Decision Making

Additional required courses include:

- PSYC 8000 The Profession of Psychology
- PSYC 9090 Theory of Measurement and Design
- PSYC 9650 Research Process in Industrial/Organizational Psychology
- PSYC 9660 Criterion Development and Performance Appraisal
- PSYC 9670 Personnel Selection
- PSYC 8990 Thesis (6 hours)

Concentration in Psychobiology

Students can earn an MA degree in Psychology with a concentration in psychobiology. Requirements include completion of the department's proseminar requirements, plus the second Group III statistics course. In addition, students are required to take PSYC 9290 (Seminar in Psychobiology) at least once, plus two to three additional courses in the student's area of interest (as determined and approved by the student's supervisory committee). Research also is required, including completion and defense of a thesis. A comprehensive examination will be given in lieu of the department's requirement of a score of 600 on the Advanced Psychology Test of the GRE. However, if the student wants to qualify for teaching assistantship, the Advanced Psychology GRE must be taken.

Proseminar Groupings:

Group I:

- PSYC 9040 Proseminar: Learning
- PSYC 9070 Proseminar: Cognitive Psychology
- PSYC 9210 Proseminar: Sensation and Perception
- PSYC 9230 Proseminar: Behavioral Neuroscience
- PSYC 9240 Proseminar: Comparative Psychology

Group II:

- PSYC 9430 Proseminar: Personality
- PSYC 9440 Proseminar: Social Psychology
- PSYC 9560 Proseminar: Developmental Psychology

Group III:

- PSYC 9010 Proseminar: Statistical Methods I
- PSYC 9020 Proseminar: Statistical Methods II

Concentration in School Psychology

This program requires a total of 42 hours. Departmental proseminar requirements for all master's degree students are: one statistics proseminar (from Group 3), and three other proseminars from Groups 1 and 2, with at least one from Group 1 and at least one from Group 2.

Group I

- PSYC 9040 Proseminar: Learning
- PSYC 9070 Proseminar: Cognitive Psychology
- PSYC 9210 Proseminar: Sensation and Perception
- PSYC 9230 Proseminar: Behavioral Neuroscience*
- PSYC 9240 Proseminar: Comparative Psychology

Group II

- PSYC 9430 Proseminar: Personality
- PSYC 9440 Proseminar: Social Psychology
- PSYC 9560 Proseminar: Developmental Psychology*

Group III

- PSYC 9010 Proseminar: Statistical Methods I
- PSYC 9020 Proseminar: Statistical Methods II

*These courses are recommended.

Additional Course Work

- PSYC 8000 The Profession of Psychology (no credit)
- PSYC 8500 Introduction to School Psychology
- PSYC 8520 Foundations of Assessment
- PSYC 8530 Early Childhood Assessment
- PSYC 8540 School Age Assessment
- PSYC 8590 Psychology of Exceptional Children
- PSYC 8970 Practicum in School Psychology
- PSYC 8576 Behavior Analysis and Intervention

or PSYC 8550 Psychotherapeutic Interventions

- TED 8210 Human Relations for a Bias Free Education
- PSYC 8990 Thesis (6 hrs)

Other requirements

The required courses must be completed with a grade of "B" (3.0 on a 4.0 scale) or above. Students must complete a Comprehensive Portfolio which will be evaluated by a team consisting of the core school psychology faculty and include an oral defense of their portfolio.

Concentration in Social/Personality Psychology

This is a 30 hour research-oriented program preparing the graduate for doctoral study. The curriculum includes:

- PSYC 9440 Proseminar: Social Psychology
- PSYC 9430 Proseminar: Personality
- PSYC 9550 Social and Personality Development
- PSYC 9010 Statistical Methods I (Multiple Regression)
- PSYC 9020 Statistical Methods II (Analysis of Variance)
- PSYC 8990 Thesis (6 hours)
- PSYC 8000 Profession of Psychology
- Electives (9 hours)

School Psychology Specialist in Education

A specialist in education in school psychology degree requires 72 graduate credit hours. Successful completion of master's degree courses is required. In addition to meeting the department's proseminar requirements specified for a master's degree and taking PSYC 8000, students must complete the following courses with grades of "B" (3.0 on a 4.0 scale) or better:

- PSYC 8250 Family Analysis and Treatment
- PSYC 8576 Behavior Analysis and Intervention
or PSYC 8550 Psychotherapeutic Intervention
(if the other course was taken at the master's level)

- PSYC 8800 Ethics and Law for Psychologists
- PSYC 9940 School Psychology Applied Research Project (pending approval)
- PSYC 9780 Advanced Educational and Psychological Consultation (pending approval)
- PSYC 9790 Seminar in School Psychology: Administration of Psychological Services
- PSYC 9970 Practicum in School Psychology (6 credit hours)
- PSYC 9980 Internship in School Psychology (6 credit hours)
- Electives (6 credit hours)

Graduate course in Psychology (must be approved by School Psychology Program Committee)
Graduate course in Education (must be approved by School Psychology Program Committee)

A handbook of policies and requirements is available upon request.

Public Administration graduate programs

The mission of the Master of Public Administration (MPA) is:

- to provide knowledge and skills appropriate for careers in the public service;
- to instill a commitment to the profession of public service in a democratic and diverse society.

The MPA is the recognized graduate degree for professional positions in the public service.

Professionals with general administration skills are needed in all areas of government. The MPA program stresses the development of management and administrative abilities important to both staff specialists and administrators.

Students in the MPA program likely will come from widely differing backgrounds. Some may come from current public employment and professions such as law, aviation, health administration and business administration while others may enter with degrees in the social sciences, engineering, business, human services or the humanities.

The MPA courses are regularly offered at night to meet the needs of full-time employees.

Students must have proficiency in basic computer applications (e.g. Internet, spreadsheet applications and word processing). Students may achieve this proficiency through previous graduate or undergraduate course work, or may take short courses offered by UNO's Information Technology Services. Interested students should contact the School of Public Administration.

The School of Public Administration is a member of the National Association of Schools of Public Affairs and Administration (NASPAA). The program is on the National Roster of Programs found to be in conformity with NASPAA Standards for Professional Masters Degree Programs in Public Affairs and Administration

Doctor of Philosophy

The PhD program in public administration is a research degree in public management. Its focus is on public sector organizational management in a democratic and diverse society. The goal of the public administration doctoral program is the development of a cadre of academicians and senior practitioners who will make significant contributions to knowledge development in the field.

Because the doctoral program seeks to provide students with the competencies necessary to achieve distinction in higher education or leadership positions in public management, the faculty expects students to exhibit a serious and well thought out commitment to the profession of public service in a democratic and diverse society. The doctoral program assists students in their individual development toward a professional sense of personal responsibility and public accountability, providing a foundation for a successful career in academia or in public administration.

The PhD in public administration requires 93 graduate credit hours beyond the baccalaureate degree. This includes 12 hours of core courses, 9 hours of research courses, 6 hours each in two areas of concentration for a total of 12 hours, 1 hour of teaching and professional skills, 20 hours of dissertation course work, and 39 hours of additional graduate level course work. The 39 hours of additional graduate level course work may be earned from an accredited institution toward a Master of Public Administration degree or a master's degree (MA or MS) in a related academic discipline or field.

The five areas of concentration are:

- Public budgeting and finance
- Public aviation and transportation
- Public policy
- Urban Management
- Citizenship and democracy

Additional credit hours may be required of students who must complete compensatory or prerequisite course work. Such course work will be prescribed by the Doctoral Program Committee based on an evaluation of each student's academic preparation for doctoral study in public administration.

Doctoral students may take both 8000 and 9000 level courses offered by the university. Students may not take 9000 level courses unless specific approval is given by the Doctoral Program Committee. Doctoral students in 8000 level courses may be asked to do additional work and/or be held to higher academic standards. Doctoral students may not take dual-level (4000/8--6) courses as part of their program of study.

For more information...

Please call (402) 554-2625.

Master of Public Administration degree requirements

Thirty-nine graduate credit hours (or 42 credit hours if completing a thesis) are required for the MPA degree. The course work shall include 21 hours of core courses required of all MPA students. The additional courses will be chosen by the student with the assistance of a school advisor, and include approval by the Graduate Program Committee.

A comprehensive written final examination is required of all MPA students not completing PA 8990 Capstone Project or a thesis.

Admission

The general prerequisite for admission to the MPA program is a Bachelor of Arts, Bachelor of Science, or equivalent degree. The following factors will be considered in determination of a student's admission status:

- Grade point average for the junior-senior year
- Grade point average for the undergraduate degree
- Work history
- Writing skills (based on the applicant's admissions essay)
- References (based on two written letters of recommendation)
- GRE Exam

Generally, students will be admitted unconditionally if they have a strong undergraduate record, demonstrate good communication skills in their admission essay, and receive favorable recommendations, and have goals consistent with the mission of the MPA Program.

To apply for admission to the MPA program, a student must submit to the UNO Office of Graduate Studies:

- UNO Graduate Application for admission and application fee
- Two sets of all undergraduate and graduate official transcripts
- Official Graduate Record Examination (GRE) scores. (University code is 6420)

Send the following to MPA Program Committee:

- UNO MPA Application (can be printed off from this website <http://www.mpaomaha.unomaha.edu/mpaoapply.php>)
- Essay (questions to address are on the MPA Application)
- Resume
- Two letters of recommendation (three for international applicants)

Deadlines for admission are June 1 for the fall semester and October 1 for the spring semester. When the file in the Office of Graduate Studies is complete, the file will be forwarded to the School for review. The recommendation by the MPA Graduate Program Committee on admission of the applicant will be sent to the Dean for Graduate Studies. All recommendations

on admission are subject to the approval of the Dean. Applicants missing these deadlines will not be eligible for admission until the next term.

International Students

Students who plan to attend the MPA program from foreign countries where English is not their native language may be granted provisional or unclassified admission subject to the following conditions:

- They must complete the TOEFL exam with a score of 550 (or 213 on the computer-based TOEFL or 79 on the Internet-based TOEFL) or better.

Transfer of Credit

A student may transfer up to nine (9) hours of graduate credit from outside the University of Nebraska and use those credits toward the MPA degree requirements. This requires approval of the Graduate Program Committee and the Dean for Graduate Studies. Students should discuss this with the School's Academic Program Coordinator or the MPA Director. The request for a transfer of credit should be made as soon as possible. The request to transfer credits requires a letter of explanation from the student as well as all relevant course syllabi. Twelve hours may be transferred in exceptional cases, but it requires Graduate Program Committee approval.

Core and Required Courses

The School of Public Administration has seven core courses required for all MPA students. Three introductory core classes must be completed prior to any other course work.

Introductory Core

- PA 8050 Survey of Public Administration
- PA 8090 Seminar in Organization Theory and Behavior in Public Agencies
- PA 8010 Public Economy (or approved equivalent course)
- PA 8120 Research Methods* (PSCI 8000 at UNO)

* This is not a required introductory core course, but it is advised for students to take this early in their program.

Ending Core

- PA 8300 Policy Design and Implementation
- PA 8320 Public Policy Evaluation
or PA 8450 Seminar in Advanced Management Analysis
or POLS 836 at UNL is accepted substitute for PA 8320
- PA 8440 Organization Development and Planned Change in the Public Sector
or PA 8530 Strategic Planning and Management in Public and Nonprofit Organizations

Note: The ending core requires the completion of the beginning core including Research Methods. The ending core, except for PA 8300, also requires the completion of at least 24 hours in the MPA program.

Thesis Option - 42 credit hours

The thesis option requires the student to complete the 21 hour core, 15 additional hours of graduate elective courses in an area of concentration, and 6 hours of thesis. The thesis must be assigned a total of at least six hours on the approved plan of study. The thesis should be initiated no later than one semester before the anticipated date of graduation in order to provide sufficient time for research, writing and examination. It is the responsibility of the student to follow all regulations contained in the [Guidebook for Preparing Theses](#) Guidebook for Preparing Theses, Thesis-Equivalent Projects, Field Projects or Dissertations.

The student must orally defend of the thesis. At that time, the supervisory committee must sign the acceptance page of the thesis. Approval of a thesis by every member of the thesis supervisory committee is required.

Areas of Concentration

For more information go to the links listed below:

[Aviation Concentration](#)

[Health Administration Concentration](#)

[Local Government Concentration](#)

[Nonprofit Management Concentration](#)

[Public Management Concentration](#)

[Transportation Concentration](#)

[Public Policy Concentration](#)

Areas of Specialization

Areas of specialization are interdisciplinary in nature. They require students to choose from courses within other academic areas. Students should work closely with both their MPA and specialization advisors to create a plan of study.

Please note that areas of specialization will NOT be noted as such on UNO transcript.

[Criminology & Criminal Justice Specialization](#)

[Information Management Specialization](#)

Click on a link to find out more information about the specializations.

Other Areas of Specialization

Students may design a specialization to fit their career and vocational goals. These courses must contain a definable substantive area and provide a cohesive set of educational objectives and include a minimum of 12 hours in public or non-profit management. The specialization must receive the approval of the Graduate Program Committee.

Independent Readings (PA 8920) and Research (PA 8940)

These are independent courses of study designed for advanced graduate students who want to pursue a specialized aspect of a core or concentration course. Generally, students need to have completed 18 hours in the program to qualify for PA 8920 and 24 hours for PA 8940.

Students wanting to take either course should contact their advisor, a faculty member who has expertise in the area, or a faculty member with who they are interested in working with. This process may take some time, so students must start early. Working with the faculty supervisor/mentor, students will define an area of reading/ research. Once the work is outlined, the student must complete an Independent Study/Reading Contract that will be signed by both the student and the supervising instructor. The contract may be obtained from the School's Academic Program Coordinator. Only after a completed and signed contract is returned to the Academic Program Coordinator will the student be permitted to register for the course.

No more than 6 hours of independent readings and research may be included in the MPA Program of Study, unless permission is granted by the MPA Graduate Committee.

Internship Courses

The internship course(s) is strongly recommended for students with little or no exposure to public administration practice. Internships are half-time positions over the course of a semester, and count as three course credits toward the degree. The purpose of an internship is to offer students a structured learning experience in a public agency. Students must complete all three beginning core courses in the program before enrolling in an internship course.

The procedure for obtaining an internship is to fill out an internship program application and to submit the application with an up-to-date resume to the internship adviser, Mary Lopez, prior to the start of the semester. Students will be notified of scheduled times to meet with the internship adviser to discuss other requirements and procedures.

A student taking an internship for credit will meet during the semester with the internship advisor. Students are required to submit a medium-length paper by the middle of finals week, analyzing a significant aspect of the internship experience. (Students should consult the syllabus for further details). Students also may take PA 8040 for internship credit. The course grade will be on a pass/fail basis. Internships are not granted during the summer unless outside the Omaha area or without express permission of the internship coordinator.

E-mail Accounts

Upon enrollment, MPA students are assigned a Lotus Notes e-mail account by the UNO Information Technology Services (ITS). This account is used by the university and the school for all official correspondence, and students should check it regularly. The MPA web site contains valuable information about the program and the field of public administration. The URL for the department's web site is: <http://spa.unomaha.edu>.

Ethics

As a part of a university dedicated to the pursuit and advancement of knowledge, the School of Public Administration expects that each student is worthy of trust and that each student has the right to study in an environment free from the inconveniences and injustices caused by dishonorable conduct. As a part of this belief, the School of Public Administration expects that each student will submit only his/her own work and that no student will knowingly aid another student in any act of academic dishonesty as defined in the UNO Student Handbook.

Master of Public Administration concentrations

Aviation Concentration

Advisors: Brent Bowen and Scott Tarry

Additional information is provided in the Aviation Institute's Graduate Student Handbook, which is available at the Aviation Institute Office, Allwine Hall 422 and on-line at <http://ai.unomaha.edu/graduate/index.php>.

In addition to the beginning and capstone core courses in public administration, MPA students concentrating in aviation are required to take AVN 8120 Research Methods for Aviation Administration to satisfy the additional core requirement of the MPA program. Other required and elective courses are listed below.

Required Courses (9 credit hours)

- AVN 8020 Survey of Aviation Administration & Transportation Policy
 - AVN 8095 Airport Administration & Planning
 - PA/AVN 8480 Seminar in Public Finance Administration
- or**
- AVN 8750 Aviation Fiscal Administration

Electives (Minimum of 9 credit hours)

- AVN 8045 Human Factors in Aviation Safety
- AVN 8055 Air Transportation & Intermodal Systems
- AVN 8070 Case Research
- AVN 8100 Seminar in Public Administration

- AVN 8155 Aviation Law
- AVN 8510 Aerospace Education
- AVN 8106 Marketing
- AVN 8750 Aviation Fiscal Administration
- AVN 8896 Critical Issues in Aviation
- AVN 8906 Special Topics in Aviation Administration
- AVN 8920 Readings in Aviation
- AVN 8940 Research in Aviation
- AVN 8030 Internship in Aviation
- AVN 8040 Internship in Aviation
- AVN 9980 Directed Reading in Public Administration
- CIVE 8620 Airport Planning and Design

Please refer to the Aviation Institute Graduate Handbook for additional details.

Health Administration Concentration

Advisors: Alice Schumaker or Keith Mueller

Required Courses* (9 credit hours)

- PA 8720 Health Care Finance
- PA 8740 Health Care Policy
- PA 8760 U.S. Health Care Delivery System
(Cross listed with PSM 810--UNMC)

**courses may be substituted with permission of student's adviser.*

Electives

Unless noted, all courses are 3 semester hours. Students who have a health and non-profit concentration should choose elective courses from the non-profit section of the student guide.

- GERO/PSYC 8476 Mental Health and Aging
- GERO/PA 8516 Long Term Care Administration
- GERO/HED 8556 Health Aspects of Aging
- GERO 8696/SOWK 8046 Working with Minority Elderly
- GERO/SOWK 8856 Hospice and Other Services for the Dying Patient/Family
- GERO/HED 8730 Dying, Death and Grieving
- GERO/SOC 9110 Applied Social Gerontology
- GERO 8356 Issues in Aging
- GERO 8466 Aging and Human Behavior
- GERO 8486 Comparative Gerontology
- GERO 8506 Legal Aspects of Aging
- GERO 8676 Programs and Services for the Aging
- GERO 8920 Special Studies in Gerontology
- GERO 8940 Practicum (3-6 credits)
- GERO 8970 Personal Values and Aging (1 credit)

- HED 8600 Health Behavior
- HED 8700 Women's Health Issues
- HED 8850 Health Aspects of Stress Management
- RLS 8246 Recreation Administration
- RLS 8426 Recreation Therapy: Intervention for the Aging
- HIST 8476 American Medicine and Public Health
- PSYC 8446 Abnormal Psychology (Prereq: PSYC 1010)
- PSYC 8596 Psychology of Exceptional Children

Electives at UNMC

- PSM 802 Ethics in Health Care
- PSM 806 Biostatistics I
- PSM 808 Biostatistics II
- PSM 820 Epidemiology: Theory and Applications
- PSM 998 Health Care of the 21st Century: Responding to Environmental Change
- PHSC 888 Concepts in Toxicology (Prereq: permission)
- PSYC 802 Medicine and Health Today (2 credits) (Prereq: permission)
- PSYC 820 History of Psychiatry (1 credit) (Prereq: permission)
- PSYC 853 Psychiatric Concepts (2 credits)
- PSYC 856 Community Psychiatry (2 credits)

Electives at UNL

- FACS 809 Community Service for Older Adults
- FACS 960 Seminar in Gerontology (Prereq: FACS 880)
- HHPG 802 Medical Aspects of Rehabilitation (Prereq: permission)
- HHPG 803 Physiological Foundations of Health and Disease
- HHPG 869 History and Philosophy of Public Health
- HHPG 870 Behavioral Foundations of Health Education
- LAW 703G Law and Medicine (2 credits)
- LAW 763G Mental Health Law
- POLS 817 Policy and Program Evaluation Research (3-6 credits)
- POLS 826 Topics in American Public Policy (check for topic-Health)
- SOCI 853 Sociology of Health and Health Professions

A list of optional health courses is available at the school.

Local Government Concentration

Advisors: Robert Blair or Carol Ebdon

Required Courses (9 credit hours)

- PA 8400 Public Budgeting
- PA 8410 Public Personnel Management
- PA 8436 Municipal Administration

Optional Courses (6 credit hours)

- PA 8030 Internship
- PA 8040 Internship
- PA 8480 Seminar in Public Finance Administration
- PA 8566 Intergovernmental Management
- PA 8600 Administrative Law
- PA 8616 Municipal Law
- GEOG 8120 Urban Geography
- ECON 8500 Seminar in Urban Economics
- UBNS 8020 Race, Ethnicity and American Urban Culture
- UBNS 8806 Introduction to Urban Planning
- UBNS 8830 Interdisciplinary Seminar on the Urban Community
- UBNS 8840 Interdisciplinary Studies on the Urban Community
- CIVE 8610 Urban Transportation

Planning Nonprofit Management Concentration

Advisors: John Bartle and Sam Brown

Required Courses (6 credit hours)

- PA 8550 Introduction to the Non-Profit Sector
 - PA 8480 Public Finance Administration
- or**
- PA 8896 Nonprofit Budgeting & Financial Management

Optional Courses (9 credit hours)

- PA 8106 Marketing for Aviation, Public and Nonprofit Organizations
 - PA 8110 Management Information Systems
 - PA 8206 Community Organizing and Social Change
 - PA 8520 Seminar in Grant Writing
 - PA 8580 Management and Administration of Nonprofit Organizations
 - PA 8596 Techniques & Topics in Nonprofit Management*
 - PA 8710 Fundraising for Nonprofit Organizations
 - PA 8930 Negotiation Skills Management
- *NOTE: PA 8596 may be taken twice for credit (3 credits each time) if the content of the two semesters is different.

Other courses from other fields of study where nonprofit organizations are active may be included for elective credits. Examples include health specialization courses, courses in fine arts administration, museum studies, and social work. Check with your adviser to determine if a class offered outside the school can be included in your degree program.

Public Management Concentration

The public management concentration is for students seeking administrative generalist careers in the public sector

Required Courses (6 credit hours)

- PA 8400 Public Budgeting
- PA 8410 Public Personnel Management

Electives courses (12 hours)

- PA 8110 Managing Information in the Public Sector
- PA 8320 Policy Evaluation
- PA 8440 Organization Development
- PA 8450 Advanced Management Analysis
- PA 8470 Administrative Ethics
- PA 8480 Public Finance Administration
- PA 8500 Issues in Public-Private Cooperation
- PA 8530 Strategic Planning
- PA 8550 Introduction to Nonprofit Sector
- PA 8566 Intergovernmental Management
- PA 8600 Administrative Law
- PA 8896 Special Topics in Public Administration
- PA 8930 Negotiation Skills in General Management
- PA 8990 Capstone Project

Transportation Concentration

Advisors: Massoum Moussavi or Scott Tarry

Required Courses (9 credit hours)

- PA/AVN 8020 Survey of Aviation Administration
- PA 8400 Public Budgeting
- **or**
PA 8750 Aviation Fiscal Administration
- CIVE 866 Transportation Planning and Economics

Electives (6 credit hours)

- AVN 8055 Air Transportation and Inter-modal Systems
- PA 8480 Public Finance Administration
- UBNS 8066 Introduction to Urban Planning
- CIVE 861 Urban Transportation Planning
- CIVE 862 Airport Planning and Design

Public Policy Concentration

The School of Public Administration's MPA program proposes a new concentration, Public Policy.

Objective

The purpose of the proposed public policy concentration is to allow pre-service students and working public administrators to expand their educational background in the area of public policy. The public policy concentration is designed to extend students' understanding of theory and practice in the field of public policy.

Rationale

Most public agencies deliver public services and programs mandated by public policy. Public administrators play an important role not only in the implementation of public policy but also its development. Accordingly, MPA programs provide a foundation for understanding the policy process and gaining policy relevant skills, like policy analysis, policy evaluation, strategic planning, and research methods.

Structure of the Concentration

The proposed public policy concentration consists of the required beginning core courses (12 hours) required for all MPA students, the required ending core courses (9 hours) required for all MPA students, the required policy concentration courses (9 hours), the capstone project (required policy research project, 3 hours), and elective options (6 hours).

Beginning Core Courses (12 hours)

- PA 8050 Public Administration and Democracy
- PA 8010 Public Economy
- PA 8090 Organization Theory and Development
- PA 8120 Research Methods

Ending Core Courses (9 hours)

- PA 8300 Policy Design and Implementation
 - PA 8320 Policy Evaluation
 - PA 8530 Strategic Planning
- or
- PA 8440 Organization Development

Capstone Project (3 hours)

- PA 8990 Capstone Project

Policy Concentration Courses (9 hours)

- PA 8330 Policy Analysis
- PA 8400 Public Budgeting
- PA 8600 Administrative Law

Elective Options (6 hours)

Option A: Policy Focus

Two courses in one or more policy areas selected in consultation with advisor.

For example:

SOC 8200 Medical Sociology and PA 8740 Health Care Policy or
SOWK 8090 Social Welfare Policy and ECON 8850 Urban Economics

Option B: Analytic Focus

Two courses in analytic methods selected in consultation with advisor.

For example:

PA 8450 Advanced Management Analysis and GEOG 8056 Geographic Information I

Please note: To assist advisors, a list of policy-related courses for elective options offered on the UNO and UNL campuses are included with this proposal. Final decision would rest with the advisor and student.

The design of the curriculum is appropriate. The proposed concentration is focused on developing the key skills necessary to design, implement, analyze and evaluation public policy. The required concentration courses were selected because they provide students the tools and skills that public administrators face in working with public policy: analysis of policy (PA 8330), budgeting (PA 8400) and legal issues (PA 8600). The elective options (policy focus and analytic focus) allow for some degree of specialization within the concentration. The capstone requirement allows students the opportunity to apply their learning to a policy research project. In conclusion, the policy concentration courses, the elective options, and the capstone project, provide students a solid grounding in the area of public policy.

Master of Public Administration areas of specialization

Areas of specialization are interdisciplinary in nature. They require students to choose from courses within other academic areas. Students should work closely with both their MPA and specialization advisors to create a plan of study.

Please note that areas of specialization will NOT be noted as such on UNO transcript.

Criminology and Criminal Justice Specialization

Advisor: Cassia Spohn
cspohn@mail.unomaha.edu

Students should have background in criminal justice.

Required course: (3 credit hours)

PA 8400 Public Budgeting

Recommended courses: (9 credit hours)

- CJUS 8010 The Nature of Crime
 - CJUS 8020 Seminar in Administration of Justice
 - CJUS 8040 Seminar in Police and Society
 - CJUS 8050 Seminar in Corrections
 - CJUS 8060 Seminar in the Criminal Court System
 - CJUS 8100 Criminal Justice Organization, Administration & Management
- or**
- CJUS 8110 Criminal Justice Planning and Change
 - CJUS 9110 Course on Police Organization and Management (permission required)

Other graduate courses in criminal justice may be appropriate depending upon student's interests and background. CJUS 8090 (Independent Study) is not recommended.

Information Management Specialization

Advisor: Peter Wolcott
554-3770
pwolcott@mail.unomaha.edu

The following two courses must be taken prior to enrolling in the rest of the specialization:

- PA 8110 Managing Information in the Public Sector
 - PA 8400 Public Budgeting
- or**
- PA 8480 Public Finance Administration

Electives (9 credit hours)

- ISQA 8196 Process Re-engineering
- ISQA 8230 Telecommunications Management
- ISQA 8420 Managing the IS Function
- ISQA 8736 Decision Support Systems
- ISQA 8810 Information Technology Project Fundamentals

Public Health graduate program

The Master of Public Health program offers graduate training leading to an MPH degree in a variety of concentration areas. Students in this program will receive a strong foundation in basic public health science, principles and values designed to prepare them for a profession in public health with particular attention paid to health status, health outcomes, and health needs in special populations (e.g., racial and ethnic minorities, children, and women). Students may conduct their studies on either the University of Nebraska at Omaha campus or the University of Nebraska Medical Center campus.

For more information...

about the graduate program in public health, please call (402) 561-7566 or visit the master of public health web site at <http://unmc.edu/mph>.

Social Work graduate program

The mission of the University of Nebraska at Omaha School of Social Work is to educate students to become highly qualified social workers who serve people of all ages and influence the systems that affect them, to advance knowledge through teaching and research, and to engage with diverse communities to promote socially just societies.

The primary purpose of the social work profession is to enhance human well-being. Social workers help to meet the basic human needs of all people and empower those who are vulnerable, oppressed, or affected by poverty. The social work profession was founded on a set of core principles that still guide its unique purpose and perspective today:

- Service
- Social Justice
- Dignity and Worth of the Person
- Importance of Relationships
- Integrity
- Competence

Social Work maintains a dual focus on individual well-being in a social context as well as the betterment of society. Social workers seek to enhance the capacity of people to address their own needs, helping people to identify and address the environment forces that create and contribute to problems in living. For over 100 years, social workers have worked to promote social justice and social change with and on behalf of individuals, families, groups, organizations and communities, helping millions of people to challenge their circumstances and change their lives, and promoting the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of

direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, research and evaluation.

The masters program in social work prepares the student for advanced social work practice. Master's level social workers are employed in public and private agencies, including medical settings, schools, residential treatment centers, court and correctional agencies, and community planning and development agencies. Their activities and interventions are designed to promote more effective functioning of society as it struggles to "provide for the general welfare" as well as to help people, families, groups, and institutions within the society achieve self-fulfillment.

The School of Social Work and its MSW degree program are accredited by the Council on Social Work Education (CSWE), the national accrediting body for all social work education

Special Procedures for Admission

The School of Social Work has special admission procedures in addition to those required by the Graduate College. Students are encouraged to complete the Graduate application process by February 1. The School of Social Work application is due by March 1. Students are admitted only for the fall semester.

Applicants for graduate social work education should obtain admission information and forms from the School of Social Work's website: <http://www.unomaha.edu/socialwork/msw.php>. Graduate College procedure requirements can be found at <http://www.unomaha.edu/graduate/prospective/applyforadmission.php>.

MSW Admission Requirements:

- Graduate Application for Admission
- Graduate Application Fee
- Two official transcripts from each college or university attended
- GRE/MAT scores if GPA is below 3.0, or if applying to the MSW / MPA dual degree program
- Three Letters of Recommendation
- Five page essay articulating career goals in social work
- Updated resume or work history

Applicants to the School of Social Work are required to take the Graduate Record Examination (GRE) or the Miller Analogy Test (MAT) if they have a cumulative undergraduate GPA between 2.7 and 3.0. The results should be sent to the Office of Graduate Studies and the School of Social Work before the application is reviewed by the Admissions Committee.

The Admissions Committee of the School of Social Work has the responsibility to determine the applicant's suitability for the profession and reserves the right to request an interview and/or additional evaluative material.

The School of Social Work reserves the right to change admission and graduation requirements in order to remain in compliance with the Accreditation Standards of the Council on Social Work Education.

Requirements for the Degree of Master of Social Work

The 63 Credit Hour Program

The MSW program consists of two parts:

1. Foundation Level, which includes generalist knowledge and skills common to all professional social workers
2. Advanced Level, which includes opportunities for in-depth specialization in practice methods and in specific fields of practice

The 27 hours of foundation level courses along with the 36 hours in the advanced level comprise the 63 credit hour program.

This program is for students who have earned a bachelor's degree but have not completed an accredited undergraduate social work program. Some of the foundation courses may be waived by students who successfully pass the waiver exams.

The 39 Credit Hour Program

This is the Advanced Standing program for students who have earned a BSW from a CSWE accredited program and requires:

- A minimum of 39 hours in graduate social work study focusing in one of two concentrations: Integrated Practice or Clinical Social Work.
- Students to enroll in a minimum of two courses per semester; the MSW program must be completed within four years.
- The director of the School of Social Work may approve loads to 15 credit hours for social work majors.
- Prerequisites - completion is required before entry in the program:
 - An undergraduate human biology course or equivalent;
 - An undergraduate research methods course and an undergraduate statistics course.
- A final written comprehensive examination

*See the School of Social Work website for the other requirements, for details about research, practicum, waiver exams, etc.

**This includes one 3 credit graduate research course which is part of the foundation level.

Requirements for the MSW/MPA Dual Degree

The UNO School of Social Work and Public Administration offer prospective candidates the option to receive both graduate degrees offered by these programs (MSW and MPA) through the

Dual Degree Program. Students who have already graduated with a MSW or MPA degree are not eligible for this program.

The MSW/MPA Dual Degree Program consists of 78 credit hours for Foundation-level MSW students, and 54 credit hours for Advanced Standing MSW students. All MSW/MPA Dual Degree students must choose the Integrated Social Work Practice academic concentration. Students must enroll in a minimum of two courses per semester (excluding summer semesters), and complete both degrees within six calendar years. For information about admission requirements, please visit the Social work website at <http://socialwork.unomaha.edu>.

Comprehensive Examinations

Students will complete a 4-hour social work comprehensive exam focused on Integrated Social Work Practice administered by the School of Social Work. Students also will complete a 6-hour public administration comprehensive exam administered by the School of Public Administration. Students have the option to take a 3 credit hours capstone course in lieu of the MPA comprehensive exam. Details are available on the Public Administration website at <http://spa.unomaha.edu/>

School of Social Work Academic Standards Policy

Basic Standard. A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree program. Additionally, a grade of "B" or higher must be achieved in practicum courses (8400 & 8410).

Automatic Dismissal. A grade of "C-" (1.67 on a 4.0 scale) or below in any course taken in the student's major field of study or in any course included in the plan of study will result in automatic dismissal from the degree program by the Office of Graduate Studies.

Probation or Dismissal. In the following cases, the Office of Graduate Studies notifies the School at the start of each semester and requires a recommendation from the School's Graduate Program Committee either to dismiss, or place on probation with conditions for reinstatement as a student in good standing, students who:

- Receive a grade of "C+" (2.33 on a 4.0 scale) or below in any courses involved in the first 12 hours of graduate study for provisionally admitted students.
- Receive at least nine hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taking in the student's major field of study or in any courses included in the plan of study for masters' or specialists' degrees or graduate certificates, regardless of the average.
- Failure to maintain a "B" (3.0 on a 4.0 scale) average in all graduate work taken as part of the degree or certificate program.

In the case of an automatic dismissal because of a grade of "C-" (2.33 on a 4.0 scale) or below, if the student appeals this action, the School's Program Committee Chairperson will convene a formal Advancement Committee meeting to determine the student's status in the MSW program.

In the other situations of failure to meet academic standards (listed above), the Program Committee Chairperson and Director jointly will arrive at a recommendation to be sent to the Office of Graduate Studies. It will state the student is reinstated on probation, with the conditions that he or she will not receive a grade lower than a "B" (3.0 on a 4.0 scale) in the next 12 hours and will maintain a GPA of 3.0 or above; other conditions may be set as well.

Student Responsibilities

Students must be aware of the Quality of Work Standards of the Graduate College as well as additional criteria of satisfactory performance.

It is the student's responsibility to know when his/her previous course work has failed to meet those standards.

Students who are attending classes are still subject to dismissal if the School recommends that action based on review of their previous performance

For more information...

Please call (402) 554-2792.

Sociology graduate program

The department of sociology and anthropology offers an MA in sociology. Department faculty have strengths in several areas, including Medical Sociology, Sociology of Families, Global Social Inequality, Organizational Sociology, and Anthropology.

Medical Sociology examines the impact of social factors on the health and illness of people and the system of medical services. Topics include:

- experience of illness
- issues of prevention and self-care
- inequalities in health and quality of health care services
- provider-patient relationships
- alternative/complementary medicine
- medical ethics
- health care policy
- the professional dominance of medicine

Sociology of Families examines gender, kinship and families in different societies. Topics include:

- the impact of poverty and racism on families
- social capital, employment, and inequality among and within families
- the impact of law and public policies on families

Global Social Inequality examines new patterns of domestic and international inequality. Specific topics include:

- the role of transnational corporations and multilateral policy bodies in the restructuring of First and Third World economies, politics, polities and societies
- labor displacement and migration
- new forms of class, gender, inter-ethnic, language and cultural conflicts and
- new forms of resistance to global inequalities

Organizational Sociology is an applied field of sociology that examines the social context of organizational performance. Using a human relations perspective, organizational sociologists analyze and solve problems of group structure, dynamics, and process that enhance or hinder employer and employee goals and interests. Students of organizational sociology are prepared for leadership or consulting positions in business, government, and private agencies.

Anthropology examines contemporary and prehistoric cultures and how they change over time. Topics include:

- cultural anthropology
- North American archeology
- medical anthropology
- contemporary Native American peoples
- applied anthropology

Admission Requirements

- Applicants for admission to the graduate program in sociology should present a minimum of 15 undergraduate semester hours in the following social sciences.
 - statistics
 - research methods and social theory
 - a minimum of six additional hours of sociology or related courses
- Students with a background in sociology but without the specific course requirements may be admitted provisionally, but must remove any deficiencies within the first year of graduate study.
- Students admitted provisionally can show competence in statistics by taking:
 - SOC 2130, in theory
 - SOC 4710 in research methods and
 - SOC 2510 or
 - in any of these areas by taking a program of independent work approved by the graduate committee
- All courses must be passed with a grade of “B” (3.0 on a 4.0 scale) or better.
- Admissions will be made on a rolling basis, beginning March 1 with a strong preference for Fall admission.

Application Checklist:

- UNO Graduate Studies Office application and fee
- Department graduate program application available from the [Department of Sociology web site](#)
- Three letters of reference on approved form ([Department of Sociology web site](#))

- Writing sample
- Personal statement of goals and perception of how graduate work in sociology may help you achieve your goals
- Optional unofficial copy of transcripts (for earlier consideration)

Master of Arts Degree Requirements

Thesis and non-thesis options are available. For both programs, students must complete one course in sociological theory (SOC 8010 or SOC 8020), research methods (SOC 8030), and statistics (SOC 8040) with grades of “B” (3.0 on a 4.0 scale) or better. At least one half of the hours of course work for either program should be in courses restricted to graduate students only (8--0).

Thesis Option

- Recommended for students who wish to pursue the PhD degree after completing their work at UNO.
- Recommended for students who wish to participate in a research project and gain writing experience through the thesis process.
- Students must pass a comprehensive oral exam structured around the thesis
- Prior to beginning the thesis, students must also have their project approved by the thesis committee.
- Requires a minimum of 24 semester hours of approved graduate work in sociology and related disciplines, including the graduate research methods, statistics, and theory courses, plus six semester hours of thesis credit, for a total of 30 hours.
- Courses will be approved by advisement and the student will develop a program of study that reflects their interests.
- Up to 12 credit hours of non-sociology courses may be included in the program of study.

Non-Thesis Option

- Recommended for students who do not wish to pursue the PhD degree after completing their work at UNO.
- These students are exempt from the thesis requirement.
- Students must complete 36 graduate credit hours including graduate research methods, statistics, and theory and may include up to 18 credit hours in a discipline other than sociology.
- Courses will be approved by advisement and the student will develop a program of study that reflects his or her interests. Reading courses may not be used to meet this requirement except by petitioning the Graduate Program Committee.
- Credit for previously earned thesis hours will not be counted toward the 36 hour requirement.
- After meeting all other requirements for the non-thesis master’s degree or during their final semester in the program, students must pass a comprehensive written examination. This will fulfill the capstone requirement for the M. A. degree. The examination will focus on the student’s course work, and will include one question on sociological theory, one question on research methods and two questions from substantive area(s) of focus. This will be a four-hour exam at a date and time stipulated by the department. Exams will be given at the end of each semester. All eligible students are required to take the exam at the stipulated date and time. In case of a non-

passing grade, students may take the exam one additional time, to be negotiated with their advisor.

Special Education graduate programs

Application for Admission

Applicants must adhere to the admissions procedures and regulations. Deadlines for applying for graduate admission in speech-language pathology are September 1 for the following spring semester and February 1 for the following summer or fall semester.

Applicants must hold a bachelor's degree or its equivalent from a regionally accredited institution and must submit official transcripts from all colleges and universities attended. The transcript must be submitted prior to admission. In addition to the transcript and an application for admission, the applicant must provide the department with:

- two letters of reference from persons who know well the applicant's undergraduate academic work, the applicant's potential to do graduate work, and/or the applicant's professional competence;
- a personal letter of application indicating concentration area and covering such topics as interest, experience, and career goals;
- official score on either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT)
- signed and notarized Rule 20 - Rule 21 statement required by the State Board of Education and evidence of a current, valid, teaching certificate

NOTE: Under special circumstances, applicants may be admitted to degree programs in special education without a current, valid, teaching certificate.

Submission of all required materials and documentation is not a guarantee of acceptance to graduate school.

Graduate-Level Student Teaching/Practica

All candidates in this department must obtain the permission of their academic advisor prior to applying for and registering for student teaching or a practicum. All candidates must complete one (or more) student teaching/practicum experiences as part of their preparation. At least one of these experiences must be an all-day, 16 week experience in the endorsement area.

Admission to a student teaching/practicum is by application only. Applications will not be considered unless all materials are submitted by October 1 for Spring/Summer student teaching and February 15 for Fall student teaching.

Upon admission to the student teaching/practicum, the department will issue a permit that allows the candidate to enroll in the appropriate course. It is the candidate's responsibility to enroll in the proper course. Professional seminars are required as part of the student teaching/practicum

experience and attendance is mandatory. Candidates may be removed from their placement at the request of the candidate, department, or school district/community agency.

Thesis Option/Comprehensive Exams

Candidates in the degree program are encouraged to pursue a thesis option in their program. Completing a thesis will add three to six (3-6) credit hours to each area of concentration. Candidates choosing to write a thesis will not sit for a written comprehensive examination. Comprehensive questions will be included in the oral defense of the thesis. Special Education candidates not choosing a thesis option will sit for a comprehensive written examination, or may, with the consent of the advisor, complete a portfolio detailing their professional preparation.

Quality of Work Standards

Candidates must meet the [Quality of Work Standards](#). Candidates will be dropped from the program for the following:

- Failure to maintain an overall GPA of "B" (3.0 on a 4.0 scale) in graduate work.
- Failure to achieve a grade of "B" (3.0 on a 4.0 scale) or better in the first 12 hours of course work.
- Receiving nine (9) hours of graduate credit with a grade of "C" or "C+".
- Receiving a grade of less than "C" in any course included in the plan of study.

Master's programs in Special Education

Candidates seeking a Master of Science degree in special education will complete a common core of courses (21 semester hours). In addition to the common core, each candidate must select an area of concentration (i.e., Behavioral Disorders, Learning Disabilities, Early Childhood Deaf/Hard of Hearing, Mild/Moderate Disabilities). Course work requirements in the concentration areas vary depending on the area selected.

Candidates seeking a Master's degree in special education must meet the criteria for admission to the Graduate College and the Department. Candidates seeking only endorsement in a special education teaching area, but who do not wish to obtain a Master's degree must meet the criteria to be admitted as an unclassified student. Individuals taking course work for continuing professional development may be admitted as a non-degree student and complete up to 12 credit hours of course work. Graduate level hours taken as a non-degree student may be subsequently included in a program of study at the discretion of the Graduate Program Committee and the Dean for Graduate Studies. The department adheres to all restrictions on non-degree students. No student with non-degree status may enroll in a practicum or student teaching course.

Endorsement Only Option

Candidates not interested in a Master's degree may complete an endorsement only sequence in any of the areas of concentration. The endorsement sequence consists of all prerequisites, the

courses in the concentration area and the courses in the common core except for TED 8010 Introduction to Research.

Master of Science Degree in Special Education

The Master's degree in special education involves the following requirements:

- Admission to the University of Nebraska at Omaha Graduate College.
- Admission to the graduate program in Special Education.
- Bachelor's degree with a valid teaching certificate or completion of the deficiencies necessary for teacher certification.

Prerequisites

All candidates must have completed SPED 4800/8806 Emotional Development of Children and Youth and EDUC 2510 Applied Special Education or SPED 8030 Special Education Alternatives (or an equivalent to any of these).

Common Core (21 credit hours)

All candidates seeking a degree must complete the following required course work:

- TED 8010 Introduction to Research (3)
- SPED 8236 Language Development & Disorders for Teachers (3)
- SPED 8816 Classroom Management (3)
- SPED 8820 Behavior Disorders (3)
- SPED 8400 Learning Disabilities (3)
- SPED 8910 Theories of Assessment & Diagnosis of Learning Deficits (3)
- SPED 8980 Professional Collaboration (3)

Areas of Concentration

In addition to the common core, candidates must select an area of concentration and complete the required course work in that area. Upon completion of the program, the candidate will receive the MS degree and be eligible for a Nebraska Department of Education teaching endorsement in the area of concentration.

Behavioral Disorders

Candidates specializing in behavior disorders will be prepared to design, implement, and evaluate educational programs for children and youth with behavioral disorders. Candidates completing the degree program meet the academic requirements for PK-9, 7-12 or PK-12 endorsement by the Nebraska Department of Education. In addition to previously specified prerequisites, candidates specializing in behavior disorders must complete the following requirements.

Required Courses (18 credit hours)

- SPED 8016 Child Abuse/Neglect (3)
- SPED 8656 Career Development for Individuals with Disabilities (3)
- SPED 8830 Practicum in Behavioral Disorders (PK-9 or 7-12) (3)
- SPED 8840 Advanced Practicum in Behavioral Disorders (PK-12) (3)
- SPED 8850 Methods & Materials in Behavioral Disorders (3)
- SPED 8860 Functional Behavioral Assessment (3)

Early Childhood Deaf/Hard of Hearing

The area of concentration in Early Childhood Deaf/Hard of Hearing is based on the combined standards of the council for Exceptional Children (CEC) and the Council on Education of the Deaf (CED). Candidates may obtain a P-3 endorsement. In addition to previously specified prerequisites, candidates specializing in Early Childhood Deaf/Hard of Hearing must complete the following requirements:

- SPED 1110 American Sign Language I (3)
- SPED 4370 Basic Audiology (3)
- TED 8260 Curriculum Design & Implementation for Early Childhood Education (3)

Required Courses (19 credit hours)

- SPED 8000 Special Projects (1)
- SPED 8200 Speech & Language Development and Early Intervention with the Infant or Toddler who is Deaf or Hard of Hearing (3)
- SPED 8280 Audiological Implications in Education of the Deaf/Hard of Hearing (3)
- SPED 8290 Speech, Language and Literacy Development in the 3-8 Year Old Child who is Deaf or Hard of Hearing (3)
- TED 8296 Learning Material for Early Childhood Education (3)
- SPED 8350 Curriculum Development & Adaptation for Deaf and Hard of Hearing Children from Birth to Eight Years of Age (3)
- SPED 8720 Basic Student Teaching (3)

Mild/Moderate Disabilities

Option 1:

Candidates specializing in teaching students with mild/moderate disabilities can obtain K-9, 7-12, or K-12 endorsement. Upon completion of the program, candidates will meet the requirements of the Nebraska Department of Education for endorsement to teach children and youth with mild/moderate disabilities. Candidates seeking K-12 endorsement will complete student teaching experiences at both the K-9 and 7-12 levels. One of these student teaching experiences may be completed in the candidate's classroom. The other must be completed outside the candidate's classroom. In addition to the previously specified prerequisites, candidates specializing in teaching students with mild/moderate disabilities must complete the following requirements:

Required Courses (15-18 hours)

- SPED 8606 Mental Retardation (3)
- SPED 8646 Methods & Materials in Special Education (3)
- SPED 8656 Career Development for Individuals with Disabilities (7-12 only) (3)
- SPED 8716 Interaction Between Professionals & Parents of Individuals with Disabilities (3)
- SPED 8720 Basic Student Teaching (K-9, 7-12) (3)
- SPED 8730 Advanced Student Teaching (for K-12) (3)

Electives:

Candidates for K-9 endorsement need one elective to complete their program. This elective may be drawn from any course in special education. Other candidates needing electives to complete their programs may select courses with the advice and consent of their advisers.

Option 2:

Candidates currently holding mild/moderate disabilities endorsement can obtain a Master of Science degree in special education with a concentration in Mild/Moderate Disabilities by completing the required coursework in Option 1. If the candidate has completed comparable coursework at the undergraduate level, course substitutions will be made in consultation with the department adviser.

Learning Disabilities

This area of concentration is designed to prepare the candidate to identify, diagnostically analyze and teach children who have specific learning disabilities within cross-categorical resource room settings. Candidates may obtain K-9, 7-12, or K-12 endorsement. Candidates seeking K-12 endorsement will complete student teaching experiences at both the K-9 and 7-12 levels. One of these student teaching experiences may be completed in the candidate's classroom. The other must be completed outside the candidate's classroom.

Required Courses (15-18 credit hours)

- SPED 8646 Methods & Materials in Special Education (3)
- SPED 8656 Career Development for Individuals with Disabilities (3)
- SPED 8730 Advanced Student Teaching (for K-12) (3)
- SPED 8930 School Practicum in Learning Disabilities (K-9 or 7-12) (3)
- SPED 8960 Advanced Diagnosis of Learning Deficits (3)
- SPED 8970 Clinical Teaching in Learning Disabilities (3)

Master's programs in Speech-Language Pathology

The program in Speech-Language Pathology is fully accredited by the American Speech-Language-Hearing Association.

Master of Arts: Speech-Language Pathology

The Speech-Language Pathology graduate program is approved through 2012 by the Council on Academic Accreditation, ASHA's program approval agency. Please check with the Speech-Language Pathology department for specific program requirements.

- Admission to the University of Nebraska at Omaha Graduate College.
- The following are considered to be essential skills and/or abilities for speech-language pathology candidates: adequate vision, hearing, speech, and language.
- The candidate must have successfully completed a minimum of 45 semester hours of undergraduate work preparatory to admittance to the program. These hours are to include the following courses or their equivalents:
 - SPED 1400 Introduction to Communication Disorders (3)
 - SPED 4330 Aural Rehabilitation (3)
 - SPED 4370 Basic Audiology (3)
 - SPED 4380 Speech Science I: Speech Mechanisms (3)
 - SPED 4390 Hearing Science (3)
 - SPED 4420 Early Language Development in Children (3)
 - SPED 4430 Articulation Disorders (3)
 - SPED 4450 Speech Science II: Experimental and Applied Phonetics (3)
 - SPED 4460 Later Language Development in Children (3)
 - SPED 4490 Pre-Clinical Observation and Assessment in Speech Pathology (3)
 - SPED 4500 Communication Disorders in the Elementary and Secondary Schools (3)
 - SPED 4510 Basic Clinical Practicum in Speech Pathology (3)
 - SPED 4750 Childhood Language Disorders I (3)
 - SPED 4760 Assessment Procedures for Speech Language Pathologists (3)
 - PSYC 3130 Statistics for the Behavioral Sciences (3)
- The Pre-Professional Skills Test (PPST) must be passed successfully prior to taking those courses necessary for teacher certification. The candidate should consult with his or her advisor upon admission into the program to determine the first available time to sit for the PPST. It should be noted that candidates holding an active teaching certificate in elementary, secondary, or special education may have these requirements waived.
- Early admission to speech-language pathology program: Candidates with a previous Bachelor's degree in a discipline other than speech-language pathology may apply for early admission to the speech-language pathology program. Early admission will allow candidates to complete the undergraduate requirements and be assured of admission to the graduate program. Some candidates also will elect to take graduate courses while completing the undergraduate deficiencies, thereby expediting the completion of their professional preparation. In addition to the application for admission requirements listed previously, candidates must:
 - pass the PPST
 - complete the speech-language-hearing screening
 - possess an overall GPA of 3.0
 - have completed a minimum of the following four courses in speech-language pathology: SPED 1400, SPED 4380, SPED 4390, and SPED 4450
- Graduate candidates who received their bachelor's degree from another institution may be required to complete a transfer student practicum under UNO supervision prior to any field placement. Candidates must consult with their adviser about completion of this undergraduate credit requirement.

- A minimum of 40 semester hours of course work, thesis and practicum. These hours must include the following:
 - TED 8010 Introduction to Research (3)
 - SPED 8240 Advanced Studies in Communication and Language(3)
 - SPED 8416 Communication Disorders with Organic Etiologies(3)
 - SPED 8420 Advanced Studies in the Disorders of Voice (3)
 - SPED 8430 Advanced Studies in the Disorders of Rate and Rhythm(3)
 - SPED 8440 Advanced Studies in the Disorders of Aphasia and Related Problems (3)
 - SPED 8460 Diagnostic Methods in Communication Disorders (3)
 - SPED 8470 Speech Science III: Neurophysiology of Speech and Language (3)
 - SPED 8500 Basic Clinical Practicum in Speech-Language Pathology (3)
 - SPED 8510 Advanced Clinical Practicum in Communication Disorders (Schools) (3)
 - SPED 8520 Advanced Clinical Practicum in Communication Disorders (Hospitals; Rehabilitation Centers) (3)
 - SPED 8570 Dysphasia Diagnosis and Treatment (3)
 - SPED 8590 Assessment and Management of Language Disorders
 - SPED 8990 Thesis (6)
- *Placements for this practicum are made as space permits.
- The candidate must present and successfully defend a thesis to members of his or her committee.
- The candidate must pass the written comprehensive examination selected by the faculty.

Master of Science: Speech-Language Pathology

The Master of Science degree with a major in Speech-Language Pathology involves these requirements (see application deadlines which appear earlier in this section):

- Admission to the University of Nebraska at Omaha Graduate College.
- The following are considered to be essential skills and/or abilities for speech-language pathology candidates: adequate vision, hearing, speech, and language.
- The candidate must have successfully completed a minimum of 42 semester hours of work preparatory to admittance to the major. These hours are to include the following courses or their equivalents:
 - SPED 1400 Introduction to Communication Disorders (3)
 - SPED 4330 Aural Rehabilitation (3)
 - SPED 4370 Basic Audiology (3)
 - SPED 4380 Speech Science I: Speech Mechanisms (3)
 - SPED 4390 Hearing Science (3)
 - SPED 4420 Early Language Development in Children (3)
 - SPED 4430 Articulation Disorders (3)
 - SPED 4450 Speech Science II: Experimental and Applied Phonetics (3)
 - SPED 4460 Later Language Development in Children (3)
 - SPED 4500 Communication Disorders in the Elementary and Secondary Schools (3)
 - SPED 4490 Pre-Clinical Observation and Assessment in Speech Pathology (3)
 - SPED 4510 Basic Clinical Practicum in Speech Pathology (3)
 - SPED 4750 Childhood Language Disorders I (3)
 - SPED 4760 assessment Procedures for Speech Language Pathologists (3)
 - PSYC 3130 Statistics for the Behavioral Sciences (3)
- The Pre-Professional Skills Test (PPST) must be passed successfully prior to taking those courses necessary for teacher certification. The candidate should consult with his/her adviser upon

admission into the program to determine the first available time to sit or the PPST. It should be noted that candidates holding an active teaching certificate in elementary, secondary or special education may have these requirements waived.

- Early admission to speech-language pathology program: Candidates with a previous bachelor's degree in a discipline other than speech-language pathology may apply for early admission to the speech-language program. Early admission will allow candidates to complete the undergraduate requirements and be assured of admission to the graduate program. Some candidates also will elect to take graduate courses while completing the undergraduate deficiencies, thereby expediting the completion of their professional preparation. In addition to the application for admission requirements listed previously, candidates must:
 - pass the PPST
 - complete the speech-language-hearing screening
 - possess an overall GPA of 3.0
 - have completed a minimum of the following four courses in speech-language pathology: SPED 1400, SPED 4380, SPED 4390, and SPED 4450
- Graduate candidates who received their Bachelor's degree from another institution may be required to complete a transfer student practicum UNO supervision prior to any field placement. Candidates must consult with their adviser about completion of this undergraduate credit requirement.
- A minimum of 40 semester hours of course work and practicum. These hours must include the following:
 - TED 8010 Introduction to Research (3)
 - SPED 8240 Advanced Studies in Communication and Language(3)
 - SPED 8416 Communication Disorders with Organic Etiologies(3)
 - SPED 8420 Advanced Studies in the Disorders of Voice (3)
 - SPED 8430 Advanced Studies in the Disorders of Rate and Rhythm(3)
 - SPED 8440 Advanced Studies in the Disorders of Aphasia and Related Problems (3)
 - SPED 8460 Diagnostic Methods in Communication Disorders (2)
 - SPED 8470 Speech Science III: Neurophysiology of Speech and Language (3)
 - SPED 8500 Basic Clinical Practicum in Speech-Language Pathology (2)
 - SPED 8510 Advanced Clinical Practicum in Communication Disorders (Schools) (3)
 - SPED 8520 Advanced Clinical Practicum in Communication Disorders (Hospitals; Rehabilitation Centers) (3)
 - SPED 8570 Dysphasia Diagnosis and Treatment (3)
 - SPED 8590 Assessment and Management of Language Disorders
- *Placements for this practicum are made as space permit

Elective Courses in Speech-Language Pathology

Any elective option must have advisor approval to insure that the course meets the standards for accreditation and Certification of Clinical Competence.

The candidate must pass the written comprehensive examination selected by the faculty.

Teacher Education graduate programs

The Teacher Education Department offers graduate degrees in elementary education, reading, and secondary education. These degrees will enhance current certification but are not intended to

lead to initial teacher certification. Graduate concentrations are available leading to certification or endorsement in library media, early childhood, reading, gifted education, information technology, ESL, reading and writing. The gifted education endorsement is offered through a cooperative program with the University of Nebraska at Kearney. In addition, graduate certificates are offered in instructional technology and instruction in urban schools.

The department does not offer a minor in teacher education (TED) or in any of the majors within the department.

Admission Requirements

Master's Program

All candidates to a master's program are admitted provisionally based on the following criteria:

- a valid teaching certificate
- an undergraduate GPA of 3.0 (on a 4.0 scale) or above
- completion of undergraduate deficiencies
- for students whose language of nurture is not English, a minimum TOEFL score of 550 paper (213 if computer based; 79-80 if internet based)

Candidates to a master's program are admitted provisionally until completion and successful evaluation of the selective retention materials. Selective retention replaces the admission exam. A faculty panel will review these materials and determine if the candidate's status will be changed to unconditional.

Unclassified students

Candidates who are not planning to pursue a program leading to a graduate certificate or a Master's degree can be admitted to Elementary Education, Reading, or Secondary Education as unclassified. Based on approval from their graduate advisor, they are allowed to take courses for which they meet the prerequisite. Normally, no more than six hours taken as an unclassified student may be transferred into a graduate certificate or degree program. Formal advisement is strongly encouraged. Students admitted as unclassified are not eligible for financial aid.

Admission is based on the following criteria:

- a valid teaching certificate
- an undergraduate GPA of 3.0 (on a 4.0 scale) or above
- completion of undergraduate deficiencies
- for international students, a minimum TOEFL score of 550 paper or 213 computer, or internet based

Non-degree-seeking students

Candidates who are not planning to pursue a program leading to a graduate certificate or Master's program and plan to complete 12 graduate hours or less can be admitted to the university as graduate non-degree students. These candidates do not have an official advisor within the department; however, they may take courses for which they meet the prerequisites. Students in this category are not eligible for financial aid. If the candidate decides to apply for a graduate certificate or degree program, normally no more than six hours taken as a graduate non-degree student may be transferred into the graduate certificate or degree program.

Application Process

Submit the [Application for Graduate Admission](#) to the UNO Office of Graduate Studies which includes two official transcripts for all previous college work and an application fee. (Non-degree students do not need to submit transcripts.)

Submit to the department the TED Departmental Graduate Admission form that describes the current certification level and emphasis and indicates the intended focus of your graduate studies.

Contact your advisor after you receive a confirmation letter from the Office of Graduate Studies.

Elementary Education graduate programs

Master of Arts

Required Courses - 9 hours

- TED 8010 Introduction to Research
- TED 8060 Current Issues and Trends
- TED 8430 School Curriculum Planning

Thesis 6 hours

Related Professional/Academic Courses 15 hours

Total hours required 30 hours

Master of Science

Required Courses 9 hours

It is recommended that these classes be taken early in the program.

- TED 8010 Introduction to Research
- TED 8060 Current Issues and Trends in Education
- TED 8430 School Curriculum Planning

Related Courses 9 hours

Students are to take one course in three of the five strands. They may choose from the courses listed or other courses approved by their advisor.

Assessment and Instruction Strand

- TED 8070 Teaching Multiple Intelligences
- TED 8210 Human Relations for Bias Free Education
- TED 8250 Assessment for the Classroom Teacher
- TED 8930 Individualization of Instruction
- TED 9200 Critical Pedagogy: Teaching for Social Justice
- SPED8236 Language Development & Disorders for Teachers
- SPED8400 Learning Disabilities
- SPED8910 Theories of Assessment and Diagnosis of Learning Deficits or any assessment and instruction course or workshop pending advisor's approval

Child Development Strand

- TED 8246 Parent Involvement in Early Childhood Education
- TED 8276 Current Trends in Early Childhood Education
- SPED8016 Child Abuse/Neglect
- SPED8806 Emotional Development of Children and Youth or any early childhood course or workshop pending advisor's approval

Literacy Strand

- TED 8030 Politics of Literacy Education
- TED 8470 Teaching in Language Arts
- TED 8616 Teaching Writing Throughout the Curriculum
- TED 8650 Children's Literature and Education
- TED 8660 Young Adult Literature and Education
- TED 8800 Multicultural Literature for Children and Youth
- TED 9100 Theories and Processes of Reading
- TED 9110 Principles and Practices in Teaching Reading or any literacy course or workshop pending advisor's approval

Science and Mathematics Strand

- TED 8410 Special Topics in Mathematics/Science
- TED 8510 Aerospace Education Workshop
- MATH 8505 Selected Topics in Mathematics/Education
- MATH 8980 Graduate Seminar in Mathematics/Elementary Education
- PHYS 8055 The Philosophy of Space Exploration
- PHYS 8165 Current Topics in Science
- CHEM 8936 Special Topics in Chemistry/Education
- BIOL 8010 Seminar in Biology
- BIOL 8060 Inquiry in the Biological Sciences
- GEOG 8040 Seminar in Educational Geography

- GEOG/GEOL 8236 Great Plains and Nebraska
- GEOG 8500 Earth Science for Educators
- GEOG/GEOL 8536 Historical Geography of the United States or any science/math course or workshop pending advisor's approval

Technology Strand

- TED 8540 Using Microcomputers in the Educational Process
- TED 8550 Introduction to Media Integration with Microcomputers
- TED 8560 Hardware/Software Support for the Learning Environment
- TED 8570 Internet in the Classroom
- TED 8580 Authoring Internet Based Educational Materials
- TED 8596 Electronic Literacy
- TED 8600 Advanced Seminar in Educational Technology
- TED 8620 Advanced Technology Support for the Learning Environment
- TED 8766 Selection of Information Resources
- TED 8770 Production and Utilization of Educational Media
- EDAD 8250 Technology for School Leaders or any technology course or workshop pending advisor's approval

Area of Concentration 12 hours

Each student will include in his/her Plan of Study, an area of concentration in a special field which will provide depth in an area of his/her interest. Courses within the concentrations will be decided upon in conference with the student's advisor. Possible concentrations include:

Behavior Disorders
Early Childhood Education
Educational Administration
Elementary School Counseling
ESL/ELL
Gifted Education
Hearing Impaired
Improvement of Instruction
Learning Disabilities
Library Media
Literacy
Math and Science
Technology
Urban Schools
Electives 6 hours

Total hours required (minimum) 36 hours

Also requires completion of a comprehensive exam.

Selective Retention for Master's Program

To move from provisional to unconditional status, the following is a criteria guide for the application process:

- Elementary Education and Reading, during the term in which you will complete 12 hours of TED courses
- Secondary Education, during the term in which you will complete at least 6 hours of TED courses
 - complete a graduate course summary form
 - submit a formal letter of application
 - complete a degree plan of study with an assigned advisorUnconditional status means that the student is a candidate for the Master's degree

Comprehensive Examination

Students who seek the Master of Science degree with majors in Elementary Education, Reading without thesis, and Secondary Education must take a written comprehensive examination. The comprehensive examination for a Master of Arts candidate is oral. This examination is taken at or near the completion of all course work required in the approved plan of study.

Secondary Education graduate programs

Secondary Education candidates may earn the Master of Arts degree or the Master of Science degree. Initial certification is a requirement for admission. Professional rank for Nebraska certification and/or additional endorsements may be earned as part of both degree programs.

Master of Arts

Required Courses 12 hours

- TED 8010 Introduction to Research
- TED 8060 Current Issues and Trends
- TED 8430 School Curriculum Planning
- One course in Instructional Technology: TED 8540, TED 8550, TED 8560, TED 8570, TED 8580, TED 8596, TED 8600, TED 8620, TED 8770, EDAD 8250 or equivalent)

Thesis 6 hours

Related Professional/Academic Courses 12 hours

Total hours required 30 hours

Master of Science Degree with Major in Secondary Education

Required Courses 12 hours

- TED 8010 Introduction to Research

- TED 8060 Current Issues and Trends
- TED 8430 School Curriculum Planning
- One course in Instructional Technology: TED 8540, TED 8550, TED 8560, TED 8570, TED 8580, TED 8596, TED 8600, TED 8620, TED 8770, EDAD 8250 or equivalent

Related Teacher Education courses: 9 hours

(TED 8410 strongly recommended if available in candidate's teaching area)

Related Professional/Academic courses 15 hours

Each student will include in his/her Plan of Study, an area of concentration in a special field which will provide depth in an area of his/her interest. Courses within the concentrations will be decided upon in conference with the student's advisor.

Possible concentrations include:

Art
Educational Administration
English
ESL/ELL
Foreign Languages
Improvement of Instruction
Library Media
Mathematics
Middle Level
Music
Political Science
Science
Secondary School Counseling
Social Studies
Technology
Urban Schools
Total hours required 36 hours

Selective Retention for Master's Program

To move from provisional to unconditional status, the following is a criteria guide for the application process:

- Elementary Education and Reading, during the term in which you will complete 12 hours of TED courses
- Secondary Education, during the term in which you will complete at least 6 hours of TED courses
 - complete a graduate course summary form
 - submit a formal letter of application

- complete a degree plan of study with an assigned advisor Unconditional status means that the student is a candidate for the Master's degree

Comprehensive Examination

Students who seek the Master of Science degree with majors in Elementary Education, Reading without thesis, and Secondary Education must take a written comprehensive examination. The comprehensive examination for a Master of Arts candidate is oral. This examination is taken at or near the completion of all course work required in the approved plan of study.

Reading graduate program

Master of Science in Reading

The Master of Science degree with a major in Reading provides an opportunity for graduate study in the field of Reading education. Candidates may select either a non-thesis program of study (Option 1) or a thesis program of study (Option 2). Both options require candidates to successfully complete a minimum of 36 hours of graduate credit. Candidates completing Option 1 will be eligible for K-12 endorsement in Reading in Nebraska. Candidates completing Option 2 who wish to be eligible for a Reading endorsement must include the course work required for endorsement in their program of study. A program of study for both Option 1 and Option 2 must be approved by an advisor.

Option 1: M. S. Program without Thesis

Required Courses 27 hours

TED 8010 Introduction to Research
TED 9100 Theories and Processes of Reading
TED 9110 Principles and Practices in Teaching Reading
TED 9120 Teaching Reading in the Secondary School
TED 9180 Seminar in Research in Reading
TED 9190 Applications of Literacy Evaluation and Instruction
TED 8470 Teaching the Language Arts
TED 8650 Children's Literature & Education
TED 8660 Young Adult Literature & Education

Related Courses 9 hours: to be determined in consultation with advisor

36 Total hours required

Option 2: M. S. Program with Thesis

Required Courses 9 hours

TED 8010 Introduction to Research
TED 9100 Theories and Processes of Reading
TED 9180 Seminar in Research in Reading

TED 8990 Thesis - 6 hours

Related courses 21 hours: to be determined in consultation with advisor

36 Total hours required

*The thesis is completed under the direction of a major advisor and supervisory committee as outlined in [Thesis](#) section. The comprehensive exam will occur during the thesis defense and will consist of questions and answers reflecting course work. Candidates wishing to qualify for K-12 endorsement in reading in Nebraska also must complete TED 9110, TED 9120, and TED 9190. These may be used as electives.

Selective Retention for Master's Program

To move from provisional to unconditional status, the following is a criteria guide for the application process:

- Elementary Education and Reading, during the term in which you will complete 12 hours of TED courses
- Secondary Education, during the term in which you will complete at least 6 hours of TED courses
 - complete a graduate course summary form
 - submit a formal letter of application
 - complete a degree plan of study with an assigned advisor Unconditional status means that the student is a candidate for the Master's degree

Unconditional status means that the student is a candidate for the Master's degree.

Exit alternatives for M. S. in Reading without thesis

Comprehensive Exam

The comprehensive exam is a take-home exam. The questions require the student to integrate concepts from the graduate classes they have taken. Students will be asked to consider the relationships between theory, research and practice in issues related to literacy in school settings.

Portfolio

The portfolio is a collection of materials that demonstrates who the student is as a reader, writer, teacher, and learner. It requires the student to reflect on issues related to their personal literacy and their development as a teacher. Similar to comprehensive exams, the portfolio requires the student to integrate issues from the various classes they have taken, as well as their teaching experiences.

Theatre graduate program

Mission

To ignite in the student, teacher, and community through critical thinking, compassionate feeling, collaborative vision, and the capacity to delight.

“The true purpose of theatre is to create myths, to express life in its immense, universal aspect, and from that life extract images in which we find pleasure in discovering ourselves.” -Antonin Artaud.

The Master of Arts in Theatre program offers advanced study in:

- Theatre Scholarship (Research Methods, Theory and Criticism Seminars, and Theatre History and Literature)
- Performance (Acting and Directing)
- Design and Technology, and Management

The overall goal of the program is to help you develop a deeper understanding of your role as a theatre artist by studying and applying theory and criticism, history, and literature to your work as an actor, director, designer, dramaturg, or scholar. We emphasize the interaction between scholarship and production. All of our students work in multiple disciplines in preparation for PhD work or careers in professional, academic, or community theatres.

The program is broadly flexible and allows each student to design a plan of study that meets individual needs and goals. With four mainstage and additional student-directed productions each year, opportunities for applied work are considerable. As part of a metropolitan university, the University of Nebraska at Omaha has close ties to the theatres in Omaha including the:

- Nebraska Shakespeare Festival
- Omaha Community Playhouse
- Nebraska Theatre Caravan
- Blue Barn Theatre
- Omaha Theatre Company for Young People and
- Opera Omaha

Credited Internships are available with area theatres.

Concentrations are available in Acting, Directing, Theatre History and Literature, and Design and Technology. A special concentration is available to those students wishing to focus on Theatre Management. The concentration combines study in regular theatre areas, Public Administration and on-site Internships with one of Omaha's many vibrant theatres. UNO's College of Public Affairs and Community Service is a partner in this special study, thus creating a vigorous interdisciplinary concentration for the management student.

An applicant for graduate study in theatre must:

- present a minimum of 15 undergraduate semester hours with a " B" (3.0 on a 4.0 scale) average in appropriate courses or experience equivalent to undergraduate training in theatre.
- submit a statement of intent, not to exceed three double-spaced typewritten pages explaining why they wish to pursue a Master of Arts in theatre. The statement of intent should also address the applicant's interest in an area of concentration. These statements are reviewed for quality of writing and the extent to which the applicant's goals are compatible with the strengths and interests of the theatre faculty and the stated objectives of the program.
- prove background in costume, makeup, stagecraft, design, lighting, acting, directing, history, and literature by transcript, portfolio review, further undergraduate coursework or demonstrating proficiency.

To begin a review of credentials, the student should contact the Graduate Program Committee Chair (phone 402-554-2552) for further information.

Deficiencies will be determined by the Graduate Program Committee and ideally should be made up in the first year of study.

Miller Analogy Test (MAT) and Graduate Record Examination (GRE)

The department accepts the Miller Analogy Test (MAT) as well as the Graduate Record Examination (GRE) for admission. The graduate program in theatre is designed to insure that students are familiar with the field as a whole and that they can demonstrate master's-level competence through a thesis or final project and a written comprehensive examination at the conclusion of their course work.

All candidates are required to take three hours in research methods (THEA 8900 & 8910), nine hours of graduate seminars (THEA 8920, 8930, 8940, or 8950) and to complete one of the following plans of study:

Option I - Thesis

Successful completion of at least 24 semester hours of course work including at least 12 hours in 8000-level courses*; plus a thesis (six credit hours) based on a proposal approved by the student's supervisory committee and defended orally before the committee when completed.

Option II - Thesis Equivalent Project

Successful completion of at least 30 semester hours of course work including at least 12 hours in 8000-level courses*; plus a Final Project (six credit hours) consisting of major responsibility in a production approved by the theatre faculty and the Graduate Program Committee in Theatre or an equivalent major effort in, for example, playwriting or a project of sufficient challenge and depth which is approved by the Theatre Graduate Program Committee. A final paper, portfolio, script or equivalent documentation will be assembled upon completion of the project and

presented to the student's supervisory committee. The student will make an oral defense of the project before the committee.

Option III - Final Project

Successful completion of at least 33 semester hours of course work including at least 15 hours in 8000-level courses*; plus a Final Project (three credit hours) consisting of major responsibility in a production approved by the theatre faculty and the Graduate Program Committee in theatre or an equivalent major effort in, for example, playwriting or a project of sufficient challenge and depth which is approved by the theatre Graduate Program Committee. A final prompt book, journal, portfolio, script or equivalent documentation will be assembled upon completion of the project and presented to the student's committee. The student will make an oral defense of the project before the theatre graduate program committee.

For more information

Students are directed to obtain a copy of the MA Program Guidelines from the department office or call (402) 554-2552, for more detailed information on the program process and requirements.

*At least one-half of the hours of non-thesis course work in a plan of study should be in courses which are restricted to graduate students only (8--0 or 9--0).

Urban Studies graduate program

The modern world is increasingly an urban world. Urban Studies seeks to understand the physical, social, economic, demographic, political, and environmental implications of urbanization and urbanism.

The MS in Urban Studies is an interdisciplinary degree program offered through the School of Public Administration. As UNO is a comprehensive, metropolitan university, the MS in Urban Studies helps fulfill the urban mission of UNO.

Graduates with the MS in Urban Studies:

- will possess a broad range of technical skills and an understanding of the problems and challenges of contemporary urban society
- will pursue professional, research or teaching career in the urban studies field
- careers with governmental, non-profit agencies and private businesses who employ urban studies graduates in a variety of management, planning, technical, analytical, human service, and other professional positions

Students enter the MS in Urban Studies with a variety of undergraduate degrees and a range of interests. They will take either a practitioner or research track in their studies and their plans of study will include an area of concentration or specialization reflecting career goals and aspirations.

Omaha, a metropolitan area of nearly three-quarters of a million people, contains a rich and diverse urban environment. Its ethnic neighborhoods contribute to a vital and energetic community that provides the student in the MS in Urban Studies program with many opportunities and venues for field research and training.

The Center for Public Affairs Research, the Labor Institute, and several neighborhood-based development programs operated by faculty and staff of the School of Public Affairs and Community Service also offer community research, outreach, and service learning activities that the Urban Affairs student may utilize.

Admission

The general prerequisite for admission to the Urban Studies program is a Bachelor of Arts or Bachelor of Science degree or equivalent.

To be admitted unconditionally, the student must have achieved a grade average of 3.0 on a 4.0 system for either the full undergraduate program, for the undergraduate major of urban studies, or for the junior-senior years and must have completed all other admission requirements for Graduate Studies.

Provisional admission may be granted where the applicant has achieved a grade point average of 2.7 or above. Exceptions to the 2.7 grade point average may be made by the Graduate Program Committee in conjunction with the Graduate Dean where the applicant:

- has a demonstrated record of work experience directly related to Urban Studies; and
- has demonstrated through recent course work an ability to successfully complete up to 12 hours of graduate work.

Students who wish to take courses for professional growth or personal interest but who do not intend to pursue an advanced degree may be granted unclassified admission.

A detailed resume and a two-page typed essay on how the Master of Science in Urban Studies will further the applicant's career objectives must be included with the application for admission.

Transfer of Credit

Students may transfer up to one-third of the course work required for the urban studies degree requirements. This requires approval of the Graduate Program Committee and Graduate Dean. Students should discuss this with a faculty advisor. The request for a transfer of credit should be made as soon as possible and a letter of explanation from the student is required. An official transcript is also required.

Degree Requirements

The Urban Studies program consists of 37 hours, or 12 courses. Core courses required of all students are

- UBNS 8000 Seminar in Urban Studies*
- PA 8120 Research Methods*
- PA 8010 The Public Economy
- UBNS 8020 Race, Ethnicity and American Urban Culture
- GEOG 8126 Urban Geography**
- GEOG 8056 Geographic Information Systems I**
- UBNS 8060 Introduction to Urban Planning
- UBNS 8200 Community Organizing and Development
- PA 8990 Capstone Seminar***
- 9 hours of electives - Students select three elective courses, to be approved by the Director of Urban Studies, which fit their career goals.

*UBNS 8000 and PA 8120 must be completed before other courses are taken (PA 8010, UBNS 8020, GEOG 8126, or approved electives may be taken concurrently).

**GEOG 8126 must be taken before GEOG 8056.

***PA 8990 is to be taken in the final semester of coursework, in spring semester. In unusual circumstances it may be taken in other semesters by arrangement, but it should be taken in spring with the Urban Studies group.

Internship

Students who have not had at least two years full-time professional experience in the public or nonprofit sector (experience must have been in the sector of the student's primary future career interest) will complete an internship. The internship is given as a supervised course of three credit hours in addition to the 37 hours required in the Urban Studies program. The internship is taken following completion of preparatory coursework as determined by the Director of the Urban Studies program.

Thesis Option

A thesis option is available for students who wish to explore a particular aspect of urban affairs in depth, or who want to prepare for advanced graduate work. Students choosing the thesis option do not take PA 8990, the capstone seminar, but instead take 6 credit hours of UBNS 8980, Thesis, engaging in a major research project. This results in an addition of 3 credit hours to the student's overall program. Please contact the director of the Urban Studies program for more information.

For more information

For more information about the graduate program in urban studies, please contact Prof. Robert Blair (402) 554-3865.

Masters of Fine Arts in Writing graduate program

The MFA in Writing is a two-year program of focused instruction for creative writers who are committed to a literary career. The program comprises four 16-week writing seminars and five 10-day, conference-style residency sessions. The seminars and residencies are integrated to help those who need to hone their writing and critical thinking in order to participate competitively in the wider domain of contemporary American letters. In a two-year course of study, the student earns 60 credit hours toward a Masters of Fine Arts degree in one of three genres: fiction, poetry, or nonfiction.

Admission

NOTE: With the exception of international applicants who must submit a TOEFL score; applicants do not need to submit any standardized test scores such as the GRE. All applicants, however, should include a summary of any pertinent graduate or undergraduate work completed.

Applicants for admission to the Master of Fine Arts in Writing must:

- Hold a bachelor's degree from a regionally accredited college or university with a minimum GPA of 3.0 on a 4.0 scale.
- Request two official transcripts from each college or university attended to be sent directly to the Office of Graduate Studies. Hand carried or student submitted credentials are not acceptable.
- Complete the Graduate online Application form.
- Send to the MFA program office, a portfolio representing the applicant's best current writing with the following guidelines:
 - 15 pages of poetry
 - 30-40 pages of fiction or creative nonfiction
 - In manuscript form, the format should be in 12 pt. typeface, Times or Times New Roman
 - Poetry should be single-spaced and prose double-spaced
 - pages numbered top right
 - applicant's name at the top left of each page
- Send to the MFA program office a two-page statement of the applicant's background in writing, goals as a writer, and reasons for wanting to enroll in the program.
NOTE: Portfolios of written work and Statements of Goals submitted as email attachments in .rtf or .doc formats to the MFA office will accelerate the evaluation process.
- Send three letters of recommendation from individuals who can attest to the applicant's ability to complete such a course of study, ability to work independently, and/or the quality of prior literary achievements. These letters should be on institutional letterhead when appropriate and mailed separately by the recommenders *directly* to the MFA program office.

For specific information, requirements and current residency dates for the program, please consult the program web site: <http://www.unomaha.edu/unmfaw>

MFA Program Contact Information:

Mail:

Administrative Director
University of Nebraska MFA in Writing
6001 Dodge St. WFAB 310
Omaha, NE 68182-0324
Telephone: 402-554-3020
Email: jennalucas@cox.net

Deadlines

Program enrollment is small and selective. Prospective students are encouraged to apply as early as possible. Applications will be considered on a year-round basis, but within the following cycles:

- Application deadline for acceptance into the Winter residency and Spring semester is September 15.
- Application deadline for acceptance into the Summer residency and Fall semester is March 15.

Applicants admitted to the Program must register for one residency session (3 credit hours) prior to the beginning of the session and one distance writing seminar (12 credit hours) during the residency session for each semester.

Applicants not admitted into the program may reapply with new manuscript material after one year.

Residencies

Residencies are conference style sessions (10 days) consisting of a combination of workshops on student writing, craft and theory classes, individual conferences with mentoring faculty, and performance readings. All students are required to take a minimum of 20 hours of a combination of these events, and to meet with their mentoring faculty member to design a course of study for the semester.

Dates of Residency

Seminars

Seminars are semester-long (16 weeks) supervised distance studies in writing during which the student corresponds regularly with a faculty mentor on the work which was proposed during the preceding residency session individual conferences. At least four times a semester, the student must submit creative and critical writing to the faculty mentor. The mentor will respond with revisions, suggestions for further readings, and discussion. Additionally, students will have the

opportunity, through a seminar web site, to participate in online craft discussions with other students in their seminar group. Seminars are comprised of a maximum of 5 students each.

Further information on the MFA in Writing may be obtained by contacting:

Administrative Director
University of Nebraska at Omaha
6001 Dodge St. WFAB 310
Omaha, NE 68182-0324
402-554-3020
Email: jennalucas@cox.net

OR

Office of Graduate Studies
University of Nebraska at Omaha
Eppley Administration Building 203
Omaha, NE 68182-0209
402-554-2341
Email: graduate@unomaha.edu

DUAL DEGREE MASTER'S PROGRAMS

Master of Business Administration and Master of Science in Management Information Systems dual degree program

Objective / Rationale

In today's context of a globally integrated and interdependent businesses, ubiquitous information technologies, and mobile workforce, it is critical that graduate education provide students opportunities to develop integrated business and technology skills. Thus, the primary purpose of this dual degree program is to provide this integration by enabling students to complete an MBA and an MS in MIS degrees simultaneously. This track is designed for dedicated students who are willing to take on the challenges related to graduate education from two perspectives -- Business Administration and Management Information Systems. As such, this program involves intensive preparation in both business administration and information systems and a specialization in an area that combines both backgrounds. The dual degree program requires 54 hours of course work beyond foundation requirements. Students who wish to pursue this option will need to work closely with an adviser to develop an integrated plan of study at an early stage.

Application Procedures and Admission Standards

1. Complete and submit the graduate application form for admission.
2. Submit a detailed resume indicating your work experience and background.

3. Submit a writing sample from work or previous academic experiences. Alternatively, if you do not have a writing sample, please submit a two page double-spaced word processed essay that addresses the following two topics:
 - o Discussion of two accomplishments that demonstrate your potential for success in the dual-degree MIS/MBA program.
 - o Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to the dual-degree MIS/MBA graduate program.
4. Provide three letters of recommendation on official letterhead from individuals who can evaluate your work and/or academic achievements.
5. Send two official transcripts of all college coursework. All applicants must have earned a minimum JR/SR GPA of 2.85.
6. Submit Official GMAT score: Minimum GMAT score of 500 with a minimum 20th percentile for both the verbal and quantitative portions.
7. International applicants who do not have a baccalaureate or equivalent degree from an English-speaking institution of higher education in the United States, the United Kingdom, Canada, English-speaking Africa, Australia, Ireland or New Zealand are required to submit TOEFL scores. The minimum TOEFL score required for the joint MBA/MS in MIS program is 550 for the paper or 213 for the computer-based test.
8. Interview (optional): Although not required, applicants are strongly encouraged to arrange for an interview with one or more members of the Graduate Program Committees by directly contacting the Committee Chairperson of the College of IS&T. Telephone interviews are highly recommended for applicants outside the local area.
9. Students qualifying for admission based on the standards outlined above but lacking some foundation courses will be granted provisional status until all foundation courses are completed with grades of "B" (3.0 on a 4.0 scale) or above.

Joint Admission

Students will be admitted jointly for the MS in MIS and the MBA programs under this track. The MBA and MS in MIS graduate program committee chairs will coordinate the admission process between the two programs. Though not required, it is highly recommended students complete the MBA foundation courses before taking MS in MIS courses.

Plan of Study

Each student admitted to the dual degree option will, within the first semester of their enrollment, file a plan of study in close consultation with a graduate advisor.

Academic Performance

In addition to UNO Graduate College Quality of Work Standards, Dual Degree (DD) students may repeat only once a BSAD 8-0-level course in which they receive any grade, including "W" or "I". Students earning three "C/C+" grades or a grade of "C-" or below, will be automatically dismissed from the DD program. Dismissed students will be immediately administratively withdrawn from all courses in which they are enrolled for DD credit.

Students who have been dismissed may not enroll in any courses for DD credit in any subsequent semester or summer session until reinstatement has been granted by the Dual-Degree Program Academic Standards Committee (DDPASC) comprised of the 2 GPC Chairs and 1 faculty member from each GPC.

- Students who have been dismissed from the DD program may submit a written petition for reinstatement to the DDPASC.
- Students petitioning the DDPASC for reinstatement may not enroll in any course for DD credit until after the DDPASC has ruled on the petition.
- Upon receiving a petition for reinstatement, the DDPASC will evaluate the student's written petition for reinstatement.
- As part of the reinstatement petitioning process, the DDPASC reserves the right to examine the student's academic record and reserves the right to speak to any previous instructor who has taught the student; this information may be used by the DDPASC in the reinstatement decision.
- Information provided by previous instructors will not be shared with the student.
- Reinstatement is a privilege and not all students who are dismissed will be reinstated. Students who have been reinstated will serve a probationary period of the DDPASC's discretion and must satisfy the probationary conditions specified by the DDPASC.
- In addition to probationary conditions, reinstated students will be subject to additional reinstatement conditions as specified by the DDPASC. These reinstatement conditions will include retaking one or more courses in which the student must earn a grade of "B" (3.0) or higher (the exact grade requirements for retaken courses may in fact be higher than "B" (3.0)).
- Students not satisfying the probationary or reinstatement conditions will be automatically dismissed.

DDPASC will consider grades earned in repeated courses

DDPASC will consider grades earned in repeated courses when making decisions related to the Quality of Work Standards issues. DDPASC will consider the initial grade(s) received in a course as well as the most recent grade received for the course. This approach differs from the method used to calculate GPA in a student's eBRUNO file, where the most recent grade replaces the grade received in the previous course attempt.

Master of Business Administration and Master of Science in Management Information Systems dual degree program

Degree Requirements

The degree requirements for the dual MBA and MS in MIS program include the completion of 54 semester hours of graduate credit beyond foundation courses identified at the time of admission. These hours will be completed as follows. Please note that if a core course is waived due to the student's undergraduate major, the student will be required to take an additional elective course to replace the waived course.

1. Core Courses: 42 credit hours
 - MBA program: 21 hours required
 - MS in MIS program: 21 hours required

2. Electives: *9 credit hours* in one of the areas of focus listed below:
 - Students must take a minimum of *3 credit hours* of the ISQA 8--- elective courses and a minimum of *3 credit hours* of the BSAD or ECON 8--- elective courses
 - Students may enroll in a *maximum of 6 credit hours* of dual-level (8--6) elective courses
 - Students may pursue an alternate area of focus with the approval of the Graduate Program Committee.
3. Attendance at a minimum of *3 MBA leadership seminars* and completion of the integrative business case requirement.
4. Capstone Class: *3 credit hours*
 - Students will complete the MBA program capstone course (BSAD 8800 -- 3 hours) with a grade of B (3.0) or higher.
5. Comprehensive Exam
 - Students must pass the MS in MIS comprehensive exam.

Foundation Courses

A student must have completed the following required basic courses. All MBA foundation courses must be completed either as an undergraduate student, prior to, or concurrent with enrollment in the first MBA course. MS in MIS foundation courses must be completed prior to or concurrent with first enrollment in the first MS in MIS course.

MBA Foundation Courses

Accounting BSAD 8110 or one year of Principles of Accounting at the undergraduate level (ACCT 2010 and 2020)

Economics BSAD 8180 or Micro- and Macro-economics at the undergraduate level (ECON 2200 and 2220)

College Algebra MATH 1310 and MATH 1320 (or their equivalents)

English Composition ENGL 1150 is a required course for all international students entering the MBA program who are required to take the TOEFL

MS in MIS Foundation Courses

Six hours of programming coursework or equivalent experience

CIST 3100 - Organizations, Applications and Technology or one semester of undergraduate information systems or equivalent

ISQA 8040 - An Overview of Systems Development or ISQA 4110 Information Systems Analysis and ISQA 4120 Systems Design and Implementation or equivalent

ISQA 8050 - Data Organization and Storage or ISQA 3300 File Structures and ISQA 3310 Managing the Database Environment or equivalent

Joint Foundation Course

Statistics can be satisfied by either BSAD 3160, Managerial Statistics for Business, or CIST 2500, Introduction to Applied Statistics for IS&T, or one semester of undergraduate statistics

Core Courses

MBA Core Courses (21 Hours)

BSAD 8060 - Essential Leadership Skills
(this is the first graduate level course MBA students are to complete)
BSAD 8010 - Legal, Ethical, and Social Environment
BSAD 8100 - Managerial Economics
BSAD 8200 - Managerial Accounting
BSAD 8310 - Managing Performance in Organizations
BSAD 8400 - Marketing Policies

MS in MIS Core Courses (21 Hours)

ISQA 8060 - Research in MIS
ISQA 8210 - Management of Software Development
ISQA 8220 - Advanced System Analysis and Design
ISQA 8310 - Data Communications
ISQA 8380 - Managing the Distributed Computing Environment
ISQA 8410 - Database Management
ISQA 8420 - Managing the IS Function

Capstone Course and Comprehensive Exam

BSAD 8800 - Policy Planning and Strategy. All other core MBA courses must be completed prior to enrollment in this course. A requirement of this course is authoring a business case, analysis of this business case, and preparation of teaching materials for this business case. This course must be completed with a grade of B (3.0 on a 4.0 scale).

Focused Elective Courses (9 Hours from one of the areas of focus listed below)

Technology Entrepreneurship Focus

BSAD 8366 - E-Marketing
BSAD 8910 - Special Topics: Entrepreneurial Planning
BSAD 8910 - Special Topics: Business Innovation Consulting
BSAD 8706 - Economics of E-Business
BSAD 8620 - Valuation of Intellectual Property
ISQA 8186 - Electronic Commerce
ISQA 8570 - Information Security Policy, Privacy and Ethics

Business Process Transformation Focus

BSAD 8910 - Special Topics: Quality and Process Improvement
BSAD 8706 - Economics of E-Business
ISQA 8196 - Process Re-engineering with Information Technology
ISQA 8736 - Decision Support Systems
ISQA 8570 - Information Security Policy, Privacy and Ethics
ISQA 82XX - Project Risk Management
ISQA 8810 - IT Project Management
ISQA 8596 - IT Audit and Control

Applied Quantitative Techniques Focus

BSAD 8080/ECON 8310 - Business Forecasting
ECON 8300 - Econometrics or
ISQA 8340 Applied Regression Analysis
ISQA 8160 - Applied Distribution Free Statistics
ISQA 8156 - Advanced Statistical Methods for IS&T
ISQA 8736 - Decision Support Systems

Health Care Information Systems Focus

ECON 8600 - Health Economics
ISQA 8570 - Information Security, Policy, Privacy and Ethics
PA 8760/PSM 810 - US Health Care System: An Overview
ISQA 8400/IMED 840 - Clinical Systems Architecture and Function
ISQA 8500 - Readings in Clinical Informatics (Note prerequisites for this course)

Master of Public Administration and Master of Science in Management Information Systems dual degree program

Objective

In government and non-profit organizations, there is a significant need and a long-term demand for persons with advanced skills in information management technology. The primary purpose of this dual degree option is to prepare students to manage and lead organizations in the future. To meet this need, the School of Public Administration and the College of Information Science and Technology offer the option to complete both the MPA and the MS in MIS degree jointly and by completing 54 to 57 hours of course work beyond foundation requirements. This joint degree program is designed for dedicated students who are able to successfully complete graduate intensive study from two perspectives -- Public Administration and Management Information Systems -- while achieving a synergy between the two fields. As such, the program involves graduate coursework in both public administration and information systems, with integrative experiences that will attain the desired synergy. Students interested in this option will work closely with a faculty mentor to develop an integrated plan of study at an early stage.

Application Procedures

Note: Students who have already graduated with a MPA or MS in MIS are NOT eligible for a dual degree.

- Complete and submit the graduate application form for admission.
- Submit a detailed resume indicating your work experience and background.
- Application for Admission to the MPA program.
- Submit the essay described in the MPA Admission form.
- A writing sample from work or previous academic experiences. Alternatively, if you do not have a writing sample, please submit a two -page double-spaced word processed essay that addresses the following two topics:
 - Discussion of two accomplishments that demonstrate your potential for success in the graduate program
 - Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program
- Ask three references who can evaluate your work and/or academic achievements to complete and return a recommendation letter.
- Send two official transcripts of all college coursework. All applicants must have the equivalent of a 4-year undergraduate degree.
- International applicants who do not have a baccalaureate or equivalent degree from an English-speaking institution of higher education in the United States, the United Kingdom, Canada, English-speaking Africa, Australia, Ireland or New Zealand are required to submit TOEFL and GRE scores.
- The minimum TOEFL requirement is 550 (or 213 if computer-based TOEFL).
- Results of the Graduate Record Exam (GRE) verbal, quantitative and written sections. There is no minimum GRE requirement, but the score is one important factor used in evaluating an applicant's portfolio.

Admission Criteria

Each applicant will be considered on an individual basis. Applicants for the MPA/MIS dual degree program must have earned a bachelor's degree from a regionally accredited four-year institution of higher or the equivalent foreign institution, and earned a GPA of 2.85 (on a 4.0 scale). Since many factors influence the success of a graduate student, factors such as the applicant's maturity, motivation, employment history, writing samples, work experience, and other accomplishments also may be considered in making admission decisions. In addition, the GRE and, where applicable, TOEFL scores will also be used to make an admission decision.

Joint Admission

Students will be admitted jointly for the MS in MIS and the MPA programs under this track. The MPA and MS in MIS graduate program committee chairs will coordinate the admission process between the two programs. Though not required, it is highly recommended students start by completing foundation courses in the MS in MIS program.

Degree Requirements

The degree requirements for the dual MPA and MS in MIS program include the completion of 54 or 57 semester hours of graduate credit beyond foundation courses identified at the time of admission. These hours will be completed as follows. Please note that in case a core course is waived, students will be required to take an elective course to replace those credits.

Core Courses: 39 credit hours

MPA program beginning core: 9 hours required (3 courses):

- PA 8010 ¹ The Public Economy
- PA 8050 Introduction to Public Administration
- PA 8090 Organization Theory and Behavior

MS in MIS program: 18 hours required (6 courses):

- ISQA 8210 Management of Software Development
- ISQA 8220 Advanced Systems Analysis and Design
- ISQA 8310 Data Communications
- ISQA 8380 Managing the Distributed Computing Environment
- ISQA 8410 Database Management
- ISQA 8420 Managing the IS Function

Methods course: 3 hours required:

Either PA 8120 Research Methods for Public Administration or ISQA 8060 Research in Management Information Systems.

MPA ending core: 9 hours (3 courses):

- PA 8300 Policy Design and Implementation
- Either PA 8320 Public Policy Evaluation
or PA 8450 Seminar in Advanced Management Analysis in Public Agencies
- Either PA 8440 Organization Develop. & Planned Change in the Public Sector
or PA 8530 Strategic Planning & Mgmt in Public & Non-Profit Organizations.

¹ If taking the Program Management specialty area, a student must take a PA 8320 as part of the MPA ending core.

Electives: 12 credit hours

Students will take a minimum of 6 hours each of ISQA elective courses and PA elective courses. Students may choose to specialize in the following areas, or in another area with the approval of their faculty advisor. In any case, one of these courses must be PA 8400, PA 8720, or PA 8896 (Non-Profit Financial Management); and all courses must be at the 8000-level.

Program Management

- PA 8450 Seminar in Advanced Management Analysis in Public Agencies
- PA 8400 Public Budgeting
- ISQA 8810 IT Project Fundamentals
- ISQA 8820 Project Risk Management

Financial Management Information Systems

- PA 8480 Seminar in Public Financial Administration
- PA 8400 Public Budgeting
- ISQA 8596 IT Audit and Control
- ISQA 8570 Information Security, Policy, and Ethics

Health Care Information Systems

- PA 8720 Health Care Finance
- PA 8740 Health Care Policy
- ISQA 8570 Information Security Policy and Ethics
- ISQA 8400 Clinical Systems Architecture and Function
- Integrative Experience (Required): 3-6 credit hours

Capstone/Exam Option: Students will take the MPA program capstone course (PA 8990) or the MPA comprehensive exam and an additional elective. Students will also take the MS in MIS comprehensive exam.

Thesis Option: To take this option, a student will be required to enroll in six hours of credit either in the MPA program (PA 8980) or in the MS in MIS program (ISQA 8990). The thesis must be in an area that relates to both the public administration and information systems domains.

Foundation Courses: A student must have completed some basic courses either as an undergraduate student or prior to enrolling in the first MS in MIS course. Students may start MPA courses while completing the MIS foundation courses. More information on specific foundation requirements is available on the [Department for Information Science & Technology](#) website for the MS in MIS program.

Plan of Study

Each student admitted to the dual degree option will within the first semester of their enrollment file a detailed plan of study in close consultation with a graduate advisor.

Master of Public Administration and Master of Social Work dual degree program

The School of Public Administration and the School of Social Work at UNO have agreed to offer prospective candidates the option to receive both graduate degrees offered by these programs (MPA & MSW) through entering a dual degree program.

Admission Requirements

NOTE: Students who have already graduated with an MPA or MSW degree are NOT eligible for a dual degree.

Students who identify the MPA/MSW dual degree option prior to admission will complete a single admission packet which includes:

- Graduate Application for Admission
- Graduate Application Fee
- Two official transcripts from each college or university attended
- GRE/MAT scores
- Three Letters of Recommendation
- 2 essays- one for the School of Social Work and one for the School of Public Administration (see guidelines in individual application packet).
- Updated resume or work history
- MPA Admission Application

The completed admission packet will be sent by the Office of Graduate Studies to both the School of Public Administration and the School of Social Work for review and approval.

Students who decide after admission to public administration or social work to pursue the dual degree program will need to submit a new application, application fee, and additional application materials to the appropriate school for review. The public administration advisor will assist public administration students and the social work advisor will assist social work students with this process.

There are two options for students entering the dual degree program, a 54 credit program and a 78 credit program. The 54 credit program is for students who have completed an accredited BSW degree. The 78 credit program is for all other students; it includes foundation course work in social work.

Dual degree Requirements

For both options, students must choose the "Integrated Practice" concentration in social work and be willing to take a minimum of two courses per semester, excluding the summer semesters.

54 credit program

- PA 8050 Intro to Public Administration
- PA 8010 Public Economy
- PA 8090 Organizational Theory and Behavior
- PA 8300 Policy Development & Implementation
- PA 8400 Public Budgeting
- or*
- PA 8480 Public Finance Administration
- or*
- PA 8720 Health Care Finance
- or*
- PA 8896 Special Topics in PA: Nonprofit Budgeting & Financial Management
- PA 8530 Strategic Planning & Implementation
- or*
- PA 8440 Organizational Development & Change
- PA 8320 Policy Evaluation
- or*
- SOWK 8940 Evaluation of Social Work Practices
- SOWK 8190 Research Skills in Social Work Practices
- SOWK 8220 Micro I- Clinical Social Work with Individuals
- SOWK 8230 Micro II- Clinical Social Work with Groups
- SOWK 8510 Macro I- Personal Administration and Personnel
- SOWK 8530 Macro II- Social Welfare Planning
- SOWK 8400 Adv Practicum I
- SOWK 8410 Adv Practicum II
- SOWK 8540 Social Welfare Planning
- SOWK 8570 Social Work Administration- Administration or Social Welfare Agencies
- SOWK 8240 - 8300 Any one Advanced Micro Practice course
- SOWK 8--- Any one Social Problem/Condition Social Work course

78 credit program

Students must complete the courses listed in the 54 credit program, plus the following 24 credit hours of foundation courses (prerequisites for the advanced social work courses):

- SOWK 8070 Human Behavior & Social Environment I
- SOWK 8080 Human Behavior & Social Environment II
- SOWK 8090 Social Welfare Policy
- SOWK 8110 Institutional Oppression
- SOWK 8130 Generalist Practice I
- SOWK 8150 Generalist Practice II
- SOWK 8160 Generalist Practicum I
- SOWK 8170 Generalist Practicum II

Comprehensive Examinations

Dual degree students electing not to take PA 8990 Capstone Project will complete a 6-hour public administration comprehensive examination focused on the public administration core

courses administered by the School of Public Administration. Students also will complete a 4-hour social work comprehensive exam focused on Integrated Social Work Practice administered by the School of Social Work.

DOCTORAL PROGRAMS

Doctor of Philosophy in Criminal Justice

The PhD program in criminal justice is organized around five components:

- A core of required courses in theory and research on the criminal justice system and the nature of crime;
- A core of required courses on research methods and statistical analysis;
- Elective courses in criminal justice and related fields;
- Comprehensive examinations, and
- A dissertation.

The PhD in criminal justice requires a minimum of 93 graduate hours beyond the baccalaureate degree. This includes up to 30 hours earned in a master's degree. Satisfactory completion of a teaching practicum is also required.

Admission Requirements - Doctor of Philosophy

Admission to the program will be governed generally by the requirements specified by the University of Nebraska at Omaha's Graduate College. In addition to the basic requirements established by the Graduate College, the department of Criminal Justice will require the following:

- An earned Master of Arts or Master of Science degree in criminal justice from an accredited institution will be required for unconditional admission into the program.
- Applicants with a master's degree in an allied field (sociology, political science, public administration, etc.) and who lack substantial course work in criminal justice may be granted provisional admission. They will be granted unconditional admission upon successful completion of 18 hours of criminal justice courses from the core curriculum.
- Outstanding applicants who have completed a baccalaureate and wish to be considered for the doctoral program may be provisionally admitted but must first complete the requirements for the Master of Arts degree prior to unconditional admission into the PhD program.
- A combined score of at least 1,000 on the verbal and quantitative portions of the Graduate Record Examination is required. Students demonstrating exceptional academic potential may be considered with a GRE score of less than 1,000.
- Applicants must present at least two letters of reference from academics.
- Applicants must present a statement of intent, not exceeding five typewritten, double spaced pages, describing the applicant's prior education, relevant professional experience, career goals, and the specific relationship of the PhD degree to the achievement of these goals.
- International students seeking admission to the program must meet UNO Graduate Faculty requirements governing the admission of international students.

The Criminal Justice Doctoral Admission Committee will make recommendations for student admissions during the spring semester. Newly admitted students will begin taking courses in the fall semester of each year. If more students than the department can reasonably handle apply for admission in any given year, the Committee will admit those most qualified.

Course Work

Both 8000 and 9000 level courses are offered by the department. The 8000 level courses can be taken by both Master's and doctoral level students. The 9000 level courses will be taken primarily by doctoral students.

A maximum of six hours of dual level courses (4---/8--6) can be included in the program of study. A maximum of seven hours of directed readings (CJUS 9980) can be included in the program of study. All course work must be completed within three years from the time a student's program of study is approved by the Dean for Graduate Studies. All students will be required to complete all courses listed in the two core areas. Students also will take elective courses in criminal justice or related fields.

The following section gives the details of course work for the PhD in criminal justice:

Core Area I

Theory and Research on the Criminal Justice System and the Nature of Crime

Required Courses (15 hours)

CJUS 8010 Seminar on the Nature of Crime
CJUS 8020 Seminar on the Administration of Justice
CJUS 9010 Seminar on Law and Social Control
CJUS 9020 Seminar on the Theories of Crime
CJUS 9030 Seminar on Minorities and the Criminal Justice System

Core Area II

Research Methods, Statistical Analysis, and College Teaching

Required Courses (15 hours)

CJUS 8030 Research Methods in Criminal Justice
CJUS 8950 Statistical Applications in Criminal Justice and Public Affairs (also listed as PA 8950)
CJUS 9080 Advanced Statistical Applications (also listed as PA 9080)

CJUS 9800 Advanced Research Design (also listed as PA 9800)
CJUS 9700 Teaching at the College Level

Elective Courses (43-48 hours)

CJUS 8040 Seminar on Police and Society
CJUS 8050 Seminar on Corrections
CJUS 8060 Seminar on the Criminal Court System
CJUS 8070 Seminar on Law and Criminal Procedure
CJUS 8080 Seminar on the Juvenile Justice System
CJUS 8090 Seminar on Theoretical Criminology
CJUS 8100 Criminal Justice Organization and Management
CJUS 8110 Criminal Justice Planning and Change
CJUS 8120 Independent Study in Criminal Justice and Criminology
CJUS 8130 Introduction to Public Policy (also listed as PA 8300)
CJUS 8320 Seminar on Public Policy Evaluation (also listed as PA 8320)
CJUS 8800 Special Problems in Criminal Justice and Criminology
CJUS 9040 Comparative Criminology and Criminal Justice Systems
CJUS 9050 Seminar on Ethics in Public Affairs (also listed as PA 9050)
CJUS 9090 Special Problems in Research Methods
CJUS 9100 Special Problems in Statistical Analysis
CJUS 9110 Seminar on Police Organization and Management
CJUS 9120 Seminar on Police Effectiveness
CJUS 9130 Advanced Research Topics in Policing
CJUS 9150 Special Topics in Criminal Justice Research
CJUS 9160 Seminar on Community Based Corrections
CJUS 9170 Seminar on Institutional Corrections
CJUS 9180 Seminar on the Criminal Courts System
CJUS 9200 Seminar on Violent Crime and Criminal Behavior
CJUS 9300 Knowledge Development and Use in Public Service Professions (also listed as PA 9300)
CJUS 9320 Seminar on Policy Analysis (also listed as PA 9320)
CJUS 9350 Computer Applications in Criminal Justice and Public Affairs (also listed as PA 9350)
Public Administration Courses
PA 8090 Organizational Theory and Behavior
PA 9000 Foundations of Public Administration
PA 9430 Seminar in Public Administration & the Judicial Process
PA 9600 Seminar in Advanced Management Theory

Dissertation [CJUS 9990] (20 hours)

A 20-credit hour dissertation will be required of all students. The dissertation must reflect original scholarship and contribute to the body of knowledge on criminal justice. The dissertation topic must be approved by the student's supervisory committee, which consists of a chair and at

least three other members. One committee member must be from outside criminal justice. The dissertation prospectus and the dissertation itself must be approved by the supervisory committee. The dissertation must be completed within five years after all course work is completed. An oral defense of the prospectus will be scheduled after students have passed their written comprehensive examinations. An oral defense of the completed dissertation also is required. Neither the prospectus defense nor the final oral over the dissertation shall be held unless all members of the supervisory committee are available for the examination. A committee member may waive his/her right to attend.

Total Minimum Course Work Requirements:

Core Area I	15 hours
Core Area II	15 hours
Electives	43 hours
Dissertation	20 hours
Minimum Total Hours Beyond Bachelor's Degree	93 hours

Comprehensive Examination and Admission to Candidacy

(Doctor of Philosophy in Criminal Justice)

Following completion of all course work, doctoral students take the comprehensive examination. The purpose of the comprehensive exam is to give doctoral students an opportunity to demonstrate their ability to integrate core knowledge, to document their expertise in a specialty area, and to demonstrate their ability to execute and defend an independent research project.

A faculty committee selected by the student shall administer the comprehensive examination. The committee shall be composed of at least three graduate faculty members in the Department of Criminal Justice. A record of the committee's composition shall be filed with the Graduate Program Chair when the committee is constituted. The committee must be formed no later than the beginning of the student's fourth semester of enrollment following admission to the doctoral program.

The committee must approve the subject of the student's examination. The committee shall determine how to assess the student's proficiency, and will conduct the assessment. All examinations shall include:

- demonstration of critical understanding of relevant literature, in written form;
- completion of a proposal for a research project; and
- an oral presentation and defense of both the literature review and the research proposal to the comprehensive examination committee.

The committee will report to the Graduate Program Chair and the Chair of the student's Supervisory Committee regarding its assessment of the student's performance on the comprehensive exam. A majority of the committee members must deem the student's

performance to be acceptable on each part of the exam for the student to pass the comprehensive exam.

In the event an examining committee reports that a student has failed the comprehensive exam, or in the event that the student has disbanded his or her committee, the student may petition the Graduate Program Committee to be allowed to form a new committee and to take a new examination. A student who is allowed to take a new examination and who fails that examination will be dismissed from the program.

Doctorate of Education in Educational Administration

Program of Study

Candidates have four years to complete the course work. After passing a comprehensive examination, they have four more years to complete the dissertation, totaling no more than eight years of study.

To satisfy the University of Nebraska requirement for residency, candidates in the joint doctoral program must at some point in their work complete 24 semester hours of study in a 24 calendar month period.

The UNO-UNL Joint Ed.D. program must total a minimum of 96 graduate semester hours. At least 45 hours of new work must be completed after admission to the doctoral program. Twelve or more of these hours must be in research tools and methods, designated with a star (*). The doctoral course of study consists of:

Doctoral Seminars

EDAD 9510 Culture and Context of Schooling

EDAD 9520 Achieving School Excellence

EDAD 9530 Paradigms and Practices of Schooling

Doctoral Research Tools:

EDAD 9610 Applied Intermediate Statistics in Educational Administration (*)

Doctoral Dissertation Core

EDAD 9980 Internship in Educational Administration

EDAD 9000 Research Design (*) (taken after successful completion of comprehensive exam)

EDAD 8100 Independent Study - Literature Review (concurrent with EDAD 9000)

EDAD 9990 Dissertation (Candidates must complete a dissertation representing 12 semester hours of work and which is deemed satisfactory to the members of the committee following oral examination. This examination is in defense of the dissertation.)

Elective Courses, preapproved by the department

EDAD 9620 Applied Advanced Statistics in Educational Administration (*)

EDAD 9630 Qualitative Research Methods (*)

EDAD 9650 Program Evaluation for Educational Administrators (*)
EDAD 8560 School Finance (required for Superintendent's Endorsement)
EDAD 8620 School Plants and Equipment (required for Superintendent's Endorsement)
Other EDAD or Cognate courses as outlined in candidate's course of study.

For more information...

For more information about the graduate programs in Educational Administration and Supervision, contact the faculty, Educational Administration and Supervision at Kayser Hall 414 - UNO, (402) 554-2721.

Doctor of Philosophy in Information Technology

The doctoral program in Information Technology (IT) is a multidisciplinary program that integrates the theory and practice of applied computing, information systems, internet technologies, and the advances in telecommunications and management of information technology. The program addresses the urgent and growing need for a new kind of specialist who understands the unique intersection of these fields. The vision of the doctoral program in IT is to develop technology specialists who are uniquely positioned to advance research and practice in contemporary technologies. The program is geared towards motivated traditional students and technology specialists who are ready to expand their knowledge of contemporary technologies and become research specialists in academic and organizational settings.

The doctoral program in IT provides students an opportunity to develop:

- An understanding of the theory, nature, and application of information technology;
- A knowledge of the science and engineering of current and future information technologies, including their analysis, design, development, implementation, and evaluation;
- An in-depth knowledge of a thematic area in information technology, for example, applied computing, telecommunications, information systems, or Internet technologies;
- Competence in conducting basic and applied research;
- A strong foundation in multidisciplinary areas at the cusp of the information technology area of interest, while ensuring an applied focus;
- A strong grounding in the fundamentals of conducting and managing high-quality research; and,
- Solid grounding in the fundamentals of academic teaching.

Admission

Applicants must follow the formal procedures established for admission to the graduate program at the University of Nebraska at Omaha. Applicants must have:

- A successfully completed baccalaureate degree from a regionally accredited institution; preference will be given to students with a master's degree from a related field.
- Demonstrated superior performance in mathematics, including calculus, discrete mathematics and statistics, and a sequence of courses in the theory and practice of one or more information technology areas.
- Documented test aptitude, interest and commitment to scholarly activities and research.

- Proficiency in English, sufficient to engage in advanced studies. (The minimum required score on the TOEFL is 575 or 230 on computer based exam.)

Evaluation for admission will be based on:

- Class standing during the applicant's baccalaureate and master-level studies;
- Verbal, quantitative, and analytic scores on the aptitude tests of the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) (minimum requirement to be considered for this program is 80th percentile or above);
- Grade point average in mathematics, computer engineering, computer science, information systems, quantitative analysis, information systems engineering, telecommunications, management, or a closely-related field;
- Letters of recommendation from references, who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic work, and who are competent to judge the applicant's probable success in graduate school;
- Other evidence of graduate potential, such as a portfolio of quality papers or publications, projects, etc., completed by the applicant either in an academic or industrial setting;
- Evidence of English language proficiency for international students demonstrated on standardized English tests;
- On-campus visit or telephone interviews.

Application Checklist

Each applicant must submit the following directly to the Office of Graduate Studies:

- A completed [Application for Graduate Admission](#)
- A non-refundable application fee as required by the Office of Graduate Studies.
- Two official transcripts from each college or university attended.
- An official score report from either the GRE or GMAT.
- Evidence of English language proficiency for international students, demonstrated by official scores on standardized English tests such as TOEFL.
- A statement of intent (using the Statement of Intent Form). If the application is for part-time status in the program, then the applicant must indicate so in the [Statement of Intent](#) and must include a roadmap or plan for completing the program in a timely fashion.
- Three letters of recommendation from references who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic work, and who are competent to judge the applicant's probable success in graduate school. The letters of recommendation should be sent directly from the recommender to the Office of Graduate Studies and must be completed using the [Recommendation Form](#).
- Other evidence of graduate potential, if available, in the form of papers, publications, or projects completed by the applicant either in an academic or industrial setting.
- A current resume.

The Director of the Doctoral Program may contact the applicant in order to arrange a campus visit or telephone interviews.

Application Deadlines

Applications for admission for the fall semester are due by February 15, and for the spring semester by September 15.

Graduate Assistantships

Students who are interested in applying for a graduate assistantship must contact the Director of the Doctoral Program in IT. A separate form for applying for a graduate assistantship must be completed and sent directly to Professor Mansour Zand. See the program's website for details.

Requirements

The doctoral program in IT requires 90 credit hours and consists of foundation courses (typically taken in a master's degree program), doctoral seminars and colloquia, a major field of study, an optional minor field of study, and the dissertation. As with most doctoral programs, the specific program plan pursued by a doctoral student will be highly personalized in terms of course work and research training, depending on interests and interactions with faculty advisors. After fulfilling all course requirements and successfully completing comprehensive examinations in the major and minor field of study as needed, the student presents and defends the dissertation research.

The program consists of:

Foundation courses (minimum of 24 to 36 hours)

The foundation courses are typically taken in a master's degree program and give students the broad skills to conduct independent research, including studies in such areas as statistics, computer languages, the theory and practice of computing, information systems, systems analysis and design, database concepts, networking and communications, telecommunications, and management of technology.

Research Foundations/Seminars (minimum of 6 to 12 hours, including CIST 9080 - Research Foundation in IT).

Major field of study (minimum of 18 hours)

Coursework in the major field of study provides students the advanced study needed to develop an in-depth knowledge of their chosen field of research. The student may choose from broad thematic categories such as applied computing, information systems, telecommunications, or Internet technologies.

Minor field of study, when included (minimum of 9 to 12 hours)

Based on the advice of the supervisory committee, the student may choose an appropriate minor area of study. For example, a student specializing in the behavioral aspects of IT may be advised to take statistical methods as a minor, whereas a student interested in applied computing related to bioinformatics may be advised to take areas in the biological sciences or mathematics as a minor.

Colloquia (minimum of 3 hours) – CIST 9040, 9050, and 9060 (1 credit each) are required for all students

Comprehensive exam

Dissertation proposal

Dissertation (minimum of 24 hours)

Students will be provided the opportunity to teach undergraduate courses as part of their training for teaching, while ensuring that the teaching does not interfere with the timely completion of their doctoral studies.

In addition, students must meet all other requirements as specified by the Graduate College.

Course Work

Courses at the 8000 and 9000 level may be counted toward the degree, with some restrictions. There is no limit on the number of 8000-level courses which may be counted in the foundation courses, since these are typically taken in a master's degree program. The majority of courses beyond the master's foundation and excluding the dissertation credits should be at the 9000 level. For the doctoral degree requirements beyond the foundation courses, the following restrictions apply:

- No more than 9 hours of dual-level courses (4---/8--6) can be included in the doctoral requirements in the plan of study.
- No dual-level courses (4---/8--6) can be included in the student's major field of study.
- The major field of study must include a minimum of 9 hours of 9000-level courses.

Supervisory Committee

Each student will have a supervisory committee that is responsible for planning and supervising the student's research, including approval of the dissertation proposal, the completed dissertation, and the final oral defense. The supervisory committee is chaired by the student's dissertation advisor. All members of the committee must be Graduate Faculty. The advisor should be a full-time faculty member in the College of Information Science and Technology. At least one member of the committee must be from an outside area.

Program of Study

After students are admitted into the program and with appropriate consultation, they will formulate a preliminary plan of study. Each student's plan will be periodically reviewed and modified, if necessary, to ensure that reasonable progress is being made toward completing the program.

Once the supervisory committee is formed, a program of study must be approved and filed with the Office of Graduate Studies. The program of study must be approved within three weeks of the appointment of the supervisory committee. At least 45 hours of the student's doctoral course work is to be completed after the approval of the program of study.

Comprehensive Exam

The purpose of the comprehensive exam is to assess the student's readiness for research. The exam has a written component and an oral component. The student must pass both parts of the exam in order to be admitted to candidacy.

The written component is a sit-down, in-house exam, taken in two parts on two consecutive days.

Part 1:

The first day is common to all students taking the exam and covers key issues related to research in Information Technology. A readings list will be provided.

Part 2:

The second day covers the student's major field of study and may include in-depth questions on basic research methods and techniques, as appropriate to the student's major field of study and as determined by the supervisory committee.

The oral component is a defense of the dissertation proposal. The supervisory committee arranges for the proposal defense and determines whether or not the student has passed.

In order to be eligible to take the comprehensive exam:

- The major field of study must be completed or near completion, i.e., the student must have completed at least 15 of the 18 required hours for the major field of study;
- The student must be making satisfactory progress in all other respects; and
- The student's supervisory committee must approve readiness for the exam.
- The student must first pass the written component before being eligible to take the oral component. The student must pass all parts of the exam in order to pass the exam. If the student fails any part of the exam, then only the failed part need be retaken.

The Dissertation

The dissertation should treat, in depth, a subject from the candidate's major field of study/research as approved by the supervisory committee. The dissertation must show technical

mastery of the field and document original research that contributes to current knowledge. Students are encouraged to begin thinking about dissertation topics from the very beginning of their programs, and to use seminars and coursework to explore meaningful topics and build toward mastery in a specific area.

A formal defense of a dissertation proposal is required. The proposal is presented to the student's supervisory committee and other interested parties, and the committee decides whether the student is ready to proceed with the research. As noted above, the defense of the dissertation proposal constitutes the oral portion of the comprehensive exam.

The student is advised to consult informally and continuously with the supervisory committee until the committee accepts the dissertation. After the dissertation research is completed, the dissertation must be presented to all members of the supervisory committee in time to permit review and approval, and the manuscript must be turned in at least thirty days in advance of the final oral examination.

A final, oral defense of the dissertation is required. The oral defense is before the student's supervisory committee and other interested parties. The committee decides whether the student has successfully completed the research, as agreed and described in the approved proposal.

Admission to Candidacy

To be admitted to candidacy, a student must: (1) pass the written comprehensive exam, (2) successfully complete all coursework with satisfactory grades, and (3) pass an oral defense of the dissertation proposal before the supervisory committee.

Satisfactory Progress

A minimum of three years of full-time graduate study is normally required to complete a doctoral program. The maximum time allowed by the Graduate College is eight years from the filing of the student's program of study in the Office of Graduate Studies. Checkpoints are established to help guide students through the program and make sure they are meeting their goals. Students not making satisfactory progress will be counseled out of the program.

For more information

For more information about the Ph.D. in IT ...

Contact Professor Mansour Zand, Associate Director, (402) 554-2847, mzand@mail.unomaha.edu; or Professor Yong Shi at yshi@unomaha.edu

The program's website is at <http://phd.ist.unomaha.edu/>.

Doctor of Philosophy in Psychology

Through cooperative relationships with the University of Nebraska-Lincoln, programs are offered at UNO leading to the doctorate with specialization in industrial/organizational psychology, developmental psychology, and psychobiology. Courses for the doctoral programs are completed at the Omaha campus, yet the administration of the degree is processed at the Lincoln campus. Please send all application materials to the UNO Psychology Department. Our department will forward necessary documentation to the Lincoln campus.

Doctoral programs require a minimum of 90 graduate credit hours which may include course work applied to a master's degree. Each doctoral student is expected to demonstrate proficiency in languages, research skills or knowledge in collateral research areas appropriate to the student's research interest as determined by the Supervisory Committee. Doctoral students must pass a comprehensive examination as prescribed by their Supervisory Committees and write and successfully defend a dissertation. The doctorate is not granted simply on the basis of completed courses and related requirements but rather is additionally dependent upon the student demonstrating outstanding scholarly potential.

Faculty in each of the areas in which doctoral study is offered have developed guidelines for course requirements in addition to the proseminar requirement described above. These guidelines are as follows:

Industrial/Organizational Psychology

In addition to the courses taken for an MA concentration in industrial/organizational psychology and dissertation credit hours, doctoral students specializing in industrial/organizational psychology are required to include the following courses in their program of study: PSYC 9630 (Leadership Theories and Research), PSYC 9120 (Multivariate Statistical Analysis), PSYC 9960 (Research other than Thesis), PSYC 8950 (Practicum in Industrial Psychology), and PSYC 9030 (Seminar: Topics in Industrial/Organizational Psychology). Students should enroll in at least two seminars but are required to include the topical seminar on Problem Solving and Decision Making.

Developmental Psychology

In addition to the courses completed for the MA degree, doctoral students in developmental psychobiology must take 12 hours of doctoral seminar, 3 hours of Practicum, 12-18 hours of dissertation, as well as courses from the following categories: cognition, learning and/or development (24 hours minimum); psychological measurement and/or evaluation (6 hours minimum); research design and methodology (9 hours minimum); statistics (6 hours minimum); and course work emphasizing human diversity/cross-cultural issues (6 hours minimum). In addition, students must meet all general requirements specified in the [UNL Graduate Studies Bulletin](#).

Psychobiology

Doctoral students specializing in psychobiology are required to take the Seminar in Psychobiology (PSYC 9290) at least once (in addition to the Master's requirement) and at least 12 credit hours of graduate level courses in the biological and behavioral sciences.

Final approval of a student's doctoral program resides with the Supervisory Committees which must be appointed prior to completion of half of the credit hours to be applied to the degree. For further details regarding regulations applicable to these cooperative PhD programs, students are referred to the [UNL Graduate Studies Bulletin](#).

Doctor of Philosophy in Public Administration degree requirements

Admission Requirements

In addition to the basic requirements, the School of Public Administration requires the following:

- An earned Master's degree in public administration or related field from an accredited institution will be considered for admission into the program.
- Generally, the target master's degree level grade point average (GPA) above a 3.50 (on a 4.0 scale).
- Graduate Record Examination (GRE) combined scores of at least 1,100 on the verbal and quantitative portion of the exam and a score from the new analytical writing section.
- A statement of intent, not to exceed five double spaced typewritten pages, explaining why they wish to pursue a doctoral degree in public administration. The statement of intent should also address the applicant's interest in one of the five areas of concentration. These statements are reviewed for quality of writing, academic sophistication, and the extent to which the applicant's goals are compatible with the strengths and interests of the public administration faculty, and the stated objectives of the program.
- At least three letters of recommendation submitted on appropriate forms, two of which must come from academicians.
- A resume (must be submitted). Resumes are examined to assess an applicant's professional work experience and/or extracurricular activities while attending school. Resumes are examined to assess an applicant's potential ability to understand and do research on the context and practice of contemporary public management.
- International students seeking admission to the program must meet UNO Graduate Faculty requirements governing the admission of international students.
- Applicants whose language of nurture is not English should present a TOEFL score of 550 or higher on the written examination or (213 if computer based; 79-80 if internet based) or higher and meet other requirements. International applicants are expected to demonstrate the ability to communicate orally and in writing in a manner sufficient to compete effectively at the doctoral level.
- The Doctoral Program Committee will take all of these factors into consideration in making admissions decisions. No one factor outweighs another.
- The completed application, a \$45.00 (U.S. dollars only) application fee, two official transcripts from each college or university attended, GRE scores, and TOEFL scores (if required) are to be submitted to the UNO Office of Graduate Studies. Items 5-7 are to be submitted to the Chair, Doctoral Program Committee, Annex 27, UNO. Admission

occurs once each year, for the fall semester. The application deadline is February 1 for those seeking a funded graduate assistantship; July 1 for all others. Upon completion of a review of the recommendation of the Doctoral Program Committee, the Dean for Graduate Studies will notify applicants about their acceptance or non-acceptance into the program. Students receiving acceptance will be notified of any compensatory or prerequisite work they must complete. Students are responsible for additional information found on the Doctor of Philosophy in Public administration web page at <http://www.pubadphd.unomaha.edu>

Prerequisite Courses

The Doctoral Program Committee reviews student academic preparation, specifying appropriate courses that must be taken as prerequisites to doctoral study. Except for those who have completed an MPA degree, all new doctoral students must first complete 12 hours of MPA course prerequisites prior to enrolling in 9000 - level core or research courses. Those MPA prerequisites are:

- PA 8050 - Introduction to PA
- PA 8090 - Organization Theory and Behavior in Public Agencies
- PA 8010 - Public Economy
- PA 8120 - Research Methods

Core Courses

The doctoral core courses focus on the management of public agencies. They include:

- PA 9000 Foundations of Public Administration
- PA 9300 Knowledge Development and Use in Public Service Professions
- PA 9400 The Environment of Public Administration
- PA 9600 Advanced Management Theory

Under no circumstances can a student who has not been admitted to a doctoral program take any of the required core courses. Students fully admitted and enrolled in another doctoral program can take one or more of the required research courses, but only upon the approval of the instructor.

Research Courses

Research is an integral aspect of doctoral education. The faculty expects that graduates of the program will have the ability to contribute new and systematically rigorous knowledge to the field. Thus the Ph.D. in public administration requires three research courses (9 hours). They focus on the logic and techniques of basic and applied research in public administration. They include:

- PA 9950 Quantitative Research Methods in Public Administration
- PA 9960 Qualitative Research Methods in Public Administration
- PA 9800 Advanced Research Design

Workshops

All students take a one-credit teaching and professional skills workshop. The workshop prepares students for teaching in higher education and for potential academic careers. A student's Supervisory Committee may waive the required workshop if the student has comparable experience.

Total Minimum Course Work Requirements

Core Courses	12 hours
Research Courses	9 hours
Area Specialization	12 hours
Workshop	1 hours
Dissertation	20 hours
Additional graduate level course work	39 hours
Total Program Hours	93 hours

The time limit on granting the PhD in Public Administration degree is eight years from the time of filing the plan of study in the Office of Graduate Studies.

Progress Review

The Doctoral Program Committee will conduct a review of student progress each year. The Committee will make such recommendations as may be appropriate to the Supervisory Committee. As part of the review, students will be required to submit a summary of annual progress.

Field Examination

Following completion of all course work doctoral students take the field examination, covering work in the area of concentration and related research methods. The purpose of the field exam is for the doctoral student to demonstrate his or her mastery of the area in which the dissertation will be conducted. The field exams are taken within a three-week period beginning after the fall break or the spring break, or beginning in the week before the start of spring semester classes. The field exam is given in closed-book format in an eight-hour period which can be divided into two four-hour sessions. The exam is designed and graded by the student's Supervisory Committee.

Degree Candidacy

Students who have successfully passed the required course work in their program of study and the field examination apply for Admission to Candidacy for the Doctoral Degree. This application requires majority consent of the student's Supervisory Committee, the Doctoral Program Committee, and the Dean for Graduate Studies.

After admission to candidacy, the student must maintain continuous enrollment until he/she receives the degree. The school monitors this enrollment. Students not in residence must register for a minimum of one semester credit hour of dissertation research. Failure to register during each academic semester will result in termination of the Candidacy.

Dissertation

The Ph.D. in public administration is a research degree. The dissertation is the culmination of a student's formal academic education in public administration, research competencies, and the area of specialization. The faculty expects the dissertation to be an original contribution to the knowledge in the field of public administration. Students must work closely with their Supervisory Committee in the selection of a topic for research, the choice of appropriate research methods and techniques, and a time line for completion.

The Dissertation Proposal

Students will complete a Dissertation Proposal and defend it before their Supervisory Committee. The proposal should consist of a statement of the topic to be addressed, an explanation of why the topic is important, a review of the relevant literature, and an appropriate research design. The Supervisory Committee will assist the student in the development of the proposal.

The proposal will be orally defended by the student before a majority of the members of the Supervisory Committee and the Chair of the Doctoral Program Committee or the Chair's designee. Members of the Supervisory Committee and the Chair of the DPC or the Chair's designee will have two weeks to read the proposal before the oral defense.

The Dissertation Defense

The Dissertation Defense will be scheduled only when the Chair of the Supervisory Committee indicates that it is ready for the defense. The oral examination will be conducted by the Supervisory Committee and the Chair of the Doctoral Program Committee. The defense will be open to all university graduate faculty. An oral review for the Dissertation Defense must be scheduled by the student with the Supervisory Committee whose members must sign off on the application for final oral examination based on that oral review before the student submits the application and dissertation to the Office of Graduate Studies. Members of the Supervisory Committee will have one month to read and evaluate the dissertation prior to the review.

Aviation Specialization/Minor

The Aviation Institute division of the School of Public Administration has developed the nation's first Ph.D. level minor in aviation administration that is officially noted on a student's transcript. This minor allows focused study and research in areas of aviation administration. Request a copy of the Aviation Graduate Student Handbook and contact the Aviation graduate coordinator in Allwine Hall 422 or phone 1-800-3-FLY-UNO OR (402)554-3424. See the Aviation Institute listing in this catalog for further information.

For more information...

Please call (402) 554-2625.

GRADUATE CERTIFICATE PROGRAMS

Certificate in Advanced Writing

The Advanced Writing Certificate is designed for the following students:

- Graduate students in English and related fields;
- Educators seeking writing-specific training and credentials;
- Professionals who work in community service organizations;
- Members of organizations dedicated to cultural activities in the community;
- Working professionals who either are currently employed or will be seeking employment as experts in written communication;
- Governmental employees.

Admission Requirements

- A baccalaureate degree with at least a 3.0 (on a 4.0 scale) GPA.
- A letter of intent briefly explaining your purpose in seeking this credential (250-500 words).

Required Course Work

- 15 credits from a list of approved courses.
- A minimum of 9 credits must be from approved courses in the English department.
- A minimum of 9 credits must be from courses identified as approved core courses.

Approved Core Courses (9 hours required)

ENGL 8826 Autobiography
ENGL 8846 Travel Writing
ENGL 8866 Modern Familiar Essay
ENGL 8870 Seminar: Publishing Non-Fiction
ENGL 8886 Community Service Writing
ENGL 8736 Rhetoric
Other Approved Courses*

English Department

ENGL 8800 Seminar Topics in Language and Literature (approved topics only)
ENGL/JOUR 8816 Digital Literacies for Technical Communicators
ENGL/JOUR 8836 Technical Communication
ENGL/JOUR 8856 Information Design for Technical Communicators

ENGL/JOUR 8876 Technical Editing
ENGL 8966 Topics in Language and Literature (approved topics only)

Education

TED 8616 Teaching Writing Throughout the Curriculum

Public Administration

PA 8520 Seminar in Grant Writing

*Other courses and workshops may be developed as requested by students and institutions or as developments in the field warrant.

Faculty Advisor and Mentor

At the time of admission, each student will be assigned a faculty advisor/mentor who will work closely with the student in planning the course of study and in assembling the required portfolio.

Portfolio Requirements

Students will assemble a portfolio representing their achievement in the five courses (15 credits). The portfolio will contain at least one writing sample from each course and will be reviewed by the student's adviser and one other graduate faculty member involved in offering courses approved for the Advanced Writing Certificate.

Quality of Work

Students must earn a grade of "B" (3.0 on a 4.0 scale) or better in each course applied toward the 15 credits required for the Advanced Writing Certificate.

For more information...

Advanced Writing Certificate Coordinators:

Dr. John J. McKenna - 402-554-3328

Email: jmckenna@mail.unomaha.edu

or

Dr. John Price -402-554-3325

Email: jprice3@mail.unomaha.edu

Certificate in Early Childhood Auditory-Oral Education of the Deaf/Hard of Hearing

The certificate is designed for delivery in summers. Thus a person interested in the certificate could complete the 18 hours in two consecutive summers. The coursework for the certificate would be offered in conjunction with the Omaha Hearing School for Children, a nationally recognized and state accredited/approved school providing auditory-oral education for children who are deaf or hard of hearing from birth through third grade. OHS is the only school in Nebraska that provides auditory education. The staff and administration at the school have over 100 years combined experience in auditory-oral education. Furthermore the school is part of an international network of schools and centers that specialize in auditory-oral education.

The following coursework is required for this certificate.

- SPED 8200 Speech & Language Development and Early Intervention with the Infant or Toddler Who is Deaf or Hard of Hearing (3 hours)
- SPED 8280 Audiological Implications in Education of the Deaf/Hard of Hearing (3 hours)
- SPED 8290 Speech, Language, & Literacy Development in the 3-8 Year-Old Child Who is Deaf/Hard of Hearing (3 hours)
- SPED 8236 Language Development and Disorders for Teachers (3 hours)
- SPED 8350 Curriculum Development and Adaptation for Children from Birth to Eight Years of Age Who are Deaf/Hard of Hearing (3 hours)
- TED 8260 Curriculum Development and Implementation in Early Childhood Education (3 hours); **or**
- TED8220 Play as a Learning Medium in Early Childhood Education (3 hours), OR TED 8296 Learning Materials in Early Childhood Education (3 hours).

Summer Program

The certificate is designed for delivery in summers. Thus a person interested in the certificate could complete the 18 hours in two consecutive summers.

Omaha Hearing School for Children

The coursework for the certificate would be offered in conjunction with the Omaha Hearing School for Children, a nationally recognized and state accredited/approved school providing auditory-oral education for children who are deaf or hard of hearing from birth through third grade. OHS is the only school in Nebraska that provides auditory-oral education. The staff and administration at the school have over 100 years combined experience in auditory-oral education. Furthermore the school is part of an international network of schools and centers that specialize in auditory-oral education.

Certificate in Geographic Information Science (GIS)

A total of 17 graduate credits are required to receive a graduate GIS certificate at UNO. The curriculum will stress spatial theory, oral and written communication, computer experience, problem-solving skills, and GIS industry experience.

Prerequisites

The student must demonstrate a background in geography, statistics, and computer science. Prerequisites could include the following:

GEOG 1020 Human Geography
GEOG 1070 Physical Geography: Soils and Landforms
MATH 1530 Introduction to Applied Probability and Statistics
CIST 1400 Introduction to Computer Programming

Core Requirements

GEOG 8535 Cartography and Geographic Information Systems (2 hrs)
GEOG 8545 Cartography and Geographic Information Systems Lab (2 hrs)
GEOG 8056 GIS I (3 hrs)
GEOG 8666 GIS II (4 hrs)

Electives

Two of the following:

GEOG 8016 Conservation of Natural Resources (3 hrs)
GEOG 8036 Computer Mapping and Cartographic Visualization (3 hrs)
GEOG 8636 Environmental Remote Sensing (4 hrs)
GEOG 8650 Land Use (3 hrs)
GEOG 8800 Internship in Environmental/Regional Planning (3 hrs)

Students may substitute advanced courses in GIS for required courses already taken. Students will be allowed a maximum of two substitutions for these required courses. Substitution must be approved by the department GIS advisor.

For more information about the graduate certificate program in GIS, please call (402) 554-2662.

For more information

For questions regarding the GIS graduate certificate, please contact

Office of Graduate Studies
University of Nebraska at Omaha
Eppley Administration Building 203
Omaha, NE 68182-0209
402-554-2341
Email: graduate@unomaha.edu

Certificate in Gerontology

In addition to the Master of Arts in social gerontology, a graduate certificate of specialization in gerontology is available. The Board of Regents has established a certificate in gerontology that will be awarded upon completion of requirements for the specialization. The specialization may serve as an academic minor for students majoring in many of the social and behavior sciences at the graduate level.

Requirements

Students wishing to work toward the certificate in gerontology must make application and be accepted into the department of gerontology and Graduate College; application also must be made for admission to Graduate Studies. Those working toward a graduate degree also must be accepted into the degree program of their major department/school. Course work requirements consist of a minimum of 15 semester hours in gerontology. The only required course is GERO 9110 Applied Social Gerontology (three semester hours); the other 12 hours (usually four graduate-level courses) in gerontology are selected by the student in consultation with the academic coordinator of the gerontology program. In this manner, individualized programs of study are developed for each student to best meet his or her career goals and interests.

A one semester practicum or its equivalent also is required. The goal of this is to give each student practical one-on-one experience with the aged in a service program or agency delivering services to the elderly. Practicum students must register for GERO 8940 Practicum and participate in periodic seminars with the Practicum supervisor of the department of gerontology.

Example of a Program of Study for the Certificate

Each individual program of study will be tailored to the needs and interests of each student. The following is an example of what one program of study might look like:

GERO 9110 Applied Social Gerontology (3) (required of all students at the graduate level)
GERO 8106 Educational Gerontology (3)
GERO 8676 Programs and Services for the Aging (3)
GERO 8986 Counseling Skills in Gerontology (3)

GERO 8940 Practicum (3)
GEOG 9460 Aging and Human Behavior (3)

For more information

For more information about the certificate program in gerontology, please call (402) 554-2272.

Certificate in Human Resources & Training

Admission

Admission to the program will require at least:

- A baccalaureate degree with at least a 3.0 GPA.
- A major or a minor or at least a 15-hour concentration in speech communication, psychology, business, or a related area.
- At least one three-credit course in research methods or statistics.

Students will need to submit the following to the Office of Graduate Studies:

- A completed UNO graduate application form.
- Two official transcripts from each university/college attended.
- A 1000-word essay on why you seek admission to the program and indicating which concentration you will be pursuing.
- At least one letter of recommendation from a professor or supervisor.

A committee comprised of representatives from each administrative unit will evaluate applicants after the deadlines of July 1 for the Fall semester and December 1 for the Spring semester.

Certificate Requirements

1. Choose one of these two concentrations: Human Resources Concentration or Training Concentration
2. Take twelve (12) graduate credits from your selected concentration. See [concentrations and courses](#) list with required classes and choices.
3. Take three (3) elective graduate credits must be selected from either concentration or from the approved electives list.
4. Courses must be taken in at least two of the units within the certificate program (i.e., Communication, Psychology, and Business Administration).
5. To enroll in each course, students must obtain instructor approval prior to registration.
6. Students who are admitted to the graduate certificate program must create a portfolio that contains at least one sample project from each course. A formal portfolio-in-progress review by the student's adviser will be required after the student completes no fewer than six credits and no more than nine credits. A formal final review will be required after the student completes all course work (see Certificate Completion Requirements below).

Concentrations and Courses

Human Resources Concentration

This concentration focuses on enhancing the management of organizational performance through improving employee recruitment, selection, placement, performance evaluation, motivation, and retention.

Required Courses:

- BSAD 8350 Seminar in Management
- BSAD 8320 Seminar in Personnel OR SPCH 8186 Communication Leadership & Power in Organizations
- PSYC 9660 Criterion Development & Performance Appraisal
- BSAD 8310 Managing Improvement in Organizations OR SPCH 8176 Organizational Communication
- PSYC 8316 Psychological & Educational Testing OR PSYC 8646 Personnel Psychology (required)

Training and Development Concentration

This concentration focuses on enhancing training skills (i.e., designing, implementing and assessing training programs) and the instructional process through which organizations help employees and management improve work performance, communication, job satisfaction, and future career preparation.

Required Courses:

- SPCH 8156 Communication Training & Development Skills OR PSYC 9620 Industrial Training and Organizational Development
- BSAD 8310 Managing Performance in Organizations OR SPCH 8176 Organizational Communication OR PSYC 8636 Organizational Psychology
- SPCH 8166 Communication for Instructional Settings
- SPCH 8186 Communication Leadership and Power in Organizations OR BSAD 8350 Seminar in Management
- EDAD 9650 Program Evaluation OR PSYC 9320 Seminar in Program Evaluation OR HED 8750 Instruction and Evaluation

Electives List (for both concentrations)

PSYC 9030 Seminar in Industrial/Organizational Psychology
PSYC 9610 Industrial Motivation and Morale
PSYC 9630 Leadership Theories and Research
SPCH 8536 Cross-cultural Communication
SPCH 8516 Persuasion
SPCH 8180 Topics in Speech Communications Seminar

SPCH 8806 Mediation
SPCH 8706 Interpersonal Conflict

Certificate Completion Requirements

1. In order to successfully complete the graduate certificate program, students will be required to earn a grade of a "B" (3.0 on a 4.0 scale) or above in every course.
2. **Student Portfolio.** Students will need to create a portfolio that represents their achievement in the five courses (15 credits). The portfolio will contain at least one sample project from each course and must be reviewed by the student's advisor. Examples of projects for the portfolio might include: training manuals, workshop outlines, complete job analyses, performance appraisals, test reviews and evaluations. A formal portfolio-in-progress review by the student's advisor is required after the student completes no fewer than six credits and no more than nine credits.

For More Information

For more information about the Graduate Certificate in Human Resources and Training, please contact one of the following professors:

- Lynn Harland - Business Administration - (402) 554-2808 - lharland@mail.unomaha.edu
- Karen Dwyer - Communication - (402) 554-2253 - dwyerja@mail.unomaha.edu
- Roni Reiter-Palmon - Psychology - (402) 554-4810 - rreiter-palmon@mail.unomaha.edu

Certificate in Information Assurance

The goal of the ISQA graduate certificate programs is to allow post-baccalaureate students and working professionals to expand their educational background and complete work that could count towards a graduate degree. Earning the graduate certificates will enhance skill sets; provide exposure to new information technologies, theories and practices; allow individuals to work towards various professional certifications; increase growth potential with employers; and increase prospects of obtaining a graduate degree. The graduate certificate program offers existing technical and managerial professionals the chance to improve and hone their communication skills to aide in their professional development.

Who is Eligible?

Individuals with an undergraduate degree and one to two years of work experience in information systems (IS) related roles are eligible to apply for the ISQA graduate certificate programs.

Structure of Graduate Certificates

The ISQA graduate certificates consist of three core courses (9 credits) and one elective (3 credits) for a total of 12 credit hours. Specific course requirements for each graduate certificate are shown below. There are three prerequisite courses, not counted as part of the 12 credit hours,

which may be waived by the chair of the Graduate Program Committee based on courses already taken, applicable work experience, or the recommendation of faculty teaching the prerequisite courses.

These courses are:

CIST 3100 - Organizations, Applications, and Technology

ISQA 8040 - An Overview of Systems Development

or

ISQA 4110 - Information Systems Analysis and ISQA 4120 - Systems Design and Implementation

ISQA 8050 - Data Organization and Storage

or

ISQA 3300 - File Structures and ISQA 3310 - Managing the Database Environment

Information Assurance Certificate

The Information Assurance (IA) Certificate will provide students with the technical, organizational and managerial background to assist in planning, deploying, and managing security technologies to achieve information assurance.

Core Courses - 9 hours

ISQA 8570 - Information Security, Policy, Privacy and Ethics

ISQA 8560 - Information Warfare and Security

ISQA 8586 - Strategic Planning for Information Assurance

Elective Courses - 3 hours

ISQA 8310 - Data Communications

ISQA 8546 - Computer Security Management

ISQA 8530 - E-Commerce Security

ISQA 8900 - Independent Research in MIS (must be related to information assurance)

ISQA 8080 - Seminar in MIS (must be related to information assurance)

Application Process

- Complete the application form and submit it with the application fee to the UNO Graduate College - [Online Application Form](#) . On the application you will be given an option to choose the graduate certificate program for which you would like to be considered. All application and support material must be sent to the following address:

University of Nebraska at Omaha
Office of Graduate Studies
6001 Dodge St, EAB 203
Omaha, NE U.S.A. 68182-0209

- Submit a detailed resume indicating your work experience and background (if applicable).
Note: If you are already admitted to the MIS graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in MIS, you will not need to submit additional application fees.
- Submit a writing sample from work or previous academic experiences. Alternatively, if you do not have writing sample, please submit a two page double-spaced essay that addresses the following two topics:
 1. Discussion of two accomplishments that demonstrate your potential for success in the graduate certificate program.
 2. Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program.

For more information

For questions regarding the ISQA graduate certificates, please contact

Dr. Peter Wolcott
Chairperson ISQA Graduate Program Committee
pwolcott@mail.unomaha.edu
402-554-3158

and/or

Ms. Carla Frakes
Graduate Advisor
cfrakes@mail.unomaha.edu
402-554-2073

Certificate in Instruction in Urban Schools

The Instruction in Urban Schools Certificate is designed to provide K-12 professionals the historical, theoretical, research, and practical knowledge related to teaching and learning. This knowledge can be applied to all school settings, especially those with diverse student populations.

Requirements

Students will develop, with their certificate advisor, an individualized plan of study from the following categories. The plan of study must be approved by the student's assigned certificate advisor.

Students must complete 18 hours within the following guidelines:

Required pedagogy courses: 9 hours

- TED 8190 – Contemporary Issues in Urban Education
- TED 8180 – Culturally Responsive Teaching
- TED 9200 – Critical Pedagogy: Teaching for Social Justice

Related courses: 9 hours

Content/professional courses in the College of Education, the College of Arts & Sciences and/or other colleges. These are identified in consultation with student's advisor.

Total hours required - 18 hours

For more Information, please call (402)-554-2212.

Certificate in Instructional Technology

The Instructional Technology Certificate is designed for professional educators with particular focus on teachers and administrators in K-12 schools. The certificate is intended to attract individuals seeking to increase the use of technology in their classrooms; others who have been or will be assigned technology leadership roles in their building/school district; and, finally, students pursuing an educational master's degree program with the focus on technology.

The focus of the certificate program is effective use of technology in the learning process, a most important topic in today's educational community. Upon completion of this certificate, the educator will have been exposed to various technologies and their uses in the school setting, will be able to use technological tools, and will be able to effectively infuse technology into the learning process.

Required Courses 3 hours

TED 8430 School Curriculum Planning

Electives 12 hours

TED 8540 Using Microcomputers in the Educational Process
TED 8550 Introduction to Media Integration with Microcomputers
TED 8560 Hardware/Software Support for the Learning Environment
TED 8570 Internet in the Classroom
TED 8580 Authoring Internet Based Educational Materials
TED 8596 Electronic Literacy
TED 8600 Advanced Seminar in Educational Technology
TED 8620 Advanced Technology Support for the Learning Environment

TED 8770 Production and Utilization
EDAD8250 Technology for School Leaders

Total hours required: 15 hours (minimum of 9 hours must be current UNO credits)

In order to keep current with future technology and to satisfy community needs, new courses will continue to be developed and added as options to the certificate program.

For more information about the graduate certificate program in instructional technology, please call (402) 554-2212.

Certificate in Project Management

The goal of the ISQA graduate certificate programs is to allow post-baccalaureate students and working professionals to expand their educational background and complete work that could count towards a graduate degree. Earning the graduate certificates will enhance skill sets; provide exposure to new information technologies, theories and practices; allow individuals to work towards various professional certifications; increase growth potential with employers; and increase prospects of obtaining a graduate degree. The graduate certificate program offers existing technical and managerial professionals the chance to improve and hone their communication skills to aide in their professional development.

Who is Eligible?

Individuals with an undergraduate degree and one to two years of work experience in information systems (IS) related roles are eligible to apply for the ISQA graduate certificate programs.

Structure of Graduate Certificates

The ISQA graduate certificates consist of three core courses (9 credits) and one elective (3 credits) for a total of 12 credit hours. Specific course requirements for each graduate certificate are shown below. There are three prerequisite courses, not counted as part of the 12 credit hours, which may be waived by the chair of the Graduate Program Committee, based on courses already taken, applicable work experience, or the recommendation of faculty teaching the prerequisite courses. These courses are:

CIST 3100 - Organizations, Applications, and Technology

ISQA 8040 - An Overview of Systems Development,

or

ISQA 4110 - Information Systems Analysis and ISQA 4120 - Systems Design and Implementation

ISQA 8050 - Data Organization and Storage,

or

ISQA 3300 - File Structures and ISQA 3310 - Managing the Database Environment

Project Management Certificate

The Project Management Certificate will provide students with the technical, organizational and managerial background to become project managers, project leaders, information technology managers, and software engineers.

Core Courses - 9 hours

ISQA 8210 - Managing Software Development

ISQA 8810 - Information Technology Project Fundamentals

ISQA 8820 - Project Risk Management

Elective Courses - 3 hours

ISQA 8196 - Process Reengineering with Information Technology

ISQA 8220 - Advanced Systems Analysis and Design

ISQA 8420 - Managing the IS Function

ISQA 8900 - Independent Research in MIS (must be related to project management)

ISQA 8080 - Seminar in MIS (must be related to project management)

Application Process

- Complete the application form and submit it with the application fee to the UNO Graduate College - [Online Application Form](#) . On the application you will be given an option to choose the graduate certificate program for which you would like to be considered. All application and support material must be sent to the following address:

University of Nebraska at Omaha
Office of Graduate Studies
6001 Dodge St, EAB 203
Omaha, NE U.S.A. 68182-0209

- Submit a detailed resume indicating your work experience and background (if applicable).
Note: If you are already admitted to the MIS graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in MIS, you will not need to submit additional application fees.
- Submit a writing sample from work or previous academic experiences. Alternatively, if you do not have writing sample, please submit a two page double-spaced essay that addresses the following two topics:

1. Discussion of two accomplishments that demonstrate your potential for success in the graduate certificate program.
2. Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program.

For more information

For questions regarding the ISQA graduate certificates, please contact

Dr. Peter Wolcott
Chairperson ISQA Graduate Program Committee
pwolcott@mail.unomaha.edu
402-554-3158

and/or

Ms. Carla Frakes
Graduate Advisor
cfrakes@mail.unomaha.edu
402-554-2073

Certificate in Public Management

Objective

The purpose of the Certificate in Public Management is to allow working professionals with careers in the public sector or graduate students in a related field of study (such as political science or city and regional planning) to expand their educational background and to enhance their knowledge in the area of public management. The graduate certificate is designed to extend students' understanding of theory and practice in the field of public management.

Course Requirements

The Certificate in Public Management consists of four required courses (12 credits) and one elective (three credits) for a total of 15 credit hours.

Required Courses (12 Credits)

- PA 8050 Introduction to Public Administration
- PA 8410 Public Human Resource Management
- PA 8090 Organization Theory and Behavior
- PA 8480 Public Finance Administration

Elective Courses (choose 1 course - 3 credits)

- PA 8110 Management Information Systems

- PA 8470 Administrative Ethics and Leadership
- PA 8436 Municipal Administration

Application Process

Send the following to the Office of Graduate Studies:

1. Application to the Graduate College. Applications may be downloaded or completed online. (<https://ebruno.unomaha.edu/php/admission/graduate/>)
2. Nonrefundable admissions fee to UNO Graduate Studies.
3. Two official transcripts from each college or university attended. Hand carried or student submitted credentials will not be accepted. Questions about transcripts should be directed to the Graduate Studies Office.

Send the following to the School of Public Administration:

1. Application for Admission to the Certificate in Public Management Program
2. Resume including work history
3. Essay as described in the Certificate Application
4. Two letters of recommendation

Application Deadlines:

Fall Semester - June 1

Spring Semester - October 1

Certificate in System Analysis and Design

The goal of the ISQA graduate certificate programs is to allow post-baccalaureate students and working professionals to expand their educational background and complete work that could count towards a graduate degree. Earning the graduate certificates will enhance skill sets; provide exposure to new information technologies, theories and practices; allow individuals to work towards various professional certifications; increase growth potential with employers; and increase prospects of obtaining a graduate degree. The graduate certificate program offers existing technical and managerial professionals the chance to improve and hone their communication skills to aide in their professional development.

Who is Eligible?

Individuals with an undergraduate degree and one to two years of work experience in information systems (IS) related roles are eligible to apply for the ISQA graduate certificate programs.

Structure of Graduate Certificates

The ISQA graduate certificates consist of three core courses (9 credits) and one elective (3 credits) for a total of 12 credit hours. Specific course requirements for each graduate certificate are shown below. There are three prerequisite courses, not counted as part of the 12 credit hours, which may be waived by the chair of the Graduate Program Committee, based on courses already taken, applicable work experience, or the recommendation of faculty teaching the prerequisite courses. These courses are:

CIST 3100 - Organizations, Applications, and Technology

ISQA 8040 - An Overview of Systems Development,

or

ISQA 4110 - Information Systems Analysis and ISQA 4120 - Systems Design and Implementation

ISQA 8050 - Data Organization and Storage,

or

ISQA 3300 - File Structures and ISQA 3310 - Managing the Database Environment

Certificate in Systems Analysis and Design

The Systems Analysis and Design Certificate will provide students with advanced technical, organizational and managerial background to become systems or business analysts and software developers.

Core Courses - 9 hours

ISQA 8210 - Management of Software Development

ISQA 8220 - Advanced Systems Analysis and Design

ISQA 8410 - Database Management Systems

Elective Courses - 3 hours

ISQA 8420 - Managing the IS Function

ISQA 8106 - Information Systems Architecture and Organization

ISQA 8900 - Independent Research in MIS (must be related to systems analysis & design)

ISQA 8080 - Seminar in MIS (must be related to systems analysis & design)

Application Process

- Complete the application form and submit it with the application fee to the UNO Graduate College - [Online Application Form](#) . On the application you will be given an option to choose the graduate certificate program for which you would like to be considered. All application and support material must be sent to the following address:

University of Nebraska at Omaha
Office of Graduate Studies
6001 Dodge St, EAB 203
Omaha, NE U.S.A. 68182-0209

- Submit a detailed resume indicating your work experience and background (if applicable).
Note: If you are already admitted to the MIS graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in MIS, you will not need to submit additional application fees.

- Submit a writing sample from work or previous academic experiences. Alternatively, if you do not have writing sample, please submit a two page double-spaced essay that addresses the following two topics:
 1. Discussion of two accomplishments that demonstrate your potential for success in the graduate certificate program.
 2. Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program.

For more information

For questions regarding the ISQA graduate certificates, please contact

Dr. Peter Wolcott
Chairperson ISQA Graduate Program Committee
pwolcott@mail.unomaha.edu
402-554-3158

and/or

Ms. Carla Frakes
Graduate Advisor
pwolcott@mail.unomaha.edu
402-554-2073

Certificate in Technical Communication

The Technical Communication Certificate is offered through the Department of English in conjunction with the School of Communication. All courses are cross-listed and may be taken under either or both course numbers.

The Graduate Certificate in Technical Communication is designed for graduate students and industry professionals seeking a foundation in the theory and practice of Technical

Communication. This foundation provides students with the kind of competencies expected from technical communication professionals, including writing, design, editing, and technology.

The Technical Communication Certificate is designed for the following students:

- part- and full-time UNO students pursuing graduate degrees, who are seeking a cognate area outside, but relevant to, their primary program of study;
- industry professionals seeking to develop the knowledge and skills for a career in Technical Communication; and
- business or technical professionals seeking to enhance their employment opportunities through a professional development program.

Requirements - Admission to the graduate certificate program:

- a baccalaureate degree with at least a 2.75 (on a 4.0 scale) GPA
- a statement of purpose articulating career goals (250-500 words)
- a writing sample (preferably a technical document such as a report, but academic essay is also acceptable)

Required Course Work

The Graduate Certificate in Technical Communication consists of 4 core courses (12 credits) and one elective (3 credits) for a total of 15 credits. These credits can consist of a combination of English and Communication credits.

Although each course lists graduate standing as the only prerequisite, students should be aware that the program director strongly recommends taking the courses in the order they appear.

Core Courses (12 credits)

ENGL/JOUR 8816 Digital Literacies for Technical Communicators
ENGL/JOUR 8836 Technical Communication
ENGL/JOUR 8856 Information Design for Technical Communicators
ENGL/JOUR 8876 Technical Editing Other Approved Courses

(NOTE: Other courses and workshops may be developed as requested by students and institutions or as developments in the field warrant).

ENGL/JOUR 8896 Capstone Course in Technical Communication
SPCH 8156 Communication Training & Development Skills
SPCH 8196 Communication Training and Development Skills
SPCH 8536 Cross-Cultural Communication

Portfolio Requirement

Students will assemble a portfolio representing their achievement in the five courses (15 credits). The portfolio will contain at least one writing sample/project from each course and will be reviewed by the Technical Communication program coordinator and one other member of the Graduate Faculty from the English department or School of Communication. Faculty teaching these courses will be aware of this portfolio requirement and will assign work that can be used as part of the portfolio (e.g., a report, user's manual, web site, etc.).

Quality of Work

Students must earn a grade of "B" (3.0 on a 4.0 scale) or better in each course applied toward the 15 credits required for the Technical Communication certificate.

For more information...

Please call (402) 554-3636.

Certificate in Teaching English to Speakers of Other Languages (TESOL)

The English Department offers students the opportunity to obtain a Graduate Certificate in Teaching English to Speakers of Other Languages. Completion of these requirements does not certify a graduate to teach in Nebraska public schools. Instead, it is an academic credential meant for teachers who are already certified in other areas, for people who plan to teach in venues other than public schools, and for anyone who works in some capacity with non- native speakers of English.

Admission Requirements

Bachelor's degree with a major or minor in one of the following areas: an English or foreign language teaching field, English, a foreign language, or the equivalent. (Students with degrees in other fields should contact the English Graduate Program Director.)

Certificate Requirements

All students whose language of nurture is not English must demonstrate oral and written mastery of English as certified by the Department of English.

All students must complete the following course requirements (15 credit hours):

ENGL 8616 Introduction to Linguistics
ENGL 8656 Structure of English
ENGL 8696 Topics in Linguistics: Applied Linguistics
TED 8006 Special Methods in Teaching Foreign Language & ESL
or
ENGL 8696 Topics in Linguistics: TESOL

ENGL 8676 Sociolinguistics

or

ENGL 8716 Intercultural Communication (Also offered as SPCH 8536)

Students must achieve grades in accordance with Graduate College policies.

The Linguistics Faculty strongly recommends that all TESOL Certificate students achieve oral and written proficiency in a second language.

For more information...

Please call (402)554-2635.

NON-DEGREE PROGRAMS

Art and Art History

Graduate art courses are offered to fulfill requirements for a minor field or as cognate or selected courses on a plan of study.

The Graduate Program Committee of the department of Art and Art History has determined that a graduate minor in Art History shall consist of 9 credit hours of graduate level Art History courses, the specific courses to be approved by the Graduate Program Committee.

Aviation

The University of Nebraska at Omaha Aviation Institute (UNOAI) is committed to providing graduate students with quality education in aviation. The Aviation Institute also strives to maintain and support local and national aviation/aerospace systems, promote the development of improved systems, and increase the awareness and knowledge of aviation among the general public. Faculty and students are provided the opportunity to participate in research and community service that will contribute to the accomplishment of this mission. The Aviation Institute provides students with a number of scholarships, fellowships, and internship opportunities that support aviation research and education. This dedicated effort is to be directed toward aiding the United States in retaining its world aviation leadership.

Graduate areas of specializations which result in a minor in aviation administration are available in the Master of Public Administration, Master of Science in urban studies, and Doctor of Philosophy in public administration programs. A specialized focus in aviation administration also is available in the master and doctoral programs in Educational Leadership through the UNL campus.

Graduate aviation courses may be available to fulfill requirements for a minor field or as cognate or selected courses on a plan of study in other programs. The aviation minor requires a minimum of nine credit hours in aviation graduate courses. Students are required to take AVN 8020 Survey

of Aviation Administration and two additional graduate level courses in aviation. These additional courses are listed in the Graduate Catalog and must be chosen in consultation with the Aviation Institute's Graduate Coordinator. (Selected courses are available on the World Wide Web through distance education.) The aviation minor must be approved by the Aviation Institute's Graduate Coordinator.

The Aviation Institute is a division of the School of Public Administration in the College of Public Affairs and Community Service (CPACS). See the "Public Administration" section of this catalog for additional academic program information. General requirements of the University of Nebraska at Omaha Graduate catalog should be reviewed. Students also should review the provisions of the Aviation Graduate Student Handbook.

Questions regarding graduate program opportunities in aviation and the Aviation Institute's numerous scholarship, fellowship, and internship programs should be directed to the Aviation Graduate Program Coordinator, 422 Allwine Hall, 402-554-3424 or 1-800- 3-FLY-UNO. The Aviation Institute may be contacted by electronic mail at unoai@unomaha.edu or on the World Wide Web at <http://www.unomaha.edu/~nasa/>

NASA Nebraska Space Grant Consortium

The Nebraska Space Grant Consortium (NSGC) is part of the NASA Space Grant College and Fellowship Program. The NSGC awards funds to develop research infrastructure and enhance the quality of aerospace research and education throughout the state. Furthermore, the NSGC strives to provide national leadership in applied aspects of aeronautics.

One of the main goals of the National Space Grant College and Fellowship Program is to assist students pursuing higher education. NASA provides funds to the NSGC for distribution to undergraduate and graduate students pursuing research or course work in the aerospace and aeronautics fields. Since the program began in 1991, over \$1,000,000 in scholarships and fellowships has been awarded to over 500 students in Nebraska. Applications are available by contacting the Nebraska Space Grant Office at the UNO Aviation Institute or on the web at <http://www.unomaha.edu/ai/>

Black Studies

A graduate minor in black studies is available for students. A graduate minor requires the completion of nine credit hours of graduate course work in Black studies.

Chemistry

Graduate chemistry courses are offered to fulfill requirements for a minor field or as cognate or selected courses on a plan of study

Community and Regional Planning

The Department of Community and Regional Planning offers graduate courses at the University of Nebraska at Omaha to serve the area's professional planners, governmental officials, interested citizens and students in related programs. A student can complete a specialization in planning on the University of Nebraska at Omaha campus via distance education courses. Three planning courses are offered each year via TV. Students also could choose to apply these courses toward the Master of Community and Regional Planning degree at UNL.

The Master of Community and Regional Planning (MCRP) degree program provides preparation for professional planning practice in the public, private and nonprofit sectors. Planning is an interdisciplinary problem-solving profession that influences a broad range of future-oriented decision making. Planners utilize a wide variety of methods and techniques to identify problems and needs and to formulate plans of action that effectively address those needs. Planners often need to accommodate differing viewpoints in the process of formulating desirable and compatible plan and policy recommendations.

The MCRP degree program emphasizes the understanding of the importance and interrelationships among human resources, natural resources, socio-cultural characteristics, economic activity, political and institutional roles and characteristics of the natural and built environment. The program provides students with a sound foundation in planning theory, methods, process and application - a background which enables graduates to formulate, initiate and coordinate a broad range of planning development actions.

The MCRP degree program requires completion of 48 graduate credit hours, encompassing three components:

- 24 credit hours of required core courses;
- 9 credit hours in an area of concentration; and
- 15 credit hours in a completion track.

Five areas of concentration are available to MCRP degree students:

1. social planning
2. physical planning: the built environment
3. environmental planning
4. economic development planning
5. transportation planning

Other individualized areas of concentration may be pursued with approval from the Department Graduate Committee.

The three completion tracks available for the MCRP degree program include:

- (1) Master's thesis and elective courses
- (2) professional project and elective courses
- (3) comprehensive written examination and elective courses

The Master of Community and Regional Planning degree program is accredited by the Planning Accreditation Board.

For more information regarding the Master of Community and Regional Planning program, please refer to the UNL Graduate Bulletin and contact the Department of Community and Regional Planning, 302 Architecture Hall, University of Nebraska-Lincoln, Lincoln, NE 68588-0105, telephone (402) 472-9280.

Engineering and Technology

These graduate programs are UNL programs. To apply for these programs you must apply through the UNL Graduate Studies Office and complete a UNL graduate application.

Human Resources and Family Sciences

Human resources and family sciences graduate offerings at UNO may be used as a minor for those pursuing programs in another discipline. The minor portion should be determined in consultation with a designated member of the graduate faculty from human resources and family sciences. UNO courses may also be used to satisfy recertification.

Admission to the graduate programs in the College of Human Resources and Family Sciences (through the Office of Graduate Studies, University of Nebraska-Lincoln) requires presentation of the baccalaureate degree from an accredited institution and GRE scores; three letters of recommendation and a goal statement; and TOEFL for international students for whom English is a second language. Departments within the college may determine specific course deficiencies.

Application for a graduate degree program in human resources and family sciences is to be made to Graduate Studies, Lincoln Campus. In addition to this, an important step to initiate a graduate program is to consult with the chairperson of the graduate program in Lincoln. Staff in the Omaha program will assist in making such appointments. For graduate degrees in human resources and family sciences, it will be necessary to take human resources and family sciences courses on the Lincoln campus.

Interdepartmental Human Resources & Family Sciences

Interdepartmental human resources and family sciences program offers graduate work leading to the Master of Science (extended education only) and Ph.D. degrees. Separate programs leading to the Master's degree also are offered in family and consumer sciences; nutritional science and dietetics; and textiles, clothing and design.

Master's Program

Students applying for study in the Interdepartmental human resources and family sciences master's degree must hold a bachelor's degree in human resources and family sciences or its equivalent. The undergraduate work must have included the equivalent of 24 hours in human resources and family sciences, distributed in at least three subject matter areas, and 20 hours in natural and social sciences including a minimum of 9 hours in the natural and 6 hours in the social sciences.

Work leading to a master's degree in Human Resources and Family Sciences may be completed under Option III (see the UNL Graduate Studies Bulletin). Not more than one-half of the total program for the Master's degree may be completed in the major subject matter areas. These subject matter areas are: family and consumer sciences; nutritional science and dietetics; and textiles, clothing and design.

At least six hours of the remaining work must be completed in one of the departments other than the major one. Additional supporting courses to complete the program may be completed in cooperating departments or in the departments outside of the College of Human Resources and Family Sciences. For more information, contact the college at chrfs@unl.edu.

Family and Consumer Sciences

Candidates for the Master of Science degree in family and consumer sciences must:

- hold a Bachelor of Science or a Bachelor of Arts degree from an accredited college
- have completed undergraduate preparation in the equivalent of that required in the Basic General Education Core in human resources and family sciences
- have a major of at least 18 hours exclusive of freshman courses in human resources and family sciences, or the equivalent from psychology, educational psychology, or sociology
- have a minimum of 3.0 undergraduate GPA is required, as well as a minimum of 500 on the verbal, quantitative, and analytical subtests of the general GRE

Nutritional Science and Dietetics

The department of nutritional science and dietetics offers graduate programs leading to a Master of Science degree. Students may develop their research programs related to human health and nutrition in the areas of biochemical and molecular nutrition, clinical and community nutrition, food quality and safety, and food service management. Students seeking a Master of Science degree must apply for admission through the Office of Graduate Studies on the UNL campus. In addition to the general admission requirements, applicants must submit Graduate Records Examination scores (verbal, quantitative, and analytical) and a letter of intent regarding educational and career goals.

Applicants whose native language is not English must submit a Test of English as a Foreign Language (TOEFL) demonstrating a score of at least 550 (or 213 on the computerized test).

Desirable undergraduate background should include a Bachelor of Science or Bachelor of Arts degree in areas related to nutrition, food service management, and/or dietetics and include appropriate courses in chemistry, biochemistry, microbiology, physiology, statistics, and management.

Candidates for the Master of Science degree in nutritional science and dietetics must hold a Bachelor of Science degree or a Bachelor of Arts degree from an accredited college. More information is available at the following website: <http://cehs.unl.edu/>

Textiles, Clothing and Design

Graduate programs in Textiles, Clothing and Design allow students at the masters level to concentrate their course work in merchandising of apparel and textiles, costume or textile history, quilt studies, textile science, and textile or apparel design. Individual programs may include course work in business, history, anthropology, art, art history, museum studies, chemistry, sociology, and statistics as well as textiles, clothing and design.

In consultation with a faculty adviser, each student plans an individualized course of study linking background interests with research or creative interests of departmental faculty and educational resources of the University of Nebraska. The masters program requires 30 to 36 semester hours of graduate course work. Programs are offered through both resident instruction and extended education.

Graduate programs in textiles, clothing and design are administered through the University of Nebraska-Lincoln.

For additional information contact:

Sharon Reeder
234 Home Economics
University of Nebraska, Lincoln, NE 68583-0802
(402) 472-2911
tcdgrad2@unl.edu.

Philosophy

The Bachelor of Arts degree in philosophy is the natural choice for students who want to go on to graduate work in philosophy. However the study of Philosophy is also a useful preparation for students who intend to work in other areas.

Philosophy provides a transferable skill, one that can be used in many walks of life. It provides training in rational thinking that cannot be obtained elsewhere plus it gives students a general

training in thinking and writing clearly. It also provides experience in problem solving, in thinking critically, and in thinking laterally. Both ethics and logic are part of philosophy, and most people will face significant ethical questions in the course of their work and would do better in their work if they thought logically.

Studying the history of philosophy is also essential to the understanding of the history of ideas and culture.

Perhaps Socrates went a little far in suggesting that the unexamined life was not worth living, but it is surely true that an examined life will be all the better for it.

Physics

Graduate physics courses are offered to fulfill requirements for a minor field or as cognate or selected courses on a plan of study.

Religious Studies

A graduate minor in Religious Studies is offered. A Religious Minor requires no fewer than nine hours of graduate-level coursework and *must be* approved by the major department/school and the minor department/school.

A variety of courses can be taken under the heading of Reading in Religion (RELI 8900).

Two courses are cross listed with their undergraduate counterparts:

1. Judaism in the Modern Age (RELI 8156) is Cross listed with (RELI 4150) *and*
2. Existentialism and Religious Thought (RELI 8306) is cross-listed with (RELI 4300).

In addition, the Religious Studies program offers a graduate-level course for teachers on the Holocaust under the Reading in Religion course number (RELI 8900).

Periodically, Religious Studies also offers a graduate-level course, Religions of the World, under the Reading in Religion course number (RELI 8900).