



Professional Studies

Off-Campus Courses

Teacher Education

**Noncredit and
Certificate Programs**

**Part-Time Graduate
Evening Programs**

UNIVERSITY AT STONY BROOK

STATE UNIVERSITY OF NEW YORK



SCHOOL OF CONTINUING EDUCATION

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Tilden Edelstein, Provost

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632-7071

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Education and Training/632-7071

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632-7065

Workforce Development Center
632-7065

Renee Filiatrault, Director
Center for Education on Substance
Abuse/632-7060

Patricia Brennan, Senior Staff Assistant
Alcohol and Drug Rehabilitation
Program/632-7060

CED OFFICE HOURS

When classes are in session:
Monday–Thursday, 9 a.m.–6 p.m.
Fridays, fall and spring, 9 a.m.–5 p.m.
Fridays, summer, 9 a.m.–3 p.m.

Between semesters:
Monday–Thursday, 9 a.m.–5:30 p.m.
Fridays, fall and spring, 9 a.m.–5 p.m.
Fridays, summer, 9 a.m.–3 p.m.

*See back inside cover for additional
information about special evening
hours and services.*

USEFUL OFFICES

**School of Continuing
Education/632-7050**
N201 Ward Melville Social and
Behavioral Sciences Building

Bookstore/632-6550
Melville Library, ground floor

Bursar/632-6116
261 Administration Building

**CED Reception, Admissions and
Advisement/632-7050**
N201 Ward Melville Social and
Behavioral Sciences Building

**Center for Excellence and
Innovation in Education/632-7696**
S101 Ward Melville Social and
Behavioral Sciences Building

**Center for Science, Mathematics,
and Technology Education/632-7075**
202 Harriman Hall

Disabled Student Services
632-6748/6749
133 Humanities

**Financial Aid and Student
Employment/632-6840**
230 Administration Building

Foreign Student Services/632-7025
113 Central Hall

Graduate School/632-7040
2401 Computer Science Building

ID Office/632-6345
191 Administration Building

Library (main)/632-7110

Parking Garage/632-6277

Public Safety/333 on campus;
632-3333 or 246-3333 off campus
Dutchess Hall South Campus

Records/Registrar/632-6885
276 Administration Building

Student Accounts/632-6176
254 Administration Building

**Student Health Service
Infirmary/632-6740**

Summer Session/632-7790
217 Old Chemistry

Teacher Education/632-7696/7685
S201 Ward Melville Social and
Behavioral Sciences Building

Traffic Office/632-6345
192 Administration

**Undergraduate Academic
Advising/632-7082**
E3310 Library

Undergraduate Admissions/632-6868
118 Administration Building

**Undergraduate Studies and
Undergraduate Evening
Program/632-7080**
E3320/3350 Library

When writing to any of these offices, please
add: SUNY at Stony Brook, Stony Brook,
NY 11794

On the Cover:
Ready for the Next Adventure
Photograph by Laura Kowalski, Mount
Sinai, New York
Summer 1992, Greece
First Place, University Hospital
Auxilliary Annual Photography Contest,
1992

WHAT IS CED?

The School of Continuing Education (CED), in existence since 1967, is the academic unit of the University at Stony Brook which specializes in meeting the needs of part-time evening students studying at the graduate level. CED also offers non-credit programs that address professional and personal objectives and sponsors courses at off-campus sites.

WHAT KINDS OF COURSES DOES CED OFFER?

1. **Graduate credit courses** applicable (as appropriate) toward the following programs:

Master of Arts in Liberal Studies (MA/LS) meets the interests of a diverse adult audience and appeals to teachers who may use this degree to satisfy the master's degree requirement for permanent teacher certification.

Master of Professional Studies (MPS) with separate concentrations in either Labor Management Studies, Public Affairs, or Waste Management stresses the application of research and experience to complex social issues.

Master of Arts in Teaching (MAT) programs individually lead to New York State certification in such secondary school subjects as Social Studies, English, French, Italian, German, and Russian.

Graduate Certificate Programs are available in Long Island Regional Studies, Waste Management, Environmental/Occupational Health and Safety, and Coaching.

2. **Noncredit programs** include professional licensing courses, human resource and work force development programs for people who are seeking job/computer training or management skills, substance abuse education programs, and programs for retired individuals.

WILL IT BE NECESSARY TO BE IN A DEGREE PROGRAM IN ORDER TO TAKE COURSES THROUGH CED?

No. All CED courses are open to degree and nondegree graduate students providing one has the necessary stated prerequisites.

WHAT IS REQUIRED TO BE CONSIDERED FOR ADMISSION TO A CED DEGREE PROGRAM?

For the MA/LS and MPS:

1. Submit an official undergraduate transcript indicating a bachelor's degree has been awarded.
2. Attend a CED admissions orientation session where a completed application (including health form) is submitted along with a \$35 fee.

For the MATs in English, French, German, Italian, Russian, or Social Studies:

1. Completed MAT application (including health form) and \$35 fee.
2. Official copies of all college/university transcripts which relate to the awarding of a bachelor's degree, plus other relevant graduate transcripts.
3. Three letters of recommendation.
4. GRE scores (General Test).

WHAT IS REQUIRED TO BE ADMITTED AS A NONDEGREE GRADUATE STUDENT?

A bachelor's degree. Admission procedures require that a completed graduate special student application and health form plus a \$5 application fee be processed through the CED Office, N201, Ward Melville Social and Behavioral Sciences Building.

WHEN AND HOW DO I REGISTER FOR CLASSES?

1. **Credit programs:** Starting with the semester date for advance registration until the first day of classes, in-person registration is available Monday-Friday, 10 a.m.-4 p.m., and on some evenings there are specially scheduled extended hours from 5 p.m.-7 p.m. Enrolled CED students may also register by mail and phone during designated periods.
2. **Noncredit programs:** There are special registration procedures for each offering.

WHERE ARE CLASSES HELD?

Most CED courses are held in various buildings on the Stony Brook campus. CED also offers off-campus courses throughout Long Island, but students cannot expect to complete their entire degree with off-campus study.

WHAT ACCESS DO I HAVE TO UNIVERSITY SERVICES, ACTIVITIES, AND FACILITIES AS A CED STUDENT?

The CED Office will either attend to your administrative and advisement needs or provide guidance for contacts with other campus offices. An ID card, available to registered students, admits you to many university events and facilities, including the library and new sports complex. Free on-campus parking is available for vehicles registered through the campus Traffic Office at commuter lots designated P, resident parking lots, and some faculty/staff lots after 4 p.m. Paid parking is available in the campus parking garages and designated short-term metered areas.

WHO TEACHES IN CED?

CED's faculty is composed of the university's renowned full-time teaching staff and supplemented by outside experts as required. Our faculty is interested in teaching adult students, as revealed by the extraordinarily high evaluations they receive from CED students in their classes.

WHO WILL BE ATTENDING CLASSES WITH ME?

Adults from their early twenties to senior citizens attend classes. Many hold full-time jobs or are acquiring skills to enable them to enter or re-enter the work force. All share a common commitment to personal growth and enrichment through higher education.

Classes begin February 1, 1993

Before registering for class, check pages 75-76 for important information regarding immunizations.

Detailed registration information may be found on pages 19-25.

A MESSAGE FROM THE DEAN



CED's Silver Anniversary

This fall marked the 25th anniversary of the School of Continuing Education (CED) at Stony Brook. Originally founded in 1967 as the Center for Continuing Education and renamed in 1987 the School of Continuing Education in recognition of its expanded academic mission, CED has been in the forefront of enhanced higher education access and opportunity for Long Island. Our over 8,000 degree recipients and the countless thousands more who have participated in our noncredit programs have all benefited from Stony Brook's commitment to the reality of continuing education. It has been my great pleasure and challenge as dean to maintain the spirit of growth and vitality which characterizes all of this university's educational endeavors. Moreover, the contribution of dedicated colleagues and students who honor us with their participation provides a strong incentive for even further accomplishments.

On behalf of CED, as well as personally, I look forward with you to the next 25 years and the essential role of continuing education in our future.

Sincerely,

Paul J. Edelson
Dean

CONTINUING EDUCATION COUNCIL

Chairperson: Aaron Lipton, English
Catherine Bardram, Student Representative
Edwin Battley, Ecology & Evolution
Ora James Bouey, School of Nursing
Paul Cammarata, Library
Ann Carvalho, Graduate School
Fortunato Communale, Student Representative
Helen Cooper, Graduate School
Peggy Cullinan, HSC Student Services
Nicholas Fisher, Marine Sciences
John Fox, Student Representative
Patrick Herley, Materials Science
Manuel London, Harriman School for Management and Policy
Ronald Malowitz, Medical Technology
Ernest McNealey, Undergraduate Studies
H. William Morrison, Psychology
Anthony Phillips, Mathematics
Sheldon Reaven, Technology and Society
Eli Seifman, Social Sciences Interdisciplinary Program
Harry Snoreck, Campus Services
Anna Soukas, Harriman School for Management and Policy
Marshall Spector, Philosophy
Paul Edelson, School of Continuing Education
Jo Fusco, School of Continuing Education

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INTRODUCTION

Established in 1957, the University at Stony Brook can look back with pride at having achieved national stature in only a generation. Stony Brook offers excellent programs in a broad spectrum of academic subjects and conducts major research and public service projects. Over the past dozen years, Stony Brook's externally funded research programs have grown faster than those of most American universities. Internationally renowned faculty members offer courses from the undergraduate to the doctoral level for about 17,000 students through more than 100 undergraduate and graduate degree programs. Extensive resources and expert support services help foster intellectual and personal growth.

The School of Continuing Education, or CED, as it is fondly known by its many students and numerous graduates, was originally founded as the Center for Continuing Education in 1967. In 1987, in recognition of its broadened academic mission, the name was changed to School of Continuing Education. This past fall, CED celebrated its 25th anniversary.

CED offers the Master of Arts in Liberal Studies Program, Stony Brook's first and foremost part-time graduate program. In 1989 the Master of Professional Studies and the Master of Arts in Teaching Social Studies were added. The curriculum was also expanded to include graduate certificate programs that focus on the needs of the region and emerging professions in such areas as coaching, waste management, environmental/occupational health and safety, and Long Island regional studies. Just recently, the MATs in English and Foreign Languages were also added.

CED also offers a variety of non-credit programs in management, human resource development, and selected professional licensing areas. A program for retired individuals, The Round Table, provides intellectual stimulation and fellowship in a peer directed setting.

CED is the home of the Center for Education on Substance Abuse, the Center for Corporate Continuing Education and Training, the Workforce Development Center and the Continuing Education Research Center.

36-credit course of study includes a set of professional education courses and a concentration in the selected teaching subject which together are designed to meet New York State certification requirements for teaching in secondary school grades, 7-12. Refer to the index on page 83 for a listing of the pages on which you can find more complete information about the MAT programs available in the School of Continuing Education.

GRADUATE CERTIFICATE PROGRAMS

Eighteen credit concentrations in either Long Island Regional Studies, Waste Management, Environmental/Occupational Health and Safety, or Coaching are now individually available in the School of Continuing Education as certificate programs.

In addition, the Labor/Management Studies cluster of courses offered in the School of Continuing Education by the Harriman School for Management and Policy continues to be available as a graduate certificate program.

The graduate courses that meet the requirements for awarding each of these certificates may, where appropriate, also be used to satisfy CED degree program requirements.

Refer to the index on page 83 for a listing of pages on which you can find more complete information about each certificate program.

Detailed program descriptions for the MA/LS, MPS, and MATs begin on page 6.

MASTER OF ARTS IN LIBERAL STUDIES (MA/LS)

The Master of Arts in Liberal Studies program is the university's most extensive part-time evening graduate program. Each semester over 2,200 graduate students choose from almost 150 evening courses offered by more than 25 academic departments. Refer to the index on page 83 for a listing of pages on which you can find more complete information about the MA/LS.

in Liberal Studies. It is an interdisciplinary degree that focuses on the theoretical structure and methodology of social science disciplines and their application to professional studies. Three concentrations are currently available within this program: Labor/Management Studies, Public Affairs, and Waste Management Studies. See the index on page 83 for a listing of pages on which you can find more complete information about the MPS.

MASTER OF PROFESSIONAL STUDIES (MPS)

The Master of Professional Studies has been developed as the professional studies counterpart to the Master of Arts

MASTER OF ARTS IN TEACHING (MAT)

The Master of Arts in Teaching programs in English, French, German, Italian, Russian or Social Studies offer teacher preparation at the graduate level. Each

NONMATRICULATED GRADUATE STUDENTS (GSP)

The School of Continuing Education serves as the west campus administrative unit that admits nonmatriculated graduate students to Stony Brook. These students may be awaiting admission to a degree program or simply may wish to take individual graduate courses to satisfy personal or professional goals. Such nonmatriculants are classified as

SCHOOL OF CONTINUING EDUCATION

Graduate Special Students (GSP).

Complete information on admission and registration procedures for GSP students is included in the section of this bulletin titled "Registration and Fee Information."

CENTER FOR CORPORATE CONTINUING EDUCATION AND TRAINING (CCCET)

The Center for Corporate Continuing Education and Training (CCCET) is a prominent workforce training/retraining resource within the School of Continuing Education. CCCET programs are designed to assist employed and job seeking professionals and support personnel in obtaining and developing skills and expertise to keep them competitive.

On-going programs include the Professional Development Certificate Program, and the Personal Computer Training Series and Certificate programs. Customized training programs for business and industry are offered on numerous topics and in various formats. These programs are described more fully on pages 55-61.

For further information about the CCCET call (516) 632-7065.

WORKFORCE DEVELOPMENT CENTER (WDC)

The Workforce Development Center was established in 1992 in response to the increasing difficulties facing the Long Island business community. Economic constraints, corporate downsizing, organizations relocating off Long Island, and large numbers of companies unable to survive have greatly impacted the growing numbers of unemployed professionals in the region. The Workforce Development Center provides training programs for dislocated individuals, employed persons in transition and all others seeking to improve and

PROFESSIONAL, MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT PROGRAMS

The School of Continuing Education continues to expand its scope of professional licensing programs. Its oldest and largest, the Real Estate Education Program, continues to increase its course offerings for the real estate professional. Stony Brook also offers the New York State Certification Program for Real Estate Appraisers. This is for professionals seeking to enter or continue in the appraisal field.

The Insurance Licensing Program includes a defensive driving program, an insurance adjusting program as well as the basic courses which meet the necessary state educational requirements to become an insurance agent/broker. The courses offered in the taxation program are authorized by the New York State Board of Accountancy and the Department of the Treasury to provide continuing education courses (CPE) for certified public accountants and enrolled revenue agents.

Day, evening, and weekend courses are offered year-round on campus and at extension sites. For further information, call (516) 632-7071.

In the professional development area, the Center for Corporate Continuing Education and Training (CCCET) and the Workforce Development Center (WDC) are viable training resources, offering individuals and companies training programs designed to enhance their ability to compete in today's work force. A variety of programs, seminars, workshops and computer courses can be customized to meet the specific needs of a company or organization. Individuals and companies may be eligible for New York State Training Grants. Special corporate rates are available. Training may be conducted in-house or at the university.

For further information about the CCCET and/or the WDC, contact (516) 632-7065.

enhance their ability to compete in today's changing work environment. Individuals who qualify may be eligible for Suffolk County Department of Labor, New York State Department of Labor or other government funded retraining grants.

For further information about the WDC call (516) 632-7065.

CENTER FOR EDUCATION ON SUBSTANCE ABUSE

The Center for Education on Substance Abuse (CESA), established as a unit of the School of Continuing Education through a New York State Legislative appropriation, has as its mission the development of credit and noncredit education and training programs on

substance abuse. CESA is offering new and challenging programs for professionals and novices in the field of substance abuse, alcoholism, and addiction. In order to fulfill the needs of a particular audience, CESA offers free consultation on planning program topics, scheduling of programs (days, evenings, or weekends), site selection (on the Stony Brook campus and/or at your facility), and fee arrangement.

Please consult pages 64-65 for description of the various noncredit programs offered and a list of related graduate credit courses. Certificates of Attendance will be issued to participants upon request and in most cases Employee Assistant Professionals (EAP) may apply for Professional Development Hours (PDH) for any of the workshops or seminars offered.

For further program information or to schedule a free consultation appointment, call (516) 632-7060.

Registration information for noncredit programs, may be found on page 63.

CED OFFICE HOURS

The general administrative office for the School of Continuing Education is located in room N201 of the Ward Melville Social and Behavioral Sciences Building. This building is adjacent to the south end of the west campus parking garage, near the Administration Building.

In the fall and spring terms the School of Continuing Education office is open Monday through Thursday from 9 a.m. to 7:30 p.m. during the first two weeks of classes and thereafter from 9 a.m. to 6 p.m. except for selected Tuesday evenings when the office remains open along with other Student Affairs Offices until 7 p.m. On Friday, office hours are from 9 a.m. to 5 p.m. Between semesters, office hours are Monday through Thursday, 9 a.m. to 5:30 p.m. and until 5 p.m. on Friday.

During the Summer Session, the CED office is open Monday through Thursday from 9 a.m. to 6 p.m. and on Friday, from 9 a.m. to 3 p.m.

LIFELONG LEARNING PROGRAM

Retired and semi-retired individuals age 55 and over are invited to join The Round Table, Stony Brook's Lifelong Learning Program. This program is designed to promote intellectual stimulation and continued learning into the retirement years. It is a program where the members themselves provide the teaching and governance. Courses, lectures, and activities that interest the members are offered. The Round Table was established through a New York State legislative appropriation. For additional information, see page 67 or 71.

CONTINUING EDUCATION RESEARCH CENTER (CERC)

CERC, a unit of the School of Continuing Education, specializes in applied research for schools, communities, agencies, and institutions on a range of continuing education issues including policy studies, needs analyses, staff analyses, and professional development for those in the field of continuing education. Recent projects have also included studies of adult education programs in the public schools. Contact Dean Paul J. Edelson (516) 632-7052 for further information.

NEW STUDENT INFORMATION

The final sections of this bulletin include information about student services, facilities, activities, and programs open to the public. Directions for reaching the campus and parking, as well as registration and health forms for new CSP students who want to take spring graduate courses, are also included.

TEACHER CERTIFICATION

The Master of Arts in Liberal Studies will meet the master's degree requirement for permanent certification for those already provisionally certified in all certification areas except those related to pupil personnel service and school administration and supervision.

Students who complete a Master of Arts in Teaching program offered by the School of Continuing Education will simultaneously satisfy (approved) program requirements for New York State secondary grades, 7-12, teacher certification in (as appropriate) English, French, German, Italian, Russian, or Social Studies and the master's degree requirement for permanent certification.

Information about a program available in the School of Continuing Education which is state approved to provide child abuse recognition training may be found on page 62 of this bulletin. This program specifically addresses the recently implemented teacher certification child abuse education requirement.

All other advisement on teacher certification (particularly how individual CED courses may satisfy teacher certification requirements) must be obtained from the State Education Department in Albany. Either write or call:

Office of Teaching
State Education Department
Albany, NY 12230
(518) 474-3901

MASTER OF ARTS IN LIBERAL STUDIES (MA/LS)

MASTER OF ARTS IN LIBERAL STUDIES (MA/LS)

The MA/LS is an interdisciplinary degree program that examines issues and themes in the arts and humanities, social and behavioral sciences, and natural and applied sciences. Developed primarily for adult students who seek educational enrichment and professional development on a part-time evening basis, the MA/LS is not structured specifically to serve as a prerequisite to a more advanced degree. Depending on your date of admission, the program consists of 30–33 graduate credits of coursework distributed as follows:

9 CREDITS—A CORE OF THREE LIBERAL STUDIES COURSES (FORMERLY TITLED FOUNDATIONS COURSES)
Arts and Humanities Liberal Studies (AH/LS), 3 credits

Social and Behavioral Sciences

Liberal Studies (SB/LS), 3 credits

Natural and Applied Sciences Liberal Studies (NS/LS), 3 credits

The liberal studies courses offered each semester are listed in the section entitled Core/Liberal Studies Requirement Courses and are designated with this symbol ▲.

18 CREDITS—A CLUSTER OF COURSES RELATED BY THEME OR SUBJECT

Cluster courses for the MA/LS may be selected, as appropriate, from among the university's graduate offerings.

Those courses that are of special interest to MA/LS degree students are described in the CED Bulletin each semester. Students develop a cluster with guidance and approval of a CED academic advisor. Sample cluster titles include American Studies, Arts in Education, Child and Family Studies, Coaching/Athletics, English as a Second Language, Environmental Studies, Human Development, International Studies, Literature, Long Island Regional Studies, Mathematics, Music, Occupational/Health and Safety, Philosophical Perspectives, Public Affairs, Science, Social Issues,

Teaching Social Studies, Technology and Society, Waste Management, and Women's Studies. Students are not limited to these suggested clusters and may propose other titles.

3 CREDITS

Students admitted to the MA/LS program, fall 1989 and following semesters, are required to enroll in a project seminar (CED 595) for these three credits.

For students admitted to the MA/LS program prior to the fall 1989 semester, these three credits are elective.



3 CREDITS—ELECTIVE

For students admitted fall 1992 and following semesters, an additional 3 credits must be taken as an elective.

MA/LS PROJECT

Candidates for the MA/LS degree are required to submit a paper or project usually related to their cluster area, which demonstrates that they can develop ideas and use analytical skills at the master's level.

Students admitted to the MA/LS degree program fall 1989 and following semesters meet this requirement through enrollment in a 3-credit project seminar (CED 595). Several sections of this seminar will be offered each semester, and students are guided in the selection of an appropriate section for their MA/LS project seminar.

Prerequisite for CED 595:

Satisfactory completion of the 9-credit liberal studies (formerly foundations) requirement.

Students admitted to the MA/LS degree program prior to fall 1989 may meet this requirement through submission and approval of an MA/LS essay. Essay objectives and guidelines are outlined on the reverse side of the essay approval cover sheet available in the CED Office or from a CED academic advisor. Students should carefully review these guidelines before undertaking a paper to satisfy this requirement.

☛ **Note: Papers required in liberal studies courses (formerly foundations courses) may not be used to satisfy the MA/LS essay requirement.**

If a cluster course paper is to serve as the MA/LS essay, students should confer with the course instructor early in the semester to ensure that the paper's format is acceptable for both course and MA/LS essay requirements. It may also be possible to develop the MA/LS essay out of a CED 599 Independent Study. This approach requires special approval (see section on independent study) and a faculty sponsor. It is the student's responsibility to find a faculty sponsor.

An essay submission satisfies this requirement when it has the approval of both a first reader (the course instructor or sponsor) and the second faculty reader assigned by the School of Continuing Education.

SPECIAL NOTES

Courses which satisfy the program requirements listed above are offered regularly during the fall and spring semesters. Although Summer Session will have some graduate courses that can be applied toward the MA/LS, students should plan on meeting critical course requirements during either the fall or spring semesters.

For descriptions and schedule information of courses being offered this semester, please refer to listings in the Quick Reference section, page 83.

MASTER OF PROFESSIONAL STUDIES (MPS)

An Interdisciplinary Graduate Degree Program in Social Science and the Professions

LABOR/MANAGEMENT STUDIES CONCENTRATION

The MPS is a 30-credit graduate degree program stressing the application of research and experience to complex social issues. The core curriculum focuses on the theoretical structure and methodology of social science disciplines and their application to the professions. Students may select to concentrate in one of the following three areas: **Labor/Management Studies, Public Affairs, or Waste Management.** Structured primarily for working adults who seek educational study and professional development on a part-time evening basis, the MPS does not specifically serve as a prerequisite for a more advanced degree.

9 CREDITS—CORE REQUIREMENT

3 CREDITS FROM AREA A COURSES:*

CEI 504 Human Behavior as Rational Action, 3 credits

CEI 505 Foundations of Social Science Methodology, 3 credits

CEN 557 Statistics and Society, 3 credits

CES 590 Methods of Behavioral Science, 3 credits

AMS 576 Statistical Methods for Social Scientists, 3 credits

and

3 CREDITS FROM AREA B COURSES:*

CEI/POL 560 American Democracy: Its Critics and Defenders, 3 credits

CEI 594 Law and Technology, 3 credits

CEN 580 Assessment of Socio-Technological Problems and Issues, 3 credits

PHI 522 Ethics and Management, 3 credits

POL 543 Environmental Politics, 3 credits

POL 551 Political Psychology/Behavior, 3 credits

and

3 CREDITS FROM EITHER AREA A OR B COURSES

18 CREDITS—CONCENTRATION IN LABOR/MANAGEMENT STUDIES

6 CREDITS FROM REQUIRED SURVEY COURSES:

CES 515 Survey, Human Resource Administration, 3 credits

or

CES 523 Human Resource Management Workshop, 3 credits

and

CES 516 Survey of Labor Relations, 3 credits

and

12 CREDITS FROM THE FOLLOWING LIST OF COURSES:

LABOR RELATIONS:

CES 514 Collective Bargaining and Arbitration in the Public Sector, 3 credits

CES 518 Contemporary Issues in Labor Relations, 3 credits

CES 519 Grievance Handling and Arbitration, 3 credits

CES 524 Labor Negotiations Workshop, 3 credits

CES 525 Labor Relations Law, 3 credits

CEX 547 Negotiation and Conflict Resolution, 3 credits

HUMAN RESOURCE ADMINISTRATION:

CES 510 In Addition to Wages: Employee Benefits, 3 credits

CES 511 Human Relations in the Workplace, 3 credits

CES 513 New Developments, Human Resource

Administration, 3 credits

CES 526 Job Evaluation and Compensation Systems, 3 credits

CEX 537 Employer Training/Career Development, 3 credits

CEX 538 Organizational Change and Development, 3 credits

HISTORY/CULTURE:

CES 512 American Worker in Art, Film, and Fiction, 3 credits

CES 517 Women, Work, and Dollars, 3 credits

CES 520 The Crisis in De-Industrialization, 3 credits

CES 521 From Bullets to Ballots: A History of Industrial

Relations in America, 3 credits

CES 522 Protest Movements in American Labor, 3 credits

Graduate course approved by program advisor, 3 credits

Students are strongly advised to maintain a balance between Labor Relations and Human Resource Administration courses.

3 CREDITS—CED 595:03 (MPS) PROJECT SEMINAR

Candidates for the MPS degree will meet their MPS project requirement through enrollment in Section 03 of CED's Project Seminar course, CED 595.

Prerequisite: Satisfactory completion of the 9-credit core requirement.

**Students admitted to the MPS prior to fall 1992 may satisfy requirements from area course listings in existence when they were admitted to the degree program and/or those described above.*



Turn page for information concerning the Master of Professional Studies (MPS) concentrations in Public Affairs and Waste Management.

MASTER OF PROFESSIONAL STUDIES (MPS)

MASTER OF PROFESSIONAL STUDIES (MPS)

An Interdisciplinary Graduate Degree Program in Social Science and the Professions



PUBLIC AFFAIRS CONCENTRATION OR WASTE MANAGEMENT CONCENTRATION

The MPS is a 30-credit graduate degree program stressing the application of research and experience to complex social issues. The core curriculum focuses on the theoretical structure and methodology of social science disciplines and their application to the professions. Students may select to concentrate in one of the following three areas: **Labor/Management Studies, Public Affairs, or Waste Management.** Structured primarily for working adults who seek educational study and professional development on a part-time evening basis, the MPS does not specifically serve as a prerequisite for a more advanced degree.

9 CREDITS—CORE REQUIREMENT

3 CREDITS FROM AREA A COURSES:*

CEI 504 Human Behavior as Rational Action, 3 credits

CEI 505 Foundations of Social Science Methodology,
3 credits

CEN 557 Statistics and Society, 3 credits

CES 590 Methods of Behavioral Science, 3 credits

AMS 576 Statistical Methods for Social Scientists, 3 credits
and

3 CREDITS FROM AREA B COURSES:*

CEI/POL 560 American Democracy: Its Critics and
Defenders, 3 credits

CEI 594 Law and Technology, 3 credits

CEN 580 Assessment of Socio-Technological Problems and
Issues, 3 credits

PHI 522 Ethics and Management, 3 credits

POL 543 Environmental Politics, 3 credits

POL 551 Political Psychology/Behavior, 3 credits
and

3 CREDITS FROM EITHER AREA A OR B COURSES

3 CREDITS—CED 595:03 (MPS) PROJECT SEMINAR

Candidates for the MPS degree will meet their MPS project requirement through enrollment in Section 03 of CED's Project Seminar course, CED 595.

Prerequisite: Satisfactory completion of the 9-credit core requirement.

**Students admitted to the MPS prior to fall 1992 may satisfy requirements from area course listings in existence when they were admitted to the degree program and/or those described above.*

18 CREDITS—CONCENTRATION IN PUBLIC AFFAIRS

CEI/POL 531 Regional Planning, 3 credits

CEI/POL 533 Administration and Public Policy, 3 credits

CEI/POL 534 Intergovernmental Relations, 3 credits

POL 535 Public Policy Analysis and Evaluation, 3 credits

CEI/POL 536 Politics, Local Economic Development,
3 credits

CEI 545/POL 623 Urban Politics, 3 credits

POL 530 Topics in Public Affairs or Approved Elective,
3 credits

— OR —

18 CREDITS—CONCENTRATION IN WASTE MANAGEMENT

6 CREDITS—REQUIRED COURSES

CEY 501 Waste Management Issues, 3 credits

CEY 503 Environmental Law, 3 credits
and

12 CREDITS—AREA COURSES WITH AT LEAST THREE CREDITS SELECTED FROM AREA A

AREA A COURSES

CEY 504 Emerging Technology in Solid Waste
Management, 3 credits

CEY 505 Environmental Engineering, 3 credits

CEY 506 Recycling Equipment and Technology, 3 credits

CEY 507 Long Island Ground Water, 3 credits

CEY/MAR 512 Marine Pollution, 3 credits

CEY/MAR 522 Environmental Toxicology, 3 credits

CEY/EST 597 Waste Management: Systems and Principles,
3 credits

AREA B COURSES

CED 580 Long Island in the Year 2000, 3 credits

CEY 502 History of Waste Management, 3 credits

CEY 509 Environment and Public Health, 3 credits

CEY/EST 594 Diagnosis of Environmental Design, 3 credits

EST 595 Principles of Environmental Systems Analysis,
3 credits

MASTER OF ARTS IN TEACHING (MAT) SOCIAL STUDIES

Offered through the School of Continuing Education in collaboration with the Center for Excellence and Innovation in Education and the Department of History

The Master of Arts in Teaching Social Studies, with a concentration in history, is designed as a course of study leading to New York State certification for teaching social studies in the secondary schools (grades 7–12). The program consists of a total of 36 graduate credits of coursework distributed as follows:

15 CREDITS—HISTORY

- HIS 500 Historiography, 3 credits
plus
12 Credits selected from the following:
HIS 521/522 Seminars: U.S. History, 3 or 6 credits
HIS 501/502 Seminars: European History, 3 or 6 credits
HIS 541/542:02 Seminars: Latin American History, 3 or 6 credits
HIS 562 Topics Seminar: African or Asian History, 3 or 6 credits

15 CREDITS—PROFESSIONAL STUDIES IN EDUCATION

- CEE 505 Education: Theory and Practice, 3 credits
CEE 565 Adolescent Growth and Development, 3 credits
CEE/HIS 577 Teaching Social Studies (fall semester only), 3 credits
CEE/HIS 578 Social Studies Strategies (spring semester only with CEE/HIS 577 prerequisite), 3 credits
CEE/HIS 580 Student Teaching Seminar, 3 credits (corequisite CEE/HIS 579)

6 CREDITS—SUPERVISED STUDENT TEACHING

- CEE/HIS 579 Supervised Student Teaching, 6 credits

SPECIAL NOTES

Courses which satisfy the listed program requirements are offered regularly during the fall and spring semesters. Although Summer Session will have some graduate courses that can be applied toward the MAT/SS, students should plan on meeting critical course requirements during either the fall or spring semesters.

For descriptions and schedule information of courses being offered this semester, please refer to listings in the Quick Reference section, page 83.

WRITTEN PROJECT

Students will also be required to complete a written project in the form of a four-week social studies teaching module specifically designed for the students being taught in the supervised student teaching experience.

☛ **The MAT in Social Studies entails at least three semesters of work (excluding Summer Session) for the full-time student and a longer period of time for the part-time student.**

ADMISSION REQUIREMENTS

Applicants for admission to the MAT in Social Studies will be required to have completed an academic major in history, or, within another social science major (excluding psychology, education, and linguistics), at least 18 credits of history with 9 of these credits at the upper division level. They must also demonstrate through their application and recommendations that they possess the temperament and disposition to be an effective teacher. It is expected that applicants will have little or no previous coursework in education or formal classroom teaching experience. To be considered for admission, all students must submit or have sent to the School of Continuing Education:

1. Completed MAT/SS application and health form with \$35 application fee
2. Three letters of recommendation
3. Official copies of all previous college transcripts

4. An official report of scores earned on the Graduate Record Examination (General Test)

For additional information about this graduate program, please address inquiries to: **Director, MAT in Social Studies Program, School of Continuing Education, SUNY at Stony Brook, New York 11794-4310, telephone (516) 632-7696; 632-7055; 632-7500.**

☛ **Note:** In order to be recommended by the University at Stony Brook for New York State certification in Social Studies, grades 7–12, students in the MAT in Social Studies must have completed at least one year of college level study of a foreign language and at least 36 credits in social sciences (excluding psychology, education, and linguistics) in their combined undergraduate and graduate coursework. Among the 36 credits in social science at least 18 credits must be distributed as follows: **3 credits in economics, 3 credits in Asian history, 3 credits in African history, 3 credits in Latin American history, 3 credits in U.S. history, and 3 credits in European history.** Students who are deficient in the foreign language or social science areas will be advised by the director of the MAT in Social Studies about taking additional courses to satisfy New York State approved program requirements.

MASTER OF ARTS IN TEACHING (MAT) ENGLISH



MASTER OF ARTS IN TEACHING (MAT) ENGLISH

Offered through the School of Continuing Education in collaboration with the Center for Excellence and Innovation in Education and the English Department

The Master of Arts in Teaching English is designed as a course of study leading to New York State certification for teaching English in the secondary schools (grades 7–12). The program consists of a total of 36 graduate credits of coursework distributed as follows:

18 CREDITS—ENGLISH LANGUAGE AND LITERATURE (with the possibility of selecting 1–6 credits from Theatre Arts)

The exact selection of these courses will be determined by the student and his/her advisor. Students who appear to have deficiencies in English linguistics and/or did not complete an advanced analytical composition course will be required to include courses which specifically address these deficiencies among the 18 credits selected to satisfy this requirement.

12 CREDITS—PROFESSIONAL STUDIES IN EDUCATION

CEE 505 Education: Theory and Practice, 3 credits
CEE 588 Methods of Instruction in Literature and Composition in the Secondary School, 3 credits
CEH 524 Literature and Psychology of Adolescence, 3 credits
CEE 590 Student Teaching Seminar, 3 credits (corequisite CEE 589)

6 CREDITS—SUPERVISED STUDENT TEACHING

CEE 589 Supervised Student Teaching, 6 credits

WRITTEN PROJECT

Students will also be required to complete a written project in the form of a four-week English teaching module specifically designed for the students being taught in the supervised student teaching experience.

ADMISSION REQUIREMENTS

Applicants for admission to the MAT in English will be required to have completed an academic major in English or a minimum of 36 credits in English. They must also demonstrate through their application and recommendations that they possess the temperament and disposition to be an effective teacher. It is expected that applicants will have little or no previous coursework in education or formal classroom teaching experience.

SPECIAL NOTES

Courses which satisfy the program requirements listed above are offered regularly during the fall and spring semesters. Although Summer Session will have some graduate courses that can be applied toward the MAT in English, students should plan on meeting critical course requirements during either the fall or spring semesters.

For descriptions and schedule information of courses being offered this semester, please refer to listings in the Quick Reference section, page 83.

The MAT in English entails at least three semesters of work (excluding Summer Session) for the full-time student and a somewhat longer period of time for the part-time student.

To be considered for admission, all students must submit or have sent to the School of Continuing Education:

1. Completed MAT application and health form with \$35 application fee
2. Three letters of recommendation
3. Official copies of all previous college transcripts
4. An official report of scores earned on the Graduate Record Examination (General Test)

For additional information about this graduate program, please address inquiries to: **Director, MAT in English Program, School of Continuing Education, SUNY at Stony Brook, New York 11794-4310, or telephone (516) 632-7416; 632-7696; 632-7055.**

☛ **Note:** In order to be recommended by the University at Stony Brook for New York State certification in English, grades 7–12, students in the MAT in English must have completed at least one year of college level study of a foreign language and a minimum of 36 credits in English in their combined undergraduate and graduate coursework.

MASTER OF ARTS IN TEACHING (MAT) FOREIGN LANGUAGES



MASTER OF ARTS IN TEACHING (MAT) FOREIGN LANGUAGES: FRENCH OR ITALIAN

Offered through the School of Continuing Education in collaboration with the Center for Excellence and Innovation in Education and the Department of French and Italian

The Master of Arts in Teaching Foreign Languages programs are individually designed to lead to New York State certification for teaching either French, Italian, German, or Russian in the secondary schools (grades 7–12). Each program consists of a total of 36 graduate credits of coursework distributed as follows:

MASTER OF ARTS IN TEACHING: FRENCH

15 CREDITS—FRENCH LANGUAGE AND LITERATURE

FRN 501 Contemporary French Culture and Institutions, 3 credits

FRN 507 Advanced Stylistics, 3 credits

FRN 508 Explication de Texte, 3 credits

FRN 510 French Phonetics and Diction, 3 credits

FRN graduate level Literature Course, 3 credits

15 CREDITS—PROFESSIONAL STUDIES IN EDUCATION

CEE 505 Education: Theory and Practice, 3 credits

CEE 565 Adolescent Growth and Development, 3 credits

FLA 504 Methods, Teaching Foreign Languages, 3 credits

FLA 505/CEH 593 Strategies for Teaching French, 3 credits

FLA 554 Student Teaching Seminar, 3 credits

6 CREDITS—SUPERVISED STUDENT TEACHING

FLA 550 Supervised Student Teaching: Foreign Languages, 6 credits

MASTER OF ARTS IN TEACHING: ITALIAN

15 CREDITS—ITALIAN LANGUAGE, LITERATURE, AND CULTURE

ITL 501 Contemporary Italy, 3 credits

ITL 508 Advanced Grammar and Stylistics, 3 credits

ITL 509 Contrasting Italian and English, 3 credits

ITL 511 History of the Italian Language, 3 credits

ITL graduate level Literature Course, 3 credits

15 CREDITS—PROFESSIONAL STUDIES IN EDUCATION

CEE 505 Education: Theory and Practice, 3 credits

CEE 565 Adolescent Growth and Development, 3 credits

FLA 504 Methods, Teaching Foreign Languages, 3 credits

FLA 505/CEH 593 Strategies for Teaching Italian, 3 credits

FLA 554 Student Teaching Seminar, 3 credits

6 CREDITS—SUPERVISED STUDENT TEACHING

FLA 550 Supervised Student Teaching, 6 credits

WRITTEN PROJECT

MAT in Foreign Language students will also be required to complete a written project in the form of a four-week Foreign Language teaching module specifically designed for the students being taught in the supervised student teaching experience.

☛ The MATs in Foreign Languages entail at least three semesters of work (excluding Summer Session) for the full-time student and a somewhat longer period of time for the part-time student.

ADMISSION REQUIREMENTS

Applicants for admission to any of the MATs in Foreign Language are expected to have good preparation in the program language (preferably a major or minor) with a minimum grade point average of 2.75 in their overall bachelor's degree program and at least a 3.00 in their language studies. They must also demonstrate through their application and recommendations that they possess the temperament and disposition to be an effective teacher. It is expected that applicants will have little or no previous course work in education or formal classroom teaching experience. To be considered for admission, all students must submit or have sent to the School of Continuing Education:

1. Completed MAT application and health form with \$35 application fee
2. Three letters of recommendation
3. Official copies of all previous college transcripts
4. Several sample papers from their undergraduate program which demonstrate level of proficiency in the program language
5. An official report of scores earned on the Graduate Record Examination (General Test)

For additional information about this graduate program, please address inquiries to: **Director, MAT/Foreign Language Programs, School of Continuing Education, SUNY at Stony Brook, New York 11794-4310, or telephone (516) 632-7440; 632-7696; 632-7055.**

☛ **Note:** In order to be recommended by the University at Stony Brook for New York State certification in a foreign language, grades 7–12, students in the MATs in Foreign Languages must have completed at least a minimum of 36 credits in the program's foreign language in their combined undergraduate and graduate course work. Students who are admitted to the MAT/FLA programs on the basis of demonstrated proficiency (determined according to ACTFL guidelines) but have not actually accumulated 36 credits in the program's language will be advised by the Director of FLA Teacher Education Program about ways to meet the 36 credit certification requirement.

MASTER OF ARTS IN TEACHING (MAT) FOREIGN LANGUAGES



MASTER OF ARTS IN TEACHING (MAT) FOREIGN LANGUAGES: GERMAN OR RUSSIAN

Offered through the School of Continuing Education in collaboration with the Center for Excellence and Innovation in Education and the Department of Germanic and Slavic Languages

The Master of Arts in Teaching Foreign Languages programs are individually designed to lead to New York State certification for teaching either French, Italian, German, or Russian in the secondary schools (grades 7–12). Each program consists of a total of 36 graduate credits of coursework distributed as follows:

MASTER OF ARTS IN TEACHING: GERMAN

15 CREDITS—GERMAN LANGUAGE, LITERATURE AND CULTURE

GER 504 German Cultural History, 3 credits

GER 506 Advanced Stylistics, 3 credits

GER graduate level Literature Courses, 6 credits

and

3 credits selected from the following courses:

GER 557 History of the German Language, 3 credits

GER 539 Contrastive Structures: German–English,
3 credits or

GER 558 Middle High German, 3 credits

15 CREDITS—PROFESSIONAL STUDIES IN EDUCATION

CEE 505 Education: Theory and Practice, 3 credits

CEE 565 Adolescent Growth and Development, 3 credits

FLA 504 Methods, Teaching Foreign Languages, 3 credits

FLA 505/CEH 593 Strategies for Teaching German,
3 credits

FLA 554 Student Teaching Seminar, 3 credits

6 CREDITS—SUPERVISED STUDENT TEACHING

FLA 550 Supervised Student Teaching: Foreign
Languages, 6 credits

MASTER OF ARTS IN TEACHING: RUSSIAN

15 CREDITS—RUSSIAN LANGUAGE AND LITERATURE

RUS 506 Russian Stylistics, 3 credits

RUS graduate level Literature Courses, 9 credits

and

3 credits selected from the following:

RUS 538 Structure of Russian, 3 credits

or

RUS 520 Applied Linguistics, Russian Syntax, 3 credits

15 CREDITS—PROFESSIONAL STUDIES IN EDUCATION

CEE 505 Education: Theory and Practice, 3 credits

CEE 565 Adolescent Growth and Development, 3 credits

FLA 504 General Methods, Teaching Foreign Languages,
3 credits

FLA 505/CEH 593 Teaching Strategies in Russian, 3 credits

FLA 554 Student Teaching Seminar, 3 credits

6 CREDITS—SUPERVISED STUDENT TEACHING

FLA 550 Supervised Student Teaching, 6 credits

WRITTEN PROJECT

MAT in Foreign Language students will also be required to complete a written project in the form of a four-week Foreign Language teaching module specifically designed for the students being taught in the supervised student teaching experience.

☛ The MATs in Foreign Languages entail at least three semesters of work (excluding Summer Session) for the full-time student and a somewhat longer period of time for the part-time student.

ADMISSION REQUIREMENTS

Applicants for admission to any of the MATs in Foreign Language are expected to have good preparation in the program language (preferably a major or minor) with a minimum grade point average of 2.75 in their overall bachelor's degree program and at least a 3.00 in their language studies. They must also demonstrate through their application and recommendations that they possess the temperament and disposition to be an effective teacher. It is expected that applicants will have little or no previous course work in education or formal classroom teaching experience. To be considered for admission, all students must submit or have sent to the School of Continuing Education:

1. Completed MAT application and health form with \$35 application fee
2. Three letters of recommendation
3. Official copies of all previous college transcripts
4. Several sample papers from their undergraduate program which demonstrate level of proficiency in the program language
5. An official report of scores earned on the Graduate Record Examination (General Test)

For additional information about this graduate program, please address inquiries to: **Director, MAT/Foreign Language Programs, School of Continuing Education, SUNY at Stony Brook, New York 11794-4310, or telephone (516) 632-7440; 632-7696; 632-7055.**

☛ **Note:** In order to be recommended by the University at Stony Brook for New York State certification in a foreign language, grades 7–12, students in the MATs in Foreign Languages must have completed at least a minimum of 36 credits in the program's foreign language in their combined undergraduate and graduate course work. Students who are admitted to the MAT/FLA programs on the basis of demonstrated proficiency (determined according to ACTFL guidelines) but have not actually accumulated 36 credits in the program's language will be advised by the Director of FLA Teacher Education Program about ways to meet the 36 credit certification requirement.

ADMISSION REQUIREMENTS

MA/LS or MPS Degree Program: To be considered for the MA/LS or MPS degree program, students must hold a bachelor's or advanced degree from an accredited institution of higher education. A cumulative undergraduate grade point average (G.P.A.) of 2.75 or higher is required to matriculate in these programs. Students with an undergraduate cumulative G.P.A. of less than 2.75 will be matriculated conditionally with their admission becoming finalized when they complete at least six graduate credits at Stony Brook and achieve a cumulative GPA of at least a 3.0.

MAT Degree Programs in English, French, German, Italian, Russian, or Social Studies: Admission is selectively based on a review of the MAT application and attached personal statement, three letters of recommendation, and official copies of all previous college transcripts by the appropriate departmental director. Scores from the Graduate Record Examination (GRE), General Test, are also required, although students may be admitted without the GRE scores if they can show evidence that they are planning to take the GREs during the first semester of registration in the MAT program.

To be considered for admission to the MAT in Social Studies, an applicant must have completed an academic major in history, or, within another social science major (excluding psychology, education, and linguistics), at least 18 credits of history with 9 of these credits at the upper division level.

To be considered for admission to the MAT in English, an applicant must have completed an academic major in English or at least 36 credits in English.

To be considered for admission to any of the MATs in Foreign Language, an applicant is expected to have good preparation in the program language (preferably a major or minor).

higher education in a nonEnglish-speaking country. They can do this by presenting a score of at least 550 on the Test of English as a Foreign Language (TOEFL). This test is given at centers throughout the world on several dates each year. The testing schedule and registration information can be obtained by writing to TOEFL, CN 5161, Princeton, NJ 08540, USA.

Financial Verification—Foreign students must also provide the university with verification that the necessary funds are available to finance their education and living expenses at Stony Brook. University Financial Affidavit Form SUSB 1202 must be completed and submitted for this purpose along with the application for admission and the application fee.

Visa Clearance—Government regulations require that every foreign student attend the institution that issues the visa clearance. They must take a full course of study of at least 12 credits each semester. They must also consult with a foreign student advisor about any anticipated changes in student status that affect their visa clearance.

Mandatory Health Insurance—Foreign students should consult the Office of Foreign Student Services, located in 113 Central Hall, (516) 632-7025, for information regarding mandatory student health insurance.

APPLICATION PROCESS

Prospective students for School of Continuing Education programs can obtain applications by writing, calling, or visiting the School of Continuing Education, N201 Ward Melville Social and Behavioral Sciences Building, SUNY at Stony Brook, Stony Brook, NY 11794-4310; telephone (516) 632-7050.

To avoid delays in the processing of a candidate's application, all application procedures should be attended to well in advance of the semester in which a student wishes to begin classes.

MA/LS or MPS applicants must

1. Attend an on-campus orientation session at which time all degree requirements will be outlined and each applicant's course of study will be planned. Call (516) 632-7050 to schedule an orientation appointment.

2. Submit a completed MA/LS or MPS application and a \$35 application fee at the orientation session.

3. Arrange to have an official tran-

script sent to the School of Continuing Education from the college that awarded their bachelor's degree.

4. Provide proof of immunity from measles, mumps, and rubella. See pages 75-76 for further information.

MAT applicants should follow the special application procedures outlined in the MAT application packet.

FOREIGN STUDENT ADMISSION

In addition to the admission procedures listed above, students who are not citizens or permanent residents of the United States must meet the following requirements:

English Proficiency—Foreign students must demonstrate proficiency in reading, writing, and speaking English, as well as comprehension of the spoken language, if their first or native language is not English or if they have pursued

ACADEMIC ADVISING

The School of Continuing Education's academic advisors help students enrolled in the MA/LS and MPS degree programs plan their curriculum. All applicants for these degrees must meet with a CED academic advisor at the time of application in order to develop a program of study and to review degree requirements. Call (516) 632-7050 for guidance on scheduling conferences with advisors.

Applicants for the MAT degrees are advised about program requirements by the directors of each MAT program. Call (516) 632-7696 for advisement concerning the MAT in Social Studies; (516) 632-7416 for advisement concerning

GENERAL INFORMATION: DEGREE PROGRAMS

the MAT in English; (516) 632-7440 for advisement concerning the MATs in Foreign Language.

Students wishing also to register in CED's certificate programs may schedule an appointment with a CED advisor by calling (516) 632-7050.

Although students may schedule a conference with an advisor as needed, they remain individually responsible for meeting program requirements. (See section on Student Responsibilities.)

PREREQUISITES

Prerequisites which indicate the course background expected of students are listed for the student's benefit. **Students who do not secure permission to register when it is cited as a prerequisite run the risk of being denied admission to the course at the beginning of the semester.**

CREDIT LIMITATIONS

1. The maximum number of graduate credits earned at Stony Brook as a nonmatriculated student (GSP) that can be applied toward the requirements for a CED degree is 12.

2. The maximum number of credits of CED 599 Independent Study that can be applied to a CED degree (where appropriate) is six.

3. Stony Brook graduate courses that are over five years of age when a student is admitted or readmitted to a CED degree program will be individually reviewed by appropriate department/faculty to determine if they may be applied toward current CED degree requirements. The grades in such courses must be B- or better. A course that is both over five years of age when a student is admitted or readmitted to a CED degree program and carries a grade below B- is ineligible for review and cannot be used to satisfy CED degree requirements.

4. A maximum of six credits from another institution that are no more than five years old at the time a student is admitted or readmitted to a CED degree

CLASSIFICATION OF COURSES

A selection of Liberal Studies courses (formerly foundations courses), required of students admitted to the MA/LS program as of fall 1984, may be found in the section entitled Core/Liberal Studies Requirement Courses and are designated by the symbol, ▲. Formerly these courses carried an F plus area designator. They now carry a notation of LS and an area designator as follows:

AH/LS for Liberal Studies in the Arts and Humanities area

NS/LS for Liberal Studies in the Natural and Applied Sciences area

SB/LS for Liberal Studies in the Social and Behavioral Sciences area

program may be transferred toward degree requirements. Transfer is not automatic. A student must request the transfer, and the request must be reviewed and approved by the School of Continuing Education's transfer credit advisor. (For complete information see section below on transferring graduate credit from other institutions.)

TRANSFERRING GRADUATE CREDITS FROM OTHER INSTITUTIONS

1. A student may transfer a maximum of six graduate credits toward a School of Continuing Education degree. These credits must be from institutions that are authorized to grant graduate degrees by recognized accrediting agencies and must be applicable to graduate degree programs offered by these institutions.

2. Credits must be clearly graduate level and in keeping with graduate studies offered at Stony Brook.

3. Credits must carry the grade of B or better. Pass or Satisfactory grades are not transferrable unless these grades can be substantiated by the former institution as being at least B quality. The grades for credits transferred from other institutions are not included in any calculation of a student's grade point average or in any evaluation of the student's academic standing in a School of Continuing Education program.

4. Credits cannot be more than five years old at the time of the student's

admission or readmission to matriculated status.

5. Credits used to fulfill a requirement for either a baccalaureate or another graduate degree may not be transferred toward a School of Continuing Education program.

6. Credits earned through specially formatted programs (those that are not offered in a traditional semester-long format) such as weekend college, week-long workshops, etc. (regardless of the number of hours involved) may not be transferred; nor may travel, video, correspondence courses, or credits earned through examinations be transferred.

7. Transferred courses cannot be used to satisfy the Liberal Studies (formerly Foundations) course requirements in the Master of Arts in Liberal Studies Program. How transferred credits may be applied toward other School of Continuing Education program requirements will be determined by the school's transfer credit advisor.

8. If a transferred course has been determined to have a Stony Brook equivalent, a student may not take this equivalent for credit toward a School of Continuing Education degree.

9. No credits may be transferred from another institution until a student has completed at least one graduate course as a School of Continuing Education student.

10. After admission into a School of Continuing Education program, a student **must obtain prior approval** from the transfer credit advisor to take courses at another institution for School of Continuing Education credit.

Forms to request the transfer of credits or prior approval to do so are available in the School of Continuing Education Office or from the School's academic advisors.

INDEPENDENT STUDY

Students may pursue a specific area of academic investigation through independent study. To be considered for CED 599 Independent Study students will need to have:

1. completed at least six credits of graduate coursework at Stony Brook;
2. maintained at least a B average in that graduate work;
3. prepared a proposal describing what they would like to do, after con-

sulting with a Stony Brook faculty member who is willing to supervise their work and sponsor their independent study project;

4. completed and submitted an Application for Independent Study, which is available from the CED Office. The completed application must be signed by the faculty sponsor and the appropriate department chairperson. It must also be submitted for review by the associate dean of CED four to six weeks in advance of a semester's final registration dates.

A student will be eligible to register for CED 599 when his/her application is approved by the associate dean. An appropriate section number will be assigned at that time.

The maximum number of credits of CED 599 Independent Study that may be applied toward a CED degree (where appropriate) is six.

WRITING ASSISTANCE

Stony Brook offers writing assistance for School of Continuing Education students who may be having difficulty meeting writing requirements.

Students can obtain individual assistance on any writing project from the English Department's Writing Center. The Writing Center is open daily Monday through Friday and conducts evening and Saturday hours that change from semester to semester. Call (516) 632-7405 for information or an appointment.

GRADING SYSTEM

Graduate students are graded using the following system:

A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
F	=	0.00

Neither D nor P/NC (Pass/No Credit) is an approved grade for graduate students. However, the following marks may be awarded at the end of the semester:

I (Incomplete): This is an interim grade occasionally given by instructors to allow students extra time to complete course requirements after the end of classes. Students are not automatically entitled to this privilege. Incompletes are usually granted only upon evidence that good cause—such as serious, protracted illness—prevented a student's completion of course requirements. Incompletes must be approved by the instructor before the end of the semester.

The grade of I must be resolved by a deadline set by the instructor or the deadline cited in the School of Continuing Education's academic calendar, whichever comes first. In granting a grade of I the instructor signifies a willingness to receive student work after a class has ended and to assign grades within deadlines. If a student receives an Incomplete and does not complete the work necessary to remove it by the deadline set, the I will automatically be changed to a failing grade, I/F (Lapsed Incomplete).

NR (No Record): An instructor may assign a temporary mark of NR to students who have never, to the instructor's knowledge, participated in the course in any way. An NR report is not to be interpreted as a grade but only as a temporary indication of a state of affairs that requires prompt resolution, leading either to the removal of the course from a student's program (whenever it appears as a result of an error) or to the assignment of a grade. It is the student's responsibility to resolve the problem. If the problem is not resolved by the deadlines listed in the school's academic calendar for removing the NR report, the NR will automatically be

changed to a failing grade, N/F (Lapsed No Record).

S (Satisfactory): Indicates passing work in those courses, so designated by a department, where the normal mode of evaluation is impractical. Does not affect cumulative G.P.A.

U (Unsatisfactory): Indicates unsatisfactory work in those courses, so designated by a department, where the normal mode of evaluation is impractical. Does not affect cumulative G.P.A.

W (Withdrawal): Indicates that a student has withdrawn from a course after the deadline for deletions; it carries no further academic implication. Dates affecting the assignment of W are published in the School of Continuing Education's academic calendar.

Grades appearing on a student's academic record may not be changed after one calendar year from the end of the term in which the grade was incurred. Final grades appearing on a student's academic transcript at the time of his or her graduation cannot be changed subsequent to the graduation date.

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TRANSCRIPTS AND REPORTING OF GRADES

Grade reports are mailed by the Office of Records/Registrar to the student's home address as soon as possible after the end of each semester. Students may also obtain official transcripts from the Office of Records/Registrar. Written requests should be sent to the Bursar, Box 619, accompanied by a \$5 fee (checks made payable to SUNY at Stony Brook). Forms for requesting transcripts are also available from the Office of Records/Registrar and the School of Continuing Education Office.

University policy does not allow grades to be given over the telephone. The School of Continuing Education's course grade sheets are posted outside the school's main office, Ward Melville Social and Behavioral Sciences Building, N201, as soon as they have been submitted by the instructors at the end of each semester.

WORKLOADS

The School of Continuing Education's programs are graduate level, with high expectations and a considerable workload. Students should allow at least the traditional three hours of study/preparation per class contact hour per week. Access to libraries to conduct research is necessary for many courses and should be considered when planning a schedule and curriculum. Students in CED degree programs and GSP (non-matriculated) students are limited to registering for no more than nine credits in a single semester unless special permission is obtained from a School of Continuing Education's academic advisor each semester. Forms requesting overloads are available in the CED Office for those students who wish to take more than nine credits for financial aid, insurance purposes, or to meet some special educational need.

STUDENT RESPONSIBILITIES

☛ This bulletin is intended to be a guide to the university's academic and procedural rules and regulations as they apply to all students enrolled in programs offered by the School of Continuing Education. Students are advised to keep it for reference since they are responsible for knowing and adhering to all the rules and regulations described herein.

For deadlines affecting CED students that may be different from those affecting other graduate students, please refer specifically to the Academic Calendar published in the CED bulletin.

As all programs, regulations, and schedules are subject to change or cancellation, students should also refer regularly to *Bulletin Updates* which are made available in the CED office throughout registration periods.

Students who have questions regarding academic regulations should make an appointment to speak with an academic advisor in the School of Continuing Education and should request that answers to their questions be made in writing. A student's claim that he or she was given incorrect advice verbally by someone in the School of Continuing Education Office cannot be honored.

EXCEPTIONS TO ACADEMIC REGULATIONS

Any School of Continuing Education student who finds that extraordinary personal circumstances seem to require that an exception be made to any academic regulation may petition the School of Continuing Education's Committee on Academic Standing (CAS). Petition forms are available in the school's office. The CAS deals solely with academic rules and regulations and is not authorized to rule on requests for waivers on financial regulations. Inquiries regarding financial matters must be addressed to the Office of Student Accounts.

Requests involving retroactive withdrawal from or cancellation of registration for a course must be submitted to the School of Continuing Education's Committee on Academic Standing within one calendar year after the course ends.

ACADEMIC DISHONESTY

The university considers intellectual honesty to be the cornerstone of all academic and scholarly work and views any form of academic dishonesty as an extremely serious matter. Graduate students may be dismissed upon proof of violation of professional standards and academic honesty.

Academic dishonesty includes any act that is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition that is not properly earned. Some typical examples are:

1. Cheating on an examination by the use of books, notes, or other aids when these are not permitted, or by copying from another student.
2. Submission of the same paper in more than one course without informing the instructor(s).
3. Collusion: two or more students helping each other on an examination or assignment when this is not permitted.
4. Use of ringers: sitting in for another student at an examination, or

Classes begin February 1, 1993

For detailed information concerning new MAT programs, check pages 10-12.

Before registering for class, check pages 75-76 for important information regarding immunizations.

Detailed registration information may be found on pages 19-25.

permitting someone else to sit in for oneself.

5. Plagiarism: the submission of another's work as one's own original work without proper acknowledgment of the source.

6. Falsifying documents or records related to credit, grades, change of status forms (e.g., adds and drops), and other academic matters.

7. Altering an examination or paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.

8. Theft or destruction of academic or scholarly resources.

STANDARDS OF CONDUCT

The university expects cooperation from all its students in developing and maintaining high standards of scholarship and conduct.

Students are expected to meet academic requirements and financial obligations, as specified throughout this bulletin, in order to remain in good standing. Certain nonacademic rules and regulations must also be observed.

The university wishes to emphasize its policy that all students are subject to the rules and regulations of the university currently in effect or which, from time to time, are put into effect by the appropriate authorities of the university. Students, in accepting admission, indicate their willingness to subscribe to and be governed by these rules and regulations and acknowledge the right of the university to take such disciplinary action, including suspension and/or dismissal, as deemed appropriate. University authorities will take action in accordance with due process.

MAINTENANCE OF PUBLIC ORDER

The university wishes to maintain public order appropriate for a university campus without limiting or restricting the freedom of speech or peaceful assembly of the students, faculty, or administration. The university has,

therefore, issued the *University Student Conduct Code, Alcohol Policy, and Rules of Public Order* to ensure that the rights of others are protected and to set forth prohibited conduct. For a copy, contact the Office of the Student Judiciary, 347 Administration Building, (516) 632-6705.

GRIEVANCE PROCEDURES

Resolution of a complaint about unfair or improper treatment involving a course or departmental policy/practice should first be attempted with the faculty member or administrator directly concerned. If that fails the student should submit a written grievance to the instructor's department chairperson (program director) for consideration by the departmental grievance and appeals committee (as specified in Graduate School policy).

An appeal of a departmental decision or a problem which cannot be resolved at the departmental level may be submitted in writing to the Dean of the School of Continuing Education for resolution by the School's Committee on Academic Standing (CAS), which, depending on the circumstances, may function as a quasi-judicial grievance and appeals panel and/or attempt fact-

finding and mediation, reporting its resolution or recommendation to the Dean.

A CED academic advisor may be consulted concerning any of the preceding, but should be consulted initially only about difficulty with a School of Continuing Education policy or procedure. If the latter is not satisfactorily resolved at this first level, it may be appropriate to petition the CAS, or in case of alleged unfair or improper treatment, to submit a written grievance to the Dean for consideration by CAS.

COMMENCEMENT

One commencement ceremony is held every year in May. All May graduation and certificate candidates as well as the previous August and December candidates are encouraged to attend this ceremony.

The School of Continuing Education also hosts its own convocation and festive reception for candidates, their families, and friends. This activity is always well attended and provides an opportunity for the recognition of each candidate and his or her achievements.

SPECIAL NOTES

☛ *Courses which satisfy the program requirements for the MA/LS, MPS, and MAT degrees are offered regularly during the fall and spring semesters. Although Summer Session will have some graduate courses that can be applied toward these degrees, students should plan on meeting critical course requirements during either the fall or spring semesters.*

☛ *New degree requirements are in effect for students admitted to the MA/LS degree program for the fall 1992 and following semesters. The MA/LS requirements which are fully described on page 6 indicate how credits required for the degree have been increased to 33 with a 3-credit elective requirement added to the program.*

GRADUATION

There are three opportunities to graduate: May, August, and December. In order to become a candidate for graduation, an application for graduation must be filed in the School of Continuing Education Office within the first two weeks of the candidate's final semester in a School of Continuing Education degree program. Application deadlines for each term are published in the academic calendar. Graduation applications are available in the School of Continuing Education Office.

**THE DEADLINE TO APPLY FOR MAY 1993 GRADUATION IS
FRIDAY, FEBRUARY 19, 1993.**

Students are eligible for graduation when they have met the published degree requirements. To qualify for graduation in any semester, students must have all academic requirements completed by the last day of that semester.

ALL CED DEGREE CANDIDATES MUST:

1. Attain at least a 3.0 (B) cumulative grade point average (GPA) for all graduate courses taken at Stony Brook, as well as a 3.0 cumulative GPA for the credits required to earn the degree. Grades earned in transferred courses cannot be included in any calculation of the cumulative GPA to determine eligibility for graduation.

☛ **Note:** Students are advised about cumulative grade point average problems that can eventually affect their eligibility for graduation as follows: Each semester, students with 12 or more graduate credits toward a CED degree whose cumulative grade point average is below 3.0 will be notified through correspondence and urged to come in for a conference with a CED advisor.

2. Complete all requirements within five years. (Exception: Students admitted to the MA/LS program before fall 1986 have seven years from their date of admission to complete degree requirements.)

Candidates admitted to the MA/LS program prior to fall 1989 must submit any outstanding MA/LS essay or project to the course instructor no later than the last day of class of the semester in which they expect to graduate. If revisions are called for, they must be made and the essay/project must be approved by both the instructor and CED no later than the last day of the month of graduation (i.e., May 31; August 31; December 31). Students who cannot meet these deadlines will be unable to graduate as planned and must reapply to graduate another semester.

The process for reviewing essays and projects can be lengthy, and students are urged to complete their essay project requirement before their last semester to avoid having their graduation delayed.

Candidates admitted to the MA/LS program for fall 1989 and following semesters or the MPS program must complete their projects within their project seminar course (CED 595). Guidelines, standards, and information about deadlines for submitting the project for final approval by the School of Continuing Education will be made available in the project seminar course.

MAIL REGISTRATION

Continuing graduate students in the School of Continuing Education who registered for courses within the last year will be sent materials for registering entirely by mail. Students who have registration blocks on their records such as financial, traffic, and health, are not eligible to register until the situation is resolved and the blocks are removed. The CED office will return any registration materials to students whose records indicate a block, and students will be required to register in-person. In order to take advantage of mail registration, requests must be received in the School of Continuing Education Office no later than Wednesday, November 25, 1992. This group of registrants will be mailed a bill indicating due dates for mail and in-person payments.

New students (nonmatriculating) who have earned a baccalaureate degree and have never taken a graduate course at Stony Brook or GSP students who have not registered since spring, 1991 may use the mail registration form in the back of this bulletin to register for up to nine credits as a nonmatriculated graduate student (GSP). Use of the form in the back of this bulletin is limited to this specific group of students. Payment, along with the completed Immunization Record form indicating immunity to measles, mumps, and rubella, must accompany the registration form. Instructions for payment are noted on the back of the mail registration form. All forms and payment must be returned no later than Friday, January 22, 1993.

WALK-IN REGISTRATION

Students may register in person between 10 a.m. and 4 p.m., beginning Thursday, December 3, 1992. Students may also register Tuesday evenings from 5 p.m.–7 p.m., as follows: 12/7 and 1/26, and late register on 2/2 and 2/9. **Note:** No registration on weekends; December 21–January 1, 1993; and January 18, 1993.

Students who do not have permits to register and registration forms may obtain them from the School of Continuing Education Office. The procedures to follow for walk-in registration are summarized as follows:

DECEMBER 1 (EVENING ONLY: 5–7 P.M.); DECEMBER 3–4, 1992

Students submit their completed registration form and permits to register to the Registrar, 2nd floor lobby of the Administration Building, where they will be given a computer-generated receipt confirming their registration. They will be billed at a later date.

DECEMBER 7, 1992–JANUARY 29, 1993

1. **Bill Preparation:** Students take their registration form and permit to register to the Office of Student Accounts, second floor lobby of the Administration Building, to have a bill prepared.

2. **Payment of Fees:** Students then proceed to the Bursar's windows and pay current fees and any previous balance. They may charge their registration to VISA, MasterCard, or Discover Card, or pay by cash or check.

3. **Completion of Registration:** After settling their account with the Bursar, students submit their registration form to the Registrar. They will be given a computer-generated receipt confirming their registration.

LATE REGISTRATION

Registration after the start of classes is considered late registration. The late registration period begins on the first day of classes, Monday, February 1, and ends Friday, February 12, 1993. A late registration fee of \$30 will be charged. Students must have written permission of the instructor to late register for a course. Permission to late register is at the discretion of the instructor. Registration hours are from 10 a.m. to 4 p.m., Monday through Friday and from 5 to 7 p.m. on the Tuesday evenings of February 2 and February 9, 1993.

NUMBER OF CREDITS FOR WHICH A SCHOOL OF CONTINUING EDUCATION STUDENT MAY REGISTER

Nine credit hours per semester is considered the maximum credit-hour load for a School of Continuing Education student. Students who wish to register for more than nine credits (for financial aid or health insurance eligibility, or some other special educational need), will have to obtain permission to do so from a CED academic advisor prior to registration each semester. Without permission, they may not register for more than nine credits. Permission forms can be obtained from the School of Continuing Education Office.

REGISTRATION IN NON-CED GRADUATE COURSES

Students in the School of Continuing Education who wish to register for a graduate course other than one having CE in the course designator are advised to obtain appropriate permissions to take such courses prior to registration. Failure to obtain permission may result in deregistration from some courses.

REGISTRATION IN UNDERGRADUATE COURSES

No undergraduate courses (SUSB courses numbered 100–499) may be used to meet the requirements for any graduate degree or graduate certificate program at the University at Stony Brook.

UNDERGRADUATES TAKING GRADUATE COURSES

Advanced undergraduates who wish to enroll in graduate courses may do so to increase their depth of knowledge in a particular area. Permission of the course instructor and either the Graduate School or the School of Continuing Education, depending on which office is responsible for the course, is required. It

REGISTRATION AND FEE INFORMATION

is strongly recommended that students discuss their intention to take graduate courses with their advisors and/or undergraduate program directors to assess whether the credits will be applicable to their undergraduate degree requirements. Courses numbered 500 or above cannot be used to fulfill distribution requirements or used for certain major requirements. No undergraduate student may register for a total of more than six graduate credits. Undergraduates must request permission to register for graduate courses, using form SUSB 3065, available from the School of Continuing Education or the Graduate School and demonstrate that they will not exceed the six-credit limit before attempting to register for any graduate or CED course. Permission is granted by CED for CED courses only on a space-available basis during Final Registration week. A copy of form SUSB 3065 with all of the necessary signatures must be presented to the Office of Records when registering for the course.

REPETITIVE CREDIT

Students should never register for a course with the same number and title as a course previously taken unless the description clearly states that it may be taken for repetitive credit or it is a special topics course whose subtitle is different each time it is taken. An example of such a special topics course is CEH 568 Great Traditions in Music.

A student who fails a course may repeat it. However, a passing grade in the repeated course will not eliminate the original failing grade; both will be included in calculating a student's cumulative grade point average.

AUDITING

The School of Continuing Education invites interested adults to audit sessions of courses as a prelude to formal enrollment as a matriculated or nonmatriculated graduate student. To discuss this opportunity to sample our graduate curricula, please make an appointment

to see a CED advisor by calling (516) 632-7050.

Stony Brook also sponsors a special Senior Citizens Auditor Program. No fee is involved but interested senior citizens, who are 60 years of age or older, must register for the program. Registration is held on the third day of classes from 10 a.m. to 2 p.m. in the Ward Melville Social and Behavioral Sciences Building, room S102. Catalogs and class schedules are available at that time.

CHANGES IN REGISTRATION AND WITHDRAWALS

Neither nonattendance, nonpayment, nor notification to an instructor constitutes official withdrawal.

Students who wish to make a change in their registration or withdraw from a course must follow the university's and the School of Continuing Education's procedures for doing so. Students' adherence to procedures assures that they will receive credit for a course, avoid financial liability, or avoid a failing grade on their academic record (F, I/F, or N/F). Students who register by mail, phone, or in person before the start of classes must assume they are officially registered whether or not they receive any confirmation or bill or attend class. Students who change their minds about attending classes must still follow the procedures outlined below.

☛ **Cancellation of Registration (Deletion of All Courses)**—Before the semester begins and through Friday, February 12, 1993, registration may be canceled (deleted) from a student's academic record. The official cancellation date will be used to determine any financial liability (see Schedule of Tuition Liability on page 23). A withdrawal form must be completed and submitted to the Office of Records. If a refund is involved, a request card must be submitted to the Office of Student Accounts after being processed at the Office of Records.

☛ **Add/Drop Procedures**—Students in the School of Continuing Education may add or drop courses through Friday,

February 12, 1993. An add/drop form obtained from the School of Continuing Education Office or the Office of Records must be submitted to the Office of Records for processing. Once classes have begun, students must have the written permission of the instructor to add any course. Students who pay for a course and are subsequently told by the Office of Records that the course is closed should register for a substitute course; there is no guarantee that instructors will sign students into closed courses. Courses dropped by Friday, February 12, 1993 will be deleted from the student's record. Students will be liable for part of their tuition for any course dropped after Friday, February 5, 1993 according to the Schedule of Tuition Liability on page 23. After Friday, February 12, 1993, students must petition the School of Continuing Education's Committee on Academic Standing to add courses.

☛ **Withdrawal from One Course or a Portion of a Semester's Registration**—

From February 15 through April 2, 1993, students in the School of Continuing Education may selectively withdraw from courses if they are registered for more than one. An add/drop form obtained from the School of Continuing Education Office or the Office of Records must be submitted to the Office of Records with appropriate signatures for processing. A receipt will be generated showing a W after the course title. The W after the course title will also appear on the student's academic record. From February 15 through February 26, 1993, students may request a partial tuition refund from the Office of Student Accounts according to the Schedule of Tuition Liability on page 23.

After April 2, 1993, students must submit a petition to the School of Continuing Education's Committee on Academic Standing to request permission to withdraw from individual courses. Students must include documentation to explain the reasons the withdrawal was not processed within the allowed dates and before the published deadline.

☛ **Procedure for Withdrawal from All Courses (Withdrawal from the University)**—From February 15 through April 2, 1993, students may withdraw from all courses that comprise their spring, 1993 registration. A Withdrawal from the University form must be completed and submitted to the Office of Records for processing. From

February 15 through February 26, 1993, students withdrawing from all courses may request a partial tuition refund from the Office of Student Accounts according to the Schedule of Tuition Liability on page 23.

After April 2, 1993, students must

submit a petition to the CED Committee on Academic Standing to request permission to withdraw from the university. Students must provide documentation to explain why the withdrawal was not processed within the allowed dates and before the published deadline.

GRADUATE SPECIAL STUDENT (GSP) REGISTRATION

The School of Continuing Education represents the university's (West Campus) nonmatriculating GSP students, and its staff is available to help students with administrative or academic problems other than those related to admission to another department's graduate degree program. Post-baccalaureates interested in taking undergraduate or graduate courses at Stony Brook, who do not wish to work for a degree, may apply for admission as nonmatriculated graduate special (GSP) students.

GSP APPLICATION PROCEDURES

1. New students may obtain applications for admission as nonmatriculated graduate (GSP) students from the School of Continuing Education.
2. The application in the back of this bulletin may also be used until the January 22, 1993 deadline. Although the School of Continuing Education may request a transcript or other testimony at its discretion, transcripts usually are not required.

GSP ADMISSION PROCEDURES

U.S. CITIZENS

1. Complete Student Information Sheet, indicating baccalaureate degree.
2. Pay \$5.00 application fee.
3. Complete health form proving immunity to measles, mumps and rubella in compliance with NY Public Health Law 2165.

INTERNATIONAL STUDENTS—The GSP application process and non-degree status are not available to international applicants not already in residence in the United States. In addition to the admissions procedures for U.S. citizens above, international students must:

1. Obtain clearance from the Office of Foreign Student Services.
2. Apply for mandatory health insurance.

PERMANENT U.S. RESIDENTS—In addition to the admissions procedures for U.S. Citizens above, Permanent Residents must present an original alien registration (green) card; CED will make a copy and return original.

SPECIAL NOTES

Nonmatriculating graduate (GSP) students may register for the graduate courses listed in the course description section of this catalog provided they adhere to the stated prerequisites. Those GSP students who anticipate being accepted into a graduate program at Stony Brook should ascertain in advance from the appropriate department that the selected course(s) may be applied to the graduate degree they seek.

IMPORTANT INFORMATION FOR GSP STUDENTS

- ☛ Departmental permission for graduate non-CED courses is required prior to registration.
- ☛ Enrollment in a department's graduate courses does not entitle a GSP student to candidacy for the department's degree. The student must formally apply and be admitted to the degree program.
- ☛ The maximum number of graduate credits that may be earned at Stony Brook as a GSP student that may later be applied to any Stony Brook graduate degree is 12.
- ☛ CED limits the number of credits its students take each semester to 9. However, overload requests are considered, and may be filed in the CED office each semester.
- ☛ Students are advised to register early in the registration period for the best course selection. Before registering, they should check an *Update* which lists course cancellations, closings, additions, and other changes. There is no guarantee that instructors will sign students in to courses which are closed (filled to capacity). Therefore students should register for an alternate course if their first choice is closed.
- ☛ Students' graduate cumulative grade point average will be based on all graduate courses taken at Stony Brook including those taken as GSP students.
- ☛ Students should keep all SUSB records including payment and registration receipts, grade reports, and each semester's CED bulletin for reference and verification purposes.

REGISTRATION AND FEE INFORMATION

TUITION AND FEES

APPLICATION FEES—

1. **Nonmatriculated/Graduate Special Student Application Fee:** \$5 payable each time a student submits an application to the School of Continuing Education for eligibility to register as a graduate special student (GSP). This \$5 payment must be submitted in a form (check, etc.) separate from any other payment to the university. It cannot be included in the collective payment for tuition and other university fees.

2. **Matriculation/Application Fee:** \$35 payable at the time a student submits an application to matriculate into a graduate degree program. The fee is collected at the formal orientation required for admission to a School of Continuing Education graduate degree program or in the case of the MATs, when the application is submitted.

Registration Fees—Students must pay all registration tuition and fees to the Bursar. The School of Continuing Education is not empowered to collect registration tuition and fees and cannot be responsible for such tuition and fees sent to the CED Office. Registration tuition and fees may be charged to VISA, MasterCard or Discover Card.

NEW YORK STATE RESIDENT TUITION
\$168 per credit hour if registered for 1 to 11 credits
\$2000 per semester if registered for 12 or more credits

OUT-OF-STATE RESIDENT TUITION
\$308 per credit hour if registered for 1 to 11 credits
\$3658 per semester if registered for 12 or more credits

COLLEGE FEE (required of all students)
85 cents per credit hour for 1 to 11 credits
\$12.50 per semester if registered for 12 or more credits

STUDENT ACTIVITY FEE
\$4.85 (for part-time graduate students)

VEHICLE REGISTRATION FEE
\$5 (subject to change): Vehicle registration fee required of any student/staff/faculty member who brings a vehicle on campus. For information call the Traffic Office at (516) 632-6545.

BUS USAGE FEES
\$25 per semester
\$10 per month
\$.50 per ride

LOST ID CARD FEE
\$10

Late Registration Fee
\$30 (applicable first day of classes, Monday, February 1, 1993)

LATE PAYMENT FEE
\$30

RETURNED CHECK CHARGE
\$20

LATE ADD/DROP FEE
\$15: Students who obtain permission from the School of Continuing Education's Committee on Academic Standing or the dean to add or drop courses after the normal deadlines for doing so will be charged a fee of \$15 for each program change processed by the Registrar.

PARKING GARAGE FEE (EVENING)
\$7 per month (plus tax) plus \$10 refundable card fee.

MANDATORY HEALTH FEE
CED part-time evening students are exempt from this fee for fall and spring semesters.

➤ All published fees and charges are subject to change without prior notice.

FINANCIAL CHARGES

All fees and charges are to be paid in full or properly deferred prior to the first day of classes. Failure to satisfy this financial obligation will prevent a student from receiving academic credit, transcripts, diplomas, and certifications, as well as from registering for future semesters. All published fees and charges may be subject to change without prior notice.

FINANCIAL LIABILITY

Neither nonattendance, nonpayment, nor failure to attend class constitutes official cancellation or withdrawal. Students may request cancellation or withdrawal of registration by obtaining appropriate forms/signatures from CED staff and then processing these in the Office of Records/Registrar.

Students who register by mail, phone, or in-person must assume they are registered, whether or not they receive a

confirmation or a bill. They will be held financially liable for their registration unless it is officially canceled through the Office of Records/Registrar.

The date students submit in-person requests to cancel their registration or withdraw from a course determines their eligibility for a refund. Any refunds are made in accordance with the published Schedule of Tuition Liability found on page 23.

Students having difficulty getting to campus in-person to cancel registrations

within the scheduled period for refunds may request cancellation in writing to the Office of Records/Registrar, or by FAXing to CED at (516)632-9046. Any refunds for mailed-in or FAXed cancellations are considered in accordance with the letter's postmark or, in the case of FAXed mail, the date the FAX is received.

REFUNDS

Requests for refunds of tuition are to be made in writing to the Office of Student Accounts, 254 Administration. Refund request forms may be obtained from the Office of Student Accounts or the CED Office. Certification of the effective date of course withdrawal or cancellation is made at the Office of Records/Registrar for in-person drops. The certified date determines the amount of refund for which a student is eligible, according to the Schedule of Tuition Liability. If students are unable to cancel or withdraw their registration in-person, written requests may be sent to the Office of Records/Registrar or CED, or FAXed to CED at (516) 632-9046. The postmark of the letter or the date the FAX is received by CED will determine the amount of refund for which students are eligible according to the Schedule of Tuition Liability.

No refund for tuition monies will be considered unless it is formally requested. The deadline for submitting a refund request is within one year after the end of the term for which the tuition was paid to the university. Students should make sure that all name and address information is kept current so that refunds will not be lost in the mail and should allow at least three to four

The application fees, college fee, late payment fee, late registration fee, vehicle registration fee, and lost ID card fee are nonrefundable.

SCHEDULE OF TUITION LIABILITY

Liability from:	Liability	Refund
2/1/93 to 2/5/93	0%	100%
2/8/93 to 2/12/93	30%	70%
2/15/93 to 2/19/93	50%	50%
2/22/93 to 2/26/93	70%	30%
3/1/93 on	100%	0%

weeks for processing any refunds.

As determined by the Graduate Student Organization (GSO), full refunds of the student activity fee will be granted if a student cancels registration within the first week of the semester. No refunds will be granted after that time unless GSO deems a waiver on this time limit is justified. Requests for refunds of the student activity fee should be addressed to the Graduate Student Organization, 219 Old Chemistry, or by calling (516) 632-6492.

FINANCIAL ASSISTANCE

Financial assistance through the university is available to graduate students in the form of assistantships, fellowships, scholarships, loans, tuition assistance, and work study programs. However, many of these awards are available only to matriculated students enrolled for at least six credits.

Loans, Tuition Assistance, and Work Study Programs—The Office of Financial Aid and Student Employment administers several federal and state programs that provide funds to assist United States citizens and permanent residents in pursuing their academic goals. These are the Federal College Work Study Program; Federal Perkins Loans; Federal Family Education Loan Program; Graduate Opportunity Tuition Waiver program (for former EOP, HEOP, or SEEK students); the New York State Tuition Assistance Program (TAP).

The primary sources of federal financial aid for part-time graduate students are Stafford loans and College

Work Study. Applications are available in the Office of Financial Aid and Student Employment. Please contact the Financial Aid Office for application deadline dates.

Summer Federal College Work Study Program—Summer employment is available through the Federal College Work Study Program. This program provides jobs for graduate students thus enabling them to save funds to be used for education-related expenses.

Students must meet federal economic eligibility for Federal CWSP. All students must complete a Financial Aid Form and Institutional Application. A financial aid transcript is needed from each college previously attended, whether or not financial aid was received. Applications for summer Federal CWSP must normally be completed by mid-February.

College Aid Scholarships for Higher Education (CASHE)—The Office of Financial Aid and Student Employment maintains a scholarship database. The scholarship search matches students with possible sources of aid. Students then request applications for specific scholarships from the agency administering the funds.

Applications for CASHE are available through the Office of Financial Aid and Student Employment.

For further information, contact Office of Financial Aid and Student Employment, room 230, Administration Building, (516) 632-6840.

☛ **A Note to Foreign Students**—The Federal College Work Study and federal loan programs are not available to foreign students. However, foreign

REGISTRATION AND FEE INFORMATION

students may hold assistantships provided they meet the English language requirements (see the section on foreign students in *Graduate Studies Opportunities*, available from the Graduate School). To avoid any difficulties with United States immigration, foreign students must consult the Foreign Student Advisor before accepting any employment.

For further information, contact Office of Foreign Student Affairs, 113 Central Hall (516) 632-7025.

ID CARDS

University policy requires that all students using the library and other campus facilities (sports complex, tennis courts, etc.) or wishing to obtain student rates for campus events must have an ID card. The ID Office is open Monday through Friday between 9 a.m. and 4 p.m. and on the first Tuesday of every month until 7 p.m. Students may obtain cards from the ID Office by presenting a receipt for payment of registration fees or a confirmation of registration.

Students who already have ID cards must have them validated each semester when they register. This can be attended

to at the ID Office with proof of registration.

Part-time graduate students who are unable to get to campus by 4 p.m. can arrange to obtain an ID card or have one validated during the ID Office's evening hours.

Lost or stolen IDs can be replaced by first paying a \$10 fee at the Bursar's Office and then having your picture retaken at the ID Office.

For further information call (516) 632-6345.

ADDRESS, TELEPHONE, AND/OR NAME CHANGE

Students must notify the School of Continuing Education Office of any address, telephone, or name changes that occur so that they will continue to receive registration information, grade reports, and other important correspondence from the university. If they wish to record a name change, the university must see some documentation such as a driver's license, passport, marriage certificate, court action papers, or social security card that verifies the name change.

TELEPHONE DIRECTORY

It is the policy of the University at Stony Brook to publish a campus telephone directory including student name, campus address, home address, and telephone number. If a student does not wish to be listed in the directory, or, in the case of a student who is a minor, if a parent does not wish such listing, he or she will be required to so indicate at the time of registration by filing SUSB Form 503-B. SUSB 503-B must be filed by the end of the second week of the fall semester for suppression of information in that year's phone directory. This form can be obtained by calling the Registrar's Office at (516) 632-6885.

SPECIAL NOTES

➤ *Courses which satisfy program requirements for the MA/LS, MPS, and MATs are offered regularly during the fall and spring semesters. Although Summer Session will have some graduate courses that can be applied toward these degrees, students should plan on meeting critical course requirements during either the fall or spring semesters.*

➤ *New degree requirements are in effect for students admitted to the MA/LS degree program for the fall 1992 and following semesters. The new MA/LS requirements which are fully described on page 6 indicate how credits required for the degree have been increased to 33 with a 3-credit elective requirement added to the program.*

OFF-CAMPUS REGISTRATION INFORMATION

On-Campus and Mail Registration—See section titled "Registration and Fee Information," page 19, for on-campus and mail registration. On-campus registration hours are extended on some selected Tuesday evenings from 5 to 7 p.m.

On-Site Registration—Off-campus courses close quickly. As registration on-site is on a space available basis only, it is strongly recommended that students register prior to the start of class. Students who cannot register prior to the first meeting of an off-campus course should call the School

of Continuing Education (516) 632-7050 to find out about enrollment possibilities at extension sites.

Students whose enrollment can be accepted at the first meeting of an off-campus course will be billed at a later date by the Office of Student Accounts. Problems concerning billing should be handled directly by the student through contacts with the Office of Student Accounts.

➤ **Exception:** The late registration fee does not apply to the first class meeting of on-site registration in extension courses.

It is very easy now to identify an off-campus course; just look for this symbol ➤.

Course descriptions for off-campus courses may be found on pages 27-42.

▲ designates Liberal Studies courses

➤ designates off-campus courses

BAY SHORE MIDDLE SCHOOL

➤CEC 547:21 Instructional Strategies for the Learning Disabled Student

➤CEE 538:21 Interpreting Standardized Testing

FARMINGDALE, SUNY

➤CEY 504:21 Emerging Technology in Solid Waste Management

GARDEN CITY, NASSAU

COMMUNITY COLLEGE

➤CEC 548:21 Teaching Gifted Children

➤CEE 532:21 Workshop in Teaching Reading for Elementary School Teachers

➤CEE 559:21 Cooperative Learning Classroom Structures

➤CEE 564:21 Collaboration in the Classroom

▲ designates Liberal Studies courses
➤ designates off-campus courses
Complete course descriptions may be found on pages 27-42.

GREAT NECK, CUMBERLAND ADULT CENTER

▲➤CEI 582:21 American Philosophy: Foundations of American Politics

▲➤CER 510:21 Classical Religious Texts: Texts that Shaped the Judaic Tradition

HAUPPAUGE, NYS OFFICE BUILDING

➤CEC 560:21 Deafness

➤CED 595:21 MA/LS Project Seminar

➤CEE 549:21 Elementary Science: Thematic and Integrated Learning

▲➤CEI 519:21 Philosophy and Children

PATCHOGUE-MEDFORD HIGH SCHOOL

➤CEE 528:21 Court and the Classroom

➤CEE 539:21 Communication Disorders in the Schools

➤CEE 550:21 Behavior Management for Educators

▲➤CEI 511:21 Modern Communications: Technology Systems

Directions for reaching each site may be obtained by calling (516) 632-7050.

SEAFORD, SEAFORD HIGH SCHOOL

▲➤CED 502:21 New York, New York: The Rise of a Great City

➤CEE 509:21 Children's Literature in the Elementary School

➤CEH 515:21 Whole Language: Theory and Practice, K-8

SELDEN, NEWFIELD HIGH SCHOOL

➤CEE 519:21 Effective Schools Movement

SETAUKET/SMITHTOWN, ENVIRONMENTAL CENTERS

▲➤CEI 553:21 Nature and Humanity

SHOREHAM-WADING RIVER HIGH SCHOOL

➤CEE 530:21 Current Developments in Elementary School Science

➤CEE 551:21 A Comparative Study of School Restructuring

CORE/LIBERAL STUDIES REQUIREMENT COURSES

LIBERAL STUDIES COURSES (FORMERLY FOUNDATIONS)

Students admitted to the **Master of Arts in Liberal Studies** program in fall 1984 and following semesters are required to take at least one liberal studies (formerly foundations) course from each of the following three general subject areas: **arts and humanities, natural and applied sciences, and social and behavioral sciences.** This semester CED is offering the liberal studies (formerly foundations) courses listed below.

ARTS AND HUMANITIES

- ▲CEI 501: 01 Foundations of the Humanities
- ▲CEA 509: 01 Mainstreams of Modern Art
- ▲CEI 533: 01 Women's Studies in the Humanities
- ▲CEI 534: 01 The Woman Writer: Repository and Reflection of the Cultural Narrative 1900-1970
- ▲CEI 576: 01 Life Histories: Creativity and Philosophy, Writing Your Philosophical Autobiography
- +▲CER 510: 21 Classical Religious Texts: Texts that Shaped the Judaic Tradition

▲ designates Liberal Studies courses
+ designates off-campus courses
Course descriptions for the Liberal Studies and off-campus courses may be found on pages 27-42; just look for the appropriate symbols.

NATURAL AND APPLIED SCIENCES

- +▲CEI 511: 21 Modern Communications: Technology Systems
- ▲CEI 541: 01 Oceanography: Application of the Basic Sciences to the World Ocean
- ▲CEI 544: 01 Mystery of Matter: An Anecdotal Look at Particle Physics
- ▲CEI 550: 01 Human Ecology
- +▲CEI 553: 21 Humanity and Nature
- ▲CEI 572: 01 Philosophy of Technology: The Uses and Abuses of Science
- ▲CEI 593: 01 Technology and Policy: National Security
- ▲CEN 511: 01 Discoveries in Astronomy
- ▲CEN 575: 01 Modern Materials
- ▲CEN 580: 01 Assessment of Socio-Technological Problems and Issues

SOCIAL AND BEHAVIORAL SCIENCES

- +▲CED 502: 21 New York, New York: The Rise of a Great City
- ▲CEE 512: 01 Historical Issues in American Education
- ▲CEI 504: 01 Human Behavior as Rational Action
- ▲CEI 506: 01 Understanding Other Cultures
- ▲CEI 519: 01 Philosophy and Children
- +▲CEI 519: 21 Philosophy and Children
- ▲CEI 560: 01 American Democracy: Its Critics and Defenders
- +▲CEI 582: 21 American Philosophy
- ▲CEI 586: 01 Philosophy and TV
- ▲CEI 587: 01 Perspectives on the Person
- ▲CEI 594: 01 Law and Technology
- ▲CES 504: 01 Introduction to Physical Anthropology
- ▲CET 550: 01 Racism: An Interdisciplinary Analysis

ROOM ASSIGNMENTS

Classroom assignments for each semester's courses are listed in the final Graduate Class Schedule published by the Office of Records. This schedule is available approximately two weeks before the semester begins. Students who advance register will be sent room assignments (for on-campus courses, only) by the Office of Records. Others may call the Registrar at (516) 632-6885 or CED at (516) 632-7050, or refer to the listing for room assignments which is posted outside the CED Office.

CHANGES IN COURSE LISTINGS

Students should always refer to the schedule and bulletin *Update* that is available from the School of Continuing Education Office.

The *Update* indicates any changes in course offerings that occur after the semester's course bulletin has been printed. Changes may include course additions, closings, cancellations, or changes in the days or times a course is to be given.

Check the Quick Reference on pages 79-82 for a complete listing of courses being offered for this semester.

Classes begin February 1. Check pages 19–25 for registration information.

▲ designates Liberal Studies courses

+ designates off-campus courses

ANTHROPOLOGY

▲CEI 506:01 Understanding Other Cultures

William Arens

This course will focus on the application of anthropological methods, theories, and perspectives to the understanding of other cultures both present and past. We will examine meaning and behavior in order to draw relevant comparisons between ourselves and others and thereby be provided with important insights and alternatives to our own problems and lives.

3 credits, SB/LS

Monday, 6:30–9:30 p.m.

▲CES 504:01 Introduction to Physical Anthropology

Daniel Schmitt

An examination of the physical characteristics and social behavior of selected non-human primates; descriptions and interpretations of the fossil record, including the relevant prehistoric archeology; modern evolutionary research on genetics, human variability, human adaptability, and ecology.

3 credits, SB/LS

Wednesday, 6–9 p.m.

ART

ARH 542:01 Topics in Medieval Art: Problems in Connoisseurship Italian Gothic Sculpture

Anita Moskowitz

For course description and permission of instructor call (516) 632-7260.

3 credits

Hours to be announced

ARH 544:01 Topics in Baroque Art: Velazquez and His Time

Nina Mallory

For course description and permission of instructor call (516) 632-7260.

3 credits

Tuesday/Thursday, 10–11:20 a.m.

ARH 546:01 Topics in 20th-Century Art

Donald Kuspit

For course description and permission of instructor call (516) 632-7260.

3 credits

Wednesday, 3:25–6:10 p.m.

ARH 550:01 Inquiry into Art Criticism and Theory

Ann Gibson

For course description and permission of instructor call (516) 632-7260.

3 credits

Thursday, 1–4:30 p.m.

▲CEA 509:01 Mainstreams of Modern Art

Jacques Guilmain

An exploration of the main movements in painting and sculpture from the later 19th century to recent times. The concentration will be on the period between 1886 and 1940. Readings and one or more museum trips will be required.

Prerequisite: Recommended one college level art history course

3 credits, AH/LS

Wednesday, 5–8 p.m.

CEH 510:01 Painting: Watercolor

Howardena Pindell

A course exploring various materials and techniques for creating a watercolor painting.

Prerequisites: Previous art experience required and permission of instructor (516) 632-7250

Remark: May be repeated to a maximum of 6 credits

3 credits

Tuesday, 6:10–9:10 p.m.

CEH 512 Independent Reading or Field Projects in Art History and Criticism

Staff

Independent study for student with a background in art history/criticism or art education to read selectively or conduct a field project. The student's work and progress are discussed, evaluated, and criticized by the faculty sponsor during scheduled sessions.

Prerequisites: Permission of instructor and chairperson; contact Art Department for faculty sponsor and section number in your area of interest (516) 632-7250

Remark: May be repeated to a maximum of 6 credits

1–6 credits

Hours to be arranged

CEH 514 Independent Study in Studio Art

Staff

Independent study on specific projects under the guidance of faculty and technicians in the sculpture, painting, drawing, ceramics and ceramic sculpture, printmaking, or photography studios.

Prerequisites: Permission of instructor and chairperson; contact Art Department for faculty sponsor and section number in your area of interest (516) 632-7250

Remark: May be repeated to a maximum of 6 credits

1–6 credits

Hours to be arranged

Courses to satisfy the program requirements for the MA/LS, MPS, and MATs are offered regularly during the fall and spring semesters. Although Summer Session will have some graduate courses that can be applied toward these degrees, students should plan on meeting critical course requirements during either the fall or spring semesters.

BIOLOGICAL SCIENCES

BCD 656:01 Comparative Cell and Tissue Biology

Harvard Lyman

Introduction to the structural and functional organization of cells and tissues and to the way structure relates to function. Particular emphasis placed on cell organelle structure and function in specialized cells in tissues. The organization and interaction of cells in tissues will also be covered. The course

COURSE DESCRIPTIONS

will be comparative and will include examples of tissues from vertebrates, invertebrates, and plant prokaryotic systems.

Prerequisite: Permission of instructor (516) 632-8534

Note: Crosslisted with HBA 656

3 credits

Tuesday/Thursday, 10–11:30 a.m.

▲CEI 550:01 Human Ecology

Frank Turano

This course is designed to give the student the opportunity to explore and analyze the diversity of ecological literature both as the science of ecology and as that science which applies to the human condition.

3 credits, NS/LS

Tuesday, 6–9 p.m.

COMPARATIVE STUDIES

▲+CER 510:21 Classical Religious Texts: Texts that Shaped the Judaic Tradition

Robert Goldenberg

Through working with important primary texts of the Jewish religious tradition, we shall explore the aims and methods of the academic study of religion. At the same time, we shall use those same texts to discover the origins and trace the growth of the Judaic heritage, itself. Writings will be examined entirely on their own terms and free of the assumption that they all reflect a common Judaism; only at the end, when all the evidence is in, will the class try to determine what Judaism might actually be.

Remark: Section 21 meets at the Cumberland Avenue Adult Center, 30 Cumberland Avenue, Great Neck

3 credits, AH/LS

Thursday, 6–9 p.m.

EARTH AND SPACE SCIENCES

▲+CEI 553:21 Humanity and Nature

Glenn Richard

This interdisciplinary course presents an overview of the relationship between humanity and the natural world. Topics include the potential of natural areas as learning laboratories, nature writings in scientific literature, fiction and poetry,

human efforts to preserve particular landscapes and biological communities, and the quest for a diversified, ecologically sound and sustainable economy.

Remark: Section 21 meets at the Environmental Centers of Setauket/Smithtown, 62 Eckernkamp Drive, Smithtown

Note: Suitable for people without a strong science background who are interested in environmental issues that are important to our society.

3 credits, NS/LS

Thursday, 6:10–9:10 p.m.

▲CEN 511:01 Discoveries in Astronomy

Michal Simon

This course will cover developments in astronomy that have determined our current picture of the universe. The evolution of major ideas including the Copernican system, stellar evolution with nucleosynthesis, and the expanding universe will be traced in historical and scientific contexts. The latter part of the course will focus on unresolved issues in astronomy such as: quasars and energetic sources; the nature of black holes; the creation of the earth and sun; and the origin and future of the universe.

3 credits, NS/LS

Monday, 6:30–9:30 p.m.

EDUCATION

CEA 586:01 Teaching Whole Language through Acting Technique

Joseph Baldino

This course will examine how Stanislavski's codified system of acting allows the student reader/writer, and the actor to approach the text in a systematic and consistent fashion. Acting techniques, both amenable and motivational to the student reader/writer, will parallel many objectives found in reading and writing. The course will promote education in concentration, the senses, imagination,

physical self, emotion, and the intellect to introduce the student reader/writer to better communication skills. A process that improves the actor's instrument will be explored to heighten the communication skills of the reader/writer.

Remark: Formerly entitled Acting Techniques: A Process for Teaching the Reading and Writing Process

3 credits

Wednesday, 5:30–8:30 p.m.

+CEC 547:21 Instructional Strategies for the Learning Disabled Student

Sidney Becker

Instructional strategies designed to tackle the learning problems of children unresponsive to traditional educational practices will be the focus of class lectures, films, workshops, and discussion. Models, materials, and remedial procedures will be stressed. Disabilities in other than the reading areas will be discussed. Includes one field trip to an instructional materials center.

Prerequisite: Introductory course in exceptional children or permission of instructor (516) 222-7125

Remark: Section 21 meets at Bay Shore Middle School, 393 Brook Avenue, Bay Shore, room 706

3 credits

Wednesday, 6–9 p.m.

+CEC 548:21 Teaching Gifted Children

Anita Frey

Review of classic studies of genius and follow-up, case studies and social attitudes towards gifted and creative children. Contemporary support for programming for gifted will be discussed with examples of model programs and procedures for designing and implementing curricular adaptations. Intensive reading and participation required.

Remark: Section 21 meets at Nassau Community College, Garden City

3 credits

Wednesday, 5:30–8:30 p.m.

▲ designates Liberal Studies courses

+ designates off-campus courses

Interested in computer courses, check pages 58–61.

**Looking for off-campus courses?
Check for this symbol †**

†CEC 560:21 Deafness

Patricia A. Olsen

A survey of deafness and people with hearing impairments. Materials will be presented to discuss audiological, sociological, historical, psychological, and educational research related to this field. Students will discuss and analyze current issues using concepts, theories and methods raised in the literature.

Remark: Section 21 meets at NY State Office Building, Veterans Highway, Hauppauge

3 credits

Monday, 6–9 p.m.

CEE 505 Education: Theory and Practice

An interdisciplinary study of the foundations of education focusing on the findings of social and behavioral sciences as related to education and teaching.

Remark: Preservice course for those not yet certified to teach

3 credits

Section 01: Georges Fouron

Thursday, 6–9 p.m.

Section 02: Harvey Karron

Tuesday, 6–9 p.m.

†CEE 509:21 Children's Literature in the Elementary School

Anashia Plackis

The aim of the course is to develop an understanding of children and their literature. It will survey children's books of yesterday and today and will include experience with various types of literature: modern fantasy, poetry, contemporary realistic fiction, informational books, and biography.

Remark: Section 21 meets at Seaford High School, 1575 Seamans Neck Road, Seaford, room 128

3 credits

Thursday, 5:30–8:30 p.m.

CEE 511:01 The Home-School Relationship in Education

Anne Raybin

This course explores the relationship between the home and school and its effect on the development of children.

The need for the home-school connection, the historical overview of the family, the rationale behind federal legislation, and parent involvement in the schools will be examined. The school's role in parent education, our understanding of specific legislation, of social issues such as drugs, teenage pregnancy, and other areas of serious concern as well as programs designed to help families and children will also be discussed.

3 credits

Wednesday, 5:30–8:30 p.m.

▲CEE 512:01 Historical Issues in American Education

Alex Baskin

This course will focus attention on the accomplishments and shortcomings of the American school and on the role of the university in the educational process.

Among the topics and ideas which will be examined are John Dewey and Progressivism, teacher unionism, immigration and acculturation, student protest movements, fundamentalism vs. modernism, academic freedom and tenure, integration and segregation, assembly-line education, educationese, testing and measurement movement, collective bargaining and the law, the Great Depression and the schools, the Sputnik explosion, and mass media and the young.

Remark: Formerly entitled *Molding of the American Mind: A History of Contemporary Educational Thought*; may not be taken for repetitive credit

3 credits, SB/LS

Wednesday, 6–9 p.m.

CEE 516:01 Child Sexual Abuse

Rivcka Edelstein

A systematic survey of the patterns, issues, and difficulties in dealing with intra- and extra familial child sexual abuse. The course is designed to dispel myths associated with the field of child sexual abuse and emphasizes the urgent need to break the vicious cycle of abuse by detecting and facilitating disclosure of a history of child sexual abuse. The causes and consequences of child sexual abuse are discussed, and the process of detection, assessment, intervention and treatment with victims, offenders, and survivors and their families is explored.

An overview is provided of applicable current laws and legal processes, and special emphasis is placed on the role of educators, parents, and society at large in preventing child sexual abuse. The course should facilitate student openness, insight, and skills in effectively reacting to and intervening on behalf of the children and adult survivors of child sexual abuse.

Remark: This course cannot be used to satisfy the teacher certification requirement for child abuse education

3 credits

Monday, 7–10 p.m.

†CEE 519:21 Effective Schools Movement

Cecil Ramsey

An overview of the effective schools movement which will include discussion of characteristics of effective schools, elements of good lesson planning, using the development lesson, the congruence movement in our schools, and an in-depth look at faculty makeup.

Remark: Section 21 meets at Newfield High School, Marshall Drive, Selden, room 109

3 credits

Tuesday, 4:30–7:30 p.m.

CEE 520:01 Curriculum: Tool for Creative Classroom Management

Paul Baker

An exploration and evaluation of selected models of management by objectives: e.g. More Effective Schools, Mastery Learning, the Madeline Hunter Model, and cooperative curriculum planning projects presently underway on Long Island.

Emphasis will be placed on the construction of evaluative devices for effective monitoring of curricula objectives.

3 credits

Wednesday, 5:30–8:30 p.m.

CEE 521:01 Business of Schools

Alan Austen

This course will examine how schools function as business entities. The focus will be on budget development, bonding, and financial planning within their communities.

3 credits

Tuesday, 5–8 p.m.

COURSE DESCRIPTIONS

♣CEE 528:21 The Court and the Classroom

Robert Moraghan

Rights, privileges, and the duties of teachers, students and parents, administrators, and school board members are examined from the perspective of common law and key Supreme Court opinions and decisions relating to education.

Remark: Section 21 meets at Patchogue-Medford High School, Buffalo Avenue, Medford, room 127

3 credits

Thursday, 4:30–7:30 p.m.

♣CEE 530:21 Current Developments in the Elementary School Science

Frank Tafe

An examination of current developments and content in the teaching of elementary school science. Nationally developed curricula will be investigated, as well as laboratory activities and teacher/pupil interaction. Recommended for practicing elementary school teachers.

Remark: Section 21 meets at Shoreham-Wading River High School, Route 25A, Shoreham, room B216

3 credits

Wednesday, 5–8 p.m.

♣CEE 532:21 Workshop in Teaching Reading for Elementary School Teachers

Anita Frey

An investigation into newer methods and materials of teaching reading: diagnostic concepts and tools; the impact of socio- and psycholinguistics on reading; the role of the parent in the reading process; the role of the teacher in the reading process; the methods and materials for culturally diverse populations; programs for beginning readers; reading in the content field; word-attack skills in proper perspective and comprehension and critical reading skills.

Remark: Section 21 meets at Nassau Community College, Garden City

3 credits

Tuesday, 5–8 p.m.

Looking for Liberal Studies courses? Check for this symbol ▲

♣CEE 538:21 Interpreting Standardized Testing

Jacqueline Berlin

Students completing this course will be able to understand the reported results of a variety of standardized tests. Focus will be on learning the strengths, weaknesses, and limits of the major group and individual tests of intelligence, achievement, and learning. Students will be exposed to the actual tests and samples of actual results.

Remark: Section 21 meets at Bay Shore Middle School, 393 Brook Avenue, Bay Shore, room 706

3 credits

Thursday, 5–8 p.m.

♣CEE 539:21 Communication Disorders in the Schools

Diana Newman

This course is designed to increase the participant's awareness of speech, language, and hearing problems in the classroom setting in ways that enable teachers to identify and refer possible communication disorders to appropriate school personnel and assist students with communication disorders to function socially and academically within the classroom environment. State guidelines/regulations will be interpreted. Classroom techniques including behavior management applications will be demonstrated.

Remark: Section 21 meets at Patchogue-Medford High School, Buffalo Avenue, Medford, room 127

3 credits

Tuesday, 5–8 p.m.

CEE 540:01 School-Based Substance Abuse Prevention

David Bekofsky

Model curricula classroom strategies, staff/parent education programs, student initiated projects, video tapes, films, community resources, research findings, and practical approaches to program development will be examined. Topics include: policy/procedure, legal issues, intervention, prevention, treatment models, substance abusing families, staff training, parent involvement and community/school partnerships.

3 credits

Tuesday, 6–9 p.m.

For information on the Center for Education on Substance Abuse, check pages 64–65.

♣CEE 549:21 Elementary Science: Thematic and Integrated Learning

Michael Worosz

This course will develop science inquiry skills and concepts through an exploration of four themes: Long Island Environment, Plant and Animal Relationships, Forces in Nature and the Changing Earth. The cooperative learning instructional mode will be used to integrate science activities with curriculum areas of reading, mathematics, writing and social studies.

Prerequisite: At least one college-level biology or physical science course

Remark: Section 21 meets at the NY State Office Building, Veterans Highway, Hauppauge

3 credits

Tuesday, 5–8 p.m.

♣CEE 550:21 Behavior Management for Educators

Dominic Romeo

Analysis and application of principles of behavior management for teachers.

Emphasis will be placed on behavioral techniques available for use with both individuals and groups. The course will include several opportunities to implement the techniques through in class activities and outside assignments.

Remark: Section 21 meets at Patchogue-Medford High School, Buffalo Avenue, Medford, room 127

3 credits

Monday, 5–8 p.m.

♣CEE 551:21 A Comparative Study of School Restructuring

Kenneth Hodess

The course will explore issues, trends and innovations currently shaping the nationwide restructuring movement. We will focus on a search for common ground in widely diverse arenas—the inner city school system (exemplified by the New York City public schools) and suburban districts (represented by those in

Suffolk County). Against the backdrop of collaborative decision-making, we will attempt to identify similarities and differences facilitating change. Special attention will be given to the development of a repertoire of skills in group process, leading to successful team building and problem solving.

Remark: Section 21 meets at Shoreham-Wading River High School, Route 25A, Shoreham, room B216

3 credits

Monday, 7–10 p.m.

CEE 555:01 Supervision of Instruction
Jerome Malkan

This course covers the basic aspects of the supervisory process. Areas included are an overview of supervision, theory and research, organization and function, roles of various personnel in the supervisory process, factors influencing change, improving instruction through individuals and groups, curriculum development, effective use of learning resources and evaluating supervisory programs.

3 credits

Thursday, 5–8 p.m.

CEE 557:01 Reading/Writing/Language Arts in the Classroom
Joan Lund

The focus of this course will be on teaching an integrated language arts curriculum with whole language as its theoretical frame work. Strong emphasis will be on the writing process and the teaching of reading/writing with trade books. Diagnosis and assessment will be included.

3 credits

Thursday, 5–8 p.m.

♣CEE 559:21 Cooperative Learning Classroom Structures
Edgar Daniels

Cooperative Learning gives teachers the tools they need to get students to take greater responsibility for their own learning through the use of cooperative groups. This course offers teachers and

administrators predesigned, cooperative learning activities and structures appropriate for all levels and subject areas. Procedures for planning, implementing, monitoring, and evaluating cooperative groups will be provided. This is an interactive class where students will participate in the cooperative activities they will be implementing in their own classrooms.

Remark: Section 21 meets at Nassau Community College, Garden City

3 credits

Thursday, 6–9 p.m.

CEE 562:01 Methods in Middle School Science: A Problem Solving Approach
Wallace Nelson

This course is designed to increase science education literacy by developing skills, positive attitudes and knowledge about middle school (5-9) science education. Examples will be developed for a better understanding of the basic process skills: inquiry, classifying, creating models formulating hypotheses, generalizing, identifying variables, inferring, interpreting data, making decisions, manipulating materials, measuring, observing, predicting, recording data, replicating, and using numbers.

3 credits

Wednesday, 6–9 p.m.

♣CEE 564:21 Collaboration in the Classroom

Michael Gatto

This course is designed for all educators who are interested in understanding why cooperative groups work and how to structure them in their classrooms. Emphasis is placed on cooperative learning theory as well as practice. Course participants will engage in collaborative activities in each class.

Remark: Section 21 meets at Nassau Community College, Garden City

3 credits

Monday, 5–8 p.m.

CEE 565:01 Adolescent Growth and Development
Elizabeth Chute

This course addresses various aspects of the biological and psychological development of adolescents with regard to teaching and curriculum development. Additional topics include secondary special education programs, adolescent psychiatric disorders, and societal issues.

Remark: Preservice course for those not yet certified to teach

3 credits

Thursday, 6–9 p.m.

CEE 578:01 Teaching Social Studies Strategies

Barbara McAdorey

An examination of various models of teaching and their application to the teaching of secondary social studies.

Prerequisite: CEE/HIS 577

Note: Crosslisted with HIS 578; restricted to students not yet certified to teach

3 credits

Tuesday, 6–9 p.m.

CEE 579:01 Supervised Student Teaching: Social Studies

Marie Fitzgerald

Prospective secondary school social studies teachers will participate in a supervised student teaching experience in selected Long Island secondary schools.

The student teacher reports to the school to which he/she is assigned for the semester for a full school day. Frequent consultation with the supervising teacher helps the student interpret and evaluate the teaching experience. Applications must be filed in the semester preceding student teaching.

Prerequisites: CEE/HIS 577, 578; permission of instructor (516) 632-7685; and matriculation in MA/LS or MAT programs

Note: Corequisite CEE/HIS 580; crosslisted with HIS 579; cannot apply toward MA/LS; S/U grading

6 credits

Hours to be arranged

CEE 580:01 Student Teaching Seminar: Social Studies

Marie Fitzgerald

Seminar on problems and issues of teaching social studies at the secondary school level. Analysis of actual problems

▲ designates Liberal Studies courses
♣ designates off-campus courses
Interested in computer courses, check pages 58–61.

COURSE DESCRIPTIONS

and issues encountered by the student in his/her student teaching experience.

Remark: Corequisite CEE/HIS 579

Note: Crosslisted with HIS 580

3 credits

Wednesday, 4:15–7:15 p.m.

CEE 589:01 Supervised Student Teaching: English

Instructor to be announced

Prospective secondary school English teachers will participate in a supervised student teaching experience in selected Long Island secondary schools. The student teacher reports daily throughout the semester for a full school day to the schools to which he/she is assigned. Consultation with the supervising teacher helps the student interpret and evaluate the student teaching experience. Applications must be filed in the semester preceding student teaching. See English Department's Student Teaching Supervisor for further details.

Prerequisites: Matriculation in MAT in English or MA/LS; CEE 588 and CEH 524; permission of instructor (516) 632-7416

Remark: Corequisite CEE 590; cannot apply toward MA/LS; S/U grading
6 credits

Hours to be arranged

CEE 590:01 Student Teaching Seminar: English

Instructor to be announced

Seminar on issues, policies, programs, and problems in teaching English at the secondary school level. Analysis of actual problems encountered by the student in his/her student teaching experience.

Remark: Corequisite CEE 589

3 credits

Wednesday, 5–8 p.m.

CEF 509:01 The Dysfunctional Family: Affects on Academic Performance William Scholl

This course is designed to provide teachers and educators with the skills and knowledge for early identification of students from dysfunctional family backgrounds and guidelines for intervention and referrals. The course will highlight the integration of humanistic issues with scholastic development.

3 credits

Monday, 5–8 p.m.

CEH 515:01 The Family and Television: Impact on Learning

Anne Raybin

This course will explore the impact of television on family life and the effect on learning. The course will investigate how the family filters, selects, and talks about television; it will examine the relationship between television viewing and learning; it will explore our own attitudes in this area; how these attitudes affect our responses to students; and how we can educate students as well as parents to improve learning.

3 credits

Thursday, 5:30–8:30 p.m.

◆CEH 515:21 Whole Language: Theory and Practice, K–8 Anashia Plackis

This course will explore some of the fundamental aspects of whole language as a naturally developing activity used for communication purposes. It will suggest ways to involve students in using language functionally, purposefully, and in context, rather than in bits and pieces unrelated to their needs and experiences.

Remark: Section 21 meets at the Seaford High School, 1575 Seamans Neck Road, Seaford, room 128

3 credits

Wednesday, 5:30–8:30 p.m.

CEH 524:01 Literature and Psychology of Adolescence

Aaron Lipton

In this course we study literary texts that deal with the subjects of adolescence and adolescents. We explore adolescent development in the context of literature used by adolescent students in secondary schools. Adolescence is viewed from Jungian, Freudian and family systems perspectives.

Prerequisites: Matriculation in MAT/English or MA/LS programs and permission of instructor; call (516) 632-7416

3 credits

Tuesday/Thursday, 6:10–7:30 p.m.

▲ designates Liberal Studies courses

◆ designates off-campus courses

For information on the Center for Education on Substance Abuse, check pages 64–65.

CEH 530:01 Pleasures and Problems of Teaching Adolescent Literature

Leo Polaski

This course will closely investigate both classic and young adult fictional works suitable for the classroom. Various effective teaching methods, including motivational strategies, study guides, questioning techniques, comparisons with other literature and with life, and composition topics will be discussed.

3 credits

Thursday, 5–8 p.m.

▲CET 550:01 Racism: An Interdisciplinary Analysis Harvey Karron

This course will examine the sociological, economic, and historical development of racism, and its effects upon the world. The course will attempt to analyze how each of these disciplines have interacted with one another toward the development of racism.

3 credits, SB/LS

Thursday, 6–9 p.m.

ENGINEERING SCIENCES

▲CEN 575:01 Modern Materials Franco Jona

This course is an introduction to the fundamentals and the developments of modern materials. It is intended for the student who wishes to understand and know something about the exciting materials developments which are affecting all of us in the modern world. We address such questions as: Why do things break? Why are some solids stronger than others? Why is steel tough and glass brittle? Which materials can be used as biocompatible replacements for damaged human tissues? What are photonic materials and why are they good for long distance communications? Why can some advanced polymers replace aluminum and other structural metals while others are only suitable as light duty inexpensive plastic materials? The answer

to such questions can make anybody part of one of the great developments of our age: the age of advanced materials.

3 credits, NS/LS

Wednesday, 5:30-8:30 p.m.

ENGLISH

♣CEE 509:21 Children's Literature in the Elementary School

Anashia Plackis

The aim of the course is to develop an understanding of children and their literature. It will survey children's books of yesterday and today and will include experience with various types of literature: modern fantasy, poetry, contemporary realistic fiction, informational books, and biography.

Remark: Section 21 meets at Seaford High School, 1575 Seamans Neck Road, Seaford, room 128

3 credits

Thursday, 5:30-8:30 p.m.

CEE 589:01 Supervised Student Teaching: English

Instructor to be announced

Prospective secondary school English teachers will participate in a supervised student teaching experience in selected Long Island secondary schools. The student teacher reports daily throughout the semester for a full school day to the schools to which he/she is assigned.

Consultation with the supervising teacher helps the student interpret and evaluate the student teaching experience.

Applications must be filed in the semester preceding student teaching. See English Department's Student Teaching Supervisor for further details.

Prerequisites: Matriculation in MAT in English or MA/LS; CEE 588 and CEH 524; permission of instructor (516) 632-7416

Remark: Corequisite CEE 590; cannot apply toward MA/LS; S/U grading

6 credits

Hours to be arranged

CEE 590:01 Student Teaching Seminar: English

Instructor to be announced

Seminar on issues, policies, programs, and problems in teaching English at the secondary school level. Analysis of actual problems encountered by the student in his/her student teaching experience.

Remark: Corequisite CEE 589

3 credits

Wednesday, 5-8 p.m.

♣CEH 515:21 Whole Language: Theory and Practice, K-8

Anashia Plackis

This course will explore some of the fundamental aspects of whole language as a naturally developing activity used for communication purposes. It will suggest ways to involve students in using language functionally, purposefully, and in context, rather than in bits and pieces unrelated to their needs and experiences.

Remark: Section 21 meets at the Seaford High School, 1575 Seamans Neck Road, Seaford, room 128

3 credits

Wednesday, 5:30-8:30 p.m.

CEH 524:01 Literature and Psychology of Adolescence

Aaron Lipton

In this course we study literary texts that deal with the subjects of adolescence and adolescents. We explore adolescent development in the context of literature used by adolescent students in secondary schools. Adolescence is viewed from Jungian, Freudian and family systems perspectives.

Prerequisites: Matriculation in MAT/English or MA/LS programs and permission of instructor; call (516) 632-7416

3 credits

Tuesday/Thursday, 6:10-7:30 p.m.

CEH 530:01 Pleasures and Problems of Teaching Adolescent Literature

Leo Polaski

This course will closely investigate both classic and young adult fictional works suitable for the classroom. Various effective teaching methods, including motivational strategies, study guides, questioning techniques, comparisons with other literature and with life, and

composition topics will be discussed.

3 credits

Thursday, 5-8 p.m.

▲CEI 534:01 The Woman Writer: Repository and Reflection of the Cultural Narrative 1900-1970

Deborah Hecht

This course takes an interdisciplinary and multicultural approach to women and their literature: novels, diaries, short stories, poems, letters, and essays by writers including Virginia Woolf, Katherine Mansfield, Lillian Hellman, Isak Dinesen, Zora Neale Hurston, Beryl Markham, and Judith Wright among others. Parallel developments in the worlds of film, art, and advertising are examined to see their representations of women as well as how they influence and/or are reflected in the literary works we read. The central issue to be considered throughout is the woman writer as both repository and reflection of cultural narrative.

3 credits, AH/LS

Monday, 6-9 p.m.

EGL 502:01 Studies in Shakespeare

Judah Stampfer

For course description, prerequisites, permission, and meeting time, call (516) 632-7400.

3 credits

EGL 503:01 Studies in Milton

Joseph Pequigney

For course description, prerequisites, permission, and meeting time, call (516) 632-7400.

3 credits

EGL 509:01 History of the English Language

Walter Scheps

For course description, prerequisites, permission, and meeting time, call (516) 632-7400.

3 credits

EGL 515:01 Middle English Language and Literature

Stephen Spector

For course description, prerequisites, permission, and meeting time, call (516) 632-7400.

3 credits

It is very easy now to identify a liberal studies course; just look for this symbol ▲.

COURSE DESCRIPTIONS

EGL 565:01 19th Century American Literature

Diane Fortuna

For course description, prerequisites, permission, and meeting time, call (516) 632-7400.

3 credits

EGL 570:01 20th Century American Literature: Modern Poetry

Paul Dolan

For course description, prerequisites, permission, and meeting time, call (516) 632-7400.

3 credits

EGL 575:01 British and American Literature: Modern Novel

Timothy Brennan

For course description, prerequisites, permission, and meeting time, call (516) 632-7400.

3 credits

EGL 580:01 Poetry Workshop

Cornelius Eady

For course description, prerequisites, permission, and meeting time, call (516) 632-7400.

3 credits

EGL 581:01 Fiction Workshop

Instructor to be announced

For course description, prerequisites, permission, and meeting time, call (516) 632-7400.

3 credits

ENVIRONMENTAL/OCCUPATIONAL HEALTH AND SAFETY

CEM 522:01 Epidemiology of Environmental and Occupational Disorders

Wajdy Hailoo

The study of the interrelationships of factors that determine environmental/occupational disease frequency and distribution for both the general population and specific work groups.

Prerequisite: Permission of instructor (516) 444-2196

Remark: Priority will be given to those who need to complete certificate requirements or work in the field

3 credits

Monday, 6–9 p.m.

CEM 527:01 Environmental Toxicology

Bryce Breitenstein/Sara Mendelsohn

The study of the toxic effects of environmental pollutants and hazardous wastes on the human body. The health risks to each body organ system will be analyzed for both their short-term effects and their long-term consequences for the species.

Prerequisite: Permission of instructor (516) 444-2190

3 credits

Thursday, 6–9 p.m.

FAMILY STUDIES

CEF 509:01 The Dysfunctional Family: Affects on Academic Performance

William Scholl

This course is designed to provide teachers and educators with the skills and knowledge for early identification of students from dysfunctional family backgrounds and guidelines for intervention and referrals. The course will highlight the integration of humanistic issues with scholastic development.

3 credits

Monday, 5–8 p.m.

CEF 515:01 The Family and Television: Impact on Learning

Anne Raybin

This course will explore the impact of television on family life and the effect on learning. The course will investigate how the family filters, selects, and talks about television; it will examine the relationship between television viewing and learning; it will explore our own attitudes in this area; how these attitudes affect our responses to students; and how we can educate students as well as parents to improve learning.

3 credits

Thursday, 5:30–8:30 p.m.

It is very easy now to identify an off-campus course; just look for this symbol +.

FRENCH AND ITALIAN

FRN 500:01 Techniques of Reading for Graduate Research

Frederick Brown

For course description, prerequisites, and permission call (516) 632-7440.

Remark: S/U grading

3 credits

Tuesday, 5–8 p.m.

FRN 508:01 *Explication de Texte*

Eleonore Zimmermann

For course description, prerequisites, and permission call (516) 632-7440.

3 credits

Tuesday, 4:30 p.m.–7:30 p.m.

FRN 521:01 Literature of the French Renaissance

Mark S. Whitney

For course description, prerequisites, and permission call (516) 632-7440.

3 credits

Thursday, 4:30–7:30 p.m.

FRN 541:01 Studies in 18th-Century French Literature

Carol Blum

For course description, prerequisites, and permission call (516) 632-7440.

3 credits

Wednesday, 4:30–7:30 p.m.

ITL 508:01 Advanced Grammar and Stylistics

Charles Franco

For course description, prerequisites, and permission call (516) 632-7440.

3 credits

Tuesday, 4:30–7:30 p.m.

ITL 511:01 History of the Italian Language

Lori Repetti

For course description, prerequisites, and permission call (516) 632-7440.

3 credits

Thursday, 4:30–7:30 p.m.

ITL 562:01 Studies in Contemporary Literature: Surrealism

Luigi Fontanella

For course description, prerequisites, and permission call (516) 632-7440.

Note: Crosslisted with CLT 603 for spring 1993 semester only

3 credits

Wednesday, 5–8 p.m.

GENERAL STUDIES

▲+CED 502:21 New York, New York: The Rise of a Great City
Alex Baskin

New York is America's premier city. From its Dutch origins it has risen to become the nation's center of intellectual and literary life. World finance is influenced by Wall Street's actions. Theatre in the United States is synonymous with Broadway. Among the topics that will loom large in this course are the rise of the skyscraper; Greenwich Village and bohemian life styles, the city's infrastructure; building subways, bridges, tunnels, water and sewage systems, gas and electric lines; music and the arts; ethnic communities and the immigrant contribution; gentrification and the white flight to the suburbs.

Remark: Section 21 meets at Seaford High School, 1575 Seamans Neck Road, Seaford, room 128
3 credits, SB/LS
Tuesday, 6-9 p.m.

GERMANIC AND SLAVIC LANGUAGES AND LITERATURE

▲CEI 501:01 Foundations of the Humanities
Stana Dolezal

An introduction to key concepts essential to further study in the humanities. Students will be exposed to works in literature, art, music, philosophy, and history that deal with such topics as the classical beginnings of literary theory, interdisciplinary perspectives on cultural history, the romance, and literature and psychology.

3 credits, AH/LS
Monday, 7-10 p.m.

HISTORY

HIS 500:01 Historiography
John Williams

Introduction to historiography through reading and writing about interpretations of history, historical methods, and major

▲ designates Liberal Studies courses
+ designates off-campus courses
Interested in computer courses? Check pages 58-61.

historians. Term paper on historian of choice. Required for all MA and MAT/SS students.

Prerequisite: Permission of instructor (526) 632-7480
3 credits
Tuesday, 4:30-7:30 p.m.

HIS 562:01 Introduction to Modern Asian History
Iona Man-cheong

Field seminar in modern Asian history. Surveys major topics such as nationalism, anticolonial movements, and modernization.

Prerequisite: Permission of department (516) 632-7480
3 credits
Monday, 4:30-7:30 p.m.

HIS 578:01 Teaching Social Studies Strategies
Barbara McAdorey

An examination of various models of teaching and their application to the teaching of secondary social studies.

Prerequisite: CEE/HIS 577
Note: Crosslisted with CEE 578; restricted to students not yet certified to teach
3 credits
Tuesday, 6-9 p.m.

HIS 579:01 Supervised Student Teaching: Social Studies
Marie Fitzgerald

Prospective secondary school social studies teachers will participate in a supervised student teaching experience in selected Long Island secondary schools. The student teacher reports to the school to which he/she is assigned for the semester for a full school day. Frequent consultation with the supervising teacher helps the student interpret and evaluate the teaching experience. Applications must be filed in the semester preceding student teaching.

Prerequisites: CEE/HIS 577, 578; permission of instructor (516) 632-7685; and matriculation in MA/LS or MAT

programs

Note: Corequisite CEE/HIS 580; crosslisted with HIS 579; cannot apply toward MA/LS; S/U grading
6 credits
Hours to be arranged

HIS 580:01 Student Teaching Seminar
Marie Fitzgerald

Seminar on problems and issues of teaching social studies at the secondary school level. Analysis of actual problems and issues encountered by the student in his/her student teaching experience.

Remark: Corequisite HIS/CEE 579
Note: Crosslisted with CEE 580
3 credits
Wednesday, 4:15-7:15 p.m.

LABOR/MANAGEMENT STUDIES

CES 516:01 A Survey of Labor Relations
Harold Pryor

This is the foundation course in the labor relations sector of the Labor/Management Studies curriculum. It addresses the historical development of labor unions in the United States; the evolution of the legal framework governing labor relations today; and finally the major elements of collective bargaining and dispute resolution techniques used in the private and public sectors of America's workplace.

Note: Crosslisted with PAM 506
3 credits
Tuesday, 7-10 p.m.

CES 523:01 Human Resource Management in the Individual Firm or Organization
Matthew Procelli

This course is designed for human resources practitioners who wish to prepare themselves for higher level executive positions: planning for the personnel function relative to organizational purpose and size of workforce; developing recruiting plans,

COURSE DESCRIPTIONS

job classifications, and wage schedules; establishing benefit systems; and training supervisors, systematizing employee supervision, and evaluation methods. Finally, the class will develop such motivational incentives as career development, job enrichment, and employee assistance programs and learn how to devise model affirmative action and employee safety procedures.

Prerequisite: CES 511, CES 515 or approved substitution of personnel management experience

Note: Crosslisted with PAM 523

3 credits

Wednesday, 7–10 p.m.

CES 525:01 Labor Relations Law

David Schlachter

The course will explore the legal interrelationships in selected areas among employers, employees, unions, and government. Topics will include the evolution of labor relations law, the practical implications of legislation, court decisions, and regulatory procedures governing labor/management relations in both the public and private sectors.

Prerequisite: PAM 506/CES 516

Note: Crosslisted with PAM 525

3 credits

Thursday, 7–10 p.m.

CES 538:01 Organizational Change and Development: Opportunities for Human Resources Innovations

Manuel London

Acquaints students with types of organizational change and the roles of human resources managers as change agents. Cases, group exercises, and class discussions are used to examine change methods, employees' reactions to change, facilitation techniques, and evaluation methods. Roles of leaders, managers, employees, and human resources professionals are considered. Targets of change include job designs, interpersonal relationships, and organizational structures. Quality improvement, employee involvement, and professional

LIBRARY SCIENCES

The following course is part of an education program for librarianship which is being sponsored by the Library faculty at the University at Stony Brook in collaboration with the School of Information Science and Policy at SUNY/Albany. Persons interested in an approved master's degree in library science should consult with SUNY/Albany's School of Information Science and Policy.

CEL 591:01 The Information Environment

Helen F. Flowers

The evolving social, political, and institutional environments within which information services are and can be organized.

3 credits

Monday, 5–8 p.m.

CEL 594:01 Administration of Information Agencies

John B. Smith

This is a basic course. Included are reading and discussions on principles and theories of administration with practical applications to libraries and other information agencies.

Consideration is given to planning, organizing budgeting, personnel, standards, interinstitutional cooperation and management systems.

3 credits

Tuesday, 5–8 p.m.

development are studied as examples of change strategies. Students learn how to help themselves and their co-workers cope.

Prerequisite: PAM 505/CES 515

Note: Crosslisted with PAM 538

3 credits

Monday, 6–9 p.m.

LINGUISTICS

CEC 522:01 Phonetics

Hye Bae Park

A study of articulatory phonetics and the international phonetic alphabet, with intensive practice in phonetic transcription from a wide variety of languages and including such topics as acoustic phonetics, speech perception, and the applications of phonetics to language teaching.

Note: Crosslisted with LIN 522

3 credits

Wednesday, 5:30–8:30 p.m.

CEL 542:01 Sociolinguistics

Frank Anshen

An introduction to major topics in sociolinguistics, including variation theory, language attitudes, language planning, language change, and pidgins and creoles.

Note: Crosslisted with LIN 542

3 credits

Tuesday, 6–9 p.m.

MARINE SCIENCES

▲CEI 541:01 Oceanography: Application of the Basic Sciences to the World Ocean

Malcolm Bowman

An introduction to oceanography, to the features and processes that characterize the World Ocean, and to ways in which the World Ocean affects ecosystems and human society. Consideration of the tools, methods, and strategies employed by oceanographers in studying the World Ocean.

Prerequisite: At least two college-level courses in biology, chemistry, earth science, or physics

3 credits, NS/LS

Monday, 7–10 p.m.

▲ designates Liberal Studies courses

✦ designates off-campus courses

For information on the Center for Education on Substance Abuse, check pages 64–65.

MATHEMATICS

CEN 527:01 Fractals: Geometry and Imagination
Matilde Teleman

The main goal of this course is to provide an opportunity for students to experiment with computers while familiarizing themselves with the fascinating topic of contemporary mathematics. Programming in TRUE BASIC will be taught, and some outside class time in the computer lab is required. Material will also be presented in ways that will illustrate how it can be adapted for teaching in the secondary school.

Prerequisite: A course in college algebra

Remark: No previous programming experience is required

3 credits
Monday, 6–9 p.m.

MUSIC

CEH 568:01 Great Traditions in

Music: J. S. Bach
Russell Stinson

Johann Sebastian Bach is the culminating figure of the German Baroque tradition in music. This course will focus on his stylistic development and the cultural context in which he worked. Participants will be introduced to a broad range of instrumental and vocal works, including solo keyboard pieces, concertos, sacred and secular cantatas, and large-scale vocal works such as the St. Matthew Passion and the B-minor Mass. These will be set in the context of Bach's place within 18th century society, his relationships with colleagues, patrons, and family members, and his theological tenets.

3 credits
Tuesday, 6–9 p.m.

CEH 569:01 Stony Brook Chorale

Roberta Moger

Study and performance of a repertory from the Middle Ages to the present. **Prerequisites:** Audition call (516) 632-7330; some previous choral experience preferred; must be able to read music although expert sight-singing is not a prerequisite

▲ designates Liberal Studies courses
 + designates off-campus courses
 Registration information may be found on pages 19–25.

Remark: Credits are repeatable up to a maximum of six credits; the Chorale performs once each year with the graduate Stony Brook orchestra on the main stage of the Staller Fine Arts Center and performs in public concert each semester.

1 credit
Monday, 7:30–10:30 p.m.

PHILOSOPHY

▲+CEI 519 Philosophy and Children

Wendy Turgeon

With their first questioning "Why?" children challenge us to examine the presuppositions of experience. Their natural tendency to philosophize about words, reality, and morality requires careful nurturing if it is to develop into careful critical reflection. Using the current research and curriculum models of Lipman, Matthews, and others as a guide, we will embark on structured philosophic dialogues with children coincidentally seeking to reawaken our own wonderment about our world. At the center of our focus will be the tantalizing image of childhood, universally lived and yet mysteriously foreign to the adult. What visions of the world can we share with a child? Philosophy will serve as our conduit into these shared landscapes. In individual research students will have the opportunity to explore historical, sociological, and psychological (as well as philosophical) perspectives on childhood.

Prerequisite: Previous course in philosophy recommended

Note: Crosslisted with PHI 552
3 credits, SB/LS

Section 01: Meets on campus
Monday, 6:10–9:10 p.m.

Section 21: Meets at the NY State Office Building, Veterans Highway, Hauppauge
Thursday, 6–9 p.m.

▲CEI 572:01 Philosophy of Technology: The Uses and Abuses of Science
Mark Roberts

Technology pervades almost all aspects of our culture. We live in a technological society. The focus of this course will be the question: Has this pervasive influence been, on the whole, socially beneficial, or has it been detrimental to human life? In the context of this assessment of the social role of technology, various specific issues emerge, e.g., the nature and types of technological activity, aspects of the history of technology and its relation to science, and certain issues in ethics, economics, and politics. Concepts such as growth and progress (material and otherwise), productivity and efficiency, the means ends relation, the "good life," will be discussed.

Note: Crosslisted with PHI 537
3 credits, NS/LS
Tuesday, 5:30–8:30 p.m.

▲CEI 576:01 Life Histories: Creativity and Philosophy, Writing Your Philosophical Autobiography
Donn Welton

This course is designed for those who long for time to reflect upon their experience and to capture their reflections in writing. In beginning your autobiography, the project for the semester, you will attempt a type of writing that moves beyond a psychological and/or sociological into a philosophical account of your existence. Writing about one's life, when done creatively and critically, is simultaneously a process of finding that life and of giving it configuration and direction. Required readings include Robert Pirsig's, *Zen and the Art of Motorcycle Maintenance* and *Lila*, and background readings drawn especially from Plato, Pierce, and Husserl.

Note: Crosslisted with PHI 551
3 credits, AH/LS
Wednesday, 5:30–8:30 p.m.

COURSE DESCRIPTIONS

▲+CEI 582:21 American Philosophy: Foundations of American Politics Victorino Tejera

Readings from Emerson, C. S. Peirce, G. H. Mead, W. James, G. Santayana, J. Dewey, J. H. Randall, and J. Buchler will give the student a grasp of the classic American tradition in philosophy and the plural strands that go to make it up, such as: the turn from idealism to semioticism, neo-realism and critical realism, pragmatism and pragmaticism, the historical interest and the social interest, individualism and voluntarism, and the centrality of art and science in human affairs.

Remark: Section 21 meets at the Cumberland Avenue Adult Center, 30 Cumberland Avenue, Great Neck
Note: Crosslisted with PHI 571
3 credits, SB/LS
Tuesday, 6–9 p.m.

▲CEI 586:01 Philosophy and Television Mark Roberts

This course will study the construction and conveyance of certain messages (political, commercial, and social) through the public medium of television. We will pay special attention to the rational and logical consistency of these messages, as well as to their place in relation to traditional styles of communication and rhetoric. In doing so, we will explore a number of recent philosophical methods of interpretation, including semiological, psychoanalytic, and ideological forms of criticism. We will also deal with a number of different kinds of content analyses of TV programming, drawing upon works by important contemporary media critics such as Todd Gitlin and Mark Crispin Miller.

Note: Crosslisted with PHI 566
3 credits, SB/LS
Thursday, 5:30–8:30 p.m.

▲CEI 587:01 Perspectives on the Person Jeffrey J. Gaines

Through a series of texts in philosophical psychology, we will examine the questions of what constitutes a person, his/her powers and limitations, what counts as normal and abnormal development and behavior, and how the relationship of one person to others is described. The course will pass from the analysis of a more or less solitary, contemplative life, concerned largely with

perfecting one's intellectual judgements, to a more interpersonal and active life, concerned also with interaction with others, and finally back to the relative solitude of the individual brain, where everything real is allegedly happening.

Note: Crosslisted with PHI 555
3 credits, SB/LS
Monday, 5:30–8:30 p.m.

PHYSICAL EDUCATION

CEP 500:01 Sport and Society Colin Martindale

This offering will focus on the relationships between the mounting interest in sport and various sociocultural dynamics in our society. Special consideration will be given to developing within students an understanding of the behavioral responses of sports participants and spectators to various motivations in our social system.

3 credits
Thursday, 7–10 p.m.

CEP 514:01 The Study of Human Movement Peter Raalf

The applied anatomy and kinesiology will be discussed in reference to three major topics: anatomic and physiologic fundamentals of human motion, fundamentals of biomechanics, and principles and applications of motor skills. The major topics to be covered in reference to exercise physiology are the following: physiology of energy sources, neuromuscular concepts, cardiorespiratory considerations, physical training applications, environmental aspects, and nutrition and body composition.

3 credits
Tuesday, 6:30–9:30 p.m.

CEP 520:01 Athletic Coaching Accreditation Practicum/Field Study Colin Martindale

The practicum is designed for those students (CED and other post

baccalaureates) who would like to coach a particular sport at the high school level, but who have had limited coaching experience. A variable credit field study program will be offered in which each potential coach will work closely with an experienced coach of the university's choosing in that sport for a period of one season. At the end of the season each student will be evaluated in the administration and presentation of a coaching program.

Prerequisite: Permission of instructor (516) 632-7200
1–3 credits
Hours to be arranged

PHYSICS

▲CEI 544:01 The Mystery of Matter: An Anecdotal Look at Particle Physics Rod Engelmann

Elementary particle physics is the study of matter at the smallest and simplest scale. In the past two decades, our understanding of the basic building blocks of nature and of the forces which control them has undergone dramatic change. We will trace the development of theoretical models and the tools—detectors, atomsmashers and the SSC in particular—which are used to prove these ideas. The revelations of the subnuclear world have also had a dramatic impact on our understanding of the "Big Bang" and the evolution of the universe. The experimental methods that made this revolution possible have found wide application in medicine and technology. We will examine some of the ways that show how research at the most fundamental level has had an enormous impact on society.

3 credits, NS/LS
Tuesday, 6:10–9:10 p.m.

▲ designates Liberal Studies courses

+ designates off-campus courses

Before registering, check pages 75–76 for information on immunizations.

POLITICAL SCIENCE

▲CEI 504:01 Human Behavior as Rational Action

Michael Mintrom

Rational behavior means choosing among possible actions those that are most efficient in meeting one's goals. Whether people do so is one of the oldest unresolved disputes in philosophy and the social sciences. We will trace the main positions in this dispute as they have evolved in philosophy, psychology, economics, anthropology and sociology, paying special attention to the argument between economists and other social sciences as to whether economic behavior exhibits strictly economic rationality or is heavily affected by noneconomic obligations and aims. Another important topic is the relation between individual nationality and social institutions. Even if individuals do act rationally, can we assume that the large scale social patterns that result are necessarily effective? Readings will consider the topic abstractly, but also in the concrete settings of small intimate groups, formal organizations, primitive and modern economic systems and political systems in both stable and revolutionary situations.

Remark: Knowledge of elementary economics is desired but not required

Note: Crosslisted with POL 544

3 credits, SB/LS

Monday, 6-9 p.m.

▲CEI 560:01 American Democracy: Its Critics and Defenders
Shawn Braun

This course will examine the components of American democratic government by considering the pros and cons of suggested reforms. Critics and defenders of the 200-year-old Constitution (Congress, President, Supreme Court) will be emphasized, as will arguments surrounding the role of political parties, pressure groups, and the bureaucracy. Most of the readings will be from contemporary authors and reference sources.

Note: Crosslisted with POL 560

3 credits, SB/LS

Wednesday, 6-9 p.m.

CEI 553:01 Environmental Politics and Policy

Lee Koppelman

Federal environmental policies, such as the National Environmental Policy Act, the Coastal Zone Management Act, and the Federal Pure Waters Management Act, are examined. The policies, politics and administrative activities of federal, state, and local levels are considered. Finally, the interaction of the public sector, the private sector, and citizen groups in the implementation of environmental policy is discussed.

Note: Crosslisted with POL 543

3 credits

Thursday, 6-9 p.m.

CEI 555:01 Topics in Foreign Policy: Dilemmas of Foreign Policy 1945-Present

Paul Hewett

This course underscores the significant contemporary dilemmas faced by U.S.

▲ designates Liberal Studies courses

+ designates off-campus courses

Parking information may be found on page 74.

PROJECT SEMINAR

CEI 595 MA/LS and MPS Project Seminar

Students will initially be given guidance in selecting a specific topic that will become the subject of their project effort. Simultaneously, they will explore research techniques, identifying library and other research resources on campus and in the community. Students will present a first draft or project feasibility study both orally and in written form to a seminar audience. The project should be completed within the seminar and guidelines established by CED and when determined satisfactory by the project seminar instructor. If the project is not completed within the semester, the grade of U will be assigned and students will have to register and repeat the seminar in the following term.

Prerequisites: For MA/LS and MPS degree candidates: Completion of the Liberal Studies or core requirement (9 credits) and permission of the instructor
Remark: S/U grading
3 credits

Section 01: Eli Seftman (516) 632-7685, Thursday, 5-8 p.m.
Section 02: Alex Baskin (516) 632-7050, Monday, 6-9 p.m.
Section 03: For MPS students only; Manny London (516) 632-7770, Hours to be arranged
Section 05: Ken Cadow (516) 632-7685, Tuesday, 5-8 p.m.
Section 06: Wendy Hansen (516) 632-7667, Tuesday, 6-9 p.m.
Section 08: Carol Blum (516) 632-7440, Monday, 5-8 p.m.
Section 21: Victor Ottati (516) 632-7667, meets at NY State Office Building, Veterans Highway, Hauppauge, Wednesday, 5:30-8:30 p.m.

COURSE DESCRIPTIONS

emphasis upon the current conflicts in the Middle East. Cultural, economic, psychological and political components of policymaking will be examined together with the role of legislative and executive institutions.

Prerequisite: Permission of instructor (516) 632-7667

Note: Crosslisted with POL 510:02

3 credits

Wednesday, 6–9 p.m.

SCIENCE EDUCATION

♣CEE 530:21 Current Developments in the Elementary School Science

Frank Tafe

An examination of current developments and content in the teaching of elementary school science. Nationally developed curricula will be investigated, as well as laboratory activities and teacher/pupil interaction. Recommended for practicing elementary school teachers.

Remark: Section 21 meets at Shoreham-Wading River High School, Route 25A, Shoreham, room B216

3 credits

Wednesday, 5–8 p.m.

♣CEE 549:21 Elementary Science: Thematic and Integrated Learning

Michael Worosz

This course will develop science inquiry skills and concepts through an exploration of four themes: Long Island Environment, Plant and Animal Relationships, Forces in Nature and the Changing Earth. The cooperative learning instructional mode will be used to integrate science activities with curriculum areas of reading, mathematics, writing and social studies.

Prerequisite: At least one college-level biology or physical science course

Remark: Section 21 meets at the NY State Office Building, Veterans Highway, Hauppauge

3 credits

Tuesday, 5–8 p.m.

CEE 562:01 Methods in Middle School Science: A Problem Solving Approach

Wallace Nelson

This course is designed to increase science education literacy by developing skills, positive attitudes and knowledge

about middle school (5–9) science education. Examples will be developed for a better understanding of the basic process skills: inquiry, classifying, creating models, formulating hypotheses, generalizing, identifying variables, inferring, interpreting data, making decisions, manipulating materials, measuring, observing, predicting, recording data, replicating, and using numbers.

3 credits

Wednesday, 6–9 p.m.

Courses to satisfy the program requirements for the MA/LS, MPS, and MATs are offered regularly during the fall and spring semesters. Although Summer Session will have some graduate courses that can be applied toward these degrees, students should plan on meeting critical course requirements during either the fall or spring semesters.

▲CEI 593:01 Technology and Policy: National Security

Mark Sakitt

Approaches to modern societal problems are often a complex mixture of technical options and social choices. Both the perceived causes and the proposed solutions to these problems have components of a technical nature which make a relatively well informed layperson hesitant to question the views of experts, even on broad policy issues. Perhaps one of the most critical areas where this has occurred has been in the field of national security, a discipline that crosses conventional intellectual boundaries, has its own complex jargon, and can easily be politicized. The goal of this course is not only to understand the complexities of the past and current debates, but to enable one to participate meaningfully in future

defense policy debates. We will look at the intimate connection between the technology of weapons and their delivery systems, and strategic planning and doctrine. A spectrum of views will be presented that represent the different major national security perspectives.

3 credits, NS/LS

Tuesday, 6:10–9:10 p.m.

▲CEI 594:01 Law and Technology

Jerry Cadwell

This course will consist of readings and Socratic discussions of widely varying subjects such as law and medicine, living wills and the right to discontinue medical services; science courts, the legal controversy surrounding the nuclear industry, what radiation is and how it affects you; the legal arguments proposed by and against creationism; and the standard proof required for civil versus criminal cases. It is designed for the layperson who wants to be informed about the legal and technical issues raised by emerging technologies.

3 credits, SB/LS

Wednesday, 6–9 p.m.

TECHNOLOGY AND SOCIETY

▲♣CEI 511:21 Modern Communications: Technology Systems

John A. Giglia

The study of basic principles and concepts that underlie the design and usage of modern communications technology systems is the emphasis of this course. All effective communications systems (such as radio, TV, and radar) must be designed to match the capabilities of the human user. An example of good ergonomic design is how a hi-fi system is designed to match the hearing characteristics of humans. The background principles that relate to communications systems include the electromagnetic spectrum and analog and digital signals. The study of communications technology systems will also deal with the human and societal impacts.

▲ designates Liberal Studies courses
♣ designates off-campus courses

Remark: Section 21 meets at Patchogue-Medford High School, Buffalo Avenue, Medford, room 127
3 credits, NS/LS
Wednesday, 5:30–8:30 p.m.

▲CEN 580:01 Assessment of Socio-Technological Problems and Issues
Nina Leonhardt

The systematic study of a series of studies that relate to current socio-technological problems and issues. Problem areas include transportation, water and energy resources, access for the disabled, artificial hearts, and electronic funds transfer. Emphasis will be placed on the assessment of emerging technological systems and the science and mathematics that underlie these systems.
3 credits, NS/LS
Wednesday, 5:30–8:30 p.m.

EST 570:01 Design of Computer Courseware
Thomas T. Liao

The purpose of this course is to develop in the student the capability to develop computer courseware modules in the student's discipline. Existing courseware modules will be described to illustrate the structure requirements of such modules. After each exposure, each student will select topics for courseware development from his/her discipline and will concentrate on module development under the individual guidance of the instructor. Students will implement the programs in microcomputers in the Laboratory for Personal Computers in Education
Prerequisites: EST 565 or Permission of department (516) 632-8767
3 credits
Monday, 5–8 p.m.

Courses to satisfy the program requirements for the MA/LS, MPS, and MATs are offered regularly during the fall and spring semesters. Although Summer Session will have some graduate courses that can be applied toward these degrees, students should plan on meeting critical course requirements during either the fall or spring semesters.

EST 571:01 Computer-Based Education Technologies
David L. Ferguson

This course emphasizes the design and evaluation of computer-based educational technology systems. The uses of personal computers, intelligent video disks, games, and other devices in education are examined. Students will learn state-of-the-art technology, contemporary uses, strategies for matching these technologies to the needs and characteristics of learners, ways of introducing these systems into learning environments, and the evaluation of their effectiveness.
Prerequisite: EST 565 or Permission of department (516) 632-8767
3 credits
Thursday, 5–8 p.m.

THEATRE ARTS

CEA 586:01 Teaching Whole Language through Acting Techniques
Joseph Baldino

This course will examine how Stanislavski's codified system of acting allows the student reader/writer, and the actor to approach the text in a systematic and consistent fashion. Acting techniques, both amenable and motivational to the student reader/writer, will parallel many objectives found in reading and writing. The course will promote education in concentration, the senses, imagination, physical self, emotion, and the intellect to introduce the student reader/writer to better communication skills. A process that improves the actor's instrument will be explored to heighten the communication skills of the reader/writer.
Remark: Formerly entitled Acting Techniques: A Process for Teaching the Reading and Writing Process
3 credits
Wednesday, 5:30–8:30 p.m.

THR 510:01 Western Theatre History: Ritual and Drama
Rose Zimbardo

Theatre forms in the Western tradition, from ancient to modern. Course may be centered around a theme, and includes both basic survey materials and supplementary readings that provide a critical orientation.
Prerequisite: Permission of department (516) 632-7285
Remark: May be repeated once
3 credits
Tuesday, 4–7 p.m.

- ☛ For information on Professional, Management and Human Resource Development programs, see pages 51–62.
- ☛ For information on the Center for Education on Substance Abuse, see pages 64–65.
- ☛ Check the Quick Reference on pages 79–82 for a complete listing of courses being offered for this semester.

COURSE DESCRIPTIONS

WASTE MANAGEMENT

CEY 501:01 Waste Management Issues

R. Lawrence Swanson

The course will address the overall problem of waste management with a particular emphasis on problems confronting Long Island. Sewage treatment and solid waste disposal will be discussed. Case studies concerning ocean dumping, fishkills, beach pollution, and brown tide will be presented. Other topics will include recycling and remedial measures. A sewage treatment plant and landfill will be visited.

3 credits

Wednesday, 5:30–8:30 p.m.

♣CEY 504:21 Emerging Technology in Solid Waste Management

Jeffrey Hartman

This course will discuss the various emerging technologies in the field of solid waste management. Technologies that will be addressed will include waste to energy incineration systems, landfill, systems, composting technologies and transfer stations. Other topics which will be presented include recycling and waste reduction strategies, as well as case histories of various landfills and waste to energy plants. A field trip to a waste to energy incinerator is planned as part of this course.

Prerequisite: Permission of department (516) 632-8714

Remark: Section 21 meets at SUNY at Farmingdale campus, Gleeson Hall, room 219

Note: May not be taken for credit if CEY 501:21 was taken during the fall 1991 semester

3 credits

Thursday, 6–9 p.m.

Before registering for a course, check pages 75–76 for information on immunizations.

More detailed registration information may be found on pages 19–25.

CEY 505:01 Environmental Engineering

Albert Machlin

This course will discuss the various aspects of environmental engineering—solid and hazardous waste, water resources and air pollution control. Although the course will be technologically oriented, applicable laws and regulations will also be reviewed.

The material will focus on the metropolitan New York City area, with an emphasis on Long Island problems. Field trips are planned as part of this course.

Prerequisite: Some science background preferred and permission of instructor (516) 632-8714

3 credits

Thursday, 5:30–8:30 p.m.

CEY 509:01 Environment and Public Health

Aldo Andreoli

The course will provide an overview of man, his environment and health relationships, as well as practical background for those working in environmental disciplines. It starts with an introduction to the field of environmental health, especially as it has developed in New York State and, in particular, Long Island, followed by a review of those environmental conditions that foster transmission of communicable diseases and exposure to toxic chemicals and hazardous physical conditions. Environmental and public

health practices on Long Island, with an emphasis on groundwater and wastewater handling and means of their control, will be reviewed.

Prerequisite: Permission of instructor (516) 632-8714

3 credits

Tuesday, 5:30–8:30 p.m.

WOMEN'S STUDIES

▲CEI 533:01 Women's Studies in the Humanities

Gertrude Postl

In discovering the rich legacy of women's work in the humanities, our theoretical focus will be to understand and articulate the intellectual premises and research methodologies of women's studies as an academic discipline in the humanities.

We will pose questions about "greatness" in humanities fields, and the documentary processes by which women's lives as artists are recorded, and about the impact of the 20th-century women's movement upon the strengthening of women's work in the humanities and arts. We will look at the ways in which women's lives have differed from men's, and way in which these differences have affected the emphases, subject matter, and traditions of women's work in the humanities.

3 credits, AH/LS

Tuesday, 5–8 p.m.

▲ designates Liberal Studies courses

♣ designates off-campus courses

☛ Remember! Classes begin Monday, February 1, 1993

ALDO ANDREOLI, Lecturer, Waste Management Institute

FRANK ANSHEN, Associate Professor, Linguistics

WILLIAM ARENS, Professor and Chair, Anthropology

ALAN AUSTEN, Lecturer, Interdisciplinary Program in Social Sciences

PAUL BAKER, Lecturer, Interdisciplinary Program in Social Sciences

JOSEPH BALDINO, Lecturer, Theatre Arts

ALEX BASKIN, Associate Professor, School of Continuing Education

SIDNEY BECKER, Lecturer, Interdisciplinary Program in Social Sciences

DAVID BEKOFSKY, Lecturer, Interdisciplinary Program in Social Sciences

JACQUELINE BERLIN, Lecturer, Interdisciplinary Program in Social Sciences

CAROL BLUM, Professor, French and Italian

MALCOLM BOWMAN, Professor, Marine Sciences Research Center

SHAWN BRAU, Lecturer, Political Science

BRYCE BREITENSTEIN, Associate Professor, Preventive Medicine

TIMOTHY BRENNAN, Assistant Professor, English

FREDERICK BROWN, Professor, French and Italian

JERRY CADWELL, Assistant Professor, Center for Science, Mathematics, and Technology Education

ELIZABETH CHUTE, Lecturer, Interdisciplinary Program in Social Sciences

EDGAR DANIELS, Lecturer, Interdisciplinary Program in Social Sciences

PAUL DOLAN, Associate Professor, English

STANA DOLEZAL, Lecturer, Germanic and Slavic Languages and Literature

CORNELIUS EADY, Assistant Professor, English

RIVCKA EDELSTEIN, Lecturer, Interdisciplinary Program in Social Sciences

ROD ENGELMANN, Professor, Physics
DAVID L. FERGUSON, Associate Professor, Technology and Society

MARIE FITZGERALD, Lecturer, Interdisciplinary Program in Social Sciences

HELEN FLOWERS, Lecturer, Library

LUIGI FONTANELLA, Associate Professor, French and Italian

DIANE FORTUNA, Assistant Professor, English

GEORGES FOURON, Associate Professor, Interdisciplinary Program in Social Sciences

CHARLES FRANCO, Associate Professor, French and Italian

ANITA FREY, Lecturer, Interdisciplinary Program in Social Sciences

KENNETH GADOW, Professor, Interdisciplinary Program in Social Sciences

JEFFREY J. GAINES, Lecturer, Philosophy

MICHAEL GATTO, Lecturer, Interdisciplinary Program in Social Sciences

ANN GIBSON, Associate Professor, Art

JOHN GIGLIA, Lecturer, Technology and Society

ROBERT GOLDENBERG, Associate Professor, Comparative Studies

JACQUES GUILMAIN, Professor, Art

WAJDY HAILOO, Assistant Professor, Preventive Medicine

WENDY HANSEN, Assistant Professor, Political Science

JEFFREY HARTMAN, Lecturer, Marine Sciences

DEBORAH HECHT, Lecturer, English

PAUL HEWETT, Lecturer, Political Science

KENNETH HODESS, Lecturer, Interdisciplinary Program in Social Sciences

FRANCO JONA, Professor, Materials Science and Engineering

HARVEY KARRON, Lecturer, Interdisciplinary Program in Social Sciences

LEE KOPPELMAN, Professor, Political Science

DONALD KUSPIT, Professor, Art

NINA LEONHARDT, Lecturer, Technology and Society

THOMAS T. LIAO, Professor, Technology and Society

AARON LIPTON, Associate Professor, English

PANAYIOTIS LIVERACOS, Lecturer, Political Science

MANUEL LONDON, Professor, Harriman School for Management and Policy

JOAN LUND, Lecturer, Interdisciplinary Program in Social Sciences

HARVARD LYMAN, Associate Professor, Molecular and Cell Biology

ALBERT MACHLIN, Lecturer, Waste Management Institute

JEROME MALKAN, Visiting Assistant Professor, School of Continuing Education

NINA MALLORY, Professor, Art

IONA MAN-CHEONG, Assistant Professor, History

COLIN MARTINDALE, Associate Professor, Physical Education

BARBARA MCADOREY, Lecturer, Interdisciplinary Program in Social Sciences

SARA MENDELSON, Instructor, Preventive Medicine

MICHAEL MINTROM, Lecturer, Political Science

FACULTY

ROBERTA MOGER, Lecturer, Music
ROBERT MORAGHAN, Lecturer,
Interdisciplinary Program in Social
Sciences

ANITA MOSKOWITZ, Associate
Professor, Art

WALLACE NELSON, Lecturer, Center
for Science, Mathematics, and
Technology Education

DIANA NEWMAN, Lecturer,
Interdisciplinary Program in Social
Sciences

PATRICIA OLSEN, Lecturer,
Interdisciplinary Program in Social
Sciences

VICTOR OTTATI, Assistant Professor,
Political Science

HYE BAE PARK, Lecturer, Linguistics
JOSEPH PEQUIGNEY, Professor, English

HOWARDENA PINDELL, Professor, Art
ANASHIA PLACKIS, Lecturer, English
and Interdisciplinary Program in
Social Sciences

LEO POLASKI, Lecturer,
Interdisciplinary Program in Social
Sciences

GERTRUDE POSTL, Lecturer,
Women's Studies

MATTHEW PROCELLI, Lecturer,
Harriman School for Management
and Policy

HAROLD PRYOR, Lecturer, Harriman
School for Management and Policy

PETER RAALF, Lecturer, Physical
Education and Athletics

CECIL RAMSEY, Lecturer, Interdisciplinary
Program in Social Sciences

ANNE RAYBIN, Lecturer, Interdisciplinary
Program in Social Sciences

LORI REPETTI, Assistant Professor, French
and Italian

GLENN RICHARD, Associate Curator,
Earth and Space Sciences

MARK ROBERTS, Lecturer, Philosophy

DOMINIC ROMEO, Lecturer,
Interdisciplinary Program in Social
Sciences

MARK SAKITT, Professor, Center for
Science, Mathematics, and Technology
Education

WALTER SCHEPS, Associate Professor,
English

DAVID SCHLACHTER, Lecturer, Labor/
Management Studies

DANIEL SCHMITT, Lecturer, Anthropology

WILLIAM SCHOLL, Lecturer,
Interdisciplinary Program in Social
Sciences

ELI SEIFMAN, Professor and Chair,
Interdisciplinary Program in Social
Sciences

MICHAL SIMON, Professor,
Earth and Space Sciences

JOHN B. SMITH, Director and Dean,
Library

STEPHEN SPECTOR, Professor, English

JUDAH STAMPFER, Professor, English

RUSSELL STINSON, Assistant Professor,
Music

R. LAWRENCE SWANSON, Director,
Waste Management Institute

FRANK TAFE, Lecturer, Center for
Science, Mathematics, and
Technology Education

VICTORINO TEJERA, Professor,
Philosophy

MATILDE TELEMAN, Lecturer,
Mathematics

FRANK TURANO, Lecturer, Ecology
and Evolution

WENDY TURGEON, Lecturer,
Philosophy

DONN WELTON, Associate Professor,
Philosophy

MARK S. WHITNEY, Professor,
French and Italian

JOHN WILLIAMS, Associate Professor,
History

MICHAEL WOROSZ, Lecturer,
Center for Science, Mathematics,
and Technology Education

ROSE ZIMBARDO, Professor, English

ELEONORE ZIMMERMANN, Professor,
French and Italian

GRADUATE CERTIFICATE PROGRAMS

A series of 18-credit, part-time graduate evening programs designed to fulfill the needs of working professionals

- LONG ISLAND REGIONAL STUDIES
- ENVIRONMENTAL/OCCUPATIONAL HEALTH AND SAFETY
- WASTE MANAGEMENT
- COACHING

CRITERIA AND PROCEDURES FOR ADMISSION TO CERTIFICATE PROGRAMS

1. Prospective candidates may obtain an application for a graduate certificate program by writing to, calling, or visiting the School of Continuing Education. Candidates who wish to apply simultaneously to a School of Continuing Education degree program will be advised about additional application procedures that must be followed.*

2. Completed applications should be submitted to the School of Continuing Education. An official copy of the college transcript that verifies that the candidate has been awarded a baccalaureate degree from a regionally accredited institution must also be sent to the School of Continuing Education.

3. To be admitted to a graduate certificate program, an applicant should have the background and ability which, in the judgment of the individual directors of each certificate program, are sufficient to enable him/her to progress satisfactorily through the program. An undergraduate cumulative grade point average of 2.75

is required. Students with less than a 2.75 average may be admitted on the condition that they achieve at least a 3.00 grade point average in their first 6 credits of coursework in the program.

4. A student preparing for a School of Continuing Education graduate certificate will have to complete certificate requirements as listed beneath each program title within five years from his/her official date of admission to the program and with at least a 3.00 cumulative grade point average. Students may request advisement appointments with CED advisors to discuss certificate program requirements by calling (516) 632-7050.

5. Candidates must formally request issuance of these certificates through the School of Continuing Education at Stony Brook upon satisfactory completion of all program requirements. This may be done through correspondence or by completing and submitting request forms available in the CED office.

*Please consult with a CED advisor to determine how the graduate courses that meet the requirements for each of these certificates may also be used to satisfy CED degree program requirements.

GRADUATE CERTIFICATE PROGRAMS

LONG ISLAND REGIONAL STUDIES GRADUATE CERTIFICATE PROGRAM

The School of Continuing Education in collaboration with Stony Brook's Center for Regional Policy Studies and the Department of Political Science offers a multidisciplinary 18-credit Long Island Regional Studies graduate certificate program that combines courses in urban politics, housing, cultural geography, planning, and environmental issues.

6 CREDITS—CORE REQUIREMENT

CED 580 Long Island in the Year 2000, 3 credits

or

CER/POL 534 Intergovernmental Relations and Policy Delivery, 3 credits

and

CER/POL 531 Regional Planning, 3 credits

6 CREDITS—SOCIAL SCIENCE PERSPECTIVE

CEE 526 Long Island's Multicultural History, 3 credits

CER/POL 533 Administration and Public Policy, 3 credits

CER/POL 534 Intergovernmental Relations and Policy Delivery, 3 credits (if not taken to satisfy core requirements)

CER/POL 536 Local Economic Development, 3 credits

CES545/POL 623 Urban Politics, 3 credits

CES 548 Art and Science of Community Action, 3 credits

CET 503 Cultural Geography of Long Island, 3 credits

CET 505 Long Island's Native Americans, 3 credits

CET 542 Long Island History, 3 credits

CET 598 Communities of Long Island, 3 credits

ANT 527 Summer Field School; Long Island Archaeology, 3-6 credits

6 CREDITS—ENVIRONMENTAL SCIENCE PERSPECTIVE

CEB 505 History of the Long Island Environment, 3 credits

CEB 511 Field Studies, Long Island Natural and Cultural History, 6 credits

CEB 520 Wildlife of the Long Island Pine Barrens, 3 credits

CEB 526 Flora and Vegetation of Long Island, 3 credits

CEB 562 Land Use and Environmental Issues of Eastern Long Island, 3 credits

CEB 576 Marine Environment of Long Island, 6 credits

CEB 578 Long Island Coastal Environments, 3 credits

CEN 514 Geology of Long Island, 3 credits

CEN 515 Long Island's Natural Environment, 3 credits

CEN 516 Long Island's Water Resources, 3 credits

CEN 519 Geology of the New York City Region, 3 credits

CEY 507 Long Island Ground Water, 3 credits

WASTE MANAGEMENT GRADUATE CERTIFICATE PROGRAM

The School of Continuing Education in collaboration with Stony Brook's Waste Management Institute at the Marine Sciences Research Center offers an 18-credit graduate certificate program in waste management.

This certificate program proposes to qualify persons confronting the complex and controversial problems of waste management and disposal by providing them with the educational background for making informed decisions on these matters.

This certificate should appeal to those who consider access to the most current expertise in waste management essential to working effectively in their professional careers or public service activities. Its content and structure are designed to meet the immediate demands for waste management solutions and the more long-range goal of promoting the environmental and economic welfare of the New York region.

For additional information on the Waste Management Certificate Program, call the Waste Management Institute Office (516) 632-8704.

6 CREDITS—CORE REQUIREMENT

CEY 501 Waste Management Issues, 3 credits

CEY 503 Environmental Law, 3 credits

12 CREDITS—AREA COURSES WITH AT LEAST THREE CREDITS SELECTED FROM AREA A

AREA A COURSES

CEY 504 Emerging Technology in Solid Waste Management, 3 credits

CEY 505 Environmental Engineering, 3 credits

CEY 506 Recycling Equipment and Technology, 3 credits

CEY 507 Long Island Ground Water, 3 credits

CEY/MAR 512 Marine Pollution, 3 credits

CEY/MAR 522 Environmental Toxicology, 3 credits

CEY/EST 597 Waste Management: Systems and Principles, 3 credits

AREA B COURSES

CEB 580 Long Island in the Year 2000, 3 credits

CEY 502 History of Waste Management, 3 credits

CEY 509 Environment and Public Health, 3 credits

CEY/EST 594 Diagnosis of Environmental Design, 3 credits

EST 595 Principles of Environmental Systems Analysis, 3 credits

COACHING GRADUATE CERTIFICATE PROGRAM

The Division of Physical Education and Athletics in collaboration with the School of Continuing Education is authorized by the State Education Department to offer an advanced certificate in coaching. This 18-credit graduate certificate program extends the originally approved 12-credit coaching accreditation curriculum to include now a 3-credit field study practicum and a 3-credit elective course.

For additional information on the Coaching Certificate Program, please contact the Division of Physical Education and Athletics (516) 632-7200.

15 CREDITS—REQUIRED COURSES

- CEP 502 Principles of Coaching, 3 credits
- CEP 507 Administrative Responsibilities in Physical Education and Athletics, 3 credits
- CEP 513 Care and Prevention of Athletic Injuries, 3 credits
- CEP 514 The Study of Human Movement, 3 credits
- CEP 520 Athletic Coaching Practicum, Field Study, 3 credits

3 CREDITS—ELECTIVES SELECTED FROM THE FOLLOWING

- CEP 500 Sport and Society, 3 credits
- CEP 503 History of American Sport, 1830–1990, 3 credits
- CEP 506 Physical Education and Sport in Comparative Perspective, 3 credits
- CEP 508 Concepts of Leisure, Play, and Recreation in America, 3 credits
- CEP 509 Theories of Movement and Dance, 3 credits
- CEP 517 Psychology of Sport, 3 credits
- CEP 518 Exercise, Nutrition, and Weight Control, 3 credits
- CEP 519 Administration of Intramural Sports Programs, 3 credits

ENVIRONMENTAL/OCCUPATIONAL HEALTH AND SAFETY GRADUATE CERTIFICATE PROGRAM

The 18-credit graduate certificate program in Environmental/Occupational Health and Safety is offered jointly by the Department of Preventive Medicine in the Health Sciences Center and the School of Continuing Education. It is designed to prepare students for professional positions in the detection and management of a wide range of environmental health hazards. Specifically, the program will provide a forum for the discussion of local and national health concerns such as air and water pollution, hazardous waste disposal, accident prevention, fire protection, and job-related health hazards.

For current information on the Environmental/Occupational Health and Safety Graduate Certificate Program, please contact the School of Continuing Education (516) 632-7055.

18 CREDITS—REQUIRED COURSES

- CEM 522 Epidemiology of Environmental and Occupational Disorders, 3 credits
- CEM 525 Occupational Health Principles, 3 credits
- CEM 526 Environmental Health Issues, 3 credits
- CEM 527 Environmental Toxicology, 3 credits
- CEM 529 Applied Environmental Instrumentation, 3 credits
- CEM 539 Health Physics, 3 credits

OTHER PART-TIME PROGRAMS

NEW YORK STATE CERTIFICATE IN LABOR/MANAGEMENT STUDIES

The Labor/Management Studies cluster of courses offered in the School of Continuing Education by the Harriman School of Management and Policy continues to be available as a state-approved, advanced graduate certificate. (It is also a concentration in CED's Master of Professional Studies degree and with advisement may be applied to CED's MA/LS degree.) This program invites graduate students seeking professional preparation that integrates theory with practice to explore the opportunities and challenges confronting the expanding field of labor/management today.

Students interested in pursuing only the Labor/Management Certificate must successfully complete, with a B average or better, a 21-credit program with courses selected from those listed below. One course may be substituted from another academic area with the permission of the program director. Two courses are mandatory, except for individuals with substantial work experience in these areas: **CES 515, A Survey of Human Resource Administration and CES 516, A Survey of Labor Relations.** These courses provide an introduction to the field and are offered alternately every semester. Students are advised to take them at the earliest opportunity. The remaining 15 credits may be selected from the Labor/Management Studies curriculum and may include one outside course, as specified above. Any course substitutions must be approved by the Director or Associate Director of the Center for Labor/Management Studies. Call (516) 632-7770 for further information about courses and application for the certificate.

The following courses are offered in Labor/Management Studies:

LABOR RELATIONS

- CES 516 A Survey of Labor Relations
- CES 518 Contemporary Issues in Labor Relations

- CES 520 The Crisis of De-Industrialization
- CES 521 From Bullets to Ballots: A History of Industrial Relations in America
- CES 525 Labor Relations Law
- CEX 547 Negotiation and Conflict Resolution

HUMAN RESOURCE ADMINISTRATION

- CES 511 Human Relations in the Workplace
- CES 513 New Developments in Human Resource Administration
- CES 515 A Survey of Human Resource Administration
- CES 523 Human Resource Management in the Individual Firm or Organization
- CES 526 Job Evaluation and Compensations Systems
- CEX 537 Employee Training and Career Development
- CEX 538 Organizational Change and Development

BARGAINING AND BENEFITS

- CES 510 In Addition to Wages: Employee Benefits
- CES 514 Collective Bargaining and Arbitration in the Public Sector
- CES 519 Grievance Handling and Arbitration
- CES 524 Labor Negotiations Workshop

CULTURE AND INSTITUTIONS

- CES 512 The American Worker in Art, Film, and Fiction
- CES 517 Women, Work, and Dollars
- CES 522 Protest Movements in American Labor

Admission to this program is by approval of the Director, Professor Manuel London. All inquiries should be addressed to:

Ms. Anna Soukas
Labor/Management Studies
Administrator
306 Harriman Hall
SUNY at Stony Brook
Stony Brook, NY 11794-3775
(516) 632-7770

OTHER PART-TIME GRADUATE PROGRAMS

Descriptions of other master's programs available to part-time students are found on the following pages. Students interested in receiving a booklet that describes all Stony Brook's opportunities for graduate study should contact the Graduate School, SUNY at Stony Brook, Stony Brook, NY 11794-4433; telephone (516) 632-7040. For information about particular part-time graduate programs, call the departments listed below. Add area code (516) when dialing from outside this area.

COLLEGE OF ARTS AND SCIENCES

Art
632-7250

Comparative Studies
632-7460

English
632-7373

French and Italian
632-7440

Germanic and Slavic Languages
and Literatures
632-7360

Hispanic Languages and Literature
632-6943

History
632-7500

Linguistics
632-7777

Mathematics
632-8282

Philosophy
632-7570

Theatre Arts
632-7300

COLLEGE OF ENGINEERING AND APPLIED SCIENCES

Applied Mathematics and Statistics
632-8360

Electrical Engineering
632-8399

Materials Science
632-8498

Mechanical Engineering
632-8319

Technological Systems
632-8770

W. AVERELL HARRIMAN SCHOOL FOR MANAGEMENT AND POLICY

Management
632-7175

MASTER OF ARTS IN MATHEMATICS

The Mathematics Department offers a secondary teacher option in its master's program. This option is designed for persons holding a provisional secondary mathematics teaching certificate. It may also be appropriate for qualified persons interested in secondary mathematics teaching who do not hold a certificate. The latter must simultaneously apply for admission to the undergraduate mathematics teacher preparation program through which requirements for the provisional certificate can be met.

The secondary teaching option requires ten courses: eight are specified mathematics courses, one is in computer programming, and one is an elective. The eight required courses are offered cyclically: two in the evening each semester, and two in the second summer session.

For application forms and additional information, write:

Professor William Barcus
Associate Director, Graduate
Program
Department of Mathematics
SUNY at Stony Brook
Stony Brook, NY 11794-3651

MASTER OF SCIENCE IN TECHNOLOGICAL SYSTEMS MANAGEMENT

This 30-credit curriculum is designed for all professionals interested in the management and use of technological systems. It offers concentrations in industrial management, educational computing, and environmental and waste management. Educators can take advantage of courses that emphasize the use of microcomputers in learning. Other professionals can focus on general management in private enterprise and on methods for solving environmental problems. The program is primarily concerned with developing the ability to apply theoretical concepts to real-world problems. It may be completed in one year, full-time, or within five years through part-time study. All required courses are offered in the evening.

Applications and additional information may be obtained from:

Graduate Program Director
Department of Technology and
Society
SUNY at Stony Brook
Stony Brook, NY 11794-2250

GRADUATE STUDIES IN MANAGEMENT AND POLICY

The W. Averell Harriman School for Management and Policy offers graduate courses in business enterprise, nonprofit management, and public policy. Many courses in these three areas of management are offered at night for the convenience of students employed in industry, nonprofit organizations, or government.

Several options are available. Students may take individual courses for professional purposes, work toward a certificate by taking six courses in a particular area such as labor/management or health care management, or study toward a degree part-time by completing 12, 3-credit courses and 6, 4-credit courses and an internship. The courses cover decision analysis, people-oriented skills, and management issues in the private, nonprofit, and public sectors.

Graduates of the Harriman program move on to careers in management and policy analysis at all levels of business, government, and nonprofit organizations. Harriman's multi-sector approach to the curriculum provides graduates with a versatile set of skills and a broad-based knowledge of management and policy analysis that can pay off in greater career flexibility, accelerated advancement, higher salary, and more exciting professional experiences.

For more information or application forms, contact:

W. Averell Harriman School for
Management and Policy
SUNY at Stony Brook
Stony Brook, NY 11794-3775
(516) 632-7171

MASTER OF SCIENCE IN APPLIED MATHEMATICS AND STATISTICS

The Department of Applied Mathematics and Statistics offers programs of graduate study in operations research, applied statistics, and computational mathematics.

Graduate students trained in these disciplines are prepared for careers in government and industry in which mathematics is used as a computational or conceptual tool.

The part-time programs in the Department of Applied Mathematics and Statistics have been designed to enable men and women who are employed full-time to pursue graduate study in the above-mentioned tracks. The 30-credit M.S. program is open to qualified

OTHER PART-TIME PROGRAMS

applicants who hold degrees in applied mathematics, mathematics, engineering, physical sciences, life sciences, or social sciences with a strong background in undergraduate mathematics. Qualified part-time students may continue beyond the master's degree for the Ph.D.

For additional information, write to:
Director of Graduate Studies
Department of Applied
Mathematics and Statistics
SUNY at Stony Brook
Stony Brook, NY 11794-3600

MASTER OF ARTS IN PHILOSOPHY (PHILOSOPHICAL PERSPECTIVES)

The Master of Arts in Philosophy with graduate study in philosophical perspectives emphasizes the application of philosophical perspectives to current moral, social, and political problems. Students explore important issues in areas such as education, law, medicine, science and technology, art, religion, and human relationships.

The curriculum is designed primarily for those with educational backgrounds or experience or expectations in areas other than philosophy. Because of its strong emphasis on the philosophical understanding of other areas it is not recommended as merely a step toward further academic training in philosophy.

A small core of required courses forms an integral part of the curriculum, although most of the 30 credits in philosophy are elective. A master's thesis is also required. For those currently teaching in high schools, introducing a philosophy course at their schools under the supervision of a Stony Brook faculty member may substitute for the thesis.

Most courses are scheduled in the evening or on Saturday. For further information concerning requirements or transferring from the MA/LS program, call Martha Smith at (516) 632-7580.

MASTER OF SCIENCE IN HEALTH SCIENCES

The Master of Science in Health Sciences (MSHS) is an individual program of graduate study designed to improve the professional competence of qualified health professionals seeking careers in education, management, or research in various health areas. The MSHS curriculum is planned for practicing professionals with multiple backgrounds, interests, and needs. Students design a program tailored to their unique experience and career goals in consultation with faculty advisors and program leaders. After selection of a specialty track and completion of core requirements in health economics, communication and group dynamics, statistics and research methodology, students must complete at least 12 credits in the specialty track and a practicum of four to six credits. Completion of a thesis is a requirement for students in the research track and an option for students in the education and management tracks. There is a 36-credit minimum for obtaining the M.S. degree.

Admission Requirements—A baccalaureate degree from a recognized institution of higher learning, a minimum of a 3.0 average in undergraduate study, appropriate professional status, GRE General Test scores, at least one year of practice in a health field, and an indication of intention to pursue a career as an educator, manager, or researcher in the health professions.

For further information contact:

Prof. Nanci Rice
Dept. of Allied Health Resources
School of Allied Health Professions
Level 2, 052 Health Sciences Center
SUNY at Stony Brook
Stony Brook, NY 11794-8204
(516) 444-3240

ADVANCED CERTIFICATE IN HEALTH CARE MANAGEMENT

The advanced certificate program in Health Care Management is a professional development program intended for health practitioners who require management training and managers who require specific training in the health care field. The advanced certificate program is a joint program of the School of Allied Health Professions and the W. Averell Harriman School for Management and Policy. The curriculum consists of 18 credits. Three courses are selected from the course offerings in the School of Allied Health Professions. One of the three courses must include Health Economics and Public Policy. Three courses are selected from the course offerings in the W. Averell Harriman School for Management and Policy. The certificate will be jointly awarded by the two Schools to any student who attains a cumulative G.P.A. of 3.0 or better in the certificate program.

Admission Requirements—A baccalaureate degree in any undergraduate major from a recognized institution of higher learning and an undergraduate G.P.A. of 2.8 or better.

For further information contact either:

Prof. Alan Leiken
Dept. of Allied Health Resources
School of Allied Health Professions
Level 2, 052 Health Sciences Center
SUNY at Stony Brook
Stony Brook, NY 11794-8230
(516) 444-3243

or

Prof. Thomas Sexton
W. Averell Harriman School for
Management and Policy
103 Harriman Hall
SUNY at Stony Brook
Stony Brook, NY 11794-3775
(516) 632-7181

MASTER OF SOCIAL WORK

The School of Social Welfare provides for the development of committed, analytical, and knowledgeable students who wish to undertake the difficult task of improving service delivery systems in the areas of health, mental health,

• *The spring semester begins on Monday, February 1.*

• *All registering students born on or after January 1, 1957 must demonstrate proof of immunity to measles, mumps, and rubella. See pages 75-76 for further information.*

welfare, education, and other social services to individuals, families, groups, and communities. The school offers a two-year, full-time Master of Social Work program; and although there is no part-time program, there are two alternative pathways which enable working students to extend the time for completion of the program to two and a half or three years.

Admission Requirements—Admission is generally at the first year level, although credits accumulated in this or similar fields prior to matriculation will be evaluated individually to determine the extent to which previous graduate work can be applied toward the Stony Brook degree. The maximum number of School of Social Welfare credits earned as School of Continuing Education credits that can be transferred is 6. Admission is based on academic achievement, commitment, and concern for social change, along with involvement in social change activities.

For further information contact:
School of Social Welfare
Admissions Office
Level 2, 105 Health Sciences Center
SUNY at Stony Brook
Stony Brook, NY 11794-8230
(516) 444-3141

UNDERGRADUATE EVENING STUDIES

Undergraduate Evening Studies at Stony Brook provides a quality learning experience at an affordable price to local residents in pursuit of personal enrichment and professional development. Stony Brook's range of programs and distinguished faculty provide a wide variety of courses, as well as the opportunity to complete a baccalaureate degree program. For further information, contact Undergraduate Evening Studies, E3320 Melville Library; telephone (516) 632-7080. Evening and Saturday morning appointments with admission counselors are available upon request; call (516) 632-6868.

PROFESSIONAL LICENSING PROGRAMS

The School of Continuing Education continues to expand the professional licensing programs. The licensing programs have increased course offerings in response to the demand for high quality licensing and continuing education courses for real estate, appraisal and insurance professionals. In addition, Stony Brook has been approved by the State Education Department as a sponsor of continuing education for tax accountants and certified public accountants during the September 1, 1990–August 31, 1993 period. Day, evening, and weekend courses are offered year-round on campus and at extension sites. Call (516) 632-7071.

CPA/ENROLLED AGENTS TAX PROGRAM

The School of Continuing Education has been approved by the State Education Department (A 90-84) and the Internal Revenue Service as a sponsor of continuing education for tax practitioners, certified public accounts, and enrolled agents. All CPA licensees in the public practice of accountancy must complete 120 hours of acceptable continuing education during the three year period: September 1990–August 31, 1993 period. Enrolled agents must complete 32 hours of continuing education by January 31 each year. The following programs are designed to fulfill the CPA and Enrolled Agent mandatory continuing education requirement. Calculators are needed.

NCE 400.1 Individual Federal Income Tax Returns Workshop/Fee: \$75

This workshop reviews the basic tax rules necessary to prepare federal individual income tax returns. Topics covered include: changes in the 1992 tax rules and forms; taxation of pensions and annuities; itemized deductions; alternative minimum tax computation; passive losses and methods of computing tax including alternative tax.

4 CPE hours
Saturday, 9 a.m.–12:30 p.m.
January 23, 1993

NCE 400.2 Individual State Income Tax Update/Fee: \$75

This workshop reviews the taxation of individuals in New York State and City, New Jersey and Connecticut. Topics covered include domicile, residency, place of employment, and allocation and credits among jurisdictions. Emphasis is placed on new tax laws and changes.

4 CPE hours
Thursday, 6:30–9:15 p.m.
January 21, 1993

NCE 400.3 Tax Deferred Exchange of Real Property/Fee: \$75

This workshop will cover types of properties that are eligible, discussion of "like kind," time constraints, delayed or starker exchange, tax consequences, and the figuring basis of property exchange.

4 CPE hours
9 a.m.–12:30 p.m.
Section A: Wednesday, December 9, 1992
Section B: Tuesday, May 4, 1993

NCE 400.4 The Real Estate Tax Grievance Procedure/Fee: \$75

This seminar will cover eligible property, grievance form preparation, comparable properties, use of the state equalization rate, use of the state residential assessment ratio, and the use of small claims tax grievance court.

4 CPE hours
Saturday, 9 a.m.–12:30 p.m.
April 24, 1993

For registration information concerning the Professional, Management, & Human Resource Development Programs, see page 63.

REAL ESTATE EDUCATION PROGRAM

NCE 400.5 Computerized Tax Preparation/Fee \$99

This hands on computer training course will show tax preparers state-of-the-art skills in tax preparation. Tax preparers will use a computerized software program for preparation on the Individual Tax Return (1040) and all attendant forms.

6 CPE hours

Saturday, 9 a.m.-4 p.m.

Section A: December 12, 1993

Section B: January 16, 1993

NCE 400.6 International Applications of United States Tax Returns Workshop/Fee: \$75

Using case studies, this workshop will review a US citizen who lives and works abroad. The program includes the preparation of form 2555, form 1040 NR and 1040 C.

4 CPE hours

Tuesday, 6:45-9:30 p.m., January 12 and 19, 1993

NCE 400.8 Estate Accounting and Taxation Workshop/Fee: \$125

Estate taxation from the date of death through liquidation of assets will be covered in this workshop.

6 CPE hours

Thursday, 6:45-9:30 p.m., May 13 and 20, 1993

NCE 400.9 Risks of Unreported and Underreported Schedule C Income/Fee: \$125

This seminar details the IRS increased effort to pursue full reporting of all income received by self employed individuals filing "schedule C" returns. Also covered will be other self employed issues including: individual contractor versus employee status; office in home; meals and entertainment deductions and other issues.

8 CPE hours

Wednesday, 9 a.m.-5 p.m., August 18, 1993

QUALIFYING COURSES

The qualifying courses meet the New York State educational and licensing requirements to become a licensed salesperson and/or broker or to renew licenses for the 1991-1995 education cycle.

NCE 100.1 Real Estate Salesperson's Course/Fee: \$195

The real estate salesperson's course is for beginners seeking to enter the real estate business and for licensed real estate salespersons who wish to meet the prerequisite to become a real estate broker. Persons desiring to become real estate salespeople have to successfully complete the qualifying salesperson's course and take the state licensing examination.

This course meets the New York State requirement for license application. It can also be applied toward the 90 hours required to become a real estate broker. In addition, the course serves to meet the Department of State's continuing education requirement through October 31, 1995 for individuals attempting to qualify for a license.

Tuesday, Wednesday, and Thursday, 8:30 a.m.-5 p.m., July 13, 14, 15, 20, 21, 22, 27, 28 and 29, 1993

NCE 100.2 Real Estate Broker's Course/Fee: \$195

Successful completion of this course, coupled with the experience requirement, meets the education requirement of 90 hours to become a real estate broker. This course also meets the continuing education requirement through October 31, 1995

The real estate salesperson's course NCE 100.1 is a prerequisite to this course. Students must present evidence of successful completion of the first 45 hours of an approved salesperson's

course. A photocopy of the salesperson's certificate of course completion is sufficient evidence and will be needed for enrollment.

Wednesday, 8:30 a.m.-5 p.m., July 7, 14, 21, 18; August 4 and 11, 1993

REAL ESTATE CONTINUING EDUCATION COURSES

Continuing education is for everyone: experienced professionals, individuals exploring a new career and those interested in their own personal development. All continuing education courses have been approved by NYS and can be applied towards the educational requirement for the 1991-1995 period.

NCE 110.0 Principles of Residential Real Estate Appraising (R1)/Fee: \$395 (30 hours plus exam)

For course description see page 53.

Section A: Tuesday/Thursday, 7-10:15 p.m., March 2, 4, 9, 11, 16, 18, 23, 25, 30, April 1 and 6, 1993

Section B: Thursday, 8:30 a.m.-5 p.m. July 8, 15, 22, 29, 1993

NCE 116.1 The Investment World of Auctions and Foreclosures/Fee: \$99

This 15 hour module guides the student through the complicated maze of auctions, foreclosures, and other distressed properties. There are many opportunities in these areas, but the uninformed can miss them or make costly mistakes. Learn step by step procedures and participate in an actual auction practicum. Anyone interested in securing property in this unique way should attend.

Thursday, 9 a.m.-5:30 p.m., May 1 and 8, 1993

NEW YORK STATE CERTIFICATION OF REAL ESTATE APPRAISERS

State certification requires both experience and education. NAIFA courses are offered through the School of Continuing Education. All courses and instructors are approved by New York State's Division of Licensing and fulfill the educational requirements for the three state categories. Register for a series of courses and receive a 10% discount.

APPRAISAL CERTIFICATE PROGRAM

A certificate in appraisal studies will be awarded to those individuals successfully completing all courses in a specific appraisal licensing category at Stony Brook.

- **Licensed Real Estate Appraiser**
NCE 110.0, NCE 110.3, NCE 110.5
Fee: \$885
- **State Certified Residential Appraiser**
NCE 110.0, NCE 110.3, NCE 110.4, NCE 110.5
Fee: \$1240
- **State Certified General Appraiser**
NCE 110.0, NCE 110.3, NCE 110.5, NCE 210.1, NCE 210.2, NCE 210.3
Fee: \$1950

Courses must be taken in sequence and strict attendance requirements are in effect. You may register for courses individually based upon need.

NCE 110.0 Principles of Residential Real Estate Appraising (R1)/Fee: \$395 (30 hours plus exam)

This course reviews basic appraisal techniques while examining in depth each step of the appraisal process and the factors affecting real estate value. Emphasis will be placed on the basic principles of residential real estate appraising. Topics will include basic concepts of value, forces and factors influencing values, and principles of real estate valuation—the appraisal process, residential construction awareness, land valuation, cost approach, depreciation, sales comparison approach, income approach, correlation and reconciliation of value indicators, single-family residence, and report writing. The course will review the FNMA report, single-family residence, and introduce the multi-family residence and condominium form.

Tuesday/Thursday, 7–10:15 p.m.
March 2, 4, 9, 11, 16, 18, 23, 25, 30,
April 1 and 6, 1993

NCE 110.3 Market Data Analysis (R2) Fee: \$395 (30 hours plus exam)

This course covers a brief review of the principles course material then moves on to the definitions, types and methods of estimating depreciation. Topics covered include market abstraction, an abstraction case study, overview of typical form reports, in-depth coverage of forms and coverage of specific SRIPAR sections.

Friday/Saturday, 8 a.m.–5 p.m.
April 23–24 and April 30–May 1, 1993

NCE 110.4 Report Writing of Residential Real Estate Appraising (R3)/ Fee: \$395 (30 hours plus exam)

A narrative report is a report in volume form. The reports must be complete in detail and entirely self-supporting and self-explanatory. It must show facts that are pertinent in the analyses of the appropriate data in order to arrive at a conclusion of value. The appraiser should not limit himself to the space on a form, but should in fact submit additional data in addendum form to make a vital point or observation.

Friday/Saturday, 8 a.m.–5 p.m.
May 14–15 and May 21–22, 1993

NCE 110.5 Professional Standards of Practice (E/S)/Fee: \$195 (15 hours plus exam)

This course is designed to give students a thorough understanding of the Uniform Standards of Professional Appraisal Practice as promulgated by the Appraisal Foundation and as required by Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA). As a charter member of the Foundation, the NAIFA has also adopted these standards. This course is a requirement for all three (3) appraisal licenses.

Friday/Saturday, 8 a.m.–5 p.m.
June 4 and 5, 1993

NCE 210.1 Income Property Appraising (G1)/Fee: \$395 (30 hours plus exam)
Income property appraising is a comprehensive two-semester course (1A and 1B) on the valuation of income-producing property by capitalization of net income. The 1A course is designed for practicing real estate appraisers and individuals with an understanding of the basic concepts of appraising. The process of capitalization is taught in depth, beginning with income processing and ending with techniques of capitalization. Practical examples used throughout the course as illustrations and combined with case studies, provide the student with a practical working knowledge of capitalization. Compound interest tables will be studied as a means of measuring the time value of money, and basic techniques employing appropriate equations to capitalize net income will be reviewed.

The second semester course 1B is designed to further the student's knowledge and understanding of leased values, mortgage equity analysis, discounted cash flow and debt coverage ratio. Financial calculators are recommended, preferably the HP12-C.
Friday/Saturday, 8 a.m.–5 p.m.
March 12 and 13 and March 19 and 20, 1993

NCE 210.2 Income Property Appraising 1B (G2)/Fee: \$395 (30 hours plus exam)

This course is the continuation of Income Property Appraising 1A. The 1B course is designed to further the student's knowledge and understanding of leased values, mortgages equity analysis, discounted cash flow and debt coverage ratio. Financial calculators are recommended, preferably the HP12-C.
Friday/Saturday, 8 a.m.–5 p.m.
May 7–8 and May 14–15, 1993

NCE 210.3 Income Property Investment Analysis (G3)/Fee: \$395 (30 hours plus exam)

This course is the last in the series required for general certification. It is designed to further the student's knowledge and understanding of investment analysis of income properties. Financial calculators are recommended, preferably the HP12-C.
Friday/Saturday, 8 a.m.–5 p.m.
June 11–12 and June 18–19, 1993

INSURANCE LICENSING PROGRAM

The School of Continuing Education offers insurance licensing courses that have been approved for certification by New York State's Insurance Department. NCE 200.1 Insurance and NCE 200.2 Risk and Property Management comprise the 96-hour qualifying course for prospective insurance professionals. NCE 200.5 Life/Accident and Health is the required course to become a life insurance broker. New to our curriculum: a course for those interested in becoming an insurance adjuster and a defensive driving course.

The spring 1993 course schedule includes the courses listed below. For further information call (516) 632-7071. See page 63 for registration form.

NCE 200.1 Casualty Insurance/Fee: \$295

This qualifying course covers one-half of the educational licensing requirement to become an insurance agent/broker. The course is approved by New York State's Insurance Licensing Department. Topics covered include public liability; worker's compensation; employer's liability; auto insurance liability and physical damage; burglary insurance; boiler, machinery, and glass insurance; accident and health insurance; and insurance law and the duties of an agent. An examination will be given at the completion of this course.
Begins Wednesday, 6-9 p.m., January 27, 1993

NCE 200.2 Risk and Property Management/Fee: \$295

This qualifying course covers one-half of the educational licensing requirement to become an insurance agent or broker. The course is approved by New York State's Insurance Licensing Department. Topics covered include multiple peril policy packages, fidelity and surety, ocean and inland marine, fire insurance, valued policy, anti-coinsurance laws, extended coverage, flood insurance, business interruption insurance, insuring others, consequential losses, and fire insurance rates and rate making. An examination will be given at the completion of this course.

Begins Monday, 6-9 p.m., January 25, 1993

Register for both NCE 200.1 and NCE 200.2 during the same semester and receive the reduced rate of \$550.

NCE 200.5 Life/Accident and Health/Fee: \$210

This qualifying course covers the necessary educational licensing requirements to become a life insurance broker. This is an intensive concentrated course in preparation for taking the state exam. Topics covered include life, group, annuity, social security, SBLI, health, Medicare, and insurance law.

☛ **Call (516) 632-7071 for exact meeting times.**

Section A: January 16, 23-24 and 29, 1993

Section B: April 17, 24-25 and 30, 1993

NCE 200.6 Insurance Adjusting/Fee: \$210

This course covers the necessary educational material to become an insurance adjuster. This is an intensive concentrated preparatory course for taking the state exam. Topics include property, casualty, and New York State rules and regulations.

Saturday, 9 a.m.-5 p.m., March 6, 13 and 20, 1993

NCE 200.7 Defensive Driving/Fee: \$39

This defensive driving course is offered through the School of Continuing Education. Upon completion of this six hour course, participants can apply to receive a reduction in their auto insurance premiums by 10% and reduce up to four driver's points on their license. Enrollment is limited. Registrations accepted on a first come basis. Make checks payable to "Driver Safety Program."

Section C: 6:30-9:30 p.m.

November 9 and 11, 1992

Section D: 9 a.m.-4 p.m.

December 5, 1992

Section F: 6:30-9:30 p.m.

January 26 and 28, 1993

Section G: 9 a.m.-4 p.m.

February 27, 1993

Section H: 6:30-9:30 p.m.

March 23 and 25, 1993

Section I: 9 a.m.-4 p.m.

April 24, 1993

Section J: 6:30-9:30 p.m.

May 18 and 20, 1993

Section K: 9 a.m.-4 p.m.

June 12, 1993

☛ **For information on the new concentrations for the MPS degree, check pages 7-8.**

CENTER FOR CORPORATE CONTINUING EDUCATION AND TRAINING (CC CET)

The Center for Corporate Continuing Education and Training offers workforce development training programs to employed and job-seeking individuals to improve and enhance their ability to compete in today's business world. The Center's programs include Contract Training for Business and Industry, a Professional Development Certificate Program, and a Personal Computer Certificate and Training Program. Companies may be eligible for New York State Training Grants for selected programs. Special corporate rates are available to organizations enrolling three or more individuals in any combination of programs. Training may be conducted in-house or at the university. Eligible individuals may qualify for government funded dislocated/disadvantaged retraining programs.

BUSINESS/INDUSTRY CONTRACT TRAINING PROGRAMS

A wide selection of programs, seminars, workshops and computer courses can be customized to meet the specific needs of your company or organization.

Certificate and Management Development Programs can be offered on site or at the university. CCCET clients include: Gull Electronics Systems Division, Norden Systems, General Instruments, Middle Country Library, Long Island Savings Bank, Metropolitan Life, Stony Brook Community Fund, Henlopen Manufacturing, Todd Travel Promotions, and Pilgrim State Hospital among others. For further information about business/industry programs call (516) 632-7065.

For registration information on the Professional, Management, & Human Resource Development programs, check page 63.

PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAM/TRAINING SERIES

Today's workplace is rapidly changing. Information technology, organizational restructuring, cultural diversity, international markets and economic constraints are making ongoing professional training and development a necessity. The Professional Development Certificate Program provides innovative and affordable programs to individuals seeking career retraining and/or advancement. Designed to prepare adult learners for the challenges of a changing business world, these programs are recommended for professionals, supervisors and managers, administrative personnel, recent college graduates, returnees and all others interested in professional growth. The programs are held on the campus at the University at Stony Brook and are taught by expert instructors. Individuals may enroll in the certificate program or choose to participate in individual courses. Organizations may request to have customized programs offered on-site for their employees. Students enrolling in the certificate program will receive a 10% fee reduction on the cost of their program.

Dislocated workers may be eligible for Department of Labor retraining programs. For further information call 632-7065.

PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAM

This certificate program is designed to enhance and develop the skills needed to compete in today's workforce. Individuals are encouraged to work with an advisor to create a customized program suited to their needs. A total of seven courses must be completed to receive the certificate. Individuals must take four required courses and three optional courses. If the TQM optional module is selected it will meet the full requirements for the optional part of the program. For further information call (516) 632-7071.

REQUIRED COURSES—FOUR

- NCE 403, NCE 404 and NCE 411
- Select one written communication course from either NCE 400, NCE 401, or NCE 402

OPTIONAL COURSES—THREE

- Select three optional courses from NCE 405, NCE 407, NCE 408, NCE 409, NCE 410, or NCE 412 or take NCE 406

Course descriptions including schedules may be found below and on the following pages.

NCE 400 Business Writing/Fee: \$105 (9 hours)

Writing effectively is an essential part of most jobs. Often individuals avoid written communication because they lack the technique and skill to write well. This program will include basic grammar, usage and style; letters, memos and reports. Several examples will be given and participants will be given many writing assignments and critiques. Participants should bring sample letters and memos recently written.

Section A: Tuesday/Thursday, 9 a.m.—12 noon, February 9, 11 and 16, 1993

Section B: Friday, 9 a.m.—12 noon, March 12, 19 and 26, 1993

Section C: Thursday, 9 a.m.—12 noon, May 20, 27 and June 3, 1993

NCE 401 Technical Writing/Fee: \$105 (9 hours)

Participants will be shown specific skills and techniques which make technical writing more effective. Topics include knowing your audience; organizing your thoughts and your material; review of basic elements of writing and usage; effective style; technical formats and mechanics; principles of technical reports, proposal writing and spec writing; visual and oral presentation of technical information.

Section A: Saturday, 1 p.m.—4 p.m., February 20, 27 and March 6, 1993

Section B: Saturday, 1 p.m.—4 p.m., May 8, 15 and 22, 1993

PROFESSIONAL, MANAGEMENT, & HUMAN RESOURCE DEVELOPMENT PROGRAMS

NCE 402 Promotional Writing/Fee: \$105 (9 hours)

This course is designed for individuals who are communicating with the public via letters, newsletters, press releases, advertisements, etc. In this course you will be shown how to avoid prevalent writing mistakes, choose the right words, sentences and punctuation, convey your ideas, and dodge common spelling problems. Practice writing press releases and other promotional pieces will be included. The effect of using active voice or passive voice will be discussed. Participants are asked to bring writing samples to be reviewed and critiqued. Effectively presenting information can increase your chances for promotion and improve your credibility as a communicator. Recommended for students enrolling in the Desktop Publishing Program.

Section A: Saturday, 9 a.m.–12 noon, February 20–March 6, 1993

Section B: Tuesday/Thursday, 9 a.m.–1:30 p.m., April 27–29, 1993

NCE 403 Intercultural Communication Skills: Diversity in the Workforce/Fee: \$105 (9 hours)

Economic trends are rapidly changing the workforce; more frequently individuals of diverse backgrounds are working together. This course will focus upon developing strength from diversity and respect and understanding for individual differences. Alternative ways of managing and operating, essential to the survival of today's organizations, will be discussed. Improved perceptual, cultural and gender awareness can create positive changes in productivity, team work, and work relationships. Specific communication skills will be practiced in the following areas: self-esteem enhancement; perception of self and others; gender and communication styles; listening; negotiation and conflict management.

Section A: Tuesday/Thursday, 9 a.m.–1:30 p.m., March 2 and 4, 1993

Section B: Wednesday, 1 p.m.–4 p.m., April 14, 21 and 28, 1993

Section B: Tuesday/Thursday, 9 a.m.–1:30 p.m., June 15 and 17, 1993

NCE 404 Public Speaking: Overcoming Fear, Gaining Confidence, Getting Results/Fee: \$105 (9 hours)

Don't shy away from public speaking because you lack the skills and confidence to deliver your message. This program will assist participants in effectively and comfortably delivering a presentation to large and small groups. A series of small talks will be delivered by each participant. Video critiques may be used to provide participants with valuable feedback. Topics include: developing the attitudes and skills of delivery; managing stagefright; organizing the talk and focusing ideas; how to present from a manuscript, notes and overheads; using humor; responding to hostile and neutral questions.

Section A: Tuesday/Thursday, 9 a.m.–12 noon, March 9, 11 and 16, 1993

Section B: Tuesday/Thursday, 9 a.m.–12 noon, May 4, 7 and 11, 1993

Section C: Tuesday/Thursday/Friday, 9 a.m.–12 noon, June 22, 24 and 25, 1993

NCE 405 Overview of Office Technology/Fee: \$105 (9 hours)

This course will acquaint the student with the latest developments in information technology. Personal computer hardware and software, fax machines, electronic mail systems and more all affect the way we do business in the 90s. Students will be prepared to evaluate and implement the newest technological changes. The program combines lecture, discussion and hands-on experience in the PC training lab. Students will become familiar with the proper terminology and will receive current articles on technological advances.

Section A: Tuesday, 8:30 a.m.–1 p.m., January 26–February 2, 1993

Section B: Friday, 8:30 a.m.–1 p.m., February 19 and 26, 1993

Section C: Friday, 8:30 a.m.–1 p.m., March 12 and 19, 1993

Section D: Friday, 8:30 a.m.–1 p.m., May 21 and 28, 1993

NCE 406 Total Quality Management: Tools and Techniques/Fee: \$265 (25 hours)

Quality is now widely recognized as the essential element to improving productivity and competitiveness, not only in manufacturing companies but in service industries, healthcare, education and all industries seeking improvement. The purpose of this program is to provide participants with an understanding of the Total Quality Approach to managing an organization. This includes leadership in top management, teamwork, and establishing measures that link customer needs to the organizations internal processes. Emphasis will be placed upon implementing a statistical approach to process improvement control. Topics include tools/techniques of TQM, process management and team building, cause and effect relationships, process measurement, statistical process control techniques (SPC).

Section A: Wednesday, 6–8:30 p.m., February 24–May 5, 1993

Section B: Thursday/Friday, 9 a.m.–5 p.m., April 1 and 2, 1993

NCE 407 Packaging the Person: Career Development Techniques/Fee: \$105 (9 hours)

This comprehensive program is designed to assist those seeking a career change or to those wishing to enter/re-enter the workforce. Topics include making career choices, self-assessment, employment opportunities in the 90s, job search strategies, creating an effective resume, the art of being interviewed, and a resume review and critique.

Section A: Tuesday/Thursday, 9 a.m.–12 noon, February 9–16, 1993

Section B: Saturday, 9 a.m.–12 noon, March 13–27, 1993

Section C: Friday, 9 a.m.–12 noon, April 16–30, 1993

Section D: Tuesday, 9 a.m.–12 noon, May 18–June 1, 1993

NCE 408 Team Leadership/Fee: \$105 (9 hours)

This program will focus upon the role of the team leader in the 90s. Emphasis is upon leadership, morale and utilizing human resources within the organization. New and experienced managers will be taught techniques in

PROFESSIONAL, MANAGEMENT, & HUMAN RESOURCE DEVELOPMENT PROGRAMS

basic management, human relations, delegation, team building, managing change, and making due with fewer resources.

Section A: Tuesday/Thursday, 9 a.m.–1:30 p.m., March 30 and April 1, 1993

Section B: Tuesday/Thursday, 6–9 p.m., April 13–20

Section C: Tuesday/Thursday, 9 a.m.–1:30 p.m., June 29 and July 1, 1993

NCE 409 Building an Effective Customer Service Environment/Fee: \$105 (9 hours)

Keeping existing customers satisfied and developing new customers is essential to the survival of large and small businesses. This program will show participants a powerful and exciting system for delivering exemplary customer service. Employees will be given the tools they need to become completely committed to quality service. Topics include assessing your customer service style, adapting to a customer's style, delivering excellent service, handling problems, saying "No" professionally, angry customers, building lasting relationships, the team approach and more. The program will combine skill-building, group activities, role playing and video examples.

Section A: Tuesday/Thursday, 9 a.m.–1:30 p.m., March 23 and 25, 1993

Section B: Saturday 9 a.m.–1:30 p.m., March 20 and 27, 1993

Section C: Tuesday/Thursday, 9 a.m.–1:30 p.m., June 29 and July 1, 1993

NCE 410 Designing Effective Training Programs/Fee: \$105 (9 hours)

Organizations are constantly faced with having to train employees in policies, skills and a large variety of subjects without experienced trainers or training resources. Designing results-oriented training programs and activities requires careful planning and special skills. This program will provide new and experienced trainers with the opportunity to learn how to customize their efforts, apply appropriate training techniques to specific departments or organizations, and create training programs on a limited budget. Participants will receive a workbook which includes sample training curricula, presentation suggestions and listings of affordable resources.

Assessing needs, training vs teaching, working with the adult learner, models for designing training programs, training resources and evaluating training efforts will be covered.

Section A: To be announced

NCE 411 Finance Basics for Nonfinancial Personnel/Fee: \$105 (9 hours)

Individuals today must have a working understanding of the fundamentals of finance and accounting as they apply to his or her organization. Participants will acquire knowledge of terminology and concepts which will make them better equipped to communicate with financial professionals. Topics include basics for understanding the components of a financial statement, the balance sheet, income statement, cash flow, and annual reports.

Section A: Tuesday/Thursday, 9 a.m.–1:30 p.m., April 13 and 15, 1993

Section B: Tuesday/Thursday, 6–9 p.m., May 11 and 13, 1993

Section C: Tuesday/Thursday, 9 a.m.–1:30 p.m., June 8 and 10, 1993

NCE 412 Developing a Business Plan Fee: \$105 (9 hours)

Offered in cooperation with the Small Business Development Center at the University at Stony Brook, this program will assist business persons in establishing well defined business goals and in writing a business plan which enables them to successfully achieve these goals. Topics include management of your business, operations—how is the business being run, defining your market and identifying ways to reach it, determining the need for your product or service, your ability to market your product/service to fulfill the need, financial goals and strategies.

Section A: Tuesday/Thursday, 9 a.m.–1:30 p.m., April 20 and 22, 1993

Section B: Saturday, 9 a.m.–1:30 p.m., April 17 and 24, 1993

Section C: Friday, 9 a.m.–1:30 p.m., June 11 and 18, 1993

NCE 417 English as a Second Language for Professionals/Fee: \$245 (18 hours)

This course is targeted for professionals whose native language is not English and who are interested in improving

their English language skills in order to participate more fully in their work environment and to enhance their own professional development. The course will focus on developing speaking, listening, writing and reading skills through projects which will be tailored to the participants' professional interests. This course consists of twelve hours of class time and six hours of group tutorials will take place. Class size limited to 12.

Section A: Monday/Wednesday/Friday, 10 a.m.–1 p.m., May 17, 19, 21 and May 24, 26, 27, 1993

Section B: Tuesday/Thursday, 9 a.m.–12 noon, July 13, 15; July 20, 22 and July 27, 29, 1993

➤ *The following courses are offered to those who are interested in starting their own business.*

NCE 397 Basics in Starting a Small Business/Fee: \$105 (6 hours)

A hands-on approach to determine entrepreneurial skills, what it takes to get started and the necessary steps needed to open a small business. This course is offered in cooperation with the Small Business Development Center, SUNY Stony Brook

Friday, 9 a.m.–4 p.m.
March 5, 1993

NCE 413 Marketing Strategies for the Small Business Owner/Fee: \$105 (9 hours)

This program will clarify the marketing role, show the students how to assess marketing opportunities, develop a marketing plan and execute the marketing presentation.

Friday, 9 a.m.–1:30 p.m.
April 2 and 16, 1993

NCE 414 Creating a Professional Business Image/Fee: \$105 (9 hours)

Establishing a business image is an important ingredient for any new business owner. This course covers the steps in developing a professional image in the marketplace, creating a logo, and the types of business materials used in written and oral presentations.

Friday, 9 a.m.–1:30 p.m.
April 23 and 30, 1993

NCE 398 How to Write a Small Business Innovation Research (SBIR) Grant Proposal/Fee: \$195 (12 hours)

The Federal Small Business Innovation Research program requires all Federal agencies funding more than \$100 million in sponsored research annually to set aside a percentage of those funds for projects to be performed by start up companies, including start up companies. The program provides for up to \$50,000 of funding in Phase I and up to \$500,000 in Phase II. The course will describe the funding process, review Federal agency requests for proposals and "walk" the participants through the proposal format, providing ample opportunity at each stage for individual questions and explanations and some critique of proposal presentations. Offered in conjunction with LIFT. **Dates and times to be announced**

NCE 399 Technical Opportunities in Today's Marketplace/Fee: \$105 (6 hours)

Experts in the areas of biological and environmental sciences, information technology, electronic design, and scientific instrumentation will give an overview of the latest technical opportunities in these areas. **Dates and times to be announced**

NCE 416 Taxes and the Small Business Owner/Fee: \$105 (9 hours)

This course will go into detail on the necessary steps in setting up your own business (incorporating, partnership, D.B.A. etc.) and the tax advantages or consequences of each one. It will also go into withholding taxes, payroll procedures, reporting and more.

Section A: Friday, 9 a.m.-1:30 p.m., May 7 and 14

Section B: Tuesday, 6:30-9:30 p.m., June 8, 15 and 22, 1993

PERSONAL/BUSINESS COMPUTER TRAINING SERIES

Computer skills are essential for anyone entering today's job market. The computer training courses combine traditional classroom methods with individualized instruction. Students learn at individual IBM PC workstations. All courses are designed to assist adult learners in acquiring skills to keep them competitive on the job and/or more efficient in processing work at home. Small classes create a personalized, comfortable learning environment for both beginners and experienced individuals. An extensive course selection and class schedule is available and includes introductory, advanced and certificate programs in various software programs.

Students are required to bring one 3.5" diskette (double or high density) to each course to save their work. Students in multiple courses may use the same diskette.

■ Instructor assisted practice time is available. The fee is \$10 per hour. For specific schedule call (516) 632-7065.

CERTIFICATE PROGRAMS

NCE 303.4 WordPerfect Certificate Program/Fee: \$395 (33 hours)

The certificate in Comprehensive WordPerfect 5.1 includes the Introduction through Advanced WordPerfect and a choice of either Advanced Module III or IV. Individuals interested in taking a very extensive WordPerfect course to become job ready will benefit most from this program. Students may select any combination of sections from these required courses: NCE 301, NCE 303, NCE 303.1 and either NCE 303.2 or NCE 303.3 to create their own schedule.

Prerequisite: An introduction course in either PCs or DOS depending upon an evaluation from the Program Director.

NCE 310 PC Specialist Certificate Program/Fee: \$895 (82-92 hours)

This newly developed program is designed for the recent graduate, returnee, or job seeker who wishes to increase their competitive edge by taking a comprehensive personal computer training course. Those interested in working in communications, publishing, advertising or marketing are encouraged to select the Desktop Publishing option. Those more likely to work in business offices, banks, insurance or finance related organizations will benefit most from Lotus and dBase IV. Students may create their own schedule by choosing sections offered at times they find most convenient.

REQUIRED COURSES FOR PC SPECIALIST CERTIFICATE INCLUDE THE FOLLOWING:

NCE 300 Introduction to PCs and DOS (20 hours)

NCE 302 Introduction through Advanced WordPerfect 5.1 (27 hours)

NCE 304 Introduction to Lotus 3.0 (15 hours)

Total hours: 62 hours

OPTIONAL COURSES FOR PC SPECIALIST CERTIFICATE INCLUDE ANY TWO OF THE FOLLOWING:

NCE 309 Introduction to Desktop Publishing Using PageMaker (15 hours)

NCE 309.1 Advanced Desktop Publishing Using PageMaker (9 hours)

NCE 306 and CE 306.1 Advanced Modules in Lotus 3.0 (8 hours)

NCE 307 Introduction to dBase IV (15 hours)

Total hours: 82-92 hours

Course descriptions including schedules may be found on the following pages.

NCE 300 Introduction to PCs and DOS/Fee: \$245 (20 hours)

A comprehensive introduction to the use of a personal computer for the small business owner, job seeker, or anyone interested in learning about the latest technology for home or business use. Topics include hardware and software, terminology and vocabulary, selecting and installing software, hardware selection, basic commands in the disk operating system, recovering from errors, and a full overview of WordPerfect, Lotus, dBase IV, and more. No prior knowledge required. Class is completely hands-on.

Section A: Friday, 1 p.m.–5 p.m., January 8–February 5, 1993

Section B: Thursday/Friday, 8:30 a.m.–12:30 p.m., January 29–February 12, 1993

Section C: Saturday, 1–5 p.m., February 13–March 13, 1993

Section D: Thursday, 8:30 a.m.–12:30 p.m., February 18–March 18, 1993

Section E: Tuesday/Thursday, 1–5 p.m., March 4–March 18, 1993

Section F: Monday/Wednesday, 6–8:30 p.m., February 22–March 17, 1993

Section G: Monday/Wednesday, 8:30 a.m.–12:30 p.m., May 5–19, 1993

Section H: Monday/Wednesday, 12:45–2:45 p.m., May 3–June 7, 1993

Section I: Friday, 8:30 a.m.–12:30 p.m., June 4–July 2, 1993

Section J: Monday/Friday, 11:15 a.m.–2:15 p.m., July 19–30, 1993

Section K: Tuesday/Wednesday/Thursday, 6–8:30 p.m., June 1–16, 1993

NCE 300.1 Introduction to DOS/Fee: \$75 (3 hours)

This course is an introduction to the Disk Operating System. It is for students who have a basic understanding of personal computers but want to learn more about how to utilize the system. Topics include what is DOS, commands in DOS, batch files and more. Working knowledge of computer terminology required.

Dates to be announced

NCE 301 Introduction to WordPerfect 5.1/Fee: \$195 (15 hours)

An introduction to word processing basics on one of the most widely used software programs—WordPerfect 5.1.

Topics include review of DOS basics, creating, saving, editing and printing a document, list files, spellcheck, thesaurus, search and replace, moving text and more. An Intro to PC course or several months experience using a PC, and keyboarding familiarity are required.

Section A: Monday/Wednesday, 9 a.m.–12 noon, February 8–24, 1993

Section B: Saturday, 8:30 a.m.–12:15 p.m., February 13–March 6, 1993

Section C: Monday/Wednesday, 12:30–2 p.m., February 22–March 24, 1993

Section D: Tuesday/Thursday, 1–4:45 p.m., March 23–April 1, 1993

Section E: Thursday, 9 a.m.–12:45 p.m., April 1–29, 1993

Section F: Tuesday, 6–9 p.m., February 2–March 2, 1993

Section G: Monday/Wednesday, 6–9 p.m., March 22–April 5, 1993

Section H: Monday/Wednesday, 9 a.m.–12 noon, May 24–June 9, 1993

Section I: Saturday, 9 a.m.–12:45 p.m., June 19–July 17, 1993

Section J: Tuesday/Thursday, 8–11 a.m., July 13–27, 1993

Section K: Monday/Thursday –9 p.m., June 14–28, 1993

NCE 302 Introduction through Advanced WordPerfect 5.1/Fee: \$345 (27 hours)

This course begins with WordPerfect basics which are covered in the intro course and continues through the advanced functions most often used in WordPerfect. Advanced topics include merge, sort and select, tables, macros, newspaper columns, and math. Intro to PC or several months experience using a PC but keyboard familiarity is required. Students may create their own schedule by selecting any combination of sections offered in courses NCE 301, NCE 303, and NCE 303.1.

Dates to be announced

NCE 303 Module I Advanced WordPerfect 5.1 Merge, Sort and Select/Fee: \$105 (6 hours)

Section H: Saturday, 9 a.m.–4p.m. January 16, 1993 (*carry over from fall 1992 schedule*)

Section A: Monday/Wednesday, 9a.m.–12 noon, March 1 and 3, 1993

Section B: Saturday, 9 a.m.–12 noon, March 13 and 20, 1993

Section C: Monday/Wednesday, 12:30–2 p.m., March 29–April 7, 1993

Section D: Tuesday/Thursday, 1–4 p.m., April 13 and 15, 1993

Section E: Thursday/Friday, 9 a.m.–12 noon, May 6 and 7, 1993

Section F: Tuesday/Thursday, 6–9 p.m., March 4 and 9, 1993

Section G: Monday/Wednesday, 6–9 p.m., April 7–12, 1993

Section H: Monday/Wednesday, 9 a.m.–12 noon, June 14 and 16, 1993

Section I: Monday/Friday, 8–11 a.m., July 23 and 26, 1993

Section J: Tuesday/Wednesday, 6–9 p.m., June 29 and 30, 1993

NCE 303.1 Module II Advanced WordPerfect 5.1 Tables, Macros and Columns/Fee: \$105 (6 hours)

Section H: Saturday, 9 a.m.–4 p.m., January 23, 1993 (*carry over from fall 1992 schedule*)

Section A: Monday/Wednesday, 9 a.m.–12 noon, March 8 and 10, 1993

Section B: Saturday, 9 a.m.–4 p.m., March 27, 1993

Section C: Monday/Wednesday, 12:30–2 p.m., April 12–21, 1993

Section D: Tuesday/Thursday, 1–4 p.m., April 20 and 22, 1993

Section E: Tuesday/Friday, 9 a.m.–12 noon, May 13 and 14, 1993

Section F: Tuesday/Thursday, 6–9 p.m., March 11 and 16, 1993

Section G: Monday/Wednesday, 6–9 p.m., April 14 and 19, 1993

Section H: Monday/Wednesday, 9 a.m.–12 noon, June 21 and 23, 1993

☛ *All certificate programs must be completed within one calendar year of the start date.*

☛ *For information concerning registration for the certificate programs see page 63.*

PROFESSIONAL, MANAGEMENT, & HUMAN RESOURCE DEVELOPMENT PROGRAMS

Section I: Wednesday/Thursday, 8 a.m.-11 p.m., July 28 and 29, 1993

Section J: Wednesday/Thursday, 6-9 p.m., July 7 and 8, 1993

NCE 303.2 Module III Advanced WordPerfect 5.1: Legal/Fee: \$105 (6 hours)

Section A: Monday/Wednesday, 6-9 p.m., April 26 and 28, 1993

NCE 303.3 Module IV Advanced WordPerfect 5.1 Desktop Publishing/Fee: \$105 (6 hours)

Section A: Thursday/Friday, 1-2:30 p.m., April 30, May 5-6 and 13, 1993

Section B: Monday/Wednesday, 6-9 p.m., May 3 and 5, 1993

NCE 304 Introduction to Lotus 3.0/Fee: \$195 (15 hours)

This course introduces the student to the use of spreadsheets for use at home or on the job. It explores the basics of spreadsheet design, entering data, editing, formatting and printing worksheets, implementing formulas and functions, database management and graphics. Hands-on exercises reinforce lessons. Versions 2.01, 2.2, and Release 3 are supported. Anyone who works with numbers, financial statements, budgets or accounting will find his/her work is made easier through the use of spreadsheet programs.

Prerequisite: Basic familiarity with the IBM PC is required.

Section A: Monday/Wednesday, 8:30 a.m.-12:15 p.m., March 15-24, 1993

Section B: Tuesday/Thursday, 6-9 p.m., April 27-May 11, 1993

Section C: Saturday, 9 a.m.-12:45 p.m., April 17-May 8, 1993

Section D: Thursday, 9 a.m.-12:45 p.m., June 10-July 1, 1993

NCE 305 Introduction through Advanced Lotus 3.0/Fee: \$315 (24 hours)

This course includes all topics covered in the Introduction course and continues through most frequently used advanced functions in Lotus 3.0. Topics include advanced files and functions, use of WordPerfect, advanced printing techniques, and using multiple worksheets.

Prerequisite: Basic familiarity with the IBM PC is required.

Note: Required courses are NCE 304, NCE 306, and NCE 306.1.

See course descriptions for dates and times.

NCE 306 Module I Advanced Lotus 3.0 Advanced Commands, Formulas and Functions/Fee \$85 (4 hours)

Section D: Saturday, 9 a.m.-1 p.m., January 30, 1993 (*carry over from fall 1992 schedule*)

Section A: Thursday, 8:30 a.m.-12:30 p.m., March 25, 1993

Section B: Tuesday/Thursday, 6-8 p.m., May 13 and 18, 1993

Section C: Saturday, 9 a.m.-1 p.m., May 15, 1993

Section D: Tuesday, 9 a.m.-1 p.m., July 6, 1993

NCE 306.1 Module II Advanced Lotus 3.0 Use of Macros/Fee: \$85 (4 hours)

Section D: Saturday, 9 a.m.-1 p.m., February 6, 1993 (*carry over from fall 1992 schedule*)

Section A: Thursday, 8:30 a.m.-12:30 p.m., March 26, 1993

Section B: Tuesday/Thursday, 6-8 p.m., May 20 and 25, 1993

Section C: Saturday, 9 a.m.-1 p.m., May 22, 1993

Section D: Tuesday, 9 a.m.-1 p.m., July 8, 1993

NCE 307 Introduction to dBase IV/Fee: \$195 (15 hours)

This course is an introduction to the features and operations of dBase IV. Any collection of material or information sharing a common characteristic can be set up as a database which then can be retrieved, sorted or managed as needed. Topics include what is a database, introduction to data base systems, setting up a database, preparing a report, filtering data for reports, and more.

Prerequisites: Knowledge of personal computers (through a course or on the job) and keyboard familiarity are required.

Section A: Thursday, 6-9 p.m., January 21-February 18, 1993

Section B: Monday, 8:30 a.m.-12:15 p.m., March 29-April 19, 1993

Section C: Monday/Wednesday/Friday, 8:30 a.m.-12:15 p.m., April 26-May 3, 1993

Section D: Monday-Friday, 1:30 p.m.-4:30 p.m., July 12 and 16, 1993

NCE 309 Introduction to Desktop Publishing Using PageMaker/Fee: \$225 (15 hours)

One of the most valuable computing skills today is the ability to create your own brochures, newsletters and other publications, which can save you or your company time and money. PageMaker is one of the foremost desktop publishing programs in the industry. From importing text to graphics to tabs and style sheets, you will learn the basics of PageMaker.

Prerequisites: Word processing skills and familiarity with the IBM PC are required.

Section A: Wednesday/Friday, 8:30 a.m.-12:15 p.m., March 31-April 16, 1993 (*no class April 7 and 9, 1993*)

Section B: Saturday, 1:15 p.m.-4:15 p.m., April 17-May 15, 1993

Section C: Tuesday/Thursday, 6:15-9:15 p.m., March 18-April 1, 1993

Section D: Monday/Wednesday/Friday, 9 a.m.-12:45 p.m., July 7-14, 1993

NCE 309.1 Advanced PageMaker Printing Techniques, Design and Layout/Fee: \$145 (9 hours)

Through learning advanced skills in PageMaker, you will discover how to quickly and effectively desktop brochures, newsletters, and invitations using templates. This course is for those who have experience using PageMaker or have taken the introductory course and wish to learn the fine art of design. Students are requested to bring in a project they would like to have critiqued or one they wish to design for the first time. Common design mistakes will be discussed, and techniques to avoid errors will be covered. Other topics include multiple tabs on a single line, using drop caps for style enhancement, and printing techniques.

Section A: Wednesday/Friday, 8:30 a.m.-1 p.m., April 21 and 23, 1993

Section B: Saturday, 9 a.m.-4 p.m., June 5, 1993 (*with 1 hour lunch break*) and 9 a.m.-12 noon, June 12, 1993

Section C: Tuesday/Thursday, 6:15-9:15 p.m., April 13, 15 and 20, 1993

Section D: Monday/Wednesday/Friday, 8-11 a.m., July 16-21, 1993

NCE 309.3 Introduction through Advanced PageMaker/Fee: \$355 (9 hours)

This course is comprised of NCE 309, and NCE 309.1. Students may create their own schedule from the sections available.

Prerequisite: Introduction to PCs, WordPerfect or equivalent experience.

NCE 309.4 Desktop Publishing for the Small Business Owner/Fee: \$425 (33 hours)

This program is designed for individuals who wish to open a small Desktop Publishing business and will be writing as well as creating newsletters, brochures or other promotional pieces for their clients. Required courses include, NCE 309, NCE 309.1 and NCE 402 Promotional Writing.

See course listings for dates and times.

NCE 311 Word for Windows/Fee: \$195 (15 hours)

This course starts with the basic functions of Windows 3.0 which includes creating, saving, and printing documents, character and paragraph formatting, spellcheck, thesaurus, and merge as well as introduce programs including the Calculator, Paintbrush, Notebook, and Solitaire.

Prerequisite: Introduction to PCs or equivalent experience

Dates to be announced

NCE 312 Microsoft Works/Fee: \$135 (9 hours)

For the PS /1 or home based user. Starting with the basics of DOS 4.0 students will be taught how the integrated program Works can provide word processing, spreadsheet and database all in one easy-to-use program.

Dates to be announced

NCE 405 Overview of Office Technology/FEE: \$105 (9 hours)

Section A: Friday, 8:30 a.m.–1 p.m., February 19–26, 1993

Section B: Friday, 8:30 a.m.–1 p.m., March 12–19, 1993

Section C: Friday, 8:30 a.m.–1 p.m., May 21–28, 1993

PUBLIC SERVICE TRAINING PROGRAM

New York State's Public Service Training Program offers computer training workshops, seminars, and college-level courses specifically designed to meet the changing needs of the 53,000 state employees who are members of the Professional, Scientific, and Technical bargaining unit of the Public Employees Federation. Those wishing information about programs held either at the University at Stony Brook campus or at extension sites should consult their training officer. They may call toll free 1-800-537-2776 or Stony Brook at (516) 632-7071.

LEAP PROGRAM

CSEA's Labor Education Action Program (LEAP) offers members unlimited opportunities to advance both personally and professionally. During the fall 1991 semester, LEAP expanded their program to include noncredit courses. Most job related courses at provider's institutions are available. For the fall 1993 semester, there is an application period (May 2, 1993 through July 20, 1993) in which participants can select/design their own program schedule. For program advisement and a list of available courses contact Jane O'Brien (516) 632-7071.

☛ *A lunch time Open House is scheduled for Wednesday, June 23, 1993, in the Social and Behavioral Science Building, Room N121, from 11:30 a.m. to 1:30 p.m. Advisors will be available to answer your questions and help plan your schedule.*

Courses are available in office skills development, computer training, professional development, and ESL for foreign born professionals.

NCE 500.0 Office Skills Development Program—choose one section:

Section A: Business Writing or Promotional Writing; Intercultural Communication Skills; Overview of Finance for Non-Financial Personnel

Section B: Total Quality Management (TQM)

Section C: ESL for Foreign Born Professionals

Section D: Advanced Modules in Wordperfect 5.1

Section F: Advanced Modules in Lotus

Course descriptions, dates and times are available on pages 55-61.

SUFFOLK COUNTY DEPARTMENT OF LABOR TRAINING PROGRAMS

The Workforce Development Center (WDC) offers professional and support training/retraining programs to dislocated/disadvantaged adults in professional development and computer operations. The Center's extensive experience in training/retraining professional and support personnel has demonstrated the specific skills and knowledge essential to today's workforce. Individuals are expected to possess diverse skills and expertise which increase their value and enhance marketability.

☛ *Individuals may qualify for New York State or Suffolk County Department of Labor Training Grants. For further information contact the WDC at (516) 632-7065.*

☛ *For registration information concerning the Professional, Management, & Human Resource Development Programs, see page 63.*

TRAINING, IDENTIFYING, AND REPORTING SUSPECTED CASES OF CHILD ABUSE AND MALTREATMENT

Chapter 544 of the New York State Laws of 1988 established a new requirement for many licensed professionals, teachers, and school administrators. The law states that a person applying on or after January 1, 1991 initially or for the renewal of a license, registration, certificate, or limited permit must provide documentation that he/she has completed the required training. These individuals must complete two hours of coursework/training regarding the identification and reporting of child abuse and maltreatment.

Courses are offered at the Stony Brook campus from 6–8 p.m. on the following dates:

NCE 600/Fee: \$25

Section O: December 7, 1992

Section P: January 25, 1993

Section Q: February 22, 1993

Section R: March 22, 1993

Section S: April 19, 1993

Section T: June 7, 1993

Section U: July 12, 1993

Section V: August 9, 1993

Class size limited. Advance registration required. For further information call (516) 632-7071.

☛ **For information on all masters programs offered through the School of Continuing Education, see pages 6–12.**

☛ **For information on the Center for Education on Substance Abuse, see pages 64–65.**

☛ **For important dates, see academic calendar located on the back inside cover.**

KAPLAN TEST PREP PROGRAM

As a KAPLAN student at Stony Brook you'll receive:

- diagnostic testing to identify individual strengths and weaknesses
- lessons taught by top-notch energetic instructors
- scheduled extra help sessions available
- Kaplan's copyrighted home-study materials and related exams
- unlimited access to KAPLAN'S TEST-N-TAPE library at Garden City and Huntington Centers (limited tape hours available on Stony Brook campus)
- The KAPLAN Commitment; KAPLAN makes you a promise: If, for any reason you are not satisfied with your score, you can repeat the course at no charge. **Different repeat policies for each course.**

For more information and course schedules, please call the Huntington KAPLAN Center at (516) 421-2690.

PSAT—Preparation for October 1993 Test Date

Seven sessions plus six sessions for the May 1994 SAT test date

Summer: Begins Thursday, July 1 at 6 p.m.

Fee: \$565

SAT—Preparation for May 1993 test date (12 sessions)

Spring: Begins Thursday, February 11 at 6 p.m.

Preparation for November 1993 Test Date

Summer: Begins Thursday, July 1 at 6 p.m.

Fee: \$565

GMAT—Preparation for June 1993 Test Date (9 sessions)

Spring: Begins Monday, May 24 at 6 p.m.

Preparation for October 1993 Test Date

Summer: Begins Wednesday, June 30 at 6 p.m.

Fall: Begins Tuesday, September 7 at 6 p.m.

Fee: \$695

GRE—Preparation for June 1993 Test Date (10 sessions)

Spring: Begins Monday, May 10 at 6 p.m.

Preparation for October 1993 Test Date

Summer: Begins Tuesday, June 29 at 6 p.m.

Fall: Begins Thursday, September 2 at 6 p.m.

Fall: Thursday and Monday evenings, September 3–October 8, 1992

Fee: \$695

LSAT—Preparation for October 1993 Test Date (10 sessions)

Summer: Begins Thursday, June 24 at 6 p.m.

Fee: \$745

MCAT—Preparation for September 1993 Test Date (9 sessions)

Summer: Begins Monday, June 14 at 6 p.m.

Fee: \$695

NTE—Preparation for June 1993 Test Date (10 sessions)

Spring: Begins Monday, April 12 at 6 p.m.

Fee: \$495

PROFESSIONAL, MANAGEMENT, & HUMAN RESOURCE DEVELOPMENT PROGRAMS

NONCREDIT REGISTRATION INFORMATION

Refunds—Sorry, there are no refunds unless a course is cancelled by the School of Continuing Education. We make a determination to run each course based upon enrollment five business days before the first class session. Your registration fee guarantees you a space and is the key to our decision to run the course.

Registration Dates—Registration for all courses begins immediately and is accepted up to five business days before the first class session. After that, please call for space availability. Registrations are processed in the order received.

Fees—All fees are due at the time of registration. Registration is accepted up to five business days prior to first class session. After that a \$5 late fee will be charged.

Cancellation—The School of Continuing Education makes the decision to offer each course based on advanced registration. We reserve the right to cancel a course if there is insufficient enrollment. To avoid disappointment register early!

Phone In—You may register over the phone from 9 a.m.–5 p.m. with either your Visa or MasterCard. Have all the information requested on the registration form before calling (516) 632-7071.

Walk In—You may register in person by coming to the School of Continuing Education in the Ward Melville Social and Behavioral Science Building, room N243. Fill out the registration form and pay by check or credit card, Monday – Friday from 9 a.m.–5 p.m.

Mail In—Fill out the course registration form (or copy of one) and mail it with your check or credit card information to the address listed below. You will not receive notification that the course is running but will be called if a course is cancelled due to low enrollment. Please call (516) 632-7071 for classroom assignment.

Fax In—Send the registration form with your credit card information to (516) 632-9046. Our FAX line is open 24 hours.

PROFESSIONAL, MANAGEMENT, AND HUMAN RESOURCE DEVELOPMENT PROGRAMS REGISTRATION FORM

You are enrolled as soon as we receive your registration form and fee. Please pay by **check, money order or charge card number**. You may call to confirm receipt of your registration(s) and for directions. **You will not be notified unless we cancel a course.** Refunds given only for cancelled courses.

Make checks payable to: SUNY at Stony Brook, IFR 900012
 Detach and mail together with your check to: Professional, Management & HRD
 CED, SBS, N243
 SUNY at Stony Brook
 Stony Brook, NY 11794-4310

For Office Use Only

NOTE: Registration is accepted up to 5 business days before the first class
 After that, please call for space availability

INFO: Call (516) 632-7071

Name _____ S.S. # _____
 Address _____ County _____
 _____ City _____ State _____ ZIP _____
 Home Phone _____
 Work Phone _____
 MasterCard VISA # _____ Enter Check # _____
 Cardholder Name _____ Exp. Date _____

Course No.	Section No.	Title	Date Start	Fee

CENTER FOR EDUCATION ON SUBSTANCE ABUSE

The Center for Education on Substance Abuse (CESA), established as a unit of the School of Continuing Education through a New York State legislative appropriation, has as its mission the development of credit and noncredit education and training programs on substance abuse. Recognizing the tragedy and loss among friends, families, or co-workers as a result of drug or alcohol abuse and the needs of our communities in their inability to understand or cope with these problems, CESA has developed new and challenging programs of substance abuse education. Students, teachers, parents, corporate personnel (supervisors, human resource staff, employee assistance professionals, etc.), health care professionals, addiction counselors, and special interest groups can arrange to enroll in programs offering the most current information available in the field of addiction.

CESA will work with your facility to develop a program to accommodate either a group of professionals or a novice population. Depending on the previous experience of your audience or their knowledge of specific topics, programs can be designed to accommodate your group. All presenters have been selected because they are recognized professionals and experts in their area of concentration. Schedules can be arranged during the day, evenings or on weekends either at your site or on the University campus. Fees are negotiable depending on the numbers of programs scheduled, expenses, and size of the audience. Contact Renee Filiatrault or Patricia Brennan at (516) 632-7060 to arrange for a free program consultation.

Certificates of Attendance will be issued to participants upon request and in most cases Employee Assistance Professionals (EAP) may apply for Professional Development Hours (PDH) for any of the workshops or seminars offered.

SAMPLE PROGRAMS

NCE 900.1 Alcohol, Alcoholism and Addiction

This introductory program examines: the historical use of alcohol in our society; its effect on various cultures; the medical, social and legal problems associated with alcohol use/abuse. Community groups, as well as teachers, nurses, counselors, and other professionals, should find this program very beneficial.

NCE 900.2 TWYKAA—Talking With Your Kids About Alcohol

This 12 hour program developed by the Prevention Institute in Kentucky, recognizes that parents have a powerful influence on their child's drinking choices. TWYKAA teaches parents risk reduction techniques and skills that

work to guard young people against many high risk messages from advertising, peers, and others. This a didactic and experiential program that will teach parents what to say and how to say it.

NCE 900.3 TWYSAA—Talking With Your Students About Alcohol

TWYSAA, similar to the TWYKAA program described above, is a primary prevention program geared to teachers who are interested in helping their students reduce their risk for alcohol-related health and impairment problems. Teachers will be trained in communication techniques proven most effective in changing attitudes and behaviors. Experiential techniques will be used to demonstrate methods of change during this ten hour program.

NCE 900.4 Drinking and Driving—The Problem and Solutions

This one hour program will examine: the history of drinking and driving in New York state; what are the laws related to drinking and driving; how to avoid getting a DWI. The Alcohol and Drug Rehabilitation Program will be described as well as other community responses to the problem.

NCE 950.1 Overview of Drug Abuse/Addiction and Societal Responses

This course will examine significant aspects of substance abuse and addiction including the motivation driving drug abuse; differentiating use, abuse, and addiction; describing several conceptual models for understanding the problem; and examining major societal responses for addressing the drug problem.

NCE 950.2 Returning to the "Real World" After Rehabilitation

Addiction recovery is a complicated, lifelong process requiring major life changes and learning to live without a long-used, depended-upon substance. This workshop provides deep insight into what recovering from an addiction (drugs, alcohol, food, gambling, etc.) is really like for the recovering person, especially following rehabilitation and in early recovery.

NCE 950.3 Domestic Violence: Identification, Referral and Treatment

This two hour program will address the dynamics of domestic violence; the identification of emotional and physical abuse; the relationship between chemical dependency/sexual abuse and domestic violence; and a review of local available resources, both legal and therapeutic, for batterers and their victims. Participants gain an understanding of the issues of power and control that underpin domestic violence and how to use that understanding to assist themselves, friends, co-workers, patients, or clients.

NCE 950.4 The Fundamentals of a Drug and Alcohol-Free Workplace

This is a three hour workshop designed for Employee Assistance Program professionals, supervisors, managers, union representatives, human resource and school personnel, and personnel managers. The program is a realistic look at substance abuse in the workplace and what can be done about it. Participants will learn to focus on **employee performance, importance of proper performance appraisal and follow-up**. How to make referrals so that both the employee and the workplace can benefit will be reviewed. The requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989 will be reviewed.

NCE 950.5 Professionals at Risk

The professional in any organization is generally looked to as the role model, the person who sets the standards, carries out company policy, and serves as a reference manual to staff members. What happens to this professional, be it teacher, doctor, counselor, etc. when he/she becomes impaired? This two hour training will focus on the identification of this impairment, signs and symptoms of addiction, effective interventions, and-referral sources.

NCE 975.1 Family Intervention with Alcohol/Drug Persons

This training course focuses on helping families and "significant others" to conduct a planned intervention with a family member or close friend who is experiencing a serious alcohol and/or drug problem. Training will include didactic and experiential learning.

NCE 975.2 Alcoholism Questionnaire Forms: Application and Effectiveness in the Evaluation Process

This course describes the various alcoholism questionnaires and their application to the evaluation process. It addresses the advantages and the disadvantages to the referral resource performing the evaluation, client, and referring agency. Background of test development, scoring, and the effectiveness of questionnaires will be examined. The participants will learn how to evaluate and interpret the clients' responses.

ADDITIONAL PROGRAMS

CREDIT COURSES

The following listed courses are three-credit graduate level courses which may be applied to the Master of Arts in Liberal Studies program:

CEE 516:01 Child Sexual Abuse (see page 29 for course description)

CEE 540:01 School-Based Substance Abuse Prevention (see page 30 for course description)

CEF 509:01 The Dysfunctional Family: Affects on Academic Performance (see page 32 for course description)

Registration information for the above listed graduate credit courses, may be found on pages 19-25.

NONCREDIT REGISTRATION INFORMATION

Individual program schedules, fees, and registration procedures will be determined and arranged between CESA and the contracting facility. Specifics will be set down in written agreement.

Refunds—Sorry, there are no refunds unless a course is canceled by the School of Continuing Education or according to specifics determined by prior agreement set down between the contracting agency and CESA.

Call (516) 632-7060 or 7061 to obtain further information or arrange for a consultation appointment.

☛ *The spring 1993 semester begins on February 1*

STUDENT SERVICES AND FACILITIES

ALCOHOL AND DRUG REHABILITATION PROGRAM (DRP)

From October 20, 1975 to the present, the School of Continuing Education at SUNY Stony Brook, in contract with the New York State Department of Motor Vehicles, has provided an education/rehabilitation program for Suffolk County residents convicted of drinking and driving. Candidates for this program are enrolled as per qualifications determined by the Department of Motor Vehicles. Since the inception of DRP, approximately 50,000 motorists have enrolled in over 1,895 classes. DRP provides a unique educational opportunity for intervention and rehabilitation to prevent accidents, injuries, and death on the highway which may result from drinking and driving.

BOOKSTORE

Barnes & Noble operates the campus bookstore on the ground level of the Melville Library. In addition to textbooks, the bookstore carries a wide range of other books, gift items, stationery, clothing, and other supplies.

The bookstore's regular hours are: **Monday and Tuesday, 9 a.m.–7 p.m.; Wednesday and Thursday, 9 a.m.–5 p.m.; Friday, 9 a.m.–4 p.m.; Saturday, noon–4 p.m.** Call (516) 632-6550 for extended hours at the start of each semester.

CAFETERIAS

The cafeteria on the first floor of the Humanities Building stays open until 9 p.m., Monday through Thursday and until 3 p.m. on Friday when classes are in session during the academic year. Snacks, sandwiches, and beverages are for sale to students before or after class.

During the academic year, the Union's cafeteria provides full service Monday–Thursday, 11 a.m.–8 p.m. and Friday from 11 a.m.–3 p.m. The Union Station Deli is open until 11 p.m. Papa Joe's Italian Specialty Shop is open until 9 p.m. Fanny Brice Food Mall in the

Eleanor Roosevelt Quad is open Sunday through Thursday, 5 p.m. until midnight. Orders to go are always available; just call 632-6504 to speed up your pickup.

CAREER DEVELOPMENT OFFICE

The Career Development Office, located in room W0550 of the Melville Library, assists all Stony Brook students (graduate and undergraduate) and alumni with career planning. Help in defining career goals and the steps that can be taken to achieve them are offered through the following services: individual counseling, a career resource library, interest testing, computer-based career guidance systems (DISCOVER and SIGI Plus), test administration, credential files, resume writing and interviewing skills workshops, computerized job matchings, University Job Fair, Alumni Career Advisors Network, and volunteer placement through VITAL. The office is open from 8:30 a.m. to 4 p.m., Monday–Friday and will take telephone calls until 5 p.m. on those same days. For more information, call (516) 632-6810.

CED ALUMNI CHAPTER

CED has an alumni chapter that sponsors events of particular interest to graduates of the School of Continuing Education. CED alumni who are interested in planning events or serving on an advisory board should call 632-7050 for further information.

Alumni, friends, and family of CED alumni may contribute to the CED alumni chapter. All contributions should be made payable to "Friends of CED Alumni" and sent to the Alumni Office, 330 Administration Building, SUNY at Stony Brook, Stony Brook, NY 11794-0604.

DISABLED STUDENT SERVICES

Disabled Student Services is organized as part of the Student Affairs Department of Career and Developmental Services. The office staff provides support services and acts as an advocate for disabled students at Stony Brook. These services, available to all disabled

students who request them, deal with transportation, information and referrals, recruitment of readers, note-takers, interpreters, aides, attendants, removal of architectural barriers, counseling, and assistance with university requirements and procedures.

Disabled Student Services also serves as advisor to Students Towards an Accessible Campus (STAC), a polity sponsored club for disabled and non-disabled students dedicated to increasing campus awareness of architectural and attitudinal barriers which prevent participation by disabled students. STAC is also a social club.

Support Services for Learning Disabilities—A learning disabilities specialist is available to assist in referral for diagnostic services, to provide individualized educational programming and support services, and to provide inservice education to the university community on identifying and accommodating the needs of students with learning disabilities.

All disabled students are encouraged to contact Disabled Student Services, 133 Humanities Building, (516) 632-6748/9, TDD available, prior to the start of classes.

GRADUATE STUDENT ORGANIZATION (GSO)

The GSO Inc. is a not-for-profit corporation funded by the student activity fee. All full-time and part-time, non-professional graduate students who pay the activity fee are members of the GSO. Every spring, the graduate student body elects four executive officers (president, vice-president, secretary, and treasurer). Each academic department may elect one senator for every 50 graduate students in the department. The senate of the GSO is the main governing body of the corporation. The GSO senate controls and disperses the graduate student activity fee. This money is used to fund on-campus activities and services such as WUSB, the day-care center, the ambulance corps, and various cultural clubs. The GSO appoints graduate student representatives to various administrative and academic committees including the University Senate, the University Senate

Executive Committee and the Graduate and CED Councils. Representation on these committees provides graduate students with the opportunity to influence university policies and procedures.

The GSO also works to address non-academic concerns of graduate students at Stony Brook. Ongoing concerns include the formation of a graduate student employee's union, improvement of on-campus housing, child care, health care, and campus safety.

For further information contact the GSO, 206 Central Hall, (516) 632-6492.

HEALTH SERVICES

The Student Health Service, located on the first floor of the Infirmary Building, provides for the health needs of registered students. The Walk-In Clinic, staffed by physicians, physician assistants and nurses, and nurse practitioners comprises treatment for a multitude of medical and minor surgical problems. There is a mandatory health fee for all full-time registered students and the option of fee-for-service care for part-time CED students.

The Health Service hours are Monday-Friday, 8 a.m.-5:30 p.m., closed 12-1 p.m. daily. For further information or questions, call (516) 632-6740.

ID OFFICE

Students wishing to register cars, use the libraries and many other facilities, or receive student rates for campus events must have a student ID card. ID validation and ID card pickup can be done at any time at the Traffic Office during the regular scheduled hours.

ID picture taking time is Tuesday, 9 a.m.-12 noon; Friday, 1-4 p.m.; and the first Tuesday of the month from 5-7 p.m. The ID Office is in room 191 of the Administration Building; off-campus number to call is (516) 632-6345.

Students may also arrange for non-photo ID cards at the CED Office when the ID Office is closed. Lost or stolen IDs can be replaced by first paying \$10 at the Bursar's Office and then having your picture retaken.

INTERFAITH CENTER

The Interfaith Center serves campus religious needs through its seven member denominations with a wide variety of services and activities. Offices are located in the Humanities Building, rooms 153-167. The chaplaincies are: Catholic, 632-6560; Jewish, 632-6565; Protestant, 632-6563; Southern Baptist, 632-6564; Islamic, 632-8319; Unitarian Universalist, 751-0297.

LIBRARIES

The Stony Brook campus is endowed with several libraries. Within the Frank Melville, Jr. Memorial Library are collections serving the social sciences, humanities, fine arts, and music. These collections are particularly strong in English, Western European, and Latin American literatures, as well as in modern Western history and Latin American history. Special departments in the library provide ready access to current periodicals, government documents, maps, microforms, and legal materials. Other facilities include a music library and listening center, a student lounge, and study carrels. The full range of library services, including open stack privileges and database searches, is available to all students, and an online catalog (STARS) provides easy access to library holdings information from points throughout campus.

The Department of Special Collections features the William Butler Yeats Archives and the Senator Jacob K. Javits Collection. It also includes collections on Long Island, manuscripts, and rare books.

Seven branch libraries are located in the following departmental buildings—life sciences, chemistry, earth and space sciences, engineering, mathematics/physics, computer science, and marine sciences. There is also a Health Sciences Library in the Health Sciences Center. Collectively, the university libraries contain over 1.8 million bound volumes and 3.1 million publications in microformat.

Call (516) 632-7110 for information about library hours.

LIFELONG LEARNING PROGRAM: THE ROUND TABLE

Retired and semi-retired individuals age 55 and over are invited to join The Round Table, Stony Brook's lifelong learning program. This program is designed to promote intellectual stimulation and continued learning in the retirement years. It is a self-governing membership program. Governance and instruction are provided by the members themselves. Courses are offered that interest the members and respond to the desire to learn with one's peers. Committees for curriculum, membership, social functions, and much more enable the members to participate in all phases of the program.

For more information contact:
The Round Table
School of Continuing Education
Ward Melville Social and
Behavioral Sciences Building
SUNY at Stony Brook
Stony Brook, NY 11794-4310
(516) 632-7063

OFFICE OF VETERANS AFFAIRS

The Office of Veterans Affairs provides counseling and advice to veterans and eligible dependents of veterans. Students seeking information regarding educational assistance or other programs, issues, and/or legislation affecting veterans are urged to contact this office as soon as possible.

The office is located in 155 Central Hall and is open Monday through Friday during the day. Hours may vary and will be posted on the door; telephone (516) 632-6815.

RESEARCH/WRITING ASSISTANCE

Students preparing to undertake a research project culminating in a research paper or any other writing project may obtain individual assistance from the English Department's Writing Center, 198 Humanities. Appointments may be made by calling (516) 632-7405. The

STUDENT SERVICES AND FACILITIES

Writing Center is open from 9 a.m.–5 p.m. Monday through Friday and conducts evening and Saturday hours that change from semester to semester.

RETURNING STUDENT ORGANIZATION/NETWORK

An increasing proportion of undergraduate students are 25 years of age or older. These students have a unique set of needs. The Returning Students Network/Organization offers special workshops, advisors, and informational meetings.

If you find yourself with questions or problems relating to everyday campus life or just want to meet other adult students, call (516) 632-6828 for information about the Returning Students Network, Department of Student Union and Activities or come to the meetings, which are held on a weekly basis throughout the academic year in the Stony Brook Union.

SENIOR CITIZEN AUDITING PROGRAM

Adults who are 60 years of age or older are entitled to audit most New York State-funded, credit-bearing courses offered at the University at Stony Brook free of charge, provided there is space available. **The exceptions to this policy include laboratory courses; studio art courses; instrumental music courses; courses offered in such self-supporting programs as management seminars, real estate, insurance, and amateur radio licensing courses as well as the Crafts Center programs.**

Senior citizens may register each semester on the third day of classes between 10 a.m. and 2 p.m. in room S102 of the Ward Melville Social and Behavioral Sciences Building. Catalogs and class schedules will be available at that time. Summer registration information is included in the *Summer Session Bulletin*.

STONY BROOK ALUMNI ASSOCIATION

The Alumni Association sponsors reunions, regional club events, homecoming, Alumni College Day, and special events on and off campus. It also actively participates in commencement and freshman welcoming activities, and is now becoming involved in a career advisor's network and student recruitment.

A \$200 lifetime membership fee (payable in two installments) entitles alumni to such benefits as use of the library and sports complex, travel, hotel/motel and restaurant discounts, insurance plan offerings, and discount buying services. Also new this year is a \$25 annual membership. This membership entitles alumni to the same benefits described above.

The Alumni Association also administers a number of student awards. The **Hugh J. B. Cassidy Memorial Annual Award of \$500** is especially designated for a current student who can demonstrate that the CED Program at Stony Brook has made a significant impact on his/her life either professionally and/or in the community.

For more information call (516) 632-6330 or write: Alumni Office, 330 Administration Building, SUNY at Stony Brook, Stony Brook, NY 11794-0604.

STUDENT HEALTH INSURANCE

An optional health insurance plan is available to all domestic students, whether in full- or part-time attendance. The plan is tailored to the needs of Stony Brook students, and covers a broad range of medical services for illnesses and accidents. Reasonable premiums provide for coverage 24 hours a day, any where in the world. Coverage is also available for dependents of students.

For information call or visit Leta Edelson at the Student Health Insurance Office, located in room 149, Infirmary

Building; (516) 632-6054, Monday–Friday, 10 a.m.–2 p.m.

For all students on nonimmigrant visas, whether full or part-time, health insurance is mandatory and is automatically billed to the student's account. Payment of the fee is usually necessary to register. Even foreign students paying New York State tuition must pay for the health insurance. Waivers, when applicable, must be granted in person before the last day of late registration.

The foreign policy is different from the optional plan. It covers 100% of medically necessary expenses provided the student's first visit is to the Student Health Service. Eye examinations, dental examinations and well-care are not covered. Students are covered worldwide, except in their home country.

Before registering, **ALL** foreign CED students should report to the office of Foreign Student Services, 113 Central Hall, Monday–Friday, 10 a.m.–4 p.m. to receive an enrollment form and other instructions regarding foreign students at Stony Brook.

For further information, contact Mrs. Rose Brown, Health Insurance Coordinator, Foreign Student Services, Tuesday, Wednesday or Friday, 10 a.m.–12:30 p.m., (516) 632-7025.

STUDENT UNION AND ACTIVITIES

The Stony Brook Union is the campus center for hundreds of activities planned for and by students. Its ten meeting rooms, auditorium, ballroom, art gallery, spacious lounges, and courtyards provide space for all recognized and registered university groups including office space for Polity, the undergraduate student government.

The SB Union is also a gathering place for students between classes. Some students gravitate to the billiards room, while others prefer to relax, watch television, read or mingle with friends and other members of the campus community in the lounges. The building houses many vital campus services such as check-cashing, locker rentals, and the

University Information Center. Hungry students, whether looking for a quick snack or a complete meal, can satisfy their appetites in one of SB Union's eateries—a cafeteria, a delicatessen, a coffee house, a pizzeria, a snack counter, and a restaurant.

Weekends at Stony Brook are filled with concerts, plays, movies, speakers, sporting events, and parties. Craft fairs, club fairs, and special crosscultural exhibits are popular weekend activities on campus.

The Student Union and Activities staff works with individuals and campus groups in planning programs. The staff also offers workshops in leadership development and in personal skills training that include assertiveness, time management, an accredited course in theory and practice in leadership, and the Student Development Record.

The Department of Student Union and Activities is located in room 266 of the Stony Brook Union, or call (516) 632-6823 for further information. For information about daily campus student activities call 632-6821 (The Voice of Student Activities).

UNIVERSITY COUNSELING CENTER

Individual, group, family, and marital counseling services and psychotherapy are available free of charge to matriculated students. The center is open from 9 a.m. to 5 p.m. except Tuesdays, when the center is open until 8 p.m. Appointments for an initial visit are made on a same-day basis. Students can be seen for a first visit by calling the Center at (516) 632-6720 or by coming in to schedule an appointment on the same day they wish to be seen. In the event of a crisis or emergency, students can come to the Center and be seen right away. This is a walk-in service and no appointment is needed. The Counseling Center is located on the second floor of the Infirmary Building. For further information, students should call the Counseling Center at (516) 632-6720.

OPEN TO THE PUBLIC

Many of Stony Brook's resources and events are available to the public. The names and telephone numbers of some of them are listed below.

ASTRONOMY NIGHTS

Lectures focusing on recent developments in astrophysical research are offered free to the public, usually the first Friday of every month (except January) during the academic year. They are followed, weather permitting, by a viewing session with the university's small telescopes. Call (516) 632-8200 for a schedule and information.

CENTER FOR EXCELLENCE AND INNOVATION IN EDUCATION

The Center for Excellence and Innovation in Education (CEIE) is responsible for the coordination and development of undergraduate and graduate teacher education programs, educational research and curriculum development, and school-university partnership programs. Made possible through a special legislative initiative in 1988, the Center for Excellence and Innovation in Education has already had a significant positive impact upon the Long Island region and is widely recognized as a symbol of the University at Stony Brook's renewed commitment to the needs of Long Island's educational community.

For further information about the Center for Excellence and Innovation in Education contact its director, Dr. Eli Seifman, (516) 632-7696.

CENTER FOR ITALIAN STUDIES

The Center for Italian Studies aims to increase appreciation and understanding of the Italian-American contributions to the United States and Italy's contributions to Western civilization. Each year, it sponsors a series of lectures, theatrical presentations, concerts, films, and symposia. It also sponsors Saturday classes for learning Italian both on campus and various other sites on Long Island. For information, call (516) 632-7444 or 7440.

CENTER FOR KOREAN STUDIES

The Center for Korean Studies aims to deepen understanding of Korean culture in the United States and to support the university's program in Korean Studies. For information call (516) 632-7314.

Turn page for more programs that are open to the public 

• For information concerning on-site training for substance abuse prevention, see page 64.

OPEN TO THE PUBLIC

CENTER FOR SCIENCE, MATHEMATICS, AND TECHNOLOGY EDUCATION

This center is the university's primary contact point for persons and organizations seeking assistance in science, mathematics, and technology education.

In response to the need for well trained science teachers in the public schools, the center offers science teacher preparation courses on the undergraduate and graduate level as well as placement of student science teachers. The center sponsors in-service courses and conferences, short courses for college science and technology faculty, and evening graduate courses for science educators. The center also sponsors a special academic year program as well as a summer program for secondary school students preparing for science and mathematics competitions. It initiates and supports research and development in science, mathematics, and technology education, as well as serving as the editorial headquarters for the *Journal of College Science Teaching*, published by the National Science Teachers Association.

For more information about the center's programs and activities call (516) 632-7075.

CHORAL MUSIC

Opportunities for the public to participate in university choral groups are as follows:

Stony Brook Chorale: Open to all. This is a larger choir whose performances include (but are not limited to) master works for chorus and orchestra. Ability to read music is required, but great sight-reading skills are not. Rehearsals are usually held on Monday evenings, 7:30-10:30 p.m. For information concerning registration for graduate credit, see page 37.

Camerata Singers: Mostly, but not limited to, graduate students, faculty, staff, and community. Good sight-reading, ability to sing in foreign languages, and choral experience are required. Some touring. This group meets Wednesdays, 7:30-10:30 p.m.

Chamber Chorus: Mostly, but not

limited to, undergraduates. Some sight-reading and choral experience is required. This group meets Tuesdays and Thursdays 11:30 a.m.-12:50 p.m.

For more information about these choral groups, please call (516) 632-7329/7330.

FM RADIO STATION

The campus radio station, WUSB 90.1 FM in stereo, operates 24 hours a day every day of the year and can be heard throughout Suffolk County and eastern Nassau County. Public affairs programs are aired Monday through Friday from 10-11 a.m., 2-3 p.m., 6-6:30 p.m., and 11:30 p.m.-midnight, as well as Sunday from 5 p.m.-midnight. These include such locally produced programs as "Taking Care of Yourself," "The Poet's Eye," "Tribute," and several public affairs and call-in programs. Nationally distributed programs such as the award-winning radio series on current events, "Consider the Alternatives," along with "New Dimensions" and "Common Ground" are also part of the WUSB program schedule.

Daily program information can be obtained by calling (516) 632-6498. To receive a program guide, write to WUSB, Stony Brook Union, SUNY at Stony Brook, Stony Brook, NY 11794-3263, or call (516) 632-6500.

GALLERIES AND EXHIBITS

Several art galleries and exhibit areas are located around the campus. These are located in the Staller Center for the Arts, the Administration Building lobby, the Frank Melville, Jr. Memorial Library, the Museum of Long Island Natural Sciences, and the Stony Brook Union. They are usually open to the public at no charge. In addition, the University Art Gallery in the Staller Center, adjacent to the center's theatres and concert halls, is sometimes open before evening performances on the main stage and is regularly open Saturday afternoons from noon to 4 p.m. The Museum of Long Island Natural Sciences is usually open on Astronomy Nights (see page 69 for further information).

HUMANITIES INSTITUTE

Promotes interdisciplinary research in theory, criticism and interpretation, stressing historical and social analytic approaches. Sponsors film series and guest lectures, seminars, and fellowships. For information call (516) 632-7765.

INTENSIVE ENGLISH CENTER

The Intensive English Center (IEC) offers full-time, semester-long programs in English as a Second Language. Students spend a total of 18 hours weekly in language classes and have the option of selecting additional IEC electives or auditing/registering for appropriate university courses. Students who successfully complete an appropriate IEC program and are academically eligible for undergraduate admission, may apply to Stony Brook without having to take the TOEFL exam.

For additional information, contact the IEC, 108 Central Hall, (516) 632-7031.

INTERNATIONAL THEATRE FESTIVAL

Each summer since 1985, the Staller Center presents the annual International Theatre Festival. Provocative, professional theatre from around the world comes to the University at Stony Brook campus during the months of June and July.

For information about this year's International Theatre Festival, call the Staller Center box office (516) 632-7230.

LIBRARY

Reference, periodicals, special collections, etc. are open to the public for in-library use only. Call (516) 632-7110.

LIFELONG LEARNING PROGRAM: THE ROUND TABLE

Retired and semi-retired individuals age 55 and over are invited to join The Round Table, Stony Brook's lifelong learning program. This program is designed to promote intellectual stimulation and continued learning into the retirement years. It is a self-governing membership program. Governance and instruction are provided by the members themselves. Courses are offered that interest the members and respond to the desire to learn with one's peers. Committees for curriculum, membership, social functions, and much more enable the members to participate in all phases of the program. For more information, call (516) 632-7063, or write:

The Round Table
School of Continuing Education
Ward Melville Social and
Behavioral Sciences Building
SUNY at Stony Brook
Stony Brook, NY 11794-4310

MUSEUM OF LONG ISLAND NATURAL SCIENCES

The museum offers public programs on selected topics including geology, paleontology, botany, astronomy, and the natural history of Long Island. It sponsors seminars, nature walks, illustrated lectures, children's programs, teacher enrichment and training workshops, and guided trips to zoos, parks, and other cultural sites. For a schedule of events and membership information call (516) 632-8230. The museum is open from 9 a.m. to 5 p.m., Monday through Friday.

POLLOCK-KRASNER HOUSE AND STUDY CENTER

Sponsors programs on art and art history for the scholarly community and general public. Houses two research collections on the art of Jackson Pollock and Lee Krasner and their contemporaries. Located in East Hampton, the center is

open to the public by appointment. The center is operated as an historic site and research facility by the Stony Brook Foundation. For information call (516) 324-4929.

SENIOR CITIZEN AUDITING REGISTRATION

Adults who are 60 years of age or older are entitled to audit most New York State-funded, credit-bearing courses offered at the University at Stony Brook free of charge, provided there is space available. **The exceptions to this policy include laboratory courses; studio art courses; instrumental music courses; courses offered in such self-supporting programs as management seminars, real estate, insurance, and amateur radio licensing courses as well as the Crafts Center programs.**

Senior citizens may register each semester on the third day of classes between 10 a.m. and 2 p.m. in room S102 of the Ward Melville Social and Behavioral Sciences Building. Catalogs and class schedules will be available at that time. Summer registration information is included in the *Summer Session Bulletin*.

SPORTS COMPLEX

The aquatic center and other sports complex facilities are open to students, faculty/staff, and the public at specified times. There is a modest fee for non-students. Call (516) 632-7200.

STALLER CENTER FOR THE ARTS

In the short time since it opened in 1979, the Staller Center for the Arts has established itself as the leading comprehensive arts center on Long Island. Five state-of-the-art theatres and a spacious art gallery provide the backdrop for over 500 events per year.

Capacity audiences attend the world-class concerts, ballets, plays, exhibits and special attractions which are

presented on a year-round basis. The Staller Center is also home to the annual International Theatre Festival.

More than 50 professional attractions and an ongoing series of recitals, concerts, plays, lectures and other productions presented by the departments of Music, Theatre, and Art combine to offer a full cultural life to students, faculty, staff, and community.

For additional information, call the Staller Center box office (516) 632-7230.

SUPERINTENDENTS CENTER

In 1989 the Superintendents Center was established under the joint auspices of the School of Continuing Education and the Center for Excellence and Innovation in Education. Building upon the existing Superintendents Seminars program, the center is designed to meet the professional needs of the chief executive officers of Long Island schools as they face their multifaceted tasks of leading and operating their individual school districts. The Center conducts Superintendents Seminars and curriculum observation tours for the continuing education of chief school officers, publishes a newsletter, established the Continuing Education Research Center (CERC) to study the problems of individual school districts, and initiated a superintendents fellowship program to enable superintendents to utilize the resources of the university while researching problems or projects for their school districts. For further information, call Dr. Jerome Malkan (516) 632-7068/7696.

HOW TO REACH STONY BROOK

BY CAR

Take the Long Island Expressway (Route 495) east from the Queens-Midtown Tunnel (Manhattan), or from the Throgs Neck or Whitestone Bridge (Bronx). Turn off at Exit 62 and follow Route 97 (Nicolls Road) north for nine miles.

BY BUS

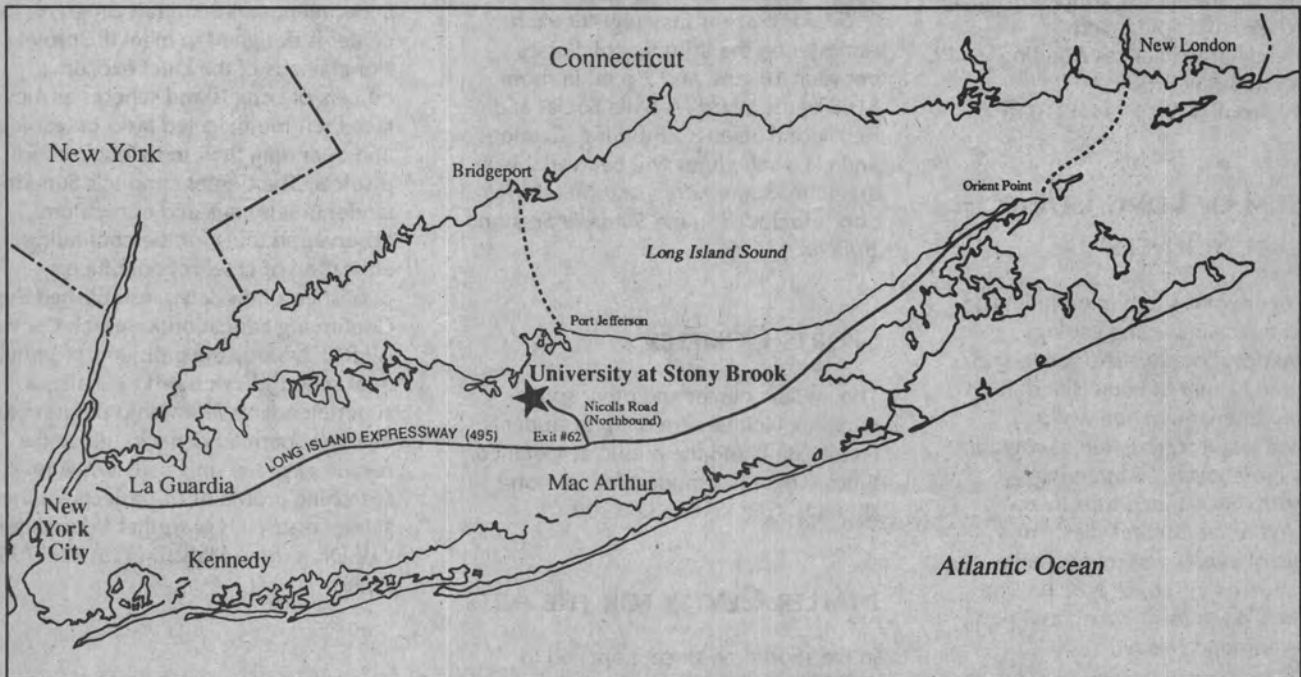
Use Coram Bus Service, which provides routes from Coram, Port Jefferson, Lake Grove, Smith Haven Mall, St. James, and East Setauket to about 10 stops on campus. For schedules, rates, and routes call 732-5518.

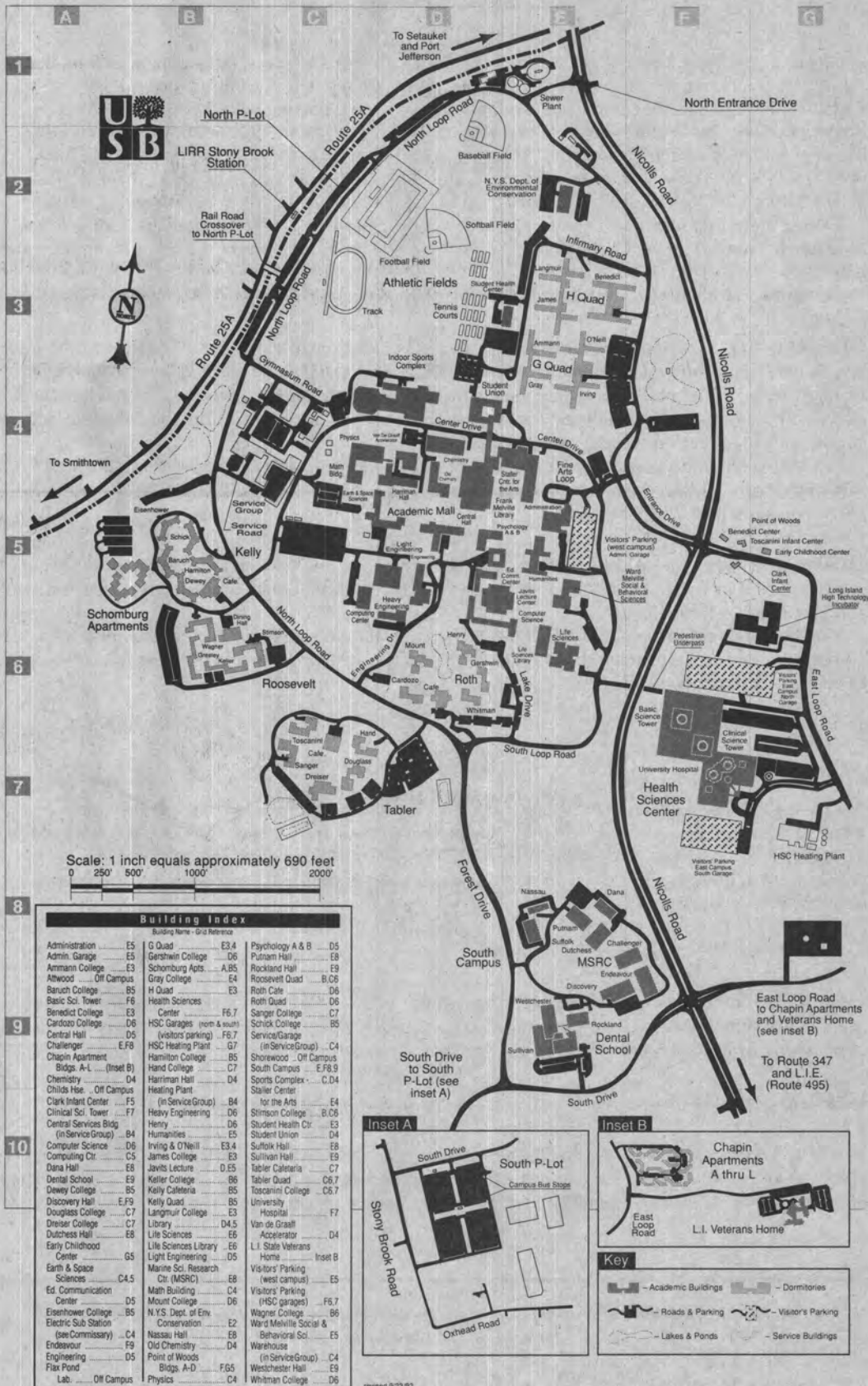
BY RAIL

Take the Long Island Rail Road's Port Jefferson line from Penn Station (Manhattan) or Flatbush Avenue Station (Brooklyn). Change trains at Jamaica or Huntington, per timetable, for Stony Brook. Cross the tracks for campus bus.

BY FERRY

Connecticut ferry from Bridgeport to Port Jefferson. West on Route 25A to Route 97 (Nicolls Rd.) south one mile. Right to Main Campus Entrance.





PARKING

ALL vehicles parked on campus are required to have a valid parking permit affixed to the rear, driver's side window. Permits are obtained at the Traffic Office, room 192, Administration Building, Monday–Friday, between the hours of 10 a.m.–4 p.m. The first Tuesday of each month the office is open until 7 p.m. You will need to bring your vehicle registration and a check for \$5 made out to SUNY STONY BROOK. Outstanding fines must be satisfied before a parking permit will be issued.

During the spring semester, vehicle registration is processed by permit category, according to the schedule distributed by the Traffic Office. You will be notified in advance of the registration dates and times.

For further information on vehicle registration, please contact the Traffic Office at (516) 632-6345.

DURING THE DAY—Commuter students with a valid permit can park at either of the three commuter lots. South P Lot is located at the corner of the South entrance of the campus and Stony Brook Road. North P Lot is located near the North entrance, next to the Long Island Railroad commuter lot. There is also a commuter lot by the Health Sciences Center. Bus service is available from the commuter lots to various areas of the main campus (see bus service).

On a daily basis, parking is available in any of three parking garages which are located by the Administration Building, the Health Sciences Center and by the Hospital. The daily hourly rate is \$1.50 up to a maximum of \$7.50 for the day.

DURING THE EVENING—After 4 p.m. (with a valid campus permit), commuters may park in any lot on campus except those posted as 24-hour Faculty/Staff Lots, Indoor Sports Complex, and the Chapman and Schomberg apartment lots.

Parking is also available in the Administration and Health Sciences Center garages after 4:30 p.m. at \$3 per day or a special evening student rate of \$7 plus tax per month. A commuter permit is required to purchase a monthly garage pass.

BUS SERVICE

Bus passes may be obtained at the Traffic Office during regularly scheduled office hours. For a semester bus pass, you will need to bring your student ID card and a check for \$25 made out to SUNY STONY BROOK. Cash payments may be made at the Bursar's Office, 2nd floor lobby in the Administration Building. The fall semester bus pass is valid from July 1–December 30. The spring semester is from January 1–June 30.

Monthly bus passes are available only during the summer session months of June, July or August at \$10 per month. The daily cost is \$.50 per ride.

DURING THE SEMESTER—Commuter buses leave the South P Lot (for commuter and visitor parking) every five minutes between 7:30 a.m. and 6:10 p.m. After 6:15 p.m. there is one bus every 15 minutes until 9 p.m., Monday–Friday.

WEEKEND SERVICE—Bus service is available from 8:30 a.m.–6 p.m. via South Local.

WINTER, SPRING, AND SUMMER RECESSES—Service is available Monday–Friday, 7:30 a.m.–11 p.m. via South and North Locals. The campus also provides access services to handicapped persons. Details of these facilities and services may be found in any university offices.

• For information concerning important deadline dates, check the Academic Calendar located on the back inside cover.

IMPORTANT HEALTH AND REGISTRATION NOTICE

ALL Stony Brook students including those enrolled through the School of Continuing Education (in credit programs) will be blocked from all registrations if they are not in compliance with Public Health Law 2165, which states that all students born on or after January 1, 1957, must demonstrate proof of immunity to measles, mumps, and rubella. Signed documentation of proof of immunity by one of the following means for each disease must be submitted to the university's Student Health Services:

MEASLES: 2 vaccines after 1/68 at least 30 days apart, 90 days recommended; or history of disease; or blood titer showing immunity.

MUMPS: 1 mumps vaccine after 1/69; history of the disease; or titer showing immunity.

RUBELLA: 1 rubella vaccine after 1/69; or titer showing immunity; history of rubella is not acceptable proof of immunity.

For those with a birth date prior to 1/1/57 a birth certificate or driver's license copy with the health form is required.

Students may report to the Student Health Service with:

- a. proof of immunity by completing and returning the immunization record form on the reverse side of this page to the address listed on the form.
- b. evidence that he/she has received one immunization and is awaiting the required time between immunizations, i.e., copy of an appointment with health practitioner (private M.D. or clinic, etc.).

ALL students who remain in noncompliance will **NOT** be permitted to register due to the fact that the university will be subject to a \$1,000 fine per student not in compliance.

Students not in compliance with Public Health Law 2165 prior to registration will no longer be permitted to attend any New York State institution unless he/she has received a religious or medical exemption or can document that he/she is in the process of receiving the necessary immunizations.

No tuition can be refunded and the student will not be able to register for an ensuing semester until proof of immunity is provided.

A limited number of immunizations are available at the Student Health Service or the Public Health Service. You may also obtain them from your private physician. If you have any questions, call the Student Health Service at (516) 632-6740.

Turn page for Immunization Record Form 

• For information on registration procedures for credit courses, see pages 19-25.

IMMUNIZATION RECORD FORM

IMMUNIZATION RECORD

Student's Name _____
Last First M.I.

Social Security No. (Student ID) _____ - _____ - _____ Date of Birth _____/_____/_____

Please complete and sign either Section I or all three parts of Section II or Section III

SECTION I

List TWO dates of "MMR" (Measles, Mumps, Rubella) vaccine inoculation:

_____ & _____

Physician's Signature
OR
Date
Attach copy of Immunization Record

SECTION II

A. MEASLES—Complete ONE of the following:

1. TWO dates of Measles vaccination: _____ & _____
2. Approximate date of Measles infection (disease): _____
3. Date of blood test for Measles immunity: _____

B. MUMPS—Complete ONE of the following:

1. Date of Mumps vaccination: _____
2. Approximate date of Mumps infection (disease): _____
3. Date of blood test for Mumps immunity: _____

C. RUBELLA (German Measles)—ONE of the following MUST be completed: vaccination or blood test required.

1. Date of Rubella vaccination: _____
2. Date of blood test for Rubella immunity: _____

Physician's Signature Date

SECTION III

Proof of birth date **prior to January 1, 1957**. Please attach a copy of one of the following: driver's license, birth certificate, baptismal certificate, or passport.

Please return this form to: Director of Student Health Service
SUNY at Stony Brook
Stony Brook, NY 11794-8791
(516) 632-6740

EXCEPTION: If you are filing a mail application/registration form as a new GSP student, send this immunization record form along with your application (including payment) directly to the CED office.

Mail Registration

New GSP Students

Spring, 1993

INSTRUCTIONS

1. Complete all unshaded areas of both sides of this form.
2. Sign and date the bottom of this page.
3. Compute tuition and fee charges using the computation tables on the reverse side of this form. (All published fees and charges are subject to change without prior notice.)
4. Complete "Immunization Record" on previous page. (New Requirement).
5. Enclose "Immunization Record," payment, and completed Registration/Application.
6. Mail to: New GSP Registration, School of Continuing Education, SBS N-201, University at Stony Brook, Stony Brook, NY 11794-4310
7. Deadline for receipt of New GSP mail registration: January 22, 1993.

1 ID (Social Security) Number ⁹	NAME (Enter Last Name (comma in a space) First Name (space) Middle Initial) (Do not leave a space between comma and first name)
--	---

Where did you earn your Bachelor's Degree? _____ **When?** _____
For admission, degree must have been conferred by an accredited institution.

Have you ever taken graduate courses at SUNY Stony Brook? Yes ___ No ___ If yes, please indicate Major _____ Class _____

ACADEMIC DATA - For Office Use Only

36	39	43	44	46	47
PEC	MO YR ENT DT	Semester Status Code	Classification Code	ETR Status	Major

PERSONAL DATA

54 MO DAY YR Birth Date	60 Sex F = Female M = Male	61 Marital Satus S = Single M = Married D = Divorced Q = Separated W = Widowed N = I prefer not to answer	62 Ethnic Code W = White (not Hispanic) H = Black (not Hispanic) A = Asian H = Hispanic I = American Indian N = I prefer not to answer
----------------------------	-------------------------------------	--	---

54 Veteran Code	60 PT-FT Code	61 Citizenship Code	1 = U.S. Citizen 2 = Non-Citizen Permanent Resident 3 = Non-Citizen on Student Visa 4 = Non-Citizen on Other Visa (Non-NYS Resident) 5 = Exchange Scholar 6 = Non-Immigrant (NYS Resident)	Indicate U.S. Permanent Resident Number _____ Date of Entry _____
--------------------	------------------	------------------------	---	--

If any Non-U.S. Citizen Code was entered in Citizenship Code above, indicate the Country of Citizenship:

4 R	10 17 36 Country of Citizenship
-----	------------------------------------

PERSONAL HOME ADDRESS

13	C	17	2 R Number and Street	30	31	39
S					County, if NYS Resident	

40	56	59	63	64	73
City, State	Zip Code	Area Code	Home Telephone No.		

LIST COURSES FOR WHICH YOU WISH TO REGISTER THIS SEMESTER (9 CREDIT MAXIMUM)

Department Abbreviation	Course No.	Section	Credits	COURSE TITLE

I hereby certify that the information I have submitted is complete and accurate to the best of my knowledge. I have read the CED bulletin and am aware of all policies pertaining to CED/GSP students.

Signature of student: _____ Date: _____

Mail Registration

New GSP Students

Spring, 1993

Note: Please read instructions on reverse side.

Use of this mail registration option is limited to the following:

- A. New Stony Brook students (U.S. Citizens only) who have earned a Bachelor's Degree and wish to be admitted as graduate non-matriculated students;
- B. Students who have not already been admitted as Stony Brook graduate students;
- C. Former GSP students who have not taken courses at Stony Brook since Spring, 1991.

PLEASE NOTE: ALL PUBLISHED FEES AND CHARGES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

- | | | | |
|----------------------------|---------------------|------------------------------|--------------------------|
| 1. GSP Application Fee: | \$ 5.00 | 3. Student Activity Fee: | \$4.85 per semester |
| 2. Tuition: (NYS Resident) | \$168.00 per credit | 4. College Fee: | \$.85 per credit |
| (Out-of-State) | \$308.00 per credit | 5. Vehicle Registration Fee: | \$5.00 per academic year |

Fee computation (includes all tuition and fees except Vehicle Registration fee)

	<i>3 credits</i>	<i>6 credits</i>	<i>9 credits</i>
NYS	\$516.35	\$1022.90	\$1529.45
Out-of-State	\$936.35	\$1862.90	\$2789.45

Total No. of Credits _____ Amount Enclosed/Charged \$ _____

Return this form along with check (payable to SUNY at Stony Brook) or credit card authorization form below and completed "Immunization Record" to:

New GSP Registration
 School of Continuing Education
 SBS N-201
 The University at Stony Brook
 Stony Brook, New York 11790-4310

Deadline for receipt of all mail registrations: **Friday, January 22, 1993**

SUNY AT STONY BROOK

AUTHORIZATION FOR USE OF VISA/MASTERCARD

BURSAR'S OFFICE

I, _____, authorize the State University of New York at Stony Brook to charge my:
(please print name)

Visa Account # _____ Valid Dates: _____ thru _____

MasterCard Account # _____ Valid Dates: _____ thru _____

MasterCard Interbank # _____ Valid Dates: _____ thru _____

Discover Card # _____ Valid Dates: _____ thru _____

For: \$ _____ Student Home Phone No: () _____

Name of Student: _____ Student I.D. # _____

Address: _____

Cardholder's Signature _____ Date: _____

QUICK REFERENCE SPRING 1993 GRADUATE COURSES

	Page #	Monday	Tuesday	Wednesday	Thursday	Saturday	Ext	Lib Stds (Fdns)
ARH 542:01 Topics in Medieval Art	27							
ARH 544:01 Topics in Baroque Art	27		•		•			
ARH 546:01 Topics 20th Century Art	27			•				
ARH 550:01 Inquiry Art Criticism	27				•			
BCD 656:01 Cell & Tissue Bio	27		•		•			
CEA 509:01 Mainstreams Mod Art	27			•				•
CEA 586:01 Teach Whole Lng/Actng	28, 41			•				
CEC 522:01 Phonetics	36			•				
CEC 547:21 Edu Plan Lrng Disabl	28			•			•	
CEC 548:21 Teach Gifted Children	28			•			•	
CEC 560:21 Deafness	29	•					•	
CED 502:21 New York, New York	35		•				•	
CED 595:01 Project Seminar	39				•			
CED 595:02 Project Seminar	39	•						
CED 595:03 Project Seminar	39							
CED 595:05 Project Seminar	39		•					
CED 595:06 Project Seminar	39		•					
CED 595:08 Project Seminar	39	•						
CED 595:21 Project Seminar	39			•			•	
CEE 505:01 Edu: Theory & Practice	29				•			
CEE 505:02 Edu: Theory & Practice	29		•					
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CEE 511:01 Home Sch Relatshp	29			•				
CEE 512:01 Hist Issues Am Educa	29			•				•
CEE 516:01 Child Sexual Abuse	29	•						
CEE 519:21 Effective School	29		•				•	
CEE 520:01 Currlm:Clssrm Mgt	29			•				
CEE 521:01 Business of School	29		•					
CEE 528:21 Court and Classroom	30				•		•	
CEE 530:21 Cur Dev Elemen Sch Sci	30, 40			•			•	
CEE 532:21 Wrkshp Teach Read	30		•				•	
CEE 538:21 Interpreting Stand Testing	30				•		•	
CEE 539:21 Comm Disorders in Schools	30		•				•	
CEE 540:01 Substnce Abuse Prevent	30		•					
CEE 549:21 Elementary Sch Scien	30, 40		•				•	
CEE 550:21 Behavior Mgmt for Educators	30	•					•	
CEE 551:21 School Restructure	30	•					•	
CEE 555:01 Supervision Instruct	31				•			
CEE 557:01 Read/Write Lang Arts	31				•			
CEE 559:21 Cooperative Lrng Structs	31				•		•	
CEE 562:01 Methds Mid Sch Sci	31, 40			•				
CEE 564:21 Collaboratn Clssroom	31	•					•	

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CEE 578:01 Teach Soc Stds	31		•					
CEE 579:01 Soc Studies Student Teach	31							
CEE 580:01 Stu Tch Sem:Soc Stds	31			•				
CEE 589:01 Stu Teach:English	32, 33							
CEE 590:01 Stu Tch Seminar:English	32, 33			•				
CEF 509:01 Fmily:Affects Academ	32, 34	•						
CEF 515:01 Family/TV & Lrng	32, 34				•			
CEH 510:01 Painting	27		•					
CEH 512 Project in Art Hist	27							
CEH 514 Study in Studio Art	27							
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CEH 568:01 Great Traditions/Mus	37		•					
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CEI 504:01 Human Behavior	39	•						•
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CEI 534:01 A Woman Writer:1900-70	33	•						•
CEI 541:01 Oceanography	36	•						•
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SCHOOL OF CONTINUING EDUCATION

HIGHER EDUCATION GENERAL INFORMATION SYSTEMS REGISTRATIONS

Master of Arts in Liberal Studies	HEGIS	4901
Master of Professional Studies	HEGIS	2299
Master of Arts in Teaching:		
Social Studies	HEGIS	2201
English	HEGIS	1501
French	HEGIS	1102
Italian	HEGIS	1104
German	HEGIS	1103
Russian	HEGIS	1106
Advanced Certificate Programs:		
Coaching	HEGIS	0835
Environmental/Occupational Health and Safety	HEGIS	1299
Long Island Regional Studies	HEGIS	4903
Waste Management	HEGIS	0420

NOTES

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NOTES

FALL 1993 CED ACADEMIC CALENDAR/REGISTRATION SCHEDULE

May 3–August 27—Walk-in Registration for fall 1993 (except May 31): May 3–May 21, 10 a.m.–4 p.m.
May 24–August 20, 9 a.m.–3 p.m.
August 23–August 27, 10 a.m.–4 p.m.
Selected evenings (see schedule below)

May 28, Friday—Deadline for advance mail registration for continuing students.

June 12, Saturday—CED Open House, 10:30 a.m., Social and Behavioral Sciences Building, call (516) 632-7050.

August 11, Wednesday—CED Open House, 10:30 a.m. Social and Behavioral Sciences Building, call (516) 632-7050.

August 13, Friday—Deadline for mail registration for NEW nonmatriculating graduate students.

August 23–27, Monday–Friday—Final in-person registration begins in Administration Lobby.

August 30, Monday—On-Campus classes begin; late registration period begins with a \$30 late fee assessed and professor's signature required.

September 1, Wednesday—Senior Citizen Auditor Program registration in S102 Ward Melville Social and Behavioral Sciences Building 10 a.m.–2 p.m.

September 3, Friday—Last day to drop a course without tuition liability.

September 6, Monday—Labor day, classes not in session.

September 13, Monday—End of late registration; last day for School of Continuing Education students to add a course, or to drop a course without a W (withdrawal) being recorded.

September 14, Tuesday—Classes follow Thursday schedule.

September 15, Wednesday—Classes follow Friday schedule.

September 16–17, Thursday–Friday—Rosh Hashanah recess, classes not in session.

September 24, Wednesday—Deadline to file for December 1993 graduation at CED Office.

October 11, Monday—Columbus Day observed, classes in session.

October 29, Friday—Last day for School of Continuing Education students to withdraw from one or all courses for which they are registered. After this date students must petition the CED Committee on Academic Standing for approval to withdraw from one or all classes or to withdraw from the university.

November 1, Monday—Last day for removal of I (Incomplete) and NR (No Record) grades from spring and summer 1993.

November 2, Tuesday—Election day; classes in session.

November 11, Thursday—Veteran's Day, classes in session

November 25–26, Thursday–Friday—Thanksgiving recess, classes not in session.

December 10, Friday—Last day of classes for fall 1993.

December 13–18 Monday–Saturday—Final examinations; final grades due in Registrar's Office 48 weekday hours after last class meeting or scheduled examination.

January 24, 1994, Monday—Classes begin for spring 1994 semester.

Please adhere to deadlines cited in the academic/registration calendar above.

END NOTES

EVENING SERVICES FOR EVENING STUDENTS

During the Fall semester, the School of Continuing Education office is open Monday–Thursday, 9 a.m.–6 p.m. (9 a.m.–7 p.m. during drop/add period) and from 9 a.m.–5 p.m. on Friday when classes are in session. During inter-session the CED Office is open Monday–Thursday, 9 a.m.–5:30 p.m. and from 9 a.m.–5 p.m. on Friday. The CED, Registrar, Bursar, and Student Accounts offices will re-open on the following evenings from 5–7 p.m.:

Spring/Fall 1993: April 20, 27; May 4, 11, 25; August 24, 31; September 7; October 5; November 2, 16, 23, 30; December 7. **Summer 1993** from 4–6 p.m. June 1; July 6, 13; and August 3.

IMPORTANT NOTICE

CED and most university service offices will be closed on the following holiday Mondays: May 31 (Memorial Day), and September 6 (Labor Day).

EMERGENCY CLOSING INFORMATION

If it is necessary to cancel classes because of inclement weather, announcements will be made over local radio stations.

School of Continuing Education
Ward Melville Social and Behavioral Sciences Building
State University of New York at Stony Brook
Stony Brook, New York 11794-4310

A Special Reminder

You are invited to attend our CED Open House on
Saturday June 12 and Wednesday August 11 at 10:30 a.m.
For more information, please call 516 632-7050.

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