

# College of Health and Human Services

## Administrative Officers

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**Website:** [www.iun.edu/chhs/](http://www.iun.edu/chhs/)  
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## Overview

The College of Health and Human Services at IU Northwest offers degree programs in a wide range of health-related fields. Detailed information is presented in the sections that follow. While every effort has been made to provide accurate information, students should seek academic advice from a faculty member of the specific program in which they are interested before making final decisions based on the program descriptions contained in this bulletin. Additionally, all programs in the College of Health and Human Services have program specific policies; program-specific information can be found in the appropriate section.

## Contact Information

[College of Health and Human Services](#)

IU Northwest  
Dunes Medical / Professional Building, Room 3003  
3400 Broadway  
Gary, Indiana 46408  
(219) 980-6555

[Contact the College of Health and Human Services](#) for additional contact information.

## Admission

Admission to most of the College of Health and Human Services programs requires a separate application and admission process. See program specific details.

The admission policies of individual programs within the College comply with the following standards:

- Prerequisite Course Work
- Grade Requirements
- Repeated Courses
- Ineligibility
- Students with Disabilities
- Essential Abilities
- Admissions Procedures
- Transfer Credit
- Correspondence Courses
- Disciplinary Probation

## Prerequisite Course Work

Applicants must complete prerequisite courses at an accredited high school (or by GED equivalent), college, or university. Individual programs determine the specific courses and the minimum grade that must be achieved in any course (see specific program information). Each program must approve the completion of a prerequisite course with a Pass/Fail grade. Applicants should read

the admission policies and program descriptions in this bulletin for specific admission requirements.

## Grade Requirements

Without exception, applicants must have a cumulative grade point average of at least 2.0 on a 4.0 scale for *all* course work completed at Indiana University and/or any other college or university. Some programs have established a minimum grade point average higher than 2.0 on a 4.0 scale. Some programs also use a component of the overall grade point average (for example, math/science grade point average). See specific program information. Only completed course work and the resultant grade point average are evaluated. Students may not be admitted to, hold a position in, or begin a program if they are on probation. Students are placed on probation when the cumulative and/or semester grade point average falls below a 2.00 on a 4.00 scale.

The applicant must also maintain the minimum grade point average as established by the program. The applicant's grade point average will be the major consideration. See specific program information.

## Repeated Courses

Programs in the College of Health and Human Services have specific policies governing repeating of courses. See program specific information.

## Ineligibility

Failure to successfully complete certain General Education courses may make a student ineligible for admission to College of Health and Human Services programs. A pattern of course withdrawals may reduce the student's chances of admission to a College of Health and Human Services program. See program specific information.

Individuals convicted of sexual crimes will be ineligible for admission to most College of Health and Human Services programs. Should such a situation occur during enrollment in the program, decisions related to dismissal will be addressed on a case-by-case basis.

## Essential Abilities

Most academic programs in the College of Health and Human Services have specified essential nonacademic abilities critical to the success of students enrolled in that program. Once admitted to an academic program, students are expected to meet program standards for these essential abilities in order to participate in the educational program. Copies of each program's essential abilities are available upon request from the program office. Modifications in the learning environment to assist students in meeting these essential abilities and all other progression requirements will be made in accordance with federal and university guidelines and in consideration of individual needs. For more information contact the specific program office.

## Admission Procedures

1. Individuals must read the program-specific sections in this bulletin for additional admission requirements and deadlines.
2. Individuals seeking admission to a professional program must submit a complete application prior to

the program's application deadline. Admission to the professional program is competitive; application for admission to the university does not constitute automatic admission to a program.

3. Applicants who are not Indiana University students must also file an Indiana University application and pay the application fee prior to the program application deadline. Applications for admission to Indiana University can be obtained from the Office of Admissions on the campus of interest. Some campuses may have application deadlines.
4. The program's admission committee reviews all completed applications. The selection of a class is based on school and program admission criteria. All applicants receive written notification of their admission status.
5. Applicants may appeal any admission decision except the requirement of a grade point average of 2.0 on a 4.0 scale. Copies of the policies and procedures governing the appeals process are available on request from the programs' administrative offices.
6. Individuals interested in being admitted to one of the school's programs should contact the program of interest annually for an update of admission criteria.
7. Applicants must obtain an application for the year in which they wish to apply.
8. Applicants should check the current program application for the deadlines for submission.
9. Students who have a positive criminal history may be ineligible for admission, unable to be placed clinically (and thus unable to progress through the program), or unable to obtain appropriate credentials to practice in some disciplines. Contact the program director for further information.
10. A student whose name appears on the Sex Offenders List will not be allowed to pursue admission to any program in the College of Health and Human Services.
11. Programs may calculate the competitive grade point average utilizing grades earned in remedial courses differently. See the program-specific section.

## Transfer Credit

The campus Office of Admissions will determine acceptance of credit from a regionally accredited college or university for transfer to Indiana University. Each program in the College of Health and Human Services retains the right to determine the acceptability of transfer credit to meet degree requirements.

While the grades from *all* course work completed at Indiana University and all other colleges and universities are used to calculate the *admission grade point average*, only grades of C or above will be considered for transfer. The university does not accept the transference of special credit by examination awarded by another college or university. The transfer of credit earned through a regionally accredited junior college or a community college is normally limited to the equivalent of two years of academic work toward a baccalaureate degree and one year of academic work toward an associate degree.

## Correspondence Courses

All credit to be applied to a College of Health and Human Services degree earned through correspondence study, or other nontraditional methods must be validated and approved by the faculty of the program to which the student is applying.

## Students with Disabilities

Persons who have physical, mental, or learning impairments are encouraged to work with academic counselors to plan how the applicant can be helped to meet essential program requirements. The person with disabilities must meet academic requirements and technical standards that are essential to the program of instruction or to any directly related licensing requirements. Modifications in the means by which academic requirements are met will be given individual consideration. Students can also contact the Office of Student Support Services, Hawthorn Hall at (219) 980-6941.

## Disciplinary Probation

Disciplinary probation is administered according to the *Code of Student Rights, Responsibilities, and Conduct and the College of Health and Human Services Disciplinary and Appeals Process*.

## Policies & Procedures

### General Policies

#### Student Responsibility

Students in the College of Health and Human Services are responsible for planning their own programs, meeting degree requirements, and receiving academic advising from their respective program advisor each semester. Academic counselors, faculty, and administrators are available to assist students in understanding degree requirements. It is important for students to acquaint themselves with all regulations and to remain properly informed throughout their studies. All provisions of the bulletin are in effect for the year in which the student enters the major. Students interrupting their studies, pursuing part-time study, or full-time students taking more than one year to complete prerequisite requirements are subject to policy and curriculum changes as they occur. Curriculum changes during the progress toward the degree may result in revision of degree requirements.

#### Drug-free Campus

Students are prohibited by Indiana University to use or possess alcoholic beverages, any drug or controlled substance, or drug paraphernalia on university property or in the course of a university activity or student organization activity. Students are responsible for acquainting themselves with this policy and the sanctions for violation of the policy.

#### Professional Liability Insurance

All students in the College of Health and Human Services having patient/client contact will be covered under the malpractice contract for Indiana University. This liability insurance will not extend to employment outside of course-related activities. The student should be aware that failure to pay course and other fees will result in

non-coverage under the malpractice contract of Indiana University. Such non-coverage makes the student ineligible to attend clinical classes. Some programs may require additional professional liability insurance; see specific program policies.

## Standards of Conduct

Students are subject to the standards of conduct as defined in Indiana University's *Code of Student Rights, Responsibilities, and Conduct*. Stated due process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in this document. Additionally, all students are expected to adhere to the College of Health and Human Services Honor Code. The CHHS Honor Code can be found at: <http://www.iun.edu/chhs/>.

## Dress Code

In clinical courses, students wear the designated uniform of the program. All students wear the designated photo identification badge when in a clinical agency. Students not appropriately attired may be asked to leave the clinical area by their instructor. Such an occurrence constitutes an absence. See program information for program-specific policies.

## Drug Screen

Clinical sites may require students to have a drug screen prior to attending clinical at their agency, or may require one on demand in certain situations. Failure to comply immediately will result in removal from the site and possible dismissal from the program. Additionally, a positive drug screen may prevent students from being able to be placed in a clinical agency. See program information for program-specific policies.

## Health Requirements

Students in many College of Health and Human Services programs are required to show proof that they have met the immunization, physical examination, and laboratory examination requirements of hospitals and other health agencies used for clinical experiences, as well as CPR certification. Specific instructions will be distributed prior to clinical assignment. Failure to meet those health requirements will make the student ineligible for clinical classes. See program information for program-specific policies.

## Criminal History Check

Many of the clinical sites where College of Health and Human Services students complete their hands-on clinical experiences (such as hospitals, clinics, and other agencies) require verification of having undergone a criminal background check before students can be placed in their organizations. Failure to meet this requirement will make the student ineligible for clinical classes. It is possible that a positive criminal history may prevent students from progressing in a College of Health and Human Services program. See program information for program-specific policies.

## Transportation

Students are to provide their own transportation for educational experiences requiring travel. Classes and clinical facilities are distributed in various locations

throughout Northwest Indiana and the Chicago area, with limited public transportation. Students using cars for clinical must be able to show proof of auto insurance that is compliant with Indiana law. In addition, the student must show proof of a valid driver's license. Indiana University does not assume liability for individual incidents involving personal vehicles.

## Policies & Procedures

Admission to the College of Health and Human Services programs requires a separate application and admission process. The admission policies of individual programs within the College comply with the following standards.

## Disciplinary Probation

Disciplinary probation is administered according to the *the College of Health and Human Services Disciplinary and Appeals Process (available at: )*

## Absences

Loss of time in any one clinical area may require that the student repeat the course. Faculty will distribute program-specific absence policies.

## Audit Students

An audit student officially registers for a class and pays applicable credit hour rates. Upon completion, the course is entered on the permanent university record as one taken for no credit (NC). Check with your academic counselor for specific instructions. Required general education courses taken for NC will not apply toward completion of program requirements. Students may not audit any clinical course. The opportunity to audit a didactic course is dependent on the availability of space and permission of the instructor.

## Class Standing

Within Indiana University, class standing is based on the total number of credit hours a student has earned. However, within a program, class standing is assigned according to a student's progress in the professional curriculum.

## Completion of Degree Requirements

The program records specialist must receive removal of all Incomplete and Deferred grades, special credit, and Independent Study course grades no later than three weeks prior to the end of classes of the student's last semester before graduation.

## Cumulative Grade Point Average

All work attempted at Indiana University is used to calculate the cumulative grade point average. Courses transferred from another institution are not included for calculation in the cumulative grade point average. However, the pre-program grade point average is calculated by including all (transfer and IU) courses used toward the degree.

## Dismissal

Upon the recommendation of the faculty in the student's program, a student may be dismissed from the College of Health and Human Services. Dismissal is based on the failure to meet academic or professional standards. The student will be informed of the dismissal in writing by the

dean of the College of Health and Human Services or the dean's representative.

A student in the College of Health and Human Services may be dismissed from the school when, in the judgment of the faculty, the student has ceased to make satisfactory progress toward a degree. When an undergraduate student fails to attain a C (2.0) grade point average in any two consecutive academic sessions, has a cumulative grade point average below C (2.0) for two consecutive sessions, or fails to earn higher than a D (1.0) grade point average in any one semester, the student is automatically considered to be making unsatisfactory progress toward a degree and is thereby eligible for dismissal.

In addition, a student who fails to meet program-specific academic requirements is considered not to be making satisfactory academic progress toward a degree and may be dismissed. At the time of initial enrollment, each student receives a copy of the program-specific academic requirements.

A student failing to meet the standards of professional and personal conduct may also be recommended for dismissal.

Programs have specific policies regarding reinstatement or reenrollment of students who have withdrawn or are dismissed. See program specific information.

## Honors

The College of Health and Human Services offers the following honors to recognize superior student performances. In addition, see specific program information.

### Degrees Awarded with Distinction

To graduate with academic distinction, degree candidates must rank within the highest 10 percent of the graduating class. Additionally, baccalaureate degree candidates must have completed a minimum of 60 credit hours at Indiana University. Academic distinction is conferred on graduates as follows:

- 3.83 - 4.00 Highest Distinction
- 3.66 - 3.82 High Distinction
- 3.50 - 3.65 Distinction

Distinction is based on course work completed at Indiana University, including the final semester.

### Dean's List

Full time students who earned a 3.3 grade point average or higher for the semester and part time students who earned a 3.3 grade point average or higher carrying 12 credit hours or more during the regular academic school year are placed on the Dean's List.

## Intercampus Transfers

Students in good academic standing may seek intercampus transfer by petitioning the faculty on the campus of desired transfer at least one semester in advance of requested transfer. Intercampus transfer requests will be evaluated individually on the basis of student record review and the availability of course positions, faculty, and facilities to meet student needs and program objectives.

## Probation

Upon the recommendation of the faculty in the student's program, a student is placed on probation. Probationary recommendations are made when the student does not meet standards of academic performance or professional behavior. A student will be placed on academic probation for the academic session following the one in which the student fails to attain a minimum C (2.0) cumulative and semester grade point average. Individual programs may have additional academic and professional standards. A student who fails to meet these program-specific standards may also be placed on probation. Students are informed of program-specific standards upon entering the program. A student will be removed from probation after satisfactorily completing the program's specified requirements. Students are notified in writing of probationary actions by the College of Health and Human Services dean or the dean's representative.

## Residency Requirement

A minimum of 51 percent of the required courses must be completed at Indiana University. Courses assigned to the Indiana University transcript through the process of validation will not count toward meeting the residency requirement. The Indiana University campus on which the student met the residency requirement will award the degree.

## Semester Load

To be considered a full-time student by the university, the student must register for a minimum of 12 credit hours each fall and spring semester and a total of 6 or more credit hours during a summer session. The maximum load is 18 credit hours. Students who want to carry more than 18 credits must obtain permission of the program director or dean. In addition, students should have a cumulative B (3.0) average or have earned a B (3.0) average in their last semester.

## Students in Good Standing

Students must maintain a minimum cumulative grade point average of C (2.0) and a minimum grade point average of 2.0 for the most recent academic session and meet additional programmatic, academic, and professional standards in order to be considered in good standing. Students are informed of programmatic, academic, and professional standards during program orientation.

## Withdrawals (Grade of W)

Withdrawals are issued to students wishing to withdraw from any or all courses if the official withdrawal process is completed by the automatic withdrawal deadline dates printed in the current class schedule. A grade of W will appear on student transcripts when students complete the official withdrawal process with the appropriate approval. After the automatic withdrawal deadline, the grade awarded will be an F or W as determined by the instructor. Withdrawal after the automatic deadline is not automatic and requires approval of the College of Health and Human Services dean or the dean's representative; permission will be granted only in extraordinary circumstances. *W is an option after the withdrawal deadline only if the student is passing.* A grade of FN will be recorded on the official transcript if a student stops attending but does not officially withdraw from class.

## Schools & Divisions

### Dental Education

#### Administrative Officer

Juanita Robinson, M.S.Ed., L.D.H., C.D.A, E.F.D.A,  
*Clinical Assistant Professor of Dental Education, Program Director*

**Web site:** [www.iun.edu/dental/](http://www.iun.edu/dental/)**Phone:** (219) 980-6770

#### About Dental Education

Dental Education expects to offer a Bachelor of Science in Dental Hygiene (beginning in the fall semester of 2013), currently offers an Associate of Science in Dental Hygiene (expected last class accepted in the fall semester of 2012), and currently offers a Certificate in Dental Assisting. Detailed information is presented in the sections that follow. While every effort has been made to provide accurate information, students should seek academic advice from the Dental Education advisor before making final decisions based on the program descriptions contained in this bulletin.

#### Mission

The mission of the Dental Education department at Indiana University is to improve the public's total health by advancing the art and science of dental assisting and dental hygiene by increasing the awareness of and ensuring access to quality oral health care, promoting the highest standards of dental assisting and dental hygiene education, certification, licensure and practice, and representing and promoting the interest of dental assistants and dental hygienists.

#### Accreditation

The Dental Assisting and Dental Hygiene programs are accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL, 60611, phone: (800) 621-8099.

#### Student Dental Assisting and Student Dental Hygiene Association

Undergraduate students are eligible for student membership in the national, state, and local constituents of the American Dental Assistants' Association (ADAA) or the American Dental Hygienists' Association (ADHA). Sustaining membership is obtained by individuals attending an accredited program. The purpose of the organization is for the students to become active in their professional association. The students have the opportunity to take advantage of the tangible benefits and the intangible benefits that play a vital role in the security of the profession.

### Admission Policies

#### Repeated Courses

Applicants whose grade point average is at least 2.0 on a 4.0 scale who have repeated courses will have their admission grade point average calculated by averaging the grades earned together. The FX policy of Indiana University is also utilized for repeated courses. The FX option is applied with the following restrictions: no more than three courses will be deleted, and the grade will be deleted no more than once for a given course. If more than three courses are repeated, the applicant

will determine which of the repeated courses are to be deleted.

#### Essential Abilities

A certificate in dental assisting or degree in dental hygiene attest to the mastery of knowledge and skills. Graduates must possess the essential knowledge and skills to function in a variety of clinical situations and render a wide spectrum of patient care in a safe and effective manner.

The Dental Education faculty has therefore specified non-academic criteria, Essential Abilities for Admission and Retention, which all applicants and students are expected to meet in order to participate in the dental assisting and dental hygiene programs. These criteria include the following five categories: observation; communication; motor function; intellectual-conceptual, integrative and qualitative abilities; and behavior and social attributes. All accepted students will be required to sign a statement certifying that they can meet the essential abilities that apply to the dental assisting and dental hygiene program.

### Dental Assisting Admission Procedures

Candidates for admission to the program must be high school graduates with a 2.0 grade point average (on a 4.0 scale), or GED equivalent. High school courses in biology, chemistry, and computers are strongly recommended.

Each candidate must submit the following materials to the Dental Education Admissions Advisor prior to **July 1** for consideration for entry into the class beginning in the fall semester of that year. (Applications submitted beyond the **July 1** deadline will be considered based upon class availability.)

1. Applicants must first make application to IU Northwest if *not* previously admitted by an Indiana University campus. Please contact the IU Northwest Admissions Office for an application at (219) 980-6991.
2. Complete a Dental Assisting Program Application. This application is available online at [www.iun.edu/~dental/](http://www.iun.edu/~dental/), in the Dental Education Department, Dunes Medical/Professional Building, Room 1180, or by calling (219) 980-6770. A separate application must be submitted to each campus the student is interested in attending.
3. Two IU Northwest Dental Education Recommendation Forms.
4. Official college and university transcripts, if applicable.

In August, upon receipt of all application materials, applicants are *required* to attend the Dental Assisting Applicant Open House. Applicants will be notified by mail concerning the date and time of the Open House.

Class size for the dental assisting program is limited. Therefore, each applicant is encouraged to schedule an appointment with the advisor of the dental assisting program and to apply early. The Dental Assisting Admissions Committee reviews all applicants without discrimination or favor of sex, age, race, religion or national origin.

## Dental Assisting Career Options

Employment opportunities are available in private dental practice (general or specialty); hospitals; educational institutions; business; and federal, state and community clinics.

## Dental Assisting Curriculum

The dental assistant is a member of the dental health team and is concerned with the prevention of dental disease. The dental assistant is also trained to aid the dentist in the detection, care, and treatment of already present oral pathology.

Graduate dental assistants have completed a professional, accredited college program that entitles them to take a national certification examination administered by the Dental Assisting National Board. Upon successful passage of this examination, the assistant becomes a Certified Dental Assistant (CDA).

The trained dental assistant is qualified to seek employment in private dental practices, both general and specialized, as well as in local, state, or federal health clinics and educational programs. Dental publishing companies and dental sales companies also offer job opportunities.

The dental assisting program is a 1-year, 36 credit hour certificate program. To be eligible to apply to the program, an applicant must be a high school graduate (or GED equivalent) with a minimum grade point average of 2.0 or a C average.

### [Student Consumer Information about this Program](#)

IU Northwest offers an educational program that allows students to apply their credits toward an associate of science or a bachelor's degree, in another discipline, which is generally required for positions involving the responsibilities of education and/or administration.

### Fall Semester

- DAST H214 Oral Anatomy (3 cr.)
- DAST A112 Medical/Dental Emergencies and Pharmacology (2 cr.)
- DAST AI21 Microbiology and Asepsis Techniques (2 cr.)
- DAST A171 Clinical Science I (5 cr.)

Total (12 cr.)

### Spring Semester

- DAST A131 Dental Materials I (2 cr.)
- DAST A111 Oral Pathology, Physiology, and Anatomy I (2 cr.)
- DAST A113 Oral Pathology, Physiology, and Anatomy II (1 cr.)
- DAST A141 Preventive Dentistry (2 cr.)
- DAST A172 Clinical Science II (5 cr.)
- - DAST H242 Introduction to Dentistry (1 cr.)
  - DAST A161 Behavioral Science (1 cr.)
  - DAST H303 Radiology I (2 cr.)
  - DAST A132 Dental Materials II (2 cr.)
  - DAST H242 Oral Histology and Embryology (1 cr.)

- DAST A162 Oral and Written Communications (2 cr.)
- DAST A182 Practice Management, Ethics and Jurisprudence (2 cr.)
- DAST A152 Radiology Clinic (1 cr.)

- Total (12 cr.)

### Summer I

Total (6 cr.)

### Summer II

Total (6 cr.)

Additional information may be obtained by writing to:

IU Northwest  
 Dental Assisting Program Advisor Dunes / Medical  
 Professional Building Room 1180  
 3400 Broadway  
 Gary, IN 46408  
**Phone:** (219) 980-6770

## Dental Hygiene Admission Procedures

### Prerequisites for Associate of Science in Dental Hygiene

The dental hygiene program requires 35 credit hours of prescribed liberal arts courses. The 35 credit hours may be taken at any accredited college or university. Required courses should not be taken under the Pass/Fail option; the admissions committee must approve any exceptions. The student must maintain at least a 2.5 GPA on a 4.0 scale to be eligible for consideration. Courses taken at institutions other than Indiana University must show a grade of C or better to be accepted as transfer credit by Indiana University Admission's Office. All applicants must receive a minimum grade of C in each prerequisite course to be eligible for the program. Required courses include one semester of English composition, one semester of chemistry with a laboratory, one semester of psychology, one semester of sociology, one semester of public speaking, one semester of computer education, one semester of microbiology, two semesters of anatomy and physiology each with a laboratory, and one semester in arts and humanities (such as literature, history, philosophy, foreign language, music, art appreciation, or religion). Total credit hours are 35. All required courses must be completed for eligibility in the dental hygiene program.

### Prerequisites for Bachelor of Science in Dental Hygiene

The dental hygiene program requires 64 credit hours of prescribed liberal arts courses. The 64 credit hours may be taken at any accredited college or university. Required courses should not be taken under the Pass/Fail option; the admissions committee must approve any exceptions. The student must maintain at least a 2.5 GPA on a 4.0 scale to be eligible for consideration. Courses taken at institutions other than Indiana University must show a grade of C or better to be accepted as transfer credit by Indiana University Admissions's Office. All applicants must receive a minimum grade of C in each prerequisite course to be eligible for the program. Required courses

include one semester of English composition, one semester of professional writing, two semesters of chemistry (one with a laboratory and one without a laboratory), one semester of psychology, one semester of sociology, one semester of public speaking, one semester of computer education one semester of human biology, one semester of microbiology, two semesters of anatomy and physiology each with a laboratory, one semester of basic mathematics, one semester of nutrition, one semester of statistics, one semester of urban public health, one semester from cultural and historical studies (elective), two semesters of arts and humanities (such as literature, history, philosophy, foreign language, music, art appreciation, or religion - electives). Total credit hours are 64. All required courses must be completed for eligibility in the dental hygiene program.

Applications may be obtained on line at [www.iun.edu](http://www.iun.edu), in the Dental Education Department, Dunes Medical/ Professional Building, Room 1180 or by calling (219) 980-6770. The application must be returned by February 1 to be considered for acceptance in the fall semester of that year. A separate application must be submitted to each campus the student is interested in attending.

- Applicants must first make application to IU Northwest if *not* previously admitted by an Indiana University campus. (Courses cannot be transferred without making application to IU Northwest.)
- Applicants must complete and return the Dental Hygiene Application to the Department of Dental Education no later than *February 1* for entry into the class beginning in the fall semester of that year.
- Items that must be submitted to the Dental Hygiene Program Admission Committee by *February 1* include:
  - Official high school transcript
  - Official college and university transcripts (This includes transcripts to be sent for course work completed by February 1)
  - Dental Hygiene Application
  - Proof of IU Northwest acceptance (if not currently attending an Indiana University campus)

In February, upon receipt of the dental hygiene application and other supporting materials, applicants are *required* to attend the Dental Hygiene Applicant Open House. The applicant will be notified of the Open House by mail during February.

Class size for the dental hygiene program is limited and each year there are more qualified applicants than can be accepted. Therefore, applicants are encouraged to consult with a program advisor for pre-dental hygiene advising. The Dental Hygiene Admissions Committee reviews all applicants without discrimination or favor because of sex, age, race, religion, or national origin.

Selection of dental hygiene students is based upon, but is not limited to, satisfying prerequisites, number of college credit hours satisfactorily completed, overall college grade point average, prerequisite GPA, high school rank, applicant Open House attendance, and an individual appraisal of the applicant's established record and potential for development.

### Seven-Year Limit

All credit to be applied to a dental education degree earned through Indiana University's Division of Extended Studies, correspondence study, or other nontraditional methods must be validated and approved by the director of the program to which the student is applying. Dental Education retains the right to determine the acceptability of transfer credit to meet degree requirements.

### Dental Hygiene Career Options

The dental hygienist is a licensed member of the dental health team and is concerned with the prevention of diseases of the oral cavity. The dental hygienist completes a professional college program that entitles the graduate, upon successful passage of national, regional and state board examinations, to perform specific preventive treatments of children and adults; to expose and process dental radiographs (x-rays); to assume duties in the dental office; and/or to participate as a dental health professional in federal, state, or local public health clinics and educational programs.

IU Northwest currently offers a program that leads to an Associate of Science in Dental Hygiene degree (last class accepted in fall semester 2012) and will be offering a Bachelor of Science in Dental Hygiene degree (beginning in fall semester of 2013) and a Bachelor of Science in Dental Hygiene completion degree (beginning in fall semester of 2014). While the associate degree is adequate to prepare the dental hygienist to perform the tasks that may be assigned in the private dental office, additional knowledge and skills are necessary for positions involving the responsibilities of public health, education, or administration. Because of increasing interest among dental hygienists in those opportunities, the baccalaureate degree will be offered in the fall semester of 2013 at IU Northwest and is offered at several other institutions in the state.

Students interested in pursuing a dental hygiene degree should consult the Dental Education program advisor at IU Northwest.

### Dental Hygiene Curriculum - Associate Degree

#### Pre-dental Hygiene Curriculum

- ENG W131 English Composition (3 cr.)
- SOC 5161 Principles of Sociology (3 cr.)
- CHEM C101 Elementary Chemistry I (Lecture) (3 cr.)
- CHEM C121 Elementary Chemistry I (Lab) (2 cr.)
- Select one of the following (3 cr.)
  - SPCH S121 Public Speaking
  - SPCH S122 Interpersonal Communication
- Select one of the following (3 cr.)
  - CSCI A106 Introduction to Computing
  - CSCI C106 Introduction to Computers and Their Use
  - EDUC W200 Microcomputing for Education: An Introduction
- Arts and Humanities Elective (3 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)

- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- PSY P101 Introductory Psychology I (3 cr.)
- BIOL M200 Microorganisms in Nature/Disease (4 cr.)

Total (35 cr.)

### Dental Hygiene Curriculum

All students must receive a minimum grade of C or better in each course to be eligible for graduation.

#### First Year of Professional Courses

##### Fall Semester

- DHYG H214 Oral Anatomy (3 cr.)
- DHYG H303 Dental Radiology (2 cr.)
- DHYG H218 Fundamentals of Dental Hygiene (4 cr.)
- DHYG H205 Medical and Dental Emergencies (1 cr.)
- DHYG H217 Preventive Dentistry (2 cr.)
- DHYG H211 Head and Neck Anatomy (2 cr.)

Total (14 cr.)

##### Spring Semester

- DHYG H224 Oral Histology and Embryology (1 cr.)
- DHYG H308 Dental Materials (2 cr.)
- DHYG H219 Clinical Practice I (4 cr.)
- CHEM C102 Elementary Chemistry II (3 cr.)
- DHYG H305 Radiology Clinic I (1 cr.)
- DHYG H242 Introduction to Dentistry (1 cr.)

Total (12 cr.)

##### Summer I

- NURS B215 Nutrition for Health Professionals (3 cr.)
- DHYG H204 Periodontics (1 cr.)
- DHYG H215 Pharmacology and Therapeutics (2 cr.)
- DHYG H220 Summer Radiology Clinic (1 cr.)
- DHYG H221 Summer Clinic (3 cr.)

Total (10 cr.)

#### Second Year of Professional Courses

##### Fall Semester

- DHYG H250 Local Anesthesia and Pain Control (2 cr.)
- DHYG H304 Oral Pathology (2 cr.)
- DHYG H311 Dental Health Education (2 cr.)
- DHYG H301 Clinical Practice II (5 cr.)
- DHYG H321 Periodontics (2 cr.)
- DHYG H306 Radiology Clinic II (1 cr.)

Total (14 cr.)

##### Spring Semester

- DHYG H320 Ethics, Jurisprudence, and Practice Management (2 cr.)
- DHYG H307 Radiology Clinic III (1 cr.)
- DHYG H302 Clinical Practice III (5 cr.)
- DHYG H344 Senior Hygiene Seminar (1 cr.)
- DHYG H347 Community Dental Hygiene (3 cr.)

Total (13 cr.)

## Dental Hygiene Curriculum Bachelor's Degree

### Predental Hygiene Curriculum

- ENG W131 English Composition (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- SOC S161 Principles of Sociology (3 cr.)
- PSY P101 Introductory Psychology I (3 cr.)
- PSY K300 Statistical Techniques (3 cr.)
- CHEM C101 Elementary Chemistry I (Lecture) (3 cr.)
- CHEM C121 Elementary Chemistry I (Lab) (2 cr.)
- CHEM C102 Elementary Chemistry II (3 cr.)
- 
- SPCH S121 Public Speaking
- Select one of the following (3 cr.)
  - CSCI A106 Introduction to Computing
  - CSCI C106 Introduction to Computers and Their Use (3 cr.)
- MATH M100 Basic Mathematics (4 cr.)
- PHSL P130 Human Biology (4 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- NURS B215 Nutrition for Health Professionals (3 cr.)
- BIOL M200 Microorganisms in Nature/Disease (4 cr.)
- Cultural and Historical Studies Elective (3 cr.)
- Arts and Humanities Elective (6 cr.)

Total (64 cr.)

### Dental Hygiene Curriculum

All students must receive a minimum grade of C or better in each course to be eligible for graduation.

#### First Year of Professional Courses

##### Fall Semester

- DHYG H214 Oral Anatomy (3 cr.)
- DHYG H303 Dental Radiology (2 cr.)
- DHYG H218 Fundamentals of Dental Hygiene (4 cr.)
- DHYG H205 Medical and Dental Emergencies (1 cr.)
- DHYG H217 Preventive Dentistry (2 cr.)
- DHYG H211 Head and Neck Anatomy (2 cr.)

Total (14 cr.)

##### Spring Semester

- DHYG H224 Oral Histology and Embryology (1 cr.)
- DHYG H308 Dental Materials (2 cr.)
- DHYG H219 Clinical Practice I (4 cr.)
- DHYG H204 Periodontics (1 cr.)
- DHYG H215 Pharmacology and Therapeutics (2 cr.)
- DHYG H304 Oral Pathology (2 cr.)
- DHYG H305 Radiology Clinic I (1 cr.)
- DHYG H242 Introduction to Dentistry (1 cr.)

Total (14 cr.)

##### Summer I

- Arts and Humanities Elective (3 cr.)
- DHYG H220 Summer Radiology Clinic (1 cr.)
- DHYG H221 Summer Clinic (3 cr.)



Total (7 cr.)

## Second Year of Professional Courses

### Fall Semester

- DHYG H250 Local Anesthesia and Pain Control (2 cr.)
- DHYG H347 Community Dental Hygiene (3 cr.)
- DHYG H311 Dental Health Education (2 cr.)
- DHYG H301 Clinical Practice II (5 cr.)
- DHYG H321 Periodontics (2 cr.)
- DHYG H306 Radiology Clinic II (1 cr.)

Total (15 cr.)

### Spring Semester

- DHYG H320 Ethics, Jurisprudence, and Practice Management (2 cr.)
- DHYG H307 Radiology Clinic III (1 cr.)
- DHYG H302 Clinical Practice III (5 cr.)
- DHYG H344 Senior Hygiene Seminar (1 cr.)

Total (9 cr.)

### Summer I

- DHYG H351 Advanced Clinical Procedures (2 cr.)
- DHYG H402 Practicum in Dental Hygiene (3 cr.)

Total (6 cr.)

## Bachelor of Science in Dental Hygiene Completion Degree

: Associate of Science in Dental Hygiene Prerequisites (35 credit hours)

: Associate of Science in Dental Hygiene Professional (62 credit hours)

### (22 credit hours)

- MATH M100 Basic Mathematics (4 cr.)
- PBHL P201 Urban Public Health (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- PSY K300 Statistical Techniques (3 cr.)
- Cultural and Historical Elective (3 cr.)
- Arts and Humanities Electives (6 cr.)

### (9 credit hours)

- DHYG H351 Adv. Dental Hygiene Education (2 cr.)
- DHYG H402 Practicum in Dental Hygiene (3 cr.)
- DHYG H403 Advanced Community Dental Hygiene (4 cr.)

Students who do not enter the degree completion program with at least a total of 90 semester hours, but who have met all the other prerequisite qualifications, may need to take additional credit hours to accrue the minimum total college credit hours necessary to award the Bachelor of Science Degree in Dental Hygiene from IU Northwest.

The associate degree dental hygiene programs offered at the IU campuses (Fort Wayne, Indianapolis, Northwest and South Bend) have at least 90 credit hours.

## Health Information Management Programs

- About Health Information Administration

- Memberships
- Admission
- Curriculum

### Administrative Officers

Margaret A. Skurka, M.S., RHIA, CCS, FAHIMA, Professor of Health Information Management, Department Chairperson, HIM, Program Director, AS in Health Information Technology

Linda Galocy, M.S., RHIA, Clinical Assistant Professor of Health Information Management, Program Director, BS in Health Information Administration, Clinical Coordinator of Health Information Technology Program

**Web site:** [www.iun.edu/health-information-management/](http://www.iun.edu/health-information-management/)  
**Phone:** (219) 980-6899

## About the Health Information Management Programs

A career in health information management combines the disciplines of medicine, information management, computer technology, finance, and law within the health care industry.

HIM professionals bring unique skills to the healthcare industry. These skills include the ability to:

- Manage medical records and health information systems
- Enhance the quality and uses of data within the healthcare industry
- Summarize data into useful information
- Comply with standards and regulations regarding health information
- Protect the privacy and security of patient health information
- Ensure health information is complete and available to legitimate users
- Code health information for reimbursement and research.

Within the Department of Health Information Management, interested students can obtain an Associate of Science Degree in Health Information Technology or a Bachelor of Science degree in Health Information Administration. The registered health information technician (RHIT) performs a variety of technical health information functions, including the following: analyzing and technically evaluating health information for accuracy; compiling administrative and health statistics; coding diagnoses as well as procedures for reimbursement and databases; and creating disease registries for researchers. The registered health information administrator (RHIA) manages a variety of health information management functions, including the following: managing electronic health records, managing clinical workflow, improving the quality and uses of data, protecting the privacy and security of patient health information, and analyzing information for reimbursement and research.

### Programs' Mission and Goals

The HIM programs are designed to prepare graduates for professional careers in the healthcare field. The programs have set forth the following goals for our students:

1. To prepare competent entry-level health information management professional in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To provide educational experiences designed to prepare students to achieve the Domains, Subdomains, and Tasks for Registered Health Information Technicians and Registered Health Information Administrators as described by the American Health Information Management Association and for entering a career as a health information manager.
3. To provide concentrated professional practice experiences by a rotation schedule through the hospitals and other health care related institutions in the community.
4. To provide the healthcare community with individuals qualified to effectively carry out the functions of the health information management discipline.
5. To prepare the student to successfully write the national certification examination of the American Health Information Management Association (AHIMA) for certification as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA).
6. To involve the student in professional continuing education activities in an effort to instill the lifelong learning that is required in this profession.

## Associate of Science Degree Program

### About Health Information Technology

Affiliated with all Lake County hospitals and several others.

The health information technician is a professional skilled in the clinical data analysis, reporting of health care data and provision of clinical data support to health care information systems operation.

The graduate health information technician generally works in the health information department of a hospital or corporate healthcare facility headquarters, ambulatory care facility, or other type of health care facility. Some of the functions are supervising within the health information department; compliance and risk management functions, coordinating flow of health information to all departments of the hospital; compiling statistics; analyzing health record data for electronic completeness and accuracy; coding and classifying diagnoses and procedures that impact facility reimbursement; assigning diagnosis-related groups (DRGs) or ambulatory payment classifications (APCs); operating a cancer registry; functioning as a privacy officer for the facility; preparing special studies and tabulating data for research; and performing quality management and utilization management activities, and other performance improvement activities, and acting as an electronic health record coordinator assisting with system implementations and workflow operations.

Graduates are eligible to apply to write the American Health Information Management Association National Certification exam. Upon passing this exam, they may

use the initials RHIT, Registered Health Information Technician.

### Educational Program

#### Length of the Program

The Health Information Technology Program is two years in length if the student attends on a full-time basis. Opportunities are available for progression through the program on a part-time basis.

#### Structure of the Professional Program

Health Information Technology core courses are offered primarily during the day. General-education courses are offered both day and evening. Some courses are offered online.

#### Design of the Professional Curriculum

Students accepted into the Health Information Technology Program typically begin the course of study in the fall semester. The curriculum consists of general-education courses, technical courses in health information technology, and clinical experience in health care facilities in the Lake County area. The Health Information Technology Program is designed to

- Provide educational experiences to prepare students for beginning a career as a health information technician.
- Provide concentrated clinical experiences by a rotation schedule through the hospitals and other health care institutions in the community.
- Provide the medical community with individuals qualified to effectively carry out the functions of the health information management discipline.
- Contribute to the liberal education of the students by providing a core of general education courses.
- Qualify students for progression to the baccalaureate degree in health information administration.
- Assist students in reaching their goals by providing academic, occupational, and personal guidance.

#### Location of Clinical Sites

The program utilizes all hospitals in Lake County, Indiana; one hospital in Porter County, Indiana; two hospitals in LaPorte County, Indiana; and two hospitals in Cook County, Illinois. Additional nonacute care facilities throughout the area are also utilized. The student is responsible for his/her own transportation to these clinical sites.

#### Additional Cost

In addition to regular university fees, students are responsible for the cost of a physical examination and completion of a criminal history background check before attending clinical sites. They are also responsible for any travel expenses incurred as part of the clinical experience.

#### Opportunity for Students to Work

Many students accept part-time employment in local health care facilities while completing the professional course work.

#### Program Facilities

The Health Information Technology Program offices and classrooms are located in the Dunes Medical building at IU Northwest.

### Accreditation

The Health Information Technology Program of IU Northwest is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education.

### Memberships

Students in the Health Information Management Technology program are strongly encouraged to join the American Health Information Management Association (AHIMA). Faculty frequently require students to access the AHIMA site in various courses. In addition, there are many member benefits that the AHIMA offers. A student member receives a discount when applying to sit for the RHIT exam. For more information about Health Information Management, a prospective student may visit <http://www.hicareers.com/>.

### Admission

Admission to the program is competitive; therefore, completion of the corequisites does not guarantee admission to the program.

### Criteria Used for Selection of Class

Students may apply for admission to the Health Information Technology Program after qualifying for regular admission to Indiana University. Admission to the program is based upon each applicant's high school and / or college grade point average, SAT scores, and a personal interview.

### Class Size

24 students each fall semester.

### Specific Requirements

In addition to the College of Health and Human Services admission policies and procedures found at the beginning of the bulletin, the following admission policies apply to the Health Information Technology Program at IU Northwest.

### Application Deadline

April 1 of the year of anticipated entry.

### Total Number of Prerequisite Credit Hours

This is a direct high school entry program.

### Minimum Cumulative Grade Point Average

C (2.0 on a 4.0 scale). Grades from remedial courses are not figured into the cumulative grade point average.

### Distribution of Credit Hours in Specific Areas

Students must complete 26 credit hours in liberal arts as part of the degree requirements.

### Limitations of Course Work

Remedial courses may not be counted as credit hours toward a degree. Courses completed in the former Division of General and Technical Studies do not count toward a degree.

### Minimum Specific Grade Point Average

The program computes a selected course grade point average based on courses the student may have taken that are required by the program. Grades from remedial course are not included.

### Interview

All qualified applicants must participate in an interview.

### Essential Abilities

See College of Health and Human Services Essential Abilities policy.

### Curriculum

#### Health Information Technology Curriculum (60 cr.)

#### Fall Semester

- ENG W131\* Elementary Composition I (3 cr.)
- PHSL P261 Human Anatomy & Physiology I (4 cr.)
- HIM M195\* Medical Terminology (3 cr.)
- CSCI A106 Introduction to Computers (3 cr.)
- HIM M100\* Introduction to Health Care Delivery and Health Information Management (2 cr.)

Total (15 cr.)

#### Spring Semester

- PHSL P262 Human Anatomy & Physiology II (4 cr.)
- HIM M101\* Introduction to Health Records (3 cr.)
- HIM M107\* Computer Applications in Health Information Technology (3 cr.)
- MATH M100 Basic Mathematics (4 cr.)

Total (14 cr.)

#### Summer Session I

- HIM M102\* Professional Practice Experience I (2 cr.)

#### Fall Semester

- HIM M201\* Coding and Classification Systems (3 cr.)
- HIM M202\* Professional Practice Experience II (3 cr.)
- HIM M245\* Health Record Law (2 cr.)
- HIM M205\* Pathology (3 cr.)
- HIM M193\* CPT Coding (2 cr.)
- HIM M208\* Coding Lab (2 cr.)

Total (15 cr.)

#### Spring Semester

- HIM M200\* Management in Health Information Technology (2 cr.)
- HIM M203\* Health Care Delivery & Quality Management (2 cr.)
- HIM M204\* Professional Practice Experience III (2 cr.)
- SPCH S121 Public Speaking (3 cr.)
- HIM M206\* Reimbursement Principles in Healthcare (2 cr.)
- PSY P101 Introductory Psychology I (3 cr.)

Total (14 cr.)

\*Professional core course: A grade of C (2.0) or higher is required in order to take professional core courses that occur later in the course sequence for this major.

## Bachelor of Science - Health Information Administration

The B.S. degree in Health Information Administration prepares students to function in a leadership capacity in a variety of healthcare organizations. Students are prepared to manage the electronic health record working with physicians, nurses, and allied health professionals to ensure proper workflow and quality of documentation within the medical records. Professionals can perform the job functions of electronic health record trainer, support analyst, and work along IT experts to ensure proper support and build of systems. HIA professionals are poised to work with data quality experts to ensure accurate collection and presentation of data, manage revenue cycle processes within healthcare organizations, function as a privacy officer, and often direct the functions of an Health Information Management Department.

### Educational Program Length of the Program

The Health Information Administration program is four years in length if the student attends on a full-time basis and does not have a prior degree in Health Information Technology. For a current HIT professional it could take two to two and half years to complete the HIA professional program courses. Opportunities are available for progression through the program on a part-time basis.

### Structure of the professional program

A student accepted into the Health Information Administration program, with no prior degree in Health Information Technology, will be required to take all Health Information Technology program courses which are offered primarily during the day. Once a student progresses to 300 and 400 level professional courses all are offered online only.

### Design of the Professional Curriculum

Students accepted into the Health Information Administration Program typically begin the course of study in the fall semester. The curriculum consists of general-education courses, technical courses in health information technology, and clinical experience in health care facilities at a location convenient for the student. For those students who already hold a prior degree in Health Information Technology, those students can begin the program anytime in the fall or spring semesters.

### Location of Clinical Sites

The program generally utilizes all hospitals within the counties that Indiana University Northwest serves. For distance students, not living within these areas, appropriate arrangements will be made with program Clinical Coordinator to accommodate a clinical placement at a facility convenient to their home or work. Additional nonacute care facilities can also be utilized. The student is responsible for his/her own transportation to these clinical sites.

### Additional Cost

In addition to regular university fees, students are responsible for the cost of a physical examination, a PPD test, and completion of a criminal history background check before attending clinical sites. They are also responsible for any travel expenses incurred as part of the clinical experience.

### Opportunity for Students to Work

Many students accept part-time employment in local health care facilities while completing the professional course work.

### Program Facilities

The Health Information Management Program offices and classrooms are located in the Dunes Medical building at IU Northwest.

### Accreditation

The Health Information Administration Program of IU Northwest is in candidacy status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

### Memberships

Students in the Health Information Administration program are strongly encouraged to join the American Health Information Management Association (AHIMA). Faculty frequently require students to access the AHIMA site in various courses. In addition, there are many member benefits that the AHIMA offers. A student member can also obtain a discount when applying to sit for the RHIA exam. For more information about Health Information Management, a prospective student may visit <http://www.hicareers.com>.

### Admission

Admission to the program is competitive; therefore, completion of the corequisites does not guarantee admission to the program.

### Criteria Used for Selection of Class

Students may apply for admission to the Health Information Administration Program after qualifying for regular admission to Indiana University Northwest. Admission to the program is based upon each applicant's high school and / or college grade point average, SAT scores, and a personal interview.

### Class Size

Varies

### Specific Requirements

In addition to the College of Health and Human Services admission policies and procedures found at the beginning of the bulletin, the following admission policies apply to the Health Information Management Programs at IU Northwest.

### Application Deadline

April 1 of the year of anticipated entry.

### Total Number of Prerequisite Credit Hours

This is a direct high school entry program.

**Minimum Cumulative Grade Point Average**

C (2.0 on a 4.0 scale). Grades from remedial courses are not figured into the cumulative grade point average.

**Distribution of Credit Hours in Specific Areas**

Students must complete 54 credit hours in various general education courses as part of the degree requirements.

**Limitations of Course Work**

Remedial courses may not be counted as credit hours toward a degree.

**Minimum Specific Grade Point Average**

The program computes a selected course grade point average based on courses the student may have taken that are required by the program. Grades from remedial courses are not included.

**Interview**

All qualified applicants must participate in an interview.

**Essential Abilities**

See College of Health and Human Services Essential Abilities policy.

**Curriculum**

**If a student already holds an AS in Health Information Technology it is not necessary to repeat coursework from the Health Information Technology program.**

**Fall Semester – Year 1**

- ENG W131 Elementary Composition I (3 cr.)
- PHSL P261 Human Anatomy & Physiology I (4 cr.)
- HIM M195\* Medical Terminology (3 cr.)
- CSCI A106 Introduction to Computers (3 cr.)
- PSY P101 Introductory Psychology I (3 cr.)

Total 16 cr.

**Spring Semester – Year 1**

- PHSL P262 Human Anatomy & Physiology II (4 cr.)
- MATH M100 Basic Mathematics (4 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- SOC S161 Principles of Sociology (3 cr.)

Total 14 cr.

**Fall Semester – Year 2**

- HIM M100\* Introduction to Health Care Delivery and Health Information Management (2 cr.)
- SPCH S121 Public Speaking (3 cr.)
- HIM M205\* Pathology (P: P261 & P262) (3 cr.)
- Cult and Hist Elective (3 cr.)

- BUS A201 Introduction to Financial Accounting (3 cr.)

Total 14 cr.

**Spring Semester – Year 2**

- Arts & Hum elective (3 cr.)
- Cult & Hist elective (3 cr.)
- HIM M101\* Introduction to Health Records (3 cr.)
- HIM M107\* Computer Applications in Health Information Technology (3 cr.)
- PSY K300 Statistical Analysis in Psychology (3 cr.)

Total 15 cr.

**Fall Semester – Year 3**

- HIM M201\* ICD Coding and Classification Systems (3 cr.)
- HIM M193\* CPT Coding (2 cr.)
- HIM M245\* Health Record Law (2 cr.)
- HIM M202\* PPE (A special PPE would be created for the non-RHIT) (2 cr.)
- DPIS D330 Systems Analysis & Design (3 cr.)

Total 12 cr.

**Spring Semester – Year 3**

- HIM M203\* Health Care Delivery & Quality Assessment (3 cr.)
- HIM M204\* PPE for the non-RHIT (3 cr.)
- HIM M200\* Management in Health Information Technology (3 cr.)
- HIM M206\* Reimbursement Principles in Health Care (3 cr.)
- DPIS D290 Microcomputer database software & applications (3 cr.)
- Arts & Hum elective (3 cr.)

Total 15 cr.

**Fall Semester – Year 4**

- BUS Z302 Organizational Behavior & Leadership (3 cr.)
- HIM M301\* Health Quality and Information Management (3 cr.)
- HIM M402\* Health Finance and Budgeting for HIM (3 cr.)
- HIM M401\* Healthcare Data Management in HIM (3 cr.)
- HIM M410\* Computer Systems in Healthcare and HIM (3 cr.)

Total 15 cr.

**Spring Semester – Year 4**

- HIM M302\* Health Record Law II and Ethics (3 cr.)
- HIM M403\* Organization and Management of HIM (3 cr.)
- HIM M404\* Research Principles for HIM (3 cr.)
- HIM M415\* Capstone (4 cr.)

Total 13 cr.

#### Summer I – Year 4

- HIM M459\* Affiliation Experience (4 cr.)

**TOTAL 120 cr.**

## Faculty

Margaret A. Skurka, M.S., RHIA, CCS, FAHIMA,  
*Professor of Health Information Management, Program Director*

Linda Galocy, M.S., RHIA, Clinical Assistant  
*Professor and Clinical Coordinator of Health Information Technology*

## School of Nursing

### Administrator

Linda Delunas, Ph.D., R.N., C.N.E., Professor of Nursing and Director

**Web site:** [www.iun.edu/nursing/](http://www.iun.edu/nursing/)

**Phone:** (219) 980-6600

### About the School of Nursing

The School of Nursing offers the Bachelor of Science in Nursing. In addition to the traditional option, there are two mobility options. First, the B.A./B.S. Mobility Option is an 18-month, full-time program, designed for individuals who have earned a bachelor's degree in a non-nursing field and have decided on a career in nursing. Additionally, we offer the RN to BSN Mobility Option for Registered Nurses wishing to complete their bachelor's degree. In this option, all nursing courses are online and, after the completion of any remaining general education courses, can be completed in as little as 12 months of full-time study.

### Mission

The mission of the Indiana University Northwest School of Nursing is to form partnerships for preparing students for diverse professional nursing roles in the 21st century.

### Value Statement

"Fostering health and human dignity while promoting professional integrity".

### Code of Ethics for Nurses

Students who are preparing to enter the profession of nursing are expected to follow the *Code of Ethics for Nurses*. Each person, upon entering the profession, inherits a measure of responsibility and trust in the profession and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession. The code was adopted by the American

Nurses' Association in 1950 and revised in 1960, 1968, 1976, and, most recently, 2001.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

### Accreditation

The Bachelor of Science in Nursing degree program is accredited by the Indiana State Board of Nursing, and the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY, 10006, phone: (212) 989-9393.

### Memberships

The School of Nursing is an agency member of the National League for Nursing and the American Association of Colleges of Nursing.

### Alumni Association

The School of Nursing Alumni Association is a constituent member of the Alumni Association of the university with representation on its executive council.

### Sigma Theta Tau International

The Alpha Chapter of the international honor society of nursing was organized at Indiana University. Students may be admitted to membership when they have demonstrated excellence in their nursing programs and have shown superior academic and personal records

Qualified members of the nursing profession, upon demonstration of marked achievement in nursing, are also eligible for membership. Leadership, research, and scholarship constitute the purposes of Sigma Theta Tau.

### **Student Nurses' Association**

Undergraduate students are eligible for membership in the National Student Nurses' Association, Indiana Association of Nursing Students, and IU Northwest's local chapter. The chief purpose of the organization is to aid in the preparation of students for the assumption of professional responsibilities.

## **Admission Requirements**

### **National Background Check Policy**

Most of the clinical sites where Indiana University Northwest School of Nursing students complete their hands-on clinical experiences (such as hospitals, clinics, and other agencies) require a national criminal background check before students can be placed in their organization. Based on the requirements of these agencies, as well as state and federal regulations, all students in the School of Nursing must undergo a national background check prior to admission and annually thereafter. Indiana University Northwest School of Nursing has selected CertifiedBackground.com to complete these background checks. The background check includes the following: residency history for the past year and county/counties of residence criminal records. The results of a student's background check may impact his or her admission status in the School of Nursing, preclude students from attending clinical, and/or affect ability to obtain licensure as a registered nurse (RN) in the state of Indiana and other states.

Per the School of Nursing's clinical affiliations agreements, all background checks that are other than negative will be sent to the student's clinical agency/agencies for review. If a clinical agency refuses to allow a student to participate in a clinical at the agency, the student may not be allowed to progress in the nursing program.

If an incident occurs that would change your background check, you are required to notify the School of Nursing immediately. You may be required to pay for a background re-check.

Failure to adhere to the above policy will result in dismissal from the program. The student will not be able to re-register until this requirement is met. The student will be responsible for any late registration fees incurred. If clinical time is missed, the student is subject to the clinical absence policy.

### **Health Requirements**

All nursing students at IU Northwest must show proof that they have met the immunization, physical examination, and laboratory examination requirements of hospitals and other health agencies used for clinical experiences, as well as health care provider CPR certification. Specific instructions will be distributed prior to clinical assignment. Failure to meet those health requirements will make the student ineligible for clinical classes. Annual OSHA training related to blood-borne pathogens is required of all students. Students will be notified of training dates and times. The School of Nursing faculty and administrators

strongly encourage students to carry personal health insurance. The school will not be liable for any health problems requiring medical treatment for students enrolled in programs.

### **Drug Screen Policy**

Some clinical sites require a drug screen. In addition, faculty reserve the right to require a drug screen, at the student's expense, if the situation warrants. Failure to comply immediately will result in dismissal from the nursing program.

### **Dress Code**

Nursing students wear the designated uniform of the school. All students wear the designated photo identification badge. For experience in community nursing, all students wear the uniform designated by agency policy. Students not appropriately attired may be asked to leave the clinical area by their instructor. Such an occurrence constitutes an absence.

### **Application Ineligibility**

A student shall be ineligible for the nursing program if, by the second completed attempt, he/she fails to earn a minimum grade of C (2.0) in any required general-education course. Students may repeat no more than three required general-education courses. Of the three courses, no more than two sciences may be repeated. A pattern of course withdrawals may reduce the student's chances of admission to the undergraduate nursing program. Students must meet minimum cumulative and pre-nursing GPA requirements.

### **Eligibility for Licensure**

Any person who makes application for examination and registration as a registered nurse in the state of Indiana shall submit to the Indiana State Board of Nursing at the Indiana Professional Licensing Agency written evidence, verified by oath, that he/she

- has completed an approved high school course of study or the equivalent as approved by the appropriate educational agency;
- has completed the prescribed curriculum in a state-accredited school of nursing and holds a diploma or certificate there from; and
- has not been convicted of any act that would constitute a ground for disciplinary sanction under the state board rules and regulations or of any felony that has direct bearing on the individual's ability to practice competently. (*Note:* Convictions include the possession and use of drugs or controlled substances.) Most states require a national criminal background check.

Rules and regulations governing licensing in Indiana are available from the Indiana State Board of Nursing.

International students and graduates of schools of nursing that are outside the United States must meet the requirements of the Indiana State Board of Nursing for eligibility to sit for the licensing examination.

## Application for National Council Licensure Examination (NCLEX)

The School of Nursing will make available the necessary forms to take the examination in Indiana. Those students taking the examination in other states are responsible for obtaining the appropriate forms from those states. It is the student's responsibility to complete the application process and meet the mailing and payment deadlines for taking the NCLEX (state board examination for licensure).

### School of Nursing Dean's List

Full-time undergraduate students in the School of Nursing will be placed on the School of Nursing Dean's List each semester that they receive a GPA of 3.5 or above. Part-time students will be honored after they have had consecutive fall and spring semesters (during the same academic year) on a part-time basis and they have accumulated 12 credit hours or more.

### Repeating Courses

See School of Nursing Policy on repeat of Nursing courses.

## About the Bachelor of Science in Nursing

### Philosophy

Baccalaureate nursing education provides a broad foundation in the sciences and liberal arts necessary for preparing professional nurses who are capable of practicing in a competent and responsible fashion as informed citizens in a dynamic and diverse society. Graduates of the baccalaureate nursing program are expected to demonstrate competencies consistent with being a critical thinker; a culturally competent person; a knowledgeable coordinator of community resources; a politically aware professional; a beginning practitioner whose actions are consistent with professional legal and ethical standards; an effective communicator; a competent provider of health care; and a person who exemplifies a positive image. Baccalaureate graduates assist individuals, families, and communities in attaining mutually established health goals and in facilitating the highest level of functioning for individuals, families, and communities toward the maximization of their health potential. Baccalaureate education must prepare graduates to be knowledgeable workers, to be processors of information, and to navigate complex health care systems using available technologies as they design and develop more efficient and effective approaches to the delivery of health care services independently or in conjunction with others.

### Bachelor of Science Program Outcomes

- A critical thinker who is able to demonstrate intellectual curiosity, rational inquiry, problem-solving skills, and creativity in framing problems.
- A culturally competent person who provides holistic nursing care to a variety of individuals, families, and communities.
- A knowledgeable coordinator of community resources who facilitates individuals', families', and

communities' access to resources necessary to meet health care needs.

- A politically aware individual who participates in the profession and practice of nursing with a global perspective.
- An individual who practices within an ethical and legal framework of the nursing profession.
- An effective communicator who is able to share accurate information.
- A competent provider of health care who assumes the multiple role dimension in structured and semistructured health care settings.
- A professional role model who promotes a positive public image of nursing.
- A responsible manager who balances human, fiscal, and material resources to achieve quality health care outcomes.

### Admission Policies

Three categories of students are admitted to the baccalaureate program:

- Basic or traditional baccalaureate students pursuing initial preparation for nursing
- B.A./B.S. to B.S.N. (students who hold a bachelor's degree in fields other than nursing)
- RN to B.S.N. (students who hold an associate's degree or diploma in nursing and who hold a valid nursing license)

### Admission Procedure

1. Admission to Indiana University as a degree-seeking student.
2. Completion of 26-28 credit hours of prerequisite courses (including those listed below) with a grade of C (2.0) or above in each course by the second completed attempt and prior to fall semester admission. Students may repeat no more than three (3) required B.S.N. general-education courses. Of the three (3) courses, no more than two (2) sciences may be repeated.
  - W131 English Composition
  - P261/P262 Anatomy & Physiology I and II
  - P101 or P102 Introduction to Psychology
  - S161 Principles of Sociology
  - M100 Elementary Algebra (or a higher level math course, excluding M110)
  - C110 The Chemistry of Life
3. Submission of the [Application for Admission to the Baccalaureate Nursing Major](#) by April 1 for fall semester. Applications are obtained from the School of Nursing website.
4. Achieve a minimum 2.5 cumulative grade point average and a minimum 2.7 prenursing grade point average. The cumulative grade point average (GPA) will be calculated according to the Indiana University Policy for FX Grading Option regardless of when the course was taken. The nursing GPA is calculated on all required courses for the nursing program. Students may exercise the grade replacement policy for a limit of three general education courses not to exceed 10 credit hours.
5. Return of the signed acceptance letter by the date indicated on the offer of admission.



6. Submission of an official transcript to the School of Nursing for all work being transferred from another university. To obtain an official transcript, the student must request an official transcript from the other institution(s) to be forwarded to the Office of Admissions, IU Northwest, for evaluation.

Applicants meeting the above criteria will be placed in rank order from high to low based upon the pre-nursing grade point average in the required prerequisite courses. The traditional baccalaureate curriculum has one year of prerequisite courses followed by three years of nursing and other general education courses. Nursing courses are open only to students who have been certified into the nursing program. Prerequisite courses may be taken at any of the Indiana University campuses or may be accepted as transfer credits from other accredited institutions.

Direct all inquiries concerning the [School of Nursing](#), advising, and application to the program to the Coordinator of Student Services, School of Nursing, 3400 Broadway, Gary, IN 46408. Phone: (219) 980-6611.

### **Admission to the Baccalaureate Major for Traditional Undergraduate Students**

Admission to the baccalaureate nursing major is highly selective and competitive.

Application and admission are valid only for the semester designated and will be considered when the following requirements are met:

#### **B.A./B.S. to B.S.N. Mobility Option for Graduates of a Bachelor's Degree Program in a Nonnursing Field**

Admission to the B.A./B.S. to B.S.N. Mobility Option is competitive. Candidates for admission will have previously earned a bachelor's degree in a nonnursing field with a graduation GPA of 2.5 or higher, have an IU GPA of 2.5, and a 3.0 on a 4.0 scale for all general-education course work counting toward the B.S.N. degree. All general education requirements must be met prior to program admission.

#### **R.N. to B.S.N. Mobility Option for Graduates of an Associate of Science Degree or Diploma Program**

Students wishing to be admitted to the RN to BSN Mobility Option must be Registered Nurses with an unencumbered license to practice nursing, and have a graduation GPA of 2.5 from their Associate Degree or Diploma Program.

Also, all general education requirements should be met before admission to this option. Students may apply for admission in summer, spring, or fall.

### **Academic Policies**

#### **Academic Standing/Progression Standards Students Admitted to the Nursing Major**

*The following policies apply to all students admitted to the baccalaureate major in the School of Nursing.*

#### **Good Standing**

Students who maintain a C (2.0) or higher average in all courses, a grade of C (2.0) or higher in all courses required for the degree, and a grade of S in clinical nursing courses will be in good academic standing.

### **Academic Probation**

A student will be placed on probation when any of the following conditions exist:

1. Cumulative grade point average is below 2.0.
2. Semester grade point average is below 2.0.
3. A grade below C has been earned in a required course.

Academic probation will be removed after the semester when the following conditions exist:

1. Cumulative grade point average is 2.0 or higher.
2. Semester average is 2.0 or higher.
3. A grade of C or above has been earned in the required course(s).
4. Remedial course work, if required, has been completed, and/or specified conditions have been met.

### **Dismissal**

A student may be dismissed from the School when, in the judgment of the faculty, there is lack of progress toward the degree. Evidence of lack of progress consists of one or more of the following, but is not limited to:

1. Failure to attain a cumulative grade point average of 2.0 in two semesters.
2. Failure to attain a grade of C (2.0) or above for didactic or S for clinical upon repeating a nursing course.
3. Failure to attain a grade of C (2.0) or above in two or more nursing courses.
4. Failure to meet probationary stipulations in the semester following the assignment of probation.
5. Failure to achieve a grade of C (2.0) or above in any required general education course upon the second attempt.
6. Falsification of records or reports, plagiarism, or cheating on an examination, quiz, or any other assignment; violation of patient/ client confidentiality resulting in denial of access to a clinical facility.

*A student may be dismissed from the School of Nursing without being placed on probation when any of the above conditions exist.*

The faculty reserves the right to request the withdrawal of any student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation for professional nursing. Dismissal is subject to the appeal process. The student can initiate the appeal through a letter sent to the coordinator of Student Services, who will forward it to the faculty.

### **Reentry**

Failure to register in each sequential semester, excluding summer sessions, constitutes an interruption in the student's program. Students who have so interrupted their programs are required to submit written request of intent to reenter the program to the academic advisor. All requests for reentry will be evaluated on the basis of available resources. Students who reenter must adhere to the academic policies in effect at the time of reentry. Reentry of students who have interrupted their study, for any reason, is not guaranteed. Reentry may require validation of skill competency.

## Graduation/Degree Requirements

Prospective students should study the requirements for admission to the School of Nursing, the specific curriculum requirements and sequences, and requirements for the degree. Students are responsible for meeting degree requirements and for making application for the degree. The deadlines for filing the application for a degree are September 1 for December and May graduation. The School of Nursing is not responsible for certifying students for the degree if they do not file the application.

All candidates for the Bachelor of Science in Nursing degree must fulfill the following requirements:

1. Satisfactory completion of a minimum of 124 credit hours that apply to the degree.
2. Minimum cumulative grade point average of 2.0.
3. Minimum of a C (2.0) in each required course or equivalent. A C- is less than minimum.
4. Completion of the nursing major within six years of the first enrollment.
5. Residency requirements.

## S/F Grades for Clinical Nursing Courses

A student must receive a grade of S (satisfactory) in each clinical nursing course. Failure to receive a grade of S constitutes failure. An S indicates a grade of A, B, or C (2.0). Faculty evaluate the quality of clinical performance by standards listed in course syllabi.

## Repeat of Nursing Courses

A student who receives less than a C (2.0) in a nursing didactic course or less than an S in a clinical course may be permitted to repeat the course. A student will receive no more than two opportunities to successfully complete a given nursing course. Failure to receive a C (2.0) upon repeating a nursing course or failure in two or more nursing didactic or clinical nursing courses will result in dismissal.

## Repeat of Required General Education Courses

To qualify for admission and progression, a student must earn a grade of C (2.0) or higher in all required general-education courses (C- is not acceptable) by the second completed attempt. Students may repeat no more than three (3) required B.S.N. general- education courses. Of the three (3) courses, no more than two (2) sciences may be repeated.

## Pass/Fail Option

A maximum of 6 elective credit hours taken under this option may be applied to the B.S.N. degree. Required prerequisite courses may not be taken under this option.

## Independent Study Courses

Required and elective courses for the nursing major, except public speaking, currently available as independent study at Indiana University may be taken for credit. Some courses, however, may not meet degree requirements. Students must contact the Coordinator of Nursing Student Services before enrollment. Nursing majors are required to have the academic advisor's signature for all independent study courses. Final examinations in all independent study courses must be completed no later than three weeks prior to the expected graduation date.

## Courses Excluded from the Degree

Credits earned in remedial courses do not apply to the B.S.N. degree. Credits from courses that have been repeated may be counted only one time to meet the credit hour requirement for the degree. The second completed attempt will be counted toward the GPA.

## Withdrawal from a Nursing Course

If a student withdraws from a didactic course, withdrawal from the co-requisite clinical course is required.

## Seven-Year Limit

Anatomy and Physiology I and II, Microbiology, Chemistry, Statistics, and Life Span Development have a seven year age limit. Students may opt to (1) take the course again or (2) challenge the course by examination.

## B.S.N. Curriculum Plans

### General Education Requirements for the Bachelor of Science in Nursing (B.S.N.) (Applicable to Traditional Students Only)

The general education courses for the B.S.N. have been divided into six clusters. Some courses within the cluster may be required while others may be selected from a specific list of courses.

#### Cluster I Mathematical/Physical/Life Sciences (26 credit hours required)

- PHSL P130 Human Biology (4 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- CHEM C110 The Chemistry of Life (3 cr.)
- MATH M100 (4 cr.)
- BIOL M200 Microorganisms in Nature and Disease (4 cr.)
- PSY K300 Statistics (3 cr.)

#### Cluster II Communication (9 credit hours required)

- ENG W131 Elementary Composition (3 cr.)
- SPCH S121 Public Speaking (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)

#### Cluster III Cultural and Historical Studies (6 credit hours required).

A list of courses meeting this requirement is available on request.

#### Cluster IV Social and Behavioral Sciences (6 credit hours required)

- SOC S161 Principles of Sociology (3 cr.)
- Select one of the following (3 cr.)
  - PSY P101 Introductory Psychology I
  - PSY P102 Introductory Psychology II

#### Cluster V Arts and Humanities (6 credit hours required)

- PHIL P393 Biomedical Ethics (3 cr.)
- A literature course (3 cr.)

#### Cluster VI Open credit (total of 3 credit hours)

- This area is unspecified. The course taken can be nursing or nonnursing and should reflect the student's study goals and program outcomes. These courses could lead to a minor area of study (15-18 credit hours necessary for a minor).

Consult the student services coordinator for advice.

### Curriculum Plan for Traditional B.S.N. Students Freshman Year

- *Semester One*
  - PHSL P130 Human Biology (4 cr.)
  - SPCH S121 Public Speaking (3 cr.)
  - ENG W131 Elementary Composition (3 cr.)
  - SOC S161 Principles of Sociology (3 cr.)
  - PHSL P261 Human Anatomy and Physiology I (4 cr.)
- *Semester Two*
  - PHSL P262 Human Anatomy and Physiology II (4 cr.)
  - PSY P101 or P102 Introductory Psychology (3 cr.)
  - MATH M100 (4 cr.)
  - CHEM C110 The Chemistry of Life (3 cr.)
  - ENG W231 Professional Writing Skills (3 cr.)

### Sophomore Year

- *Semester Three*
  - BIOL M200 Microorganisms in Nature and Disease (4 cr.)
  - NURS B231 Communication for Health Care Professionals (3 cr.)
  - NURS B232 Introduction to the Discipline of Nursing Theory, Practice and Research (3 cr.)
  - NURS B244 Comprehensive Health Assessment (3 cr.)
  - NURS B245 Comprehensive Health Assessment: Practicum (1 cr.)
- *Semester Four*
  - PSY K300 Statistics (3 cr.)
  - NURS B230 Developmental Issues and Health (4 cr.)
  - NURS B233 Health and Wellness (3 cr.)
  - NURS B248 Science and Technology of Nursing (3 cr.)
  - NURS B249 Science and Technology of Nursing: Practicum (2 cr.)

### Junior Year

- *Semester Five - Select from the following options*
  - *Option 1*
    - NURS H351 Alterations in Neuro-Psychological Health (3 cr.)
    - NURS H352 Alterations in Neuro-Psychological Health: Practicum (2 cr.)
    - NURS H353 Alterations in Health I (3 cr.)
    - NURS H354 Alterations in Health I: Practicum (2 cr.)
    - NURS H365 Nursing Research (3 cr.)

- PHIL P393 Biomedical Ethics(3 cr.)
- *Option 2*
  - NURS H363 The Developing Family and Child (4 cr.)
  - NURS H364 Developing Family and Child: Practicum (2 cr.)
  - NURS H353 Alterations in Health I (3 cr.)
  - NURS H354 Alterations in Health I: Practicum (2 cr.)
  - Cultural and Historical Studies course (3 cr.)

- *Semester Six - Select from the following options*
  - *Option 1*
    - NURS H361 Alterations in Health II (3 cr.)
    - NURS H362 Alterations in Health II: Practicum (2 cr.)
    - NURS H363 The Developing Family and Child (4 cr.)
    - NURS H364 Developing Family and Child: Practicum (2 cr.)
    - Cultural and Historical Studies course (3 cr.)
  - *Option 2*
    - NURS H361 Alterations in Health II (3 cr.)
    - NURS H362 Alterations in Health II: Practicum (2 cr.)
    - NURS H351 Alterations in Neuro-Psychological Health (3 cr.)
    - NURS H352 Alterations in Neuro-Psychological Health: Practicum (2 cr.)
    - NURS H365 Nursing Research (3 cr.)
    - PHIL P393 Biomedical Ethics (3 cr.)

### Senior Year

- *Semester Seven - Select from the following options*
  - *Option 1*
    - NURS S470 Restorative Health Related to Multi-System Failures (3 cr.)
    - NURS S471 Restorative Health Related to Multi-System Failures: Practicum (2 cr.)
    - NURS S472 A Multi-System Approach to the Health of the Community (3 cr.)
    - NURS S473 A Multi-System Approach to the Health of the Community: Practicum (2 cr.)
    - NURS S484 Evidence Based Practice (1 cr.)
    - Open elective (3 cr.)
  - *Option 2*

- NURS S481 Nursing Management (3 cr.)
  - NURS S482 Nursing Management: Practicum (2 cr.)
  - NURS S483 Clinical Nursing Practice Capstone (3 cr.)
  - NURS S484 Evidence Based Practice (1 cr.)
  - NURS S485 Professional Growth and Empowerment (3 cr.)
  - Cultural and Historical Studies course (3 cr.)
- *Semester Eight - Select from the following options*
    - Option 1
      - NURS S481 Nursing Management (3 cr.)
      - NURS S482 Nursing Management: Practicum (2 cr.)
      - NURS S483 Clinical Nursing Practice Capstone (3 cr.)
      - NURS S485 Professional Growth and Empowerment (3 cr.)
      - Cultural and Historical Studies course (3 cr.)
    - Option 2
      - NURS S470 Restorative Health Related to Multi-System Failures (3 cr.)
      - NURS S471 Restorative Health Related to Multi-System Failures: Practicum (2 cr.)
      - NURS S472 A Multi-System Approach to the Health of the Community (3 cr.)
      - NURS S473 A Multi-System Approach to the Health of the Community: Practicum (2 cr.)
      - NURS S485 Professional Growth and Empowerment (3 cr.)
      - NURS S484 Evidence Based Practice (1 cr.)
      - Open elective (3 cr.)

### General-Education Requirements for the B.A./ B.S. to B.S.N. Mobility Option

#### Cluster I Mathematical, Physical, and Life Sciences (26 credit hours required)

- PHSL P130 Human Biology (4 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- CHEM C110 The Chemistry of Life (3 cr.)
- BIOL M200 Microorganisms in Nature and Disease (4 cr.)
- PSY K300 Statistics (3 cr.)
- MATH M100 Basic Mathematics (4 cr.)

#### Cluster II Communication (9 credit hours required)

- ENG W131 Elementary Composition (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

#### Cluster III Cultural and Historical Studies (6 credit hours required)

- A list of courses meeting this requirement is available on request.

#### Cluster IV Social and Behavioral Sciences (9 credit hours required)

- SOC S161 Principles of Sociology
- PSY P101 or P102 Introductory Psychology
- EDUC P214 or PSY P216 Life Span Development

#### Cluster V Humanistic Appreciation (6 credit hours required)

- PHIL P393 Biomedical Ethics (3 cr.)
- A literature course (3 cr.)

#### Cluster VI Open Elective (3 credit hours required)

Consult the Coordinator of Student Services for advice.

### Curriculum Plan for B.A. / B.S. to B.S.N. Mobility Option

- *Summer Semester I*
  - B231 Communication for Health Care Professionals (3 cr.)
  - B233 Health and Wellness (3 cr.)
  - B244 Comprehensive Health Assessment (3 cr.)
  - B245 Comprehensive Health Assessment: Practicum (1 cr.)
- *Summer Semester II*
  - B232 Introduction to the Discipline of Nursing (3 cr.)
  - B248 Science and Technology of Nursing (3 cr.)
  - B249 Science and Technology of Nursing: Practicum (2 cr.)
- *Fall Semester*
  - Option 1
    - NURS H351 Alterations in Neuro-Psychological Health (3 cr.)
    - NURS H352 Alterations in Neuro-Psychological Health: Practicum (2 cr.)
    - NURS H353 Alterations in Health I (3 cr.)
    - NURS H354 Alterations in Health I: Practicum (2 cr.)
    - NURS H365 Nursing Research (3 cr.)
  - Option 2
    - NURS H363 The Developing Family and Child (4 cr.)
    - NURS H364 Developing Family and Child: Practicum (2 cr.)

- NURS H353 Alterations in Health I (3 cr.)
- NURS H354 Alterations in Health I: Practicum (2 cr.)
- *Spring Semester*
- Option 1
  - NURS H361 Alterations in Health II (3 cr.)
  - NURS H362 Alterations in Health II: Practicum (2 cr.)
  - NURS H363 The Developing Family and Child (4 cr.)
  - NURS H364 Developing Family and Child: Practicum (2 cr.)
- Option 2
  - NURS H361 Alterations in Health II (3 cr.)
  - NURS H362 Alterations in Health II: Practicum (2 cr.)
  - NURS H351 Alterations in Neuro-Psychological Health (3 cr.)
  - NURS H352 Alterations in Neuro-Psychological Health: Practicum (2 cr.)
  - NURS H365 Nursing Research (3 cr.)
- *Summer Semester I*
- S472 A Multi-System Approach to the Health of the Community (3 cr.)
- S473 A Multi-System Approach to the Health of the Community: Practicum (2 cr.)
- *Summer Semester II*
- S470 Restorative Health Related to Multi-System Failures (3 cr.)
- S471 Restorative Health Related to Multi-System Failures: Practicum (2 cr.)
- S484 Evidence Based Practice (1 cr.)
- *Fall Semester*
- S481 Nursing Management (3 cr.)
- S482 Nursing Management: Practicum (2 cr.)
- S483 Clinical Nursing Practice Capstone (3 cr.)
- S485 Professional Growth and Empowerment (3 cr.)

### General Education Requirements for the RN to BSN Mobility Option

#### Cluster I Mathematical, Physical, and Life Sciences (26 credits required)

- Anatomy and Physiology I and II (e.g. P261/P262)
- Microbiology (e.g., M200)
- Mathematics (M100 or equivalent or higher math)
- Chemistry (C110 or organic)

- M, P, and L Science electives (6 credits)

#### Cluster II Communication (9 credits required)

- English Composition (e.g., W131)
- Advanced or Professional Writing (e.g., W231)
- Public Speaking (e.g., S121)

#### Cluster III Cultural and Historical Studies (6 credits required; request list of options from nursing advisor)

#### Cluster IV Social Competence (6 credits required)

- Introduction to Psychology
- Introduction to Sociology

#### Cluster V Arts and Humanities (6 credits required)

- Literature Course
- Arts and Humanities Elective

#### Cluster VI Open Elective (3 credit hours)

### Curriculum Plan for RN to BSN Mobility Option

- *Semester 1—Term 1*
  - B231 Communication for Health Care Professionals: RN to BSN
  - B304 Professional Nursing Seminar I
- *Semester 1—Term 2*
  - S475 Health of the Community: RN to BSN
  - H355 Data Analysis
- *Semester II—Term 1*
  - H365 Nursing Research
  - S474 Health Care Ethics
- *Semester II—Term 2*
  - S487 Nursing Management
  - Nursing Elective
- *Semester III—Term 1*
  - B404 Professional Nursing Seminar II: Informatics
  - Nursing Elective (list available from nursing advisor)
- *Semester III—Term 2*
  - S483 Clinical Nursing Practice Capstone: RN to BSN
  - Nursing Elective (list available from nursing advisor)
- Special credit for the remaining nursing courses leading to the BSN degree is awarded after completion of B304. A per-credit-hour, special-credit fee applies.

## Minor in Public Health

The College of Health and Human Services, in collaboration with other schools and departments, offers courses leading to an interdisciplinary minor in Urban Public Health. This minor leads to a broad understanding of public health principles and their application in an urban context; exposure to issues such as environmental health and justice, public health preparedness, and healthcare structures and policy; as well as an understanding of the urban community in general. Students will be introduced

to the roles and functions of public health science and practice.

#### Requirements (15 cr. hr.)

- PBHL P201 Introduction to Public Health in the Urban Environment (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)
- AFRO A206 The Urban Community (3 cr.)
- and 2 additional courses (6 credit hours) selected in consultation with a departmental advisor

## School of Public and Environmental Affairs

### Administrative Officer

Barbara Peat, Ph.D., *Director and Associate Professor of Public and Environmental Affairs*

**Web site:** [www.iun.edu/spea/](http://www.iun.edu/spea/)

**Phone:** (219) 980-6695

### About the School of Public and Environmental Affairs

The Trustees of Indiana University established the School of Public and Environmental Affairs (SPEA) as a statewide program of the university in January 1972.

The School of Public and Environmental Affairs at IU Northwest offers academic programs at the associate, baccalaureate, and master's degree levels for both IU Northwest students and for individuals presently working in public affairs, criminal justice, health services, human services, nonprofit organizations, or environmental affairs settings. The school also operates a unit designed to address a variety of public issues and problems, in particular those of northwest Indiana. SPEA conducts research on public problems, provides services to public agencies, and engages in educational programs designed to aid public officials and to inform the public on a variety of public issues.

### Concentration Declaration

The student must declare a concentration prior to the beginning of the junior year for the baccalaureate degree and will be expected to meet the requirements for that concentration. The concentration selection may be changed at the beginning of any semester after that; however, the student is responsible for checking the concentration requirements and scheduled offerings when a concentration is changed late in a program.

### Public Service Internship Program

The Public Service Internship Program involves participation by undergraduate students. Undergraduate students enroll in SPEA V380 Internship in Public Affairs or SPEA J380 Internship in Criminal Justice. Graduate students enroll in SPEA V585 Practicum in Public Affairs. Full-time assignment in a public service internship for one semester is acknowledged up to 6 credit hours. Internship credit is recommended for preservice undergraduate students. In the undergraduate program, a maximum of 15 credit hours is allowed for participation in off-campus experiences.

Internship possibilities are developed by the school and involve specific job descriptions from public and private agencies willing to involve students in significant professional activities in public and environmental affairs. The student has the option of identifying their own internship site; however, the site must be approved by the internship coordinator. In all cases, specific job details and descriptions of supervisory capacity of the agencies must be filed before credit may be arranged. No off-campus experiences are approved for credit unless the necessary information is filed and approved before the assignment begins. It is recommended the approval process be complete prior to the internship semester. Information can be obtained from the School of Public and Environmental Affairs at IU Northwest.

While the internship program is intended for students enrolled in the School of Public and Environmental Affairs, students in related disciplines who have an interest in the public sector and meet eligibility requirements may be considered for admission on a provisional basis.

## Undergraduate Programs

### Associate of Science in Criminal Justice

**The Associate of Science in Criminal Justice will be discontinued effective August 2013.**

The Associate of Science in Criminal Justice is a 60 credit hour degree for students interested in criminal justice specifically. Flexibility within the program allows students with specialized interests in law enforcement, corrections, or other aspects of criminal justice to tailor the program to their needs. After receiving the associate degree, students are in an excellent position to continue in the Bachelor of Science in Criminal Justice degree program.

Degree Requirements

1. A minimum of 60 credit hours with a cumulative grade point average of at least 2.0 is required.
2. A grade point average of 2.3 (C+) must be attained in all courses taken to complete the public affairs core and/or the concentration.
3. Credit work for these degree programs may be taken at any campus of Indiana University
4. Applicable course work completed in special student or nondegree status will be accepted toward meeting degree requirements.
5. No more than 30 credit hours of appropriate transfer credit from another accredited institution may be applied toward this degree.
6. Courses taken on the Pass/Fail option can be applied only as electives in meeting degree requirements. In no case can more than two Pass/Fail courses be applied toward this degree.
7. To avoid loss of credit and other problems, students must apply for admission to the associate degree program prior to completing 35 credit hours of course work creditable toward the degree (excluding ROTC credit awarded through military service).
8. Students must complete associate degree requirements before attaining senior status (86 credit hours) to be eligible for awarding of an associate degree.
9. All credit of candidates for the Associate of Science degree, except for the current semester, must be on record at least six weeks prior to the conferring of degrees.

10. Application for the Associate of Science degree must be filed with the division recorder.

Students are responsible for planning their own programs and for meeting degree requirements. It is the student's responsibility to understand fully, and to comply with, all the provisions of this publication. However, faculty and staff advising services are available to assist all students with their academic planning.

Students admitted under previous requirements have the option of completing the degree under the requirements in effect at the time of their admission.

## Curriculum

### General Education Requirements

#### 1. Communication (3 courses)

- ENG W131 Elementary Composition I (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- One course in speech (3 cr.)

2. Arts and Humanities (1 course). A course from one of the following subject areas (excluding courses used to satisfy other degree requirements): Afro-American studies, classical studies, comparative literature, English, fine arts, folklore, foreign languages and literatures, history (HIST H105 or HIST H106 recommended), musicology and music history, philosophy, religious studies, speech, theatre and drama.

#### 3. Social and Behavioral Sciences (2 courses)

One course each from two of the following subject areas (excluding courses used to satisfy other degree requirements): anthropology, economics, geography, journalism, linguistics, political science, psychology, sociology (PSY P101 and SOC S161 recommended).

4. Natural Sciences (1 course) One course from one of the following subject areas (excluding courses used to satisfy other degree requirements): anatomy, physiology, astronomy, biology, chemistry, geology, physics, zoology.

5. Quantitative Methods (1 course) One course from one of the following subject areas: computer science, statistics, mathematics (100 level or higher).

6. Public Affairs and Policy (1 course) SPEA V170 Intro to Public Affairs (3 cr.)

#### 7. Criminal Justice Concentration (6 courses)

- SPEA J101 American Criminal Justice System (3 cr.)
- SPEA J102 Special Issues in the American Criminal Justice System (3 cr.)

Three of the following courses:

- SPEA J301 Substantive Criminal Law (3 cr.)
- SPEA J306 The Criminal Courts (3 cr.)
- SPEA J321 American Policing (3 cr.)
- SPEA J331 Corrections (3 cr.)

One additional SPEA criminal justice courses (3 cr.)

8. General Electives: Sufficient additional courses beyond the general education, core, and concentration requirements are needed to meet the Associate of Science degree requirement of 60 credit hours.

## Bachelor Degrees Degree Policies

The School of Public and Environmental Affairs offers three Bachelor of Science degree programs. The degrees are the Bachelor of Science in Criminal Justice, Bachelor of Science in Health Services Management and the Bachelor of Science in Public Affairs with concentrations in Criminal Justice, Management, Health Services Administration, Environmental Policy and Public Affairs Specialized.

1. A minimum of 120 credit hours distributed to meet degree requirements with a cumulative grade point average of 2.0 for all course work completed is required.
2. A grade point average of at least 2.3 in SPEA core and concentration courses is required.
3. No more than 90 credit hours of transfer credit from another accredited institution may be applied toward the bachelor degree.
4. With permission of the School of Public and Environmental Affairs, credit earned through an accredited on-line program and/or by special credit examination may be applied toward the bachelor degree.
5. Courses taken on the Pass/Fail option can only be applied as electives in meeting degree requirements. In no case can more than eight Pass/Fail courses be used in meeting degree requirements.
6. Credit work for this degree can be completed at any campus of Indiana University.
7. Candidates for degrees must file an application for graduation with the SPEA recorder in accordance with specific campus graduation procedure where the degree is being awarded. Application should be filled at least six weeks prior to the conferring of degrees.

## Second Bachelor's Degree

A student who already has a bachelor's degree may be admitted to candidacy for a second bachelor's degree. When such admission for a second degree is granted, the candidate must earn at least 30 additional credit hours as a student enrolled in SPEA and meet all the requirements of the SPEA degree being sought. Normally, the holder of a bachelor's degree who wishes to pursue further education is encouraged to become qualified for admission to graduate study.

## Bachelor of Science in Criminal Justice

The Bachelor of Science in Criminal Justice provides preparation for students interested primarily in a career in criminal justice. The program includes four main areas: general education, public affairs and policy, criminal justice, and general electives.

## General Education

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements, students will have an opportunity to develop effective learning and communication skills (principle 1 requirements), a mastery of core concepts in a broad range of disciplines (Principle

2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4), and ethical consideration (Principle 5).

*Principle 1 Foundations for Effective Learning and Communication (11 courses)*

All students are required to take:

- ENG W131 Elementary Composition (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

One of the following courses:

- MATH M100 Basic Mathematics (3 cr.)
- MATH M118 Finite Mathematics (3 cr.)
- MATH M119 Survey of Calculus I (3 cr.)
- MATH M125 Precalculus Mathematics (3 cr.)

2. Natural Science Class with Lab (4-6 cr.)

BIOL L100 Humans and the Biological World (5)  
 CHEM C101 Elementary Chemistry I (3 cr.)  
 CHEM C121 Elementary Chemistry Laboratory I (2 cr.)  
 GEOL G101 Introduction to Earth Science (3 cr.)  
 GEOL G102 Introduction to Earth Science Laboratory I (1 cr.)

3. Intensive Writing Courses (6 cr.)

ENG W231 Professional Writing (3 cr.) Required

One of the following courses:

SPEA J275 Diversity Issues in Criminal Justice (3 cr.)  
 SPEA J439 Crime and Public Policy (3 cr.) (See course description for prerequisite)

4. Advanced Oral Communication Course (3 cr.)

One of the following courses:

SPEA J201 Theoretical Foundation of Criminal Justice (3 cr.)  
 SPEA J222 Murder: Causes and Consequences (3 cr.)  
 SPEA J312 White Collar Crime (3 cr.)  
 SPEA J370 Sex Crimes and Offenders (3 cr.)  
 SPEA J370 Serial Murders (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

One of the following courses:

SPEA K300 Statistical Techniques (3 cr.)  
 ECON E270 Introduction to Statistical Theory for Economics and Business (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

One of the following courses:

- SPEA E272 Intro to Environmental Science (3 cr.)
- SPEA H322 Principles of Epidemiology (3 Cr.)
- SPEA J215 Concepts of Forensic Science (3 cr.)

7. Information Literacy (3 cr.)

One of the following courses:

SPEA J202 Criminal Justice Data, Methods and Resources

SPEA V468 Research Methods in Applied Social Sciences (3 cr.)

8. Learning Technologies course (3 cr.)

SPEA V261 Computers in Public Affairs (3 cr.)

*Principle 2 Breadth of Learning*

1. Arts & Humanities (6 cr.)

Two of the following courses:

HIST H105 American History I (3 cr.)  
 HIST H106 American History II (3 cr.)  
 AFRO A150 Survey of the Culture of Black Americans (3 cr.)  
 AFRO A151 Minority People in the United States (3 cr.)  
 ANTH A104 Culture & Society (3 cr.)  
 PHIL P100 Introduction to Philosophy (3 cr.)  
 PHIL P140 Introduction to Ethics (3 cr.)  
 PHIL P150 Elementary Logic (3 cr.)  
 WOST W401 Topics in Women's and Gender Studies (3 cr.)

- \*2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list\* of classes, not including H105 and H106

3. Social & Behavioral Sciences (6 cr.)

Two of the following courses:

- SOC S161 Principles of Sociology (3 cr.)
- SOC S163 Social Problems (3 cr.)
- SOC S320 Deviant Behavior & social Control (3 cr.)
- SOC S325 Criminology (3 cr.)

- \*4. Mathematical, Physical and Life Sciences (3 cr.)

One class from approved College of Arts and Sciences list; in addition to the natural science class under Principle 1.

*Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)*

SPEA J439 Crime and Public Policy (3 cr.) (see course description for prerequisite)

*Principle 4 Diversity (One Course)*

SPEA J275 Diversity Issues in Criminal Justice

*Principle 5 Ethics & Citizenship (One Course)*

One of the following courses:

SPEA J202 Criminal Justice Data, Methods & Resources (3cr.)  
 SPEA V252 Career Development and Planning (3 cr.)

**Public Affairs and Policy (4 courses)**

Four courses from the following:

- SPEA E272 Intro to Environmental Science (3 cr.)
- SPEA V170 Intro to Public Affairs (3 cr.)
- SPEA V252 Career Development and Planning (3 cr.)
- SPEA V263 Public Management (3 cr.)
- SPEA V264 Urban Structure and Policy (3 cr.)



SPEA V348 Management Science (3 cr.)  
 SPEA V365 Urban Development and Planning (3 cr.)  
 SPEA V366 Managing Behavior in Public Organizations (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)  
 SPEA V376 Law and Public Policy (3 cr.)  
 Other Public Affairs Courses (with advisor's consent)

### Concentration (12 courses)

All of the following courses:

SPEA J101 American Criminal Justice System (3 cr.)  
 SPEA J102 Special Issues in the American Criminal Justice System (3 cr.)  
 SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)  
 SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)  
 SPEA J301 Substantive criminal Law (3 cr.)  
 SPEA J306 The Criminal Courts (3 cr.)  
 SPEA J321 American Policing (3 cr.)  
 SPEA J331 Corrections (3 cr.)  
 SPEA J439 Crime and Public Policy (3 cr.) (see course description for prerequisite)  
 Three additional courses in criminal justice

### General Electives (approximately 7 courses)

Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirements of 120 credit hours.

\*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs or retrieved from the SPEA website.

### Bachelor of Science in Health Services Management

The Bachelor of Science in Health Services Management provides preparation for students interested primarily in careers in the health field. Students will be prepared for management positions within hospitals, nursing homes, healthcare facilities or nonprofit agencies.

### General Education

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements students will have an opportunity to develop effective learning and communication skills (Principle 1), a mastery of core concepts in a broad range of disciplines (Principle 2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4), and ethical considerations (Principle 5).

#### *Principle 1 Foundations for Effective Learning and Communication (11 courses)*

All students are required to take:

- ENG W131 Elementary Composition (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

One of the following courses:

- MATH M118 Finite Mathematics (3 cr.)
- MATH M119 Survey of Calculus I (3 cr.)
- MATH M125 Precalculus Mathematics (3 cr.)
- MATH M215 Analytic Geometry and Calculus I (5 cr.)

2. Natural Science Class (4-6 cr.)

One course with a lab from biology or chemistry

3. Intensive Writing Courses (6 cr.)

Both of the following courses:

- ENG W231 Professional Writing (3 cr.)
- SPEA V450 Health Disparities (3 cr.)

4. Advanced Oral Communication Course (3 cr.)

One of the following courses:

- SPCH S223 Business and Professional Speaking (3 cr.)
- SPCH S229 Discussion and Group Methods (3 cr.)
- SPEA V263 Public Management (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

- SPEA K300 Statistical Techniques (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

- SPEA H322 Principles of Epidemiology (3 Cr.)

7. Information Literacy (3 cr.)

One of the following courses:

- SPEA V450 Health Disparities (3 cr.)
- Approved Research Methods class (3 cr.)

8. Learning Technologies course (3 cr.)

- SPEA V261 Computers in Public Affairs (3 cr.)

Principle 2 Breadth of Learning

1. Arts & Humanities (6 cr.)

Both of the following:

- HIST H105 American History I (3 cr.)
- HIST H106 American History II (3 cr.)

\*2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list of classes, not including H105 and H106

3. Social & Behavioral Sciences (6 cr.)

Two of the following

- POLS Y103 Introduction to American Politics
- ECON E103 Introduction to Microeconomics
- ECON E104 Introduction to Macroeconomics

\*4. Mathematical, Physical and Life Sciences (3 cr.)

One class from approved College of Arts and Sciences list of classes; in addition to the natural science class under Principle 1

*Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)*

- SPEA H474 Health Administration Ethics Seminar (3 cr.)

*Principle 4 Diversity (One Course)*

- SPEA H320 Health Systems Administration (3 cr.)

*Principle 5 Ethics & Citizenship (One Course)*

One of the following courses:

- SPEA V450 Medical Ethics (3 cr.)
- SPEA H441 Legal Aspects of Health Care

**Management Core (4 courses)**

The following courses:

- SPEA V263 Public Management (3 cr.)
- SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)
- SPEA V348 Management Science (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)

**Health Service Management Concentration (9 courses)**

The following courses:

- SPEA H316 Environmental Health (3 cr.)
- SPEA H320 Health Systems Administration (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)
- SPEA H352 Health Finance and Budgeting (3 cr.)
- SPEA H371 Human Resource Management in Health Care (3 cr.)
- SPEA H402 Hospital Administration (3 cr.)
- SPEA H411 Chronic and Long-Term Care Administration (3 cr.)
- SPEA H441 Legal Aspects of Health Care Administration (3 cr.)
- SPEA H445 Topics in Public Health (3 cr.)

**Electives:** Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirement of 120 credit hours.

\*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs or retrieved from the SPEA website.

**Bachelor of Science in Public Affairs**

The Bachelor of Science in Public Affairs degree program provides students with the knowledge, skills, and abilities to prepare them for a variety of career opportunities in the public sector, nonprofit sector and allied fields.

Areas of study include management, criminal justice, health services administration, environmental policy and specialized study in public and environmental affairs.

**Curriculum**

**General Education**

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements students will have an opportunity to develop effective learning and

communication skills (principle 1 requirements), a mastery of core concepts in a broad range of disciplines (Principle 2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4) and ethical consideration (Principle 5).

*Principle 1 Foundations for Effective Learning and Communication (11 courses)*

All students are required to take:

- ENG W131 Elementary Composition (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

One of the following courses:

- MATH M118 Finite Mathematics (3 cr.)
- MATH M119 Survey of Calculus I (3 cr.)
- MATH M125 Precalculus Mathematics (3 cr.)
- MATH M215 Analytic Geometry and Calculus (3 cr.)

2. Natural Science Class with Lab (4-6 cr.)

One course with a lab from biology, chemistry, geology, or physics.

3. Intensive Writing Courses (6 cr.)

Both of the following courses:

- ENG W231 Professional Writing (3 cr.)
- SPEA V368 Managing Government Operations (3 cr.)

4. Advanced Oral Communication Course (3 cr.)

One of the following courses:

- SPCH S223 Business and Professional Speaking (3 cr.)
- SPCH S229 Discussion and Group Methods (3 cr.)
- SPEA V373 Human Resources Management in the Public Sector (3 cr.)
- SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

SPEA K300 Statistical Techniques (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

One of the following courses:

- SPEA E272 Intro to Environmental Science (3 cr.)
- SPEA H322 Principles of Epidemiology (3 Cr.)

7. Information Literacy (3 cr.)

One of the following courses:

- SPEA J202 Criminal Justice Data, Methods and Resources (3 cr.)
- Approved Research Methods class (3 cr.)

8. Learning Technologies course (3 cr.)

SPEA V261 Computers in Public Affairs (3 cr.)

*Principle 2 Breadth of Learning (9 courses)*

1. Arts & Humanities (6 cr.)

Both of the following:

HIST H105 American History I (3 cr.)  
 HIST H106 American History II (3 cr.)

\*2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list\* of classes, not including H105 and H106

3. Social & Behavioral Sciences (6 cr.)

Two of the following courses:

POLS Y103 Introduction to American Politics (3 cr.)  
 ECON E103 Introduction to Microeconomics (3 cr.)  
 ECON E104 Introduction to Macroeconomics (3 cr.)

\*4. Mathematical, Physical and Life Sciences (3 cr.)

One class from approved College of Arts and Sciences list; in addition to the natural science class under Principle 1.

*Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)*

One of the following:

SPEA J439 Crime and Public Policy (3 cr.)  
 Other approved SPEA class (3 cr.)

*Principle 4 Diversity (One Course)*

One of the following:

SPEA E272 Intro to Environmental Sciences (3 cr.)  
 SPEA V450 Health Services Utilization (3 cr.)  
 Other approved SPEA class (3 cr.)

*Principle 5 Ethics & Citizenship (One Course)*

One of the following courses:

SPEA V450 Medical Ethics (3cr.)  
 SPEA H441 Legal Aspects of Health Care (3 cr.)  
 SPEA J321 American Policing (3 cr.)

### **Public Affairs Core (6 courses)**

SPEA E272 Intro to Environmental Science. (3 cr.)  
 SPEA V170 Intro to Public Affairs (3 cr.)  
 SPEA V263 Public Management (3 cr.)  
 SPEA V264 Urban Structure and Policy (3 cr.)  
 SPEA V372 Government Finance and Budgets (3 cr.)  
 SPEA V376 Law and Public Policy (3 cr.)

### **Concentrations**

#### **Criminal Justice Concentration (7 courses) Requirements**

SPEA J101 The American Criminal Justice System (3 cr.)

The following courses:

SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)  
 SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)  
 SPEA J301 Substantive Criminal Law (3 cr.) or SPEA J302 Procedural Criminal Law (3 cr.)

SPEA J439 Crime and Public Policy (3 cr.)

Two of the following three courses:

SPEA J306 The Criminal Courts (3 cr.)  
 SPEA J321 American Policing (3 cr.)  
 SPEA J331 Corrections (3 cr.)

#### **Management Concentration (6 courses) Requirements**

Students will take the following courses:

SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)  
 SPEA V366 Managing Behavior in Public Organizations (3 cr.)  
 SPEA V368 Managing Government Operations (3 cr.)

Any three SPEA courses selected with consent of advisor.

#### **Health Services Administration Concentration (6 courses) Requirements**

The following three courses:

SPEA H320 Health Systems Administration (3 cr.)  
 SPEA H352 Health Finance and Budgeting (3 cr.)  
 SPEA H441 Legal Aspects of Health Care Administration (3 cr.)

Three of the following courses with the consent of the advisor:

SPEA H316 Environmental Health (3 cr.)  
 SPEA H322 Principles of Epidemiology (3 cr.)  
 SPEA H371 Human Resource Management in Health Care (3 cr.)  
 SPEA V375 Emergency Services Administration (3 cr.)  
 SPEA H402 Hospital Administration (3 cr.)  
 SPEA H474 Health Administration Ethics Seminar (3 cr.)

#### **Specialized Public Affairs Concentration (6 courses) Requirements**

A specialized concentration adaptable to the student's interest.

Four of the six courses in the concentration must be SPEA courses.

All courses in the concentration (SPEA and nonSPEA) must be at the 300 or 400 level.

Students must have their advisor's approval for the concentration and the courses selected.

#### **Environmental Policy Concentration (6 courses) Requirements**

The following courses:

SPEA E400 Topics in Environmental Studies:  
 Environmental Law  
 SPEA E400 Topics in Environmental Studies:  
 Environmental Planning  
 SPEA H316 Environmental Health

Any other three SPEA courses selected with consent of the advisor.

Note: Electives: Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirement of 120 credit hours

\*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs or retrieved from the SPEA website.

### **Certificate in Public Health**

The Certificate in Public Health is available to undergraduate students in all divisions of the university.

The curriculum provides a basic understanding of environmental health issues, current health policies, the structure of the medical care delivery system, administration techniques used in health-related facilities, and methods of determining the significance of various factors on health.

[Student Consumer Information about this Program](#) (online)

The Certificate in Public Health requires 18 credit hours, including three required courses and three courses from a list of health-related courses. To be eligible for the certificate, students must complete the following requirements in addition to all requirements for the baccalaureate degree program of their choice.

### **Requirements**

All of the following three courses:

- SPEA H316 Environmental Health (3 cr.)
- SPEA H320 Health Systems Administration (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)

Three of the following:

- SPEA H342 Community Health Education (3 cr.)
- SPEA H416 Environmental Health Policy (3 cr.)
- SPEA H441 Legal Aspects of Hospital Health Care Administration (3 cr.)
- SPEA V450 Contemporary Issues in Public Affairs-Health Topics (3 cr.)
- SPEA E400 Topics in Environmental Studies (3 cr.)

Other approved planning, management, and policy courses related to health

### **Area Certificate in Public Affairs**

The School of Public and Environmental Affairs offers the Area Certificate in Public Affairs to students wishing to study public policy, governmental organization, and public management skills in addition to the major area of their undergraduate programs. The program is interdisciplinary, and students from any department or school of Indiana University are eligible.

[Student Consumer Information about this Program](#) (online)

The Area Certificate in Public Affairs requires a total of 27 credit hours, of which SPEA must teach at least 15 but no more than 21 credit hours. (Each course carries 3 credit hours.) To be eligible for a certificate, Indiana University students must complete the following requirements in addition to satisfying all degree requirements for the baccalaureate degree program of their choice:

### **Requirements**

All of the following:

- SPEA-E 272 Intro to Environmental Science (3 cr.)
- SPEA-V 170 Intro to Public Affairs (3 cr.)
- SPEA-V 264 Urban Structure and Policy (3 cr.)

One course each from two of the following groups:

#### *Organizational Behavior*

- SPEA-J 310 Introduction to Administrative Process (3 cr.)
- SPEA-V 270 Survey of Administrative Techniques (3 cr.)
- BUS-Z 302 Managing and Behavior in Organizations (3 cr.)
- POLS-Y 390 Micropolitics and Organizational Behavior (3 cr.)

#### *Public Administration*

- SPEA-V 366 Managing Behavior in Public Organizations (3 cr.)

#### *Law*

- SPEA-V 376 Law and Public Policy (3 cr.)
- POLS-Y 304 / POLS-Y 305 American Constitutional Law I and II (3/3 cr.)
- BUS-L 201 Legal Environment of Business (3 cr.)
- SPEA-J 301 Substantive criminal Law (3 cr.)

Four courses from one of the following categories:

#### *School of Public and Environmental Affairs*

- SPEA-V 260 Topics in Public Affairs (3 cr.)
- SPEA-V 346 Introduction to Government Accounting and Financial Reporting (3 cr.)
- SPEA-V 348 Management Science (3 cr.)
- SPEA-V 365 Urban Development and Planning (3 cr.)
- SPEA-V 372 Government Finance and Budgets (3 cr.)
- SPEA-V 373 Human Resource Management in the Public Sector (3 cr.)
- SPEA-V 432 Labor Relations in the Public Sector (3 cr.)
- SPEA-V 442 Topics in Fiscal Management (3 cr.)
- SPEA-V 444 Public Administrative Organization (3 cr.)
- SPEA-V 449 Applied Policy Analysis (3 cr.)
- SPEA-V 450 Contemporary Issues in Public Affairs (3 cr.)
- SPEA-V 472 Policy Processes in the U.S. (3 cr.)

#### *Political Science*

- POLS-Y 200 Citizen and the Courts (3 cr.) (This is a topics in political science course. The only acceptable topic is "Citizen and the Courts.")
- POLS-Y 302 Public Bureaucracy in Modern Society (3 cr.)
- POLS-Y 306 State Politics in the United States (3 cr.)
- POLS-Y 394 Public Policy Analysis (3 cr.)

#### *Criminal Justice*

- SPEA-J 101 American Criminal Justice System (3 cr.)

- SPEA-J 322 Introduction to Criminalistics (3 cr.)
- SPEA-J 370 Social Control Systems (3 cr.) (This is a seminar in criminal justice course. The only acceptable topic is "Social Control Systems.")

#### *Sociology*

- SOC-S 320 Deviance and Control (3 cr.)
- SOC-S 325 Criminology (3 cr.)
- SOC-S 461 Urban Sociology (3 cr.)
- SOC-S 424 Sociology of Law (3 cr.)

#### **Certificate in Public Safety**

The Certificate in Public Safety offers a broad overview of law enforcement and its relationship to the other elements in the criminal justice process. It is useful to sworn and nonsworn personnel, as well as to those seeking employment in law enforcement. The certificate also provides excellent transition into the Associate of Science in Criminal Justice and the Bachelor of Science in Criminal Justice degree programs.

[Student Consumer Information about this Program](#) (online)

#### **General Education (9 cr.)**

- ENG-W 131 Elementary Composition I (3 cr.)
- SPCH-S 121 Public Speaking (3 cr.)
- PSY-P 101 Introduction to Psychology I (3 cr.) **OR** SOC-S 161 Principles of Sociology (3 cr.)

#### **Criminal Justice (18 cr.)**

- SPEA-J 101 American Criminal Justice System (3 cr.)
- SPEA-J 301 Substantive Criminal Law (3 cr.)
- SPEA-J 310 Introduction to Administrative Process (3 cr.)
- SPEA-J 321 American Policing (3 cr.)
- SPEA-J 320 Criminal Investigation (3 cr.) **OR** SPEA-J 322 Criminalistics (3 cr.)
- SPEA-J 370 Seminar in Criminal Justice (3 cr.)

## **Minors**

#### **Minor in Criminal Justice**

##### **Requirements (Five courses)**

- SPEA J101 American Criminal Justice System (3 cr.)
- SPEA J301 Substantive Criminal Law (3 cr.)

*Three of the following courses:*

- SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)
- SPEA J306 The Criminal Courts (3 cr.)
- SPEA J321 American Policing (3 cr.)
- SPEA J331 Corrections (3 cr.)

#### **Minor in Environmental Science and Health**

##### **Requirements (Five courses)**

The following courses:

- SPEA-H 316 Environmental Health (3 cr.)
- SPEA-H 416 Environmental Health Policy (3 cr.)

Three additional courses in environmental science and health approved by a SPEA faculty advisor.

#### **Minor in Health Systems Administration**

##### **Requirements (Five courses)**

- SPEA-H 320 Health Systems Administration (3 cr.)
- SPEA-H 371 Human Resources Management in Health Care (3 cr.) **OR** SPEA-V 373 Human Resource Management in the Public Sector (3 cr.)

*Three of the following courses:*

- SPEA-H 352 Health Finance and Budgeting (3 cr.)
- SPEA-H 402 Hospital Administration (3 cr.)
- SPEA-H 411 Chronic and Long-Term Care Administration (3 cr.)
- SPEA-H 441 Legal Aspects of Health Care Administration (3 cr.)
- SPEA-H 455 Topics in Public Health (3 cr.)

#### **Pre-law Minor**

Interdisciplinary Minor in the College of Arts and Sciences (COAS), the School of Business and Economics, and the School of Public and Environmental Affairs (SPEA).

Admission to law schools requires a baccalaureate degree and a Law School Admission Test (LSAT) score. The degree may be in any discipline. Students preparing for law school are advised to take courses in logical thought, American history, American politics, business, and criminal and civil law. While no specific courses are required, IU Northwest offers an interdisciplinary prelaw minor for students interested in attending law school.

The minor includes six courses totaling 18 credits. Students in SPEA, the School of Business and Economics, and history majors in the College of Arts and Sciences could double-count courses that are required for their major or concentration, but they are required to take at least four courses or 12 credits outside of their major or concentration.

The structure of the minor is as follows:

- BUS L201 Legal Environment of Business
- HIST H106 American History II (Twentieth Century)
- PHIL P150 Elementary Logic
- POLS Y103 Introduction to American Politics
- SPEA J101 American Criminal Justice System
- One elective

Students may pick from the following courses for the elective:

- BUS A201 Introduction to Financial Accounting
- BUS L303 The Commercial Law
- ECON E103 Introduction to Microeconomics
- HIST A313 Origins of Modern America
- HIST A315 Recent U.S. History
- HIST H105 American History I
- SPEA H441 Legal Aspects of Health Care
- SPEA J301 Substantive Criminal Law
- SPEA J303 Evidence

The prelaw advisor can approve an elective that is not on the list if it meets the educational objectives.

The university provides prelaw counseling for interested students. Contact the prelaw advisor at (219) 980-6841 or (219) 980-6636.

### Minor in Public and Environmental Affairs Requirements (Five courses)

- SPEA-V 170 Intro to Public Affairs (3 cr.)

One of the following courses:

- SPEA-E 162 Environment and People (3 cr.)
- SPEA-E 272 Intro to Environmental Science (3 cr.)

Three of the following courses:

- SPEA-E 400 Topics in Environmental Studies (3 cr.)
- SPEA-V 263 Public Management (3 cr.)
- SPEA-V 366 Managing Behavior in Public Organizations (3 cr.)
- SPEA-V 373 Human Resource Management in the Public Sector (3 cr.)
- SPEA-V 376 Law and Public Policy (3 cr.)
- SPEA-V 432 Labor Relations in the Public Sector (3 cr.)
- SPEA-V 444 Public Administrative Organization (3 cr.)
- SPEA-V 450 Contemporary Issues in Public Affairs (3 cr.)

## Graduate Studies

### Master of Public Affairs

The graduate program of the Public and Environmental Affairs consists of the Master of Public Affairs Degree (M.P.A.).

The mission of the School of Public and Environmental Affairs Masters of Public Affairs Program is to sustain a diverse collaborative community of learning that provides professional education to develop ethical, motivated, and effective leaders and to impact our changing region, nation, and world through community engagement and research.

The Master of Public Affairs (M.P.A.) program, which is fully accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), is an integrated course of study that requires a minimum of 48 credit hours. The program provides knowledge and experience that can be used by the professional in various roles within a changing public sector. It is also an interdisciplinary, professional program drawing on diverse faculty talents and resources. The goal of the program is to equip the individual with the necessary skills and knowledge to enter local, state, or federal government or quasi-governmental service and to broaden comprehension of the economic, environmental, political, and social context in which the public servant works.

The curriculum of this program as contained in the core requirements encompasses preparation in a broad range of skills relevant to the operation of public agencies. It is, therefore, interdisciplinary, based on the academic disciplines, but not limited to any one; it is also problem-oriented, bringing the disciplines to bear on critical social, environmental, economic, and administrative conditions.

Although the environment of public service is diverse and changing, effectiveness in that environment requires the development of special skills attained through detailed study in a chosen field of concentration. The fields of concentration span the variety of professional specialties

found in public service. Thus, the program provides both expertise in a specific concentration area and in the core requirements, and a general working knowledge of public affairs.

### Admission to the M.P.A. Program

*Students that entered MPA Program prior to Fall 2013, please refer to Academic Bulletin 2010-12.*

### Application

The prospective student should complete and return application packet to the following address:

Indiana University Northwest  
School of Public and Environmental Affairs  
Graduate Program Committee  
3400 Broadway  
Gary, IN 46408

### Application Fee

A nonrefundable application fee of \$40 is required of all applicants.

### Application Requirements

For more information on SPEA's graduate programs and for questions regarding the application process, please call 219-980-6695.

The following items should be compiled and submitted in **one final packet** if you wish to pursue your graduate career.

1. Graduate Application and Residency Form
2. Official copy of transcripts from undergraduate institution and/or graduate institution you have attended:
  - Student must have an overall cumulative GPA of 3.0
  - OR Student will need to take the GRE and score in the 50 percentile or higher

*\*\*Students who have taken another graduate exam (such as the LSAT or GMAT) may submit evidence indicating their score was in the 50 percentile or higher.*
3. Resume or Curriculum Vitae
4. Writing Sample
5. Letter of Intent
6. 3 letters of reference sealed and sent to student for final packet
7. Submit check or money order in the amount of \$40. Make all checks payable to Indiana University Northwest

### Baccalaureate Degree

Certification of a baccalaureate degree is required for entrance into the M.P.A. Program. Although the student may not have completed the undergraduate work at the time of application, a decision will be made on the strength of the student's work at the time of application. However, a final transcript, showing baccalaureate degree must become a part of the permanent record before the student can be formally admitted.

## Application References

Students should ask three individuals who are familiar with their activities and potential to fill out an Application Reference Form. These forms will be provided with the application form.

### Validity

Following notice of admission, an applicant has one calendar year in which to enroll. Supplementary transcripts of any academic work undertaken during that period are required, and the division may request additional letters of recommendation. Should the updated material prove unsatisfactory, the admission may be canceled. If the applicant fails to enroll within one year, a complete new application is required.

### Examinations for Admission

SPEA considers results from the GRE, GMAT or LSAT, but the GRE is most common among our applicants. Preparing to take the test and getting official test scores can be a lengthy process, so plan accordingly.

### Admission Committee

Each application, with accompanying transcripts and other documents, is considered carefully by the graduate program committee for the appropriate degree. While the applicant's undergraduate scholastic performance is the most significant index of ability to do graduate work, the test scores, recommendations, writing samples and the student's letter of intent can weigh heavily in the final decision of the admission committee. The aim is to select those applicants who can successfully complete graduate study and be effective in public affairs.

### Degree Policies and Procedures Graduation Requirements

It is the responsibility of students to be certain that their graduation or other academic requirements are met. The graduate office will keep a record of the student's progress and will aid in program planning.

### Non-degree Students

Graduate non-degree students make take up to 12 graduate SPEA credits. These courses may not necessarily be used toward the Certificate or the MPA programs. Financial Aid is not offered for non-degree candidates.

### Grade of Incomplete

An Incomplete indicates that the work is satisfactory as of the end of the semester but has not yet been completed. This grade may be awarded only when the student's work is of passing quality and upon evidence that personal hardship would render it unjust to hold that student to the time limits previously fixed for the completion of the work. Normally, faculty members are reluctant to give the grade of Incomplete. One calendar year is allowed for the removal of an Incomplete unless the chairperson of the graduate program authorizes an adjustment of this period due to exceptional circumstances. If those procedures are not followed, the I is changed to F.

## Grade Average, Provisional, and Probationary Status

Students may be admitted on a provisional basis for particular reasons, such as deficiencies in certain areas. The provisional status will be removed upon fulfillment of the stipulated conditions. A cumulative grade point average of 3.0 (A=4.0) or higher for all work taken for graduate credit must be earned as a prerequisite for continuation in good standing and for graduation. Students whose cumulative grade point average falls below 3.0 will be placed on probation. To be removed from probation, students either placed on probation or admitted on a provisional basis are required to attain an average of at least 3.0 for all graduate work completed by the end of the next semester of full-time enrollment or its equivalent (12 credit hours). Failure to do so will be cause for dismissal.

### Petitioning Procedures

A student may find it necessary to petition the Graduate Program Committee relative to such matters as dismissal, requirements, transfers, class load, etc. Such requests must be presented in writing to the Graduate Program Committee.

### Midcareer Options

The purpose of the midcareer option of the Master of Public Affairs graduate program is to enhance the professional capabilities of those with previous training or experience in public service. It is a program capable of being specially designed to meet the educational and professional needs of the individual.

Some administrators are engaged in professional capacities requiring deeper understanding of certain specialties. Others with considerable experience in a specialization may wish to broaden their knowledge and perspectives. The midcareer option can accommodate those needs.

Credit waiver may be granted to midcareer option students for significant administrative or policy-level work experience. This work experience may be of a managerial nature or may be in program or policy development (which may or may not include experience in management, e.g., as a planner). The work experience need not necessarily be with a governmental agency. Many private and quasi-public organizations have significant governmental contacts. Furthermore, much management-level experience in the private sector is applicable to the public sector.

Students wishing to take full advantage of the midcareer option should apply as soon as regular admission to the program has been granted. The Graduate Program Committee makes a determination of Program eligibility for the midcareer option for each applicant. Students granted the midcareer option for more than 6 credit hours may not take SPEA V585 Practicum in Public Affairs for credit. Decisions about the midcareer option are made separately from decisions about transfer of credit. Under no circumstances will the midcareer option and the transfer of credit total more than 21 credit hours of the 48 credit hour degree requirement. Students receiving the midcareer option should carefully plan their programs in consultation with an advisor as early as

possible. Certification of the plan of study by the advisor is necessary.

### Transfer Credit from other Graduate Programs

Previous graduate credit from other schools at Indiana University or other universities may be accepted toward a degree in the Master of Public Affairs program up to a total of 9 credit hours. The particular courses to be awarded credit will be arranged with the director of the division. A Transferof-Credit Form must be completed, and approval must be granted for each course for which transfer credit is desired. This is true both for previous work at Indiana University, outside the Division of Public and Environmental Affairs and Political Science, and for graduate work at other institutions. Courses outside the division planned in conjunction with the chairperson of the graduate program for the student's course of study need not be petitioned.

### General Scholarship Rule

Any student who does not possess the necessary preliminary training or who lacks other qualifications may be required by the division to enroll in such courses as the division may designate or to take such other corrective action as is necessary or desirable. The division may review a student's record at any time and take whatever actions seem necessary for the best interest of that student or of the division.

**Any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the division.**

### M.P.A. Degree Requirements

The Master of Public Affairs program requires a minimum of 48 graduate credit hours and completion of (1) the foundation requirement, (2) the core requirement, (3) the experiential requirement, and (4) the concentration requirement. The foundation requirement ensures that each student has the requisite background in the areas of computing, economics, government, and mathematics to facilitate the mastery of core course material. No graduate credit is given for work done to satisfy this requirement.

The core requirement consists of 21 credit hours of work in six to seven courses, six of which are required of all students pursuing an M.P.A. degree. The experiential requirement ensures that each graduate of the M.P.A. program has gained insight into the world of public service by way of an experience outside the classroom involving contact with prospective peers. This experience may or may not involve the accumulation of credit hours toward the degree. Each student must also complete the requirements of one concentration, which consists of 18-21 credit hours of work. The remaining credit hours necessary for graduation, if any, are general electives that can be used to add breadth to a student's program; to further explore a field of concentration; or to enhance quantitative tools or administrative techniques.

### Core Requirement

The M.P.A. core ensures that each student acquires both the prerequisite analytical skills and an understanding of policy issues and governmental processes that compose

the environment within which graduates will pursue their careers.

The following seven courses are required:

- SPEA V500 Quantitative Tools for Public Affairs (3 cr.)
- SPEA V502 Public Management (3 cr.)
- SPEA V506 Statistical Analysis for Policy and Management (3 cr.)
- SPEA V517 Public Management Economics (3 cr.)
- SPEA V540 Law and Public Affairs (3 cr.)
- SPEA V560 Public Finance and Budgeting (3 cr.)
- SPEA V600 Capstone in Public and Environmental Affairs (3 cr.) (Must have 39 graduate credits and all core requirements before enrolling in this course)

Total (21 cr.)

Unusually well-prepared applicants may petition the program director to waive one or more of the core requirements on the basis of advanced work done elsewhere. Students may be exempted based on satisfactory equivalent course work or by an examination. Credit hours waived from the core will add to the electives a student may use. Students requesting course waivers should contact the appropriate program director for requirements and guidelines.

### Concentration Requirement

The concentrations following are designed to give the student an educational experience in a substantive area of the student's interest. The student chooses a concentration in consultation with the director of the M.P.A. program, and the course of study in the concentration area is determined in conjunction with a concentration advisor. All concentrations require at least 18-21 credit hours of course work. Up to 3 credit hours of the concentration may be taken in SPEA V585 Practicum in Public Affairs, if the concentration advisor approves the field experience in advance. Concentration requirements may be waived on the same basis as core requirements.

### Criminal Justice Concentration

The criminal justice concentration is for those interested in the issues, methods, and skills involved in the management of criminal justice or related agencies.

Requirements

The following three courses:

- SPEA J501 Criminological Thought and Policy (3 cr.)
- SPEA V509 Administrative Ethics in the Public Sector (3 cr.)
- SPEA J502 Research Methods in Criminal Justice and Public Affairs (3 cr.)

Select one of the following (3 cr.)

- SPEA J682 Planning and Management for Criminal Justice and Public Safety (3 cr.)
- SPEA J666 Criminal Justice Policy and Evaluation (3 cr.)

Select two of the following (6 cr.)

- SPEA V504 Public Organizations (3 cr.)
- SPEA V512 Public Policy Process (3 cr.)



- SPEA V539 Management Science for Public Affairs (3 cr.)
- SPEA V561 Public Human Resource Management (3 cr.)
- SPEA V566 Executive Leadership (3 cr.)

Total (18 cr.)

### Health Services Administration Concentration

The health services administration concentration is for public administration students who plan to assume a managerial position in the health services field. This concentration affords the student the opportunity to study policy, issues, and programs related to the health services field.

Requirements

The following four courses:

- SPEA V504 Public Organizations (3 cr.)
- SPEA V543 Health Services Management (3 cr.)
- SPEA V545 The U.S. Health Care System (3 cr.)
- SPEA V546 Health Services Utilization (3 cr.)

Select three of the following: (9 cr.)

- SPEA H514 Health Economics (3 cr.)
- SPEA H515 Health Policy Process (3 cr.)
- SPEA V550 Topics in Public Affairs: Health Topic (3 cr.)
- SPEA V522 Human Resource Management (3 cr.)
- SPEA V561 Public Human Resources Management (3 cr.)

Total (21 cr.)

### Nonprofit Management Concentration

The nonprofit management concentration prepares persons for leadership positions in not-for-profit organizations. The core requirements for the M.P.A. degree provide a strong management and policy base.

The concentration offers students the opportunity to develop this base through non-for-profit applications. Most courses in the concentration address the unique features and practices of not-for-profit organizations or the policies affecting them. Supplementary courses available in the concentration offer management techniques helpful to nonprofit leaders.

Requirements (21 cr.)

The following seven courses:

- SPEA J502 Research Methods for Criminal Justice and Public Affairs (3 cr.)
- SPEA V509 Administrative Ethics (3 cr.)
- SPEA V512 Public Policy (3 cr.)
- SPEA V521 The Nonprofit and Voluntary Sector (3 cr.)
- SPEA V522 Human Resource Management in Nonprofit Organizations (3 cr.)
- SPEA V525 Management in Nonprofit Organizations (3 cr.)
- SPEA V526 Financial Management for Nonprofit Organizations (3 cr.)

Select two of the following (6 cr.)

- SPEA V504 Public Organizations (3 cr.)

- SPEA V539 Management Science for Public Affairs (3)
- SPEA V557 Proposal Development and Grant Administration (3 cr.)
- SPEA V558 Fund Development for Nonprofit Organizations (3 cr.)
- SPEA V562 Public Program Evaluation (3 cr.)
- SPEA V566 Executive Leadership (3 cr.)
- SPEA V602 Strategic Management for Public and Nonprofit Organizations (3 cr.)

Total (21 cr.)

### Public Management Concentration

The Public Management Concentration consists of a structured program that facilitates the development of a managerial perspective. The intent of the curriculum is to ensure breadth of coverage across those areas essential to a managerial career.

Requirements

The following four courses:

- SPEA V504 Public Organizations (3 cr.)
- SPEA V539 Management Science for Public Affairs (3)
- SPEA V561 Public Human Resources Management (3 cr.)
- SPEA V566 Executive Leadership (3 cr.)

Select three of the following (9 cr.)

- SPEA V509 Administrative Ethics in the Public Sector (3 cr.)
- SPEA V512 Public Policy Process (3 cr.)
- SPEA V562 Public Program Evaluation (3 cr.)
- SPEA V525 Management in the Nonprofit Sector (3 cr.)

Total (21 cr.)

**Cumulative Grade Point Average has to be 3.0 or higher to graduate.**

### Certificate in Environmental Affairs

The Certificate in Environmental Affairs program is a 15 credit hour program of study in environmental affairs. The program is flexible enough to adapt to the needs of precareer or in-service persons and to individuals with varying degrees of experience. Individuals currently employed in industry, nonprofit organizations, and the public sector in environmentally related positions who have technical backgrounds but who see greater insight and formal education on economic, policy, and legal issues related to the critical environmental issues will find the program particularly beneficial.

### Required Courses (15 cr.)

- SPEA V517 Public Management Economics (3 cr.)
- SPEA V520 Environmental Policy (3 cr.)
- SPEA V645 Environmental Law (3 cr.)
- Two additional SPEA graduate public affairs courses are also required (6 cr.)
- If students are interested in furthering their education in the MPA Program, students should plan to take the following classes as electives:

- V500 Quantitative Tools for Public Affairs (3cr.)
- V539 Management Science for Public Affairs (3 cr.)

### Certificate in Nonprofit Management

The Nonprofit Management Certificate is a 15 credit hour program of study, designed to serve the needs of individuals who would like exposure to the nonprofit sector and nonprofit management issues but who do not wish or need to pursue a degree in nonprofit management. The certificate complements other courses of study or career experience in such areas as social work, library science, and parks and recreation. Students pursuing a nonprofit management certificate gain an understanding of how to work in and with nonprofit organizations.

[Student Consumer Information about this Program](#)

### Required Courses (15 cr.)

- SPEA V525 Management In The Nonprofit Sector (3 cr.)
- SPEA V522 Human Resource Management in Nonprofits (3 cr.)
- SPEA V526 Financial Management for Nonprofits (3 cr.)
- Two additional SPEA graduate public affairs courses are also required ( 6 cr.)
- If students are interested in furthering their education in the MPA program, students should plan to take the following classes as electives:
  - V500 Quantitative Tools for Public Affairs (3cr.)
  - V517 Public Management Economics (3 cr.)

Note: Students must take V525 before V522.

### Certificate in Public Management

The Certificate in Public Management is a focused 15 credit hour program of study in public management for those students interested in a less extensive course of study at the graduate level. The certificate program is flexible enough to be adapted to the needs of precareer and in-service individuals and can accommodate people interested in a wide variety of public careers ranging from social work to criminal justice to health administration.

The certificate is ideal for those persons in public and community organizations or agencies who wish to supplement their primary fields of professional or technical competence, persons who are changing from professional or technical roles to managerial roles in the public service, career employees of public and community agencies who are interested in studying a sequence of core courses in public management, or students who wish to explore the field of public management before committing themselves to an extended degree program.

Candidates with a bachelor's degree are admitted to the program from a variety of educational backgrounds.

[Student Consumer Information about this Program](#)

### Required Courses (15 cr.)

- SPEA V502 Public Management (3 cr.)

- SPEA V560 Public Finance and Budgeting (3 cr.)
- SPEA V561 Public Human Resources Management (3 cr.)
- Two additional SPEA graduate public affairs courses are also required ( 6 cr.)
- If students are interested in furthering their education in the MPA program, students should plan to take the following classes as electives:
  - V500 Quantitative Tools for Public Affairs (3cr.)
  - V517 Public Management Economics(3 cr.)

## Radiologic Sciences Programs

### Administrative Officers

Arlene M. Adler, M.Ed., R.T.(R), FAEIRS,

Robin J. Jones, M.S., R.T.(R),

Vesna Balac, B.S., R.T.(R), *Lecturer*

Sharon Laskia, M.S., R.T. (R) RDMS, RVT, *Lecturer and Director, Diagnostic Medical Sonography Program*

Amanda G. Sorg, B.S., R.T. (R), *Clinical Associate Professor and Director, Radiation Therapy Program*

**Web site:** [www.iun.edu/radiologic-sciences/](http://www.iun.edu/radiologic-sciences/)

**Phone:** (219) 980-6899

### About the Radiologic Sciences Programs

Within the Department of Radiologic Sciences, interested students can obtain an Associate of Science Degree in Radiography or a Bachelor of Science Degree in Radiologic Sciences. The AS Radiography Program prepares students to be radiographers in the health care environment. Radiographers are experts in the performance of examinations requiring the use of X-rays and highly complex machinery to produce a quality X-ray (radiograph) of the internal parts of the body for interpretation by a medical doctor (radiologist).

The BS degree in Radiologic Sciences offers individuals the opportunity to pursue three separate concentrations—an advanced clinical/health management concentration for the associate degree radiographer, diagnostic medical sonography, or radiation therapy. The diagnostic medical sonography and radiation therapy programs are open to individuals with either a health professional AS degree background or a non-health professions background.

Among the options for advanced clinical experience for the radiographer, are careers in cardiovascular interventional technology, computed tomography (CT) and magnetic resonance imaging (MRI). Cardiovascular interventional technologists assist physicians in performing diagnostic and therapeutic procedures of the cardiovascular system. These procedures involve the injection of iodinated contrast media to demonstrate diseases of the heart and blood vessels. Computed tomography (CT) technologists produce images of selected planes of the body by combining the use of an X-ray beam and a computer. Magnetic resonance imaging (MRI) technologists utilize a magnetic field along with radio waves to create images of patients' anatomy for interpretation by a physician.

Diagnostic medical sonographers are concerned with the proper operation of the ultrasound equipment and preparation of patients for various types of diagnostic procedures. Upon request of a physician, they examine various parts of the body by using sound waves.

Radiation therapists use different forms of ionizing radiation for the treatment of benign and malignant tumors. They administer the prescribed dose of ionizing radiation to specific sites of the patient's body as directed by the physician.

## Associate of Science in Radiography

### About the A.S. in Radiography

Radiology is a science involving the medical use of X-rays, radium, and radioactive isotopes in the diagnosis and treatment of disease. Radiographers are essential members of the health care team. They are experts in the performance of examinations requiring the use of X-rays and highly complex machinery to produce a quality X-ray image (radiograph) of the internal parts of the body for interpretation by a medical doctor (radiologist).

Radiographers find employment possibilities in various medical settings ranging from doctors' offices to large medical centers. In addition, some seek employment in industry or in the marketing and sales of X-ray products.

### Length of the Program

24 months beginning in May. Professional course work begins each July (summer session II).

### Structure of the Program

The Radiography Program is a full-time day program involving classroom and laboratory experiences on campus and clinical experiences at local hospitals.

### Design of the Professional Curriculum

The curriculum follows a pattern designed to train the student to become adept in the performance of diagnostic radiologic procedures. Courses in radiologic principles, radiographic procedures, clinical application of theory, and general education are included in the curriculum.

The Associate Degree Radiography Program offered by Indiana University Northwest is designed to prepare students for professional careers as radiographers in the medical field. By providing pertinent learning experiences, the program faculty strives to develop students' interests in lifelong learning through the professional societies and continuing education. The curriculum is designed in accordance with the guidelines established by the American Society of Radiologic Technologists.

The Radiography Program has set forth the following goals:

1. To graduate radiographers who demonstrate
  - a. Clinical competence;
  - b. Effective communication skills;
  - c. Critical thinking and problem solving skills; and
  - d. Professional values.
2. To provide the medical community with individuals qualified to perform radiographic procedures.

3. To involve students in professional continuing education activities in an effort to instill a desire for life long learning.

4. To involve the student in the community we serve.

### Opportunities for Students to Work

Students often seek employment in part-time positions outside the program. These positions cannot interfere with clinical and class schedules and must be balanced with necessary study time.

### Program Facilities

The Radiography Program offices and classrooms are located in the Dunes Medical/ Professional Building at IU Northwest.

### Location of Clinicals

Clinical experiences occur in local hospitals, including the Community Hospital in Munster; IU Health; LaPorte Hospital in LaPorte; Methodist Hospital of Gary, Inc., in Gary and Merrillville; Porter Hospital in Valparaiso; Franciscan St. Anthony Health in Crown Point; Franciscan St. Anthony Health in Michigan City; Franciscan St. Margaret Health in Hammond; and St. Mary Medical Center in Hobart.

### Additional Costs

In addition to regular university tuition and fees, students should expect to pay program-related expenses such as books, uniforms, physical examination, lead markers, and radiation monitoring.

### Accreditation

The Radiography Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606--3182; phone: (312) 704-5300; www.jrcert.org.

### Admission Policies

Students may apply for admission to the Radiography Program after qualifying for regular admission to Indiana University. Admission to the professional program is competitive; therefore, completion of the application does not guarantee admission to the program.

### Criteria Used for Class Selection

Admission to the program is based upon each applicant's high school and college course work and a personal interview.

### Class Size

Approximately 40-45 students each May (beginning professional course work in summer session II).

### Specific Requirements

In addition to the College of Health and Human Services admission policies and procedures, the following apply to the Radiography Program at IU Northwest:

### Application Deadline

January 15 of the year of anticipated entry.

### Total Number of Prerequisite Credit Hours

To be eligible for admission, applicants must complete the program's Math (M100 or higher) and written communication (W131) requirements with a "C" (2.0) or better prior to beginning the professional coursework that begins each year in Summer Session II. These

requirements can be fulfilled during Summer I course work.

In addition, specific college and/or high school courses that are recommended include Oral communication (S121), Psychology (P101), Computer science (A106), Human Anatomy and Physiology I and II (P261 and P262) and Medical Terminology (R185). Specific grades in these courses are used as a part of the student's admission profile number. Completing these courses in advance improves a student's chance for admission into the Radiography Program. If a student has not taken the college equivalent of the courses listed above, a high school transcript should be submitted with the application and specific will be reviewed for admission purpose.

### Limitations of Course Work

Remedial course work does not count as credit hours toward the degree or for purposes of calculation of a grade point average during the admission process.

### Seven Year Limit

Anatomy and Physiology I and II have a 7 year age limit between completion and time of admission. Students may opt to take the course again or challenge the course by departmental examination.

### Repeated Courses

In order to qualify for admission and/or progression, the student must pass the required arts and sciences coursework by the second completed attempt.

### Minimum Cumulative Grade Point Average

A high school grade point average of 3.0 or a college grade point average of 2.0 on a 4.0 scale is required for admission into the Radiography Program. The college grade point average will be used if the applicant has completed a minimum of 12 credit hours with at least one math or science course on the transcript. The program admissions committee implements this requirement when the incoming class of students is selected from the applicant pool.

### Interview

An interview is required for admission. However, if the number of applications to the program far exceeds the number of positions available, the program admissions committee reserves the right to limit the number of applicants interviewed. Interviews will be scheduled during the spring semester.

### High School Applicants

Check with your school to see if you can earn college credit while in high school to complete the two prerequisite courses.

### Essential Abilities

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of essential abilities is mailed to all program applicants.

### Health Requirements

Students are required to show proof that they have met the immunization, physical examination and laboratory examination requirements for the program as well as CPR certification. Specific information is provided to all accepted students prior to enrolling in clinical course work.

### Criminal History Check

A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical course work.

### Drug Screening Policy

Students may be required to have a drug screen prior to attending clinical experience or it may be required on demand under certain situations in the clinical site. A positive drug screen will result in removal from the clinical site and possible dismissal from the program.

### Volunteer Experience

While volunteer experience is not required; it is very helpful in making a career choice.

### Curriculum

#### Prerequisites

Prior to beginning professional course work, all students must complete the program's math and English requirement with a C (2.0) or better. Students may earn up to 6 hours of Indiana University credit by correspondence toward fulfilling the requirements for the associate degree. Students are encouraged to seek advising prior to enrolling in course work. The faculty retain the right to determine acceptability of course work taken by nontraditional methods outside of Indiana University to meet degree requirements.

#### Professional Program

Courses in the professional program are sequential and, therefore, must be taken in the order specified by the program faculty.

#### Awards

The program faculty will recommend to the university graduating students with superior academic performance for degrees awarded with distinction. Also, the program may recognize students with outstanding academic and clinical achievement during their professional program at the time of graduation.

#### Scholarships

For information on scholarships and grants, students should contact the Financial Aid Office. Some hospitals offer financial assistance for students pursuing radiography. Contact the program faculty for further information.

#### Graduation Requirements

Satisfactory completion of 76/77 credit hours to include 23/24 credit hours of prerequisite and general education courses and 52 credit hours of professional courses. All course work must be completed in compliance with the program's and school's academic and professional policies. Upon successful completion of the program, students are eligible to take the examination of the American Registry of Radiologic Technologists (AART) ([www.arrt.org](http://www.arrt.org)).

#### Radiography Curriculum

Two-Year Semester Sequence

#### Summer Session I

- MATH M100 /M119 College Level Mathematics\* (3-4 cr.)
- ENG W131 Elementary Composition\* (3 cr.)

Total (6-7 cr.)

### Summer Session II

- RADS R100 Orientation to Radiologic Technology\* (2 cr.)
- RADS R103 Introduction to Clinical Radiography\* (2 cr.)
- RADS R181 Clinical Experience I\* (1 cr.)
- RADS R185 Medical Terminology\* (1 cr.)

Total (6 cr.)

### Fall Semester

- RADS R101 Radiographic Procedures\* (3 cr.)
- RADS R102 Principles of Radiography I\* (3 cr.)
- RADS R182 Clinical Experience II\* (4 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)

Total (14 cr.)

### Spring Semester

- RADS R201 Radiographic Procedures II\* (3 cr.)
- RADS R202 Principles of Radiography II\* (3 cr.)
- RADS R281 Clinical Experience III\* (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)

Total (14 cr.)

### Summer Sessions

- RADS R282 Clinical Experience IV\* (4 cr.)

Total (4 cr.)

### Fall Semester

- RADS R205 Radiographic Procedures III\* (3 cr.)
- RADS R222 Principles of Radiography III\* (3 cr.)
- RADS R250 Physics Applied to Radiology\* (3 cr.)
- RADS R283 Clinical Experience V\* (4 cr.)
- CSCI A106 Introduction to Computing (3 cr.)

Total (16 cr.)

### Spring Semester

- RADS R260 Radiobiology and Protection\* (3 cr.)
- RADS R200 Pathology\* (3 cr.)
- RADS R290 Comprehensive Experience\* (4 cr.)
- PSY P101 Introductory Psychology (3 cr.)
- SPCH S121 / SPCH S122 Oral Communication Requirement (3 cr.)

Total (16 cr.)

\*Core Course requires a C (2.0) or better

Total Credit Hours (76 / 77 cr.)

## Bachelor of Science - Radiologic Sciences

### About the Bachelor of Science - Radiologic Sciences

The B.S. degree in Radiologic Sciences offers individuals the opportunity to pursue three separate concentrations—advanced clinical/health management concentration for the associate degree radiographer, diagnostic medical sonography, and radiation therapy. Diagnostic medical sonography and radiation therapy are open to individuals

with either a health professional A.S. degree background or a non-health professions background.

### Program Mission and Goals

The BS Program in Radiologic Sciences is designed to prepare graduates for professional careers in the medical field. The program has set forth the following goals:

1. To graduate professionals who demonstrate: a) clinical competence, b) effective communication skills, c) critical thinking and problem solving skills, d) and professional values.
2. To provide the medical community with radiographers qualified to perform advanced procedures in cardiovascular interventional technology, computed tomography, magnetic resonance imaging technology and/or picture archiving and communication systems and individuals with entry level skills in diagnostic medical sonography and radiation therapy.
3. To involve students in professional continuing education activities in an effort to instill a desire for lifelong learning.
4. To involve the student in the community we serve.

### Clinical / Health Management Concentration for Radiographers

Within the radiologic sciences profession there is a need for qualified radiographers with the advanced skills necessary to provide patient services in cardiovascular interventional technology, computed tomography, and magnetic resonance imaging. These professionals require unique skills specific to the specialty. Cardiovascular interventional technologists assist physicians in performing diagnostic and therapeutic procedures of the cardiovascular system. These procedures involve the injection of iodinated contrast media to demonstrate diseases of the heart and blood vessels. Computed tomography (CT) technologists image selected planes of the body by combining the use of an X-ray beam and a computer. Magnetic resonance imaging (MRI) technologists utilize a magnetic field along with radio waves to create images of patients' anatomy for interpretation by a physician.

The Bachelor of Science Program in Radiologic Sciences is designed to prepare qualified radiographers with the skills to provide patient services in cardiovascular interventional technology, computed tomography, and magnetic resonance imaging. Students receive a theoretical foundation in all these specialties and select a clinical/health management concentration.

### Graduates of the Program

Graduates receive a Bachelor of Science degree and are eligible to take specialty examinations depending on their clinical concentration.

### Credentials Required to Practice

R.T.(R) (ARRT) Registered Radiographer.

### Indiana Certification Requirements

State certification is required to operate an X-ray machine. The state accepts the ARRT Registry for certification.

**Length of the Program**

A new class begins the professional course work in the fall semester and completes the professional year at the end of the following spring semester.

**Structure of the Professional Program**

Classes are held during the day. Clinical experience is scheduled in cooperation with the clinical site with most experience during normal daytime hours.

**Design of the Professional Curriculum**

Lectures and clinical experiences are integrated throughout the two semesters.

**Opportunity for Students to Work**

Students may be employed as radiographers at local area hospitals. Students may find full-time employment during the professional year difficult.

**Description of Facilities**

The radiologic sciences classroom and offices are located in the Dunes Medical/ Professional Building at IU Northwest. Clinical experience is provided at local area hospitals.

**Admission Policies****General Information**

Admission to the professional year is competitive. Students are selected based on their previous academic background, and evidence of registration or registration eligibility with the American Registry of Radiologic Technologists (ARRT). Students will need to select an area of clinical or health management concentrations. There are a limited number of spaces available in each clinical concentration.

**Class Size**

Class size is restricted by the number of clinical sites available. An attempt will be made to place all qualified applicants.

**Specific Requirements**

The following admission policies, in addition to the CHHS admission policies, apply to the Clinical/Health Management concentration.

**Application Deadline**

January 15 of the year the student wishes to begin the professional year.

**Total Number of Prerequisite Credit Hours**

90 credit hours.

**Limitations of Course Work**

Remedial course work will not count as credit hours toward the degree or for purposes of calculation of a grade point average during the admission process.

**Seven Year Limit**

Anatomy and Physiology I and II have a 7 year age limit between completion and time of admission. Students may opt to take the course again or challenge the course by departmental examination. Registered technologists are exempt from this requirement.

**Repeated Courses**

In order to qualify for admission and/or progression, the student must pass the required arts and sciences coursework by the second completed attempt.

**Minimum Cumulative Grade Point Average**

2.3 on a 4.0 scale at the time of the interview.

**Minimum Grade Requirement in a Stated Prerequisite**

C (2.0 on a 4.0 scale).

**Interview**

Qualified applicants may be asked to participate in an interview.

**Essential Abilities**

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of essential abilities is mailed to all program applicants.

**Health Requirements**

Students are required to show proof that they have met the immunization, physical examination and laboratory examination requirements for the program as well as CPR certification. Specific information is provided to all accepted students prior to enrolling in clinical course work.

**Criminal History Check**

A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical course work.

**Drug Screening Policy**

Students may be required to have a drug screen prior to attending clinical experience or it may be required on demand under certain situations in the clinical site. A positive drug screen will result in removal from the clinical site and possible dismissal from the program.

**Experience**

While radiography experience beyond the initial radiography program is not required, it is recommended.

**Concentration Course Work Options**

The Clinical Concentration prepares qualified radiographers for advanced skills in 1) cardiovascular interventional technology, 2) computed tomography, and 3) magnetic resonance imaging technology. The Health Management Concentration helps prepare radiographers for supervisory roles within the health care environment.

Students receive a theoretical foundation in these advanced imaging specialties and then select a clinical concentration and / or a health management concentration. Clinical experience is obtained at local hospitals throughout northwest Indiana. Health management concentration course work is offered through the School of Public and Environmental Affairs (SPEA).

Students may select from any of the following courses to complete their 12 credit hours of concentration course work. Students interested in advanced clinical skills are encouraged to enroll in the Clinical Concentration courses. For every 1 credit hour of clinical course work, students spend 60 hours per semester in the clinical environment learning the advanced skills. Students interested in supervisory roles are encouraged to take 12 credit hours of the health management concentration course work.

Students may elect to combine these two concentrations to equal 12 credit hours total.

### **Clinical Concentration Courses (0-12 Credit Hours Total)**

- R481 Clinical Practicum: Vascular Imaging (1-12 cr).
- R482 Clinical Practicum: Computed Tomography (1-12 cr.)
- R483 Clinical Practicum: Magnetic Resonance Imaging (1-12 cr.)

### **Curriculum Prerequisites**

Prior to entering the program, students must complete the following minimum prerequisites (for a total of 90 cr.). Prerequisites may be taken at any accredited college or university. The code (G) indicates a course that meets the school's general-education requirements.

- Oral communication (G) (3 cr.) S121
- Written communication (G) (6 cr.) (W131 and second intensive writing course)
- Arts and Humanities electives (G) (6 cr.)
- Cultural and Historical Studies electives (G) (6 cr.)
- Introductory psychology (G) (3 cr.)
- Social/Behavioral science elective (G) (3 cr.)
- Computer science elective (3 cr.)
- College-level mathematics (G) (3-5 cr.)
- Statistics course (G) (3 cr.)
- Human anatomy and physiology with lab (G)(8 cr.)
- Professional radiography course work/elective (46 cr.)

### **Special Credit/Transfer Policy**

Students seeking to transfer credit or receive special credit for radiography course work taken in a non-credit-awarding radiography program that has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) ([www.jrcert.org](http://www.jrcert.org)) should contact the program director for additional information and counseling.

### **Professional Program**

The professional program consists of 30 credit hours of 400-level courses.

Courses in the professional senior year are sequential. Therefore, the following courses must be taken in the order specified by the program faculty.

- Fall Semester
  - AHLT R404 Sectional Imaging Anatomy (3 cr.)
  - AHLT R405 Advanced Diagnostic Imaging I (3 cr.)
  - AHLT R408 Topics in Radiologic Sciences (3 cr.)
  - Concentration Course Work (6 cr.)
- Spring Semester
  - AHLT R406 Advanced Diagnostic Imaging II (3 cr.)
  - AHLT R414 Sectional Imaging Pathology (3 cr.)
  - AHLT R409 Senior Project in Medical Imaging Technology (3 cr.)
  - Concentration Course Work (6 cr.)

Total (30 cr.)

### **Graduation Requirements**

Satisfactory completion of 120 credit hours to include 90 credit hours of prerequisite and general-education courses and 30 credit hours of professional courses.

All professional courses must be completed with a C (2.0) or higher. All course work must be completed in compliance with the program's and school's academic and professional policies.

## **Diagnostic Medical Sonography Concentration**

### **Description of the Profession**

Within the radiologic sciences profession, there is a need for qualified diagnostic medical sonographers. These professionals require unique skills specific to the field of ultrasonography. Under the direction of a radiologist, the diagnostic medical sonographer is concerned with the proper operation of the ultrasound equipment and preparation of patients for various types of diagnostic procedures.

Upon request of a physician, the diagnostic medical sonographer examines various parts of the body by using sound waves. This imaging technique may reveal evidence of disease, injury, or other significant medical information.

### **Graduates of the Program**

Graduates receive a Bachelor of Science degree and are eligible to take the Sonography Principles and Instrumentation, Abdomen /Small Parts, and OB/Gyn exams offered by the American Registry of Diagnostic Medical Sonography (ARDMS).

### **Length of the Program**

A new class begins the professional course work in summer session II for non-health care students and in the fall semester for the health care student. This program will complete their professional portion at the end of the following fall semester.

### **Structure of the Professional Program**

Classes are held during the day. Clinical experience is scheduled in cooperation with the clinical site and are also during normal daytime hours.

### **Design of the Professional Curriculum**

Lectures, lab, and clinical experiences are integrated throughout the program.

### **Opportunity for Students to Work**

Students may find full-time employment during the professional year difficult.

### **Description of Facilities**

The classroom and offices of the Radiologic Sciences—DMS Concentration Program are located in the Dunes Medical/ Professional Building at IU Northwest. Clinical experience is provided at local hospitals.

### **Admission Policies**

Admission to the professional year is competitive. Students are selected based on their previous academic background, a personal interview, and evidence of

registration if applying under the health care professional background.

### Class Size

Class size is restricted by the number of clinical sites available.

### Specific Requirements

The following admission policies apply to the Diagnostic Medical Sonography Program, in addition to the CHHS admission policies.

### Application Deadline

January 15 of the year the student wishes to begin the professional year.

### Total Number of Prerequisite Credit Hours

70 credit hours

### Limitations of Course Work

Remedial course work will not count as credit hours toward the degree or for purposes of calculation of a grade point average during the admission process.

### Seven Year Limit

Anatomy and Physiology I and II have a 7 year age limit between completion and time of admission. Students may opt to take the course again or challenge the course by departmental examination. Credentialed health care professionals are exempt from this requirement.

### Repeated Courses

In order to qualify for admission and/or progression, the student must pass the required arts and sciences coursework by the second completed attempt

### Minimum Cumulative Grade Point Average

2.3 on a 4.0 scale at the time of the interview.

### Minimum Grade Requirement in a Stated Prerequisite

C (2.0 on a 4.0 scale)

### Interview

All qualified applicants must participate in an interview. Interviews are held in May.

### Essential Abilities

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of essential abilities is mailed to all program applicants.

### Health Requirements

Students are required to show proof that they have met the immunization, physical examination and laboratory examination requirements for the program as well as CPR certification. Specific information is provided to all accepted students prior to enrolling in clinical course work.

### Criminal History Check

A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical course work.

### Drug Screening Policy

Students may be required to have a drug screen prior to attending clinical experience or it may be required on demand under certain situations in the clinical site. A positive drug screen will result in removal from the clinical site and possible dismissal from the program.

## Curriculum

### Prerequisites

Prior to entering the program, students must complete the following minimum prerequisites. Prerequisites may be taken at any accredited college or university. The code (G) indicates a course that meets the campus general-education requirements.

- Oral communication (G) (3 cr.) (S121)
- Written communication (G) (6 cr.) (W131 and second intensive writing course)
- Arts and Humanities electives (G) (6 cr.)
- Cultural and Historical Studies electives (G) (6 cr.)
- Introductory psychology (G) (3 cr.)
- Social/Behavioral science elective (3 cr.)
- Computer science elective (G) (3 cr.)
- College-level mathematics (G) (3-4 cr.)
- Statistics course (G) (3 cr.)
- Human anatomy and physiology with lab (G) (8 cr.)
- General or radiologic physics (3 cr.)
- Health Professions course work or electives

### Total minimum number of credit hours - 70

### Diagnostic Medical Sonography Curriculum

#### Summer Semester II (Non-Health Professionals Only)

RADS R100 Orientation to Radiologic Technology (2 cr.)  
RADS R185 Medical Terminology (1 cr.)

Total 3 cr.

#### Fall Semester

RADS R404 Sectional Imaging Anatomy (3 cr.)  
RADS R408 Topics in Radiologic Sciences (3 cr.)  
RADS R490 Fundamentals of Ultrasound (4 cr.)

Total 10 cr.

#### Spring Semester

RADS R491 DMS Imaging-Abdomen/Sm Pts (5 cr.)  
RADS R492 DMS Imaging-OB/Gyne (5 cr.)  
RADS R494 DMS Clinical Practicum I (6 cr.)

Total 16 cr.

#### Summer Semester

RADS R495 DMS Clinical Practicum II (6 cr.)

Total 6 cr.

#### Fall Semester

RADS R409 Senior Project in Medical Imaging Tech. (3 cr.)  
RADS R493 Ultrasound Physics (4 cr.)  
RADS R496 DMS Clinical Practicum III (8 cr.)

Total 15 cr.

### TOTAL 50 cr.

### Graduation Requirements

Satisfactory Completion of 120 credit hours to include 70 credit hours of prerequisite and general-education courses and 50 credit hours of professional courses. All professional courses must be completed in compliance with the program's and school's academic and professional policies.



## Radiation Therapy Concentration

The educational program in radiation therapy accepts students every other year (odd years).

### Description of the Profession

Radiation therapy involves the use of different forms of ionizing radiation for the treatment of benign and malignant tumors. Radiation therapists administer the prescribed dose of ionizing radiation to specific sites of the patient's body as directed by the physician. They operate varied types of equipment, including high energy linear accelerators, and work with radioactive materials. In addition, radiation therapists observe the clinical progress of the patient undergoing radiation therapy.

### Graduates of the Program

The Radiation Therapy Program is designed to prepare graduates to meet the scope of practice standards for radiation therapy. Upon completion of the program, graduates are eligible to take the radiation therapy certification examination given by the American Registry of Radiologic Technologists (ARRT). Having successfully passed this exam, certificate holders are classified as registered radiation therapists, R.T.(T) (ARRT). State certification is required to operate radiation therapy equipment. The state accepts the ARRT Registry for certification.

### Length of the Program

The radiation therapy program is a four-year baccalaureate degree program composed of 52 credit hours of prerequisite and general education requirements and a professional core in the junior and senior years of 68 credit hours.

### Design of the Professional Curriculum

The curriculum follows a pattern that trains the student to become skilled in the performance of radiation therapy procedures. Courses in radiologic principles, technical courses in radiation therapy, clinical application of theory, and general education are included in the curriculum. Lectures, lab, and clinical experiences are integrated throughout the program.

### Structure of the Professional program

Classes are held during the day. Clinical experience is scheduled in cooperation with the clinical site with experience during normal daytime hours.

### Opportunity for Students to Work

Students may find full-time employment during the professional program difficult.

### Description of Facilities

The Radiation Therapy Program offices and classrooms are located in the Dunes Medical/ Professional Building at IU Northwest. Clinical experiences have been planned in local hospitals, including the Community Hospital in Munster; Ingalls Hospital in Harvey, Illinois; Memorial Hospital in South Bend; Methodist Hospital of Gary, Inc., in Merrillville; Michiana Hematology Oncology, PC in Mishawaka, Franciscan St. James Health in Olympia Fields, IL; and Franciscan St. Margaret Health in Hammond.

### Accreditation

The Radiation Therapy Program is approved by the Joint Review Committee on Education in Radiologic Technology

(JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; phone (312) 704-5300; www.jrcert.org.

### Admission Policies

#### General Information

Students may apply for admission to the Radiation Therapy Program after qualifying for regular admission to Indiana University.

#### Criteria Used for Selection of Class

Admission to the program is based upon each applicant's college course work and a personal interview.

#### Class Size

Class size is restricted by the number of clinical sites available.

#### Specific Requirements

The following admission policies apply to the Radiation Therapy Program, in addition the the CHHS admissions policies.

#### Application Deadline

January 15 of the year the student wishes to begin the professional year.

#### Total number of Prerequisite Credit Hours

52 credit hours

#### Limitations of Course Work

Remedial course work will not count as credit hours toward the degree or for the purposes of calculation of a grade point average during the admission process.

#### Seven Year Limit

Anatomy and Physiology I and II have a 7 year age limit between completion and time of admission. Students may opt to take the course again or challenge the course by departmental examination. Credentialed health care professionals are exempt from this requirement.

#### Repeated Courses

In order to qualify for admission and/or progression, the student must pass the required arts and sciences coursework by the second completed attempt.

#### Minimum Cumulative Grade Point Average

2.3 on a 4.0 scale. This requirement is applied at the time of interview.

#### Minimum Grade Requirement in a stated Prerequisite

C (2.0 on a 4.0 scale)

#### Interview

A personal interview is required. If, however, the number of applications to the program far exceeds the number of positions available, the program's admission committee reserves the right to limit the number of applicants to be interviewed to two times the number of positions available in the class.

#### Essential Abilities

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of essential abilities is mailed to all program applicants.

#### Health Requirements

Students are required to show proof that they have met the immunization, physical examination and laboratory examination requirements for the program as well as

CPR certification. Specific information is provided to all accepted students prior to enrolling in clinical course.

### **Criminal History Check**

A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical course work.

### **Drug Screening Policy**

Students may be required to have a drug screen prior to attending clinical experience or it may be required on demand under certain situations in the clinical site. A positive drug screen will result in removal from the clinical site and possible dismissal from the program.

### **Volunteer Experience**

The student is encouraged to observe in a radiation oncology facility prior to the interview.

### **Curriculum**

#### **Prerequisites**

Prior to entering the program, students must complete the following minimum prerequisites. Prerequisites may be taken at any accredited college or university. The code (G) indicates a course that meets the school's general-education requirements.

- Oral communication (G) (3 cr.) (S121)
- Written communication (G) (6 cr.) (W131 and second intensive writing course)
- Arts and Humanities electives (G) (6 cr.)
- Cultural and Historical Studies electives (G) (6 cr.)
- Introductory psychology (G) (3 cr.)
- Social/Behavioral science elective (G) (3 cr.)
- Computer science elective (3 cr.)
- College-level mathematics (G) (3-4 cr.)
- Statistics course (G) (3 cr.)
- Human anatomy and physiology with lab (G) (8 cr.)
- Professional radiography course work or electives

**Total minimum number of credit hours - 52 cr.**

### **Special Credit/Transfer Policy**

Students seeking to transfer credit or receive special credit for radiography course work taken in a non-credit-awarding radiography program that has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) ([www.jrcert.org](http://www.jrcert.org)) should contact the program director for additional information and advising.

### **Radiation Therapy Curriculum**

#### **Summer Session II (for Non-Radiographers only)**

RADS R100 Orientation to Radiologic Technology (2 cr.)  
 RADS R185 Medical Terminology (1 cr.)  
 RADS R181 Clinical Experience in Radiography I (1 cr.)  
 Total 4 cr.

#### **Fall Semester**

RADS R250 Physics Applied to Radiology (3 cr.)  
 RADS J205 Medical Imaging Anatomy (2 cr.)  
 RADS J301 Orientation to Radiation Oncology (4 cr.)  
 RADS J304 Radiation Oncology Patient Care (2 cr.)  
 RADS J350 Clinical Experience I (4 cr.)  
 Total 15 cr.

#### **Spring Semester**

RADS R200 Pathology (3 cr.)  
 RADS R260 Radiation Biology and Protection (3 cr.)

RADS J302 Radiation Oncology Techniques (3 cr.)  
 RADS J351 Clinical Practicum II (4 cr.)  
 Total 13 cr.

#### **Summer Semester**

RADS J402 Radiation Oncology Techniques II (3 cr.)  
 RADS J450 Clinical Practicum III (4 cr.)  
 Total 7 cr.

#### **Fall Semester**

RADS J303 Clinical Oncology I (3 cr.)  
 RADS J305 Clinical Dosimetry (3 cr.)  
 RADS J400 Physics of Radiation Oncology (3 cr.)  
 RADS J451 Clinical Practicum IV (4 cr.)  
 Total 13 cr.

#### **Spring Semester**

RADS J401 Physics of Radiation Oncology II (3 cr.)  
 RADS J403 Clinical Oncology II (3 cr.)  
 RADS J404 Quality Management in Radiation Oncology\* (3 cr.)  
 RADS J409 Senior Project in Radiation Oncology (3 cr.)  
 RADS J452 Clinical Practicum V (4 cr.)  
 Total 16 cr.

**Total Credit Hours for Concentration - 68 cr.**

### **Graduation Requirements**

Satisfactory completion of 120 credit hours to include 52 credit hours of prerequisite and general-education courses and 68 credit hours of professional courses.

All professional courses must be completed with a C (2.0) or higher. All course work must be completed in compliance with the program's and school's academic and professional policies.

## **Division of Social Work**

### **Administrative Officer**

Darlene Lynch, Ph.D., LCSW.

**Web site:** [www.iun.edu/social-work/](http://www.iun.edu/social-work/) **Phone:** (219) 980-7111

## **Overview**

### **General Information**

The Division of Social Work is a collaborative effort of the Indiana University School of Social Work and Indiana University Northwest. Both the Master of Social Work (M.S.W.) and Bachelor of Social Work (B.S.W.) degrees are offered on the IUN campus. The Master of Social Work is available on a three or four year part time schedule designed to meet the needs of working professionals in Northwest Indiana. The Bachelor of Social Work is offered on a full time or part time schedule.

Graduates of the school move into a broad variety of social service settings, including those concerned with aging, family and child welfare, corrections, mental and physical health, and adjustment in schools. In anticipation of such professional activities, the school provides field instruction placements throughout the state where students engage in services to individuals, groups, families, communities, and organizations or function in leadership roles.

The Bachelor of Social Work (B.S.W.) program prepares students for generalist social work practice. The Master of Social Work (M.S.W.) program prepares graduate students for advanced social work practice in an area of specialization. Although the degree programs vary in their emphasis and levels of complexity, the school's curricula embody features that are systemic in their educational effects: The total curriculum articulates the relationship of the undergraduate and graduate levels as components of a continuum in education for social services.

- The mechanisms of instruction provide opportunities for a range of experiences in substantive areas of interest to students and of importance to society.
- The curriculum focuses on problem-solving and strength-enhancing experiences that involve the classroom, the learning resources laboratory, and field experience.
- Excellent library and technology resources make social work students effective users of social science information.
- An exploration of educational procedures and arrangements optimizes effective training, including institutional self-study of the entire curriculum as well as the exploration of specific educational tools.

As part of the Indiana University School of Social Work, the IUN program is accredited by the Council on Social Work Education. The Council is the national body authorized to accredit the baccalaureate and graduate level social work programs in this country and to assure student exposure to a quality professional educational experience.

The School is a member of the International Association of Schools of Social Work. The School's administrators are active participants in the National Association of Deans and Directors of Schools of Social Work, the Association of Baccalaureate Social Work Program Directors and the Group for the Advancement of Doctoral Education, among others.

## Master of Social Work

The M.S.W. program was brought to the Indiana University Northwest campus in 1996 and graduated its first class in 2000. Graduates of the Division of Social Work move into a broad variety of social service settings. These include those concerned with aging, family and child welfare, corrections, mental and physical health, communities, political change and analysis, and school adjustment. In anticipation of such professional activities, the school provides field instruction placements throughout northwest Indiana where students engage in services to individuals, groups, families, and communities or function in planning and management roles.

The general goal of the graduate program is preparation for advanced social work practice. In addition to generalist knowledge and skills, the programs provide an opportunity for development of special competence in school social work, mental health and addictions, and health. Educational resources for students in the program include a substantial library, and diversified field instruction settings.

### Part Time Evening Program

The part time evening program at Indiana University Northwest enables student to complete the foundation

and intermediate curriculum (the first 30 credit hours of the program) over two calendar years. Students begin the program in late August with the first class meeting on seven Saturdays. Subsequent classes and internships are held during the week (usually Monday through Thursday). Part time evening students are also required to complete the concentration curriculum (the final 30 credit hours of the program) over the course of the third calendar year, although students may elect to extend course work and internships up to four years.

### Advanced Standing Program

Students holding undergraduate social work degrees may be eligible for this program, which begins during the second summer session (first week of July). The following are specific requirements for consideration for admission to the advanced standing program:

- Graduation within five years from a baccalaureate social work program accredited (or admitted to candidacy for accreditation) by the Council on Social Work Education.
- Successful completion of a statistics course.
- A cumulative grade point average of at least 3.0 on a 4.0 scale.
- A cumulative grade point average of at least 3.0 in all social work courses taken prior to admissions committee action. Accordingly, applicants to the advanced standing program must provide the admissions committee with an official transcript. Senior B.S.W. students must provide a transcript including the fall semester (or winter quarter) grades of their senior year.
- Evidence of characteristics and/or potential required for competent social work practice as defined in the mission statement of the school. Such evidence may be derived from application materials, letters of reference, and/or pertinent work or volunteer experience.
- A reference letter is required from a full-time faculty member of the applicant's undergraduate program.

### Indiana Partnership for Social Work Education in Child Welfare (Title IV-E)

The Title IV-E Program is offered to students involved in the Indiana Partnership for Social Work Education in Child Welfare, funded in part by Title IV-E, and enables students to complete the Foundation and Intermediate Curriculum (the first 30 credit hours of the program) over two calendar years. Eligibility for the Title IV-E program is limited to current employees of the Indiana Department of Child Services. Classroom courses are offered on weekday evenings. Students begin the program by enrolling in their first courses during the fall semester.

## Master of Social Work Admission

Professional social work education requires students at the master's level to undertake a rigorous program of classroom and practice work. The Indiana University School of Social Work seeks to admit individuals who have demonstrated competency through previous academic work, professional achievements, and volunteer commitments. A strong commitment to social justice and service to others should be evident in the application.

Admission information for the Indiana University Northwest M.S.W. program may be obtained from:

School of Social Work  
IU Northwest  
3400 Broadway  
Gary, IN 46408-1197  
Phone: (219) 980-7111

Web site: [www.iun.edu/social-work](http://www.iun.edu/social-work)

Admission information for all other Indiana University M.S.W. programs may be obtained from:

M.S.W. Admissions  
IUPUI School of Social Work  
Education/Social Work Building 4134  
902 W. New York Street  
Indianapolis, IN 46202-5154  
Telephone: (317) 274-6705  
Web: [www.socialwork.iu.edu](http://www.socialwork.iu.edu)  
E-mail: [taldavis@iupui.edu](mailto:taldavis@iupui.edu)

Enrollment in the M.S.W. program requires official admission to the Indiana University School of Social Work. A limited number of students are admitted each year. The following items are the minimum requirements for consideration for admission:

- An earned bachelor's degree from an accredited college or university
- Evidence of course work in liberal arts
- Successful completion of a minimum of six courses in social or behavioral sciences, as defined in the application packet
- An earned cumulative undergraduate grade point average (GPA) of at least 3.0 on a 4.0 scale for the final 60 credit hours of the degree
- Successful completion of an undergraduate or graduate statistics course
- Submission of the completed application packet

Applications are available in early fall of the year preceding admission. Information pertaining to the deadlines, requirements, and program details can be found in the application packet. Applicants applying to the Indiana University Northwest program cannot apply to other Indiana University M.S.W. programs of the School of Social Work. All applicants are encouraged to submit applications as soon as possible and well before the final application priority date. The M.S.W. admissions committee will make all decisions and notify students in early spring. Applications are evaluated on the basis of the six criteria outlined above. Admission is competitive and the instructional resources of the school determine total enrollment.

### **International Students/International Degrees**

Applicants who are not citizens of the United States should apply as early as possible preceding the fall in which they wish to enter. They must fill out the international application and the Indiana University School of Social Work application by the posted deadlines. They also must provide proof of their ability to pay fees and support themselves adequately during the period of their study and, through examinations designated by the

school, must demonstrate an ability to comprehend, write, and speak English at an acceptable level.

**International students or any person holding a degree obtained outside of the United States should request an international application from the following address:**

International Affairs  
IUPUI  
902 W. New York Street, ES2126  
Indianapolis, IN 46202-5154  
Telephone: (317) 274-7000  
E-mail: [oia@iupui.edu](mailto:oia@iupui.edu)

### **Transfer Students**

A limited number of transfer students from other accredited M.S.W. programs may be accepted each year. Master of Social Work students interested in transferring to Indiana University must complete an application for admission to the program. Applicants must submit a reference letter from the previous MSW program director stating that the student left the program in good standing and verifying the student's competence in the field of social work. Upon receipt of the completed application, the division director will review the materials and decide if the applicant may be accepted in the program. If accepted, the division director will analyze the student's transcript and course syllabi to determine which credits earned in another accredited social work program will transfer to Indiana University. In all circumstances, however, transfer students must complete all required courses in their chosen Concentration Curriculum.

## **Academic Regulations and Policies**

### **Phi Alpha National Social Work Honor Society**

The purpose of Phi Alpha National Social Work Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Information on selection processes is available from the Director of the School of Social Work on the IU Northwest Campus.

### **Students' Rights and Responsibilities**

IUSSW students in social work programs have a right to participate in decision-making activities about the school. Students regularly contribute to the continued development and growth of our programs. Indeed, the school values students' input in several critical areas: faculty and course evaluations, school committee work, student field placements and others.

All students enrolled at the School of Social Work have an opportunity each semester to evaluate their courses and instructors. At the end of each course, students are given standardized faculty evaluation forms to complete. These evaluations are confidential, and the results are computer generated. The evaluations are returned to the faculty to use for strengthening content, teaching, and learning methods to improve instruction.

Through their elected and/or volunteer representatives, students provide input to and learn from B.S.W. and

M.S.W. program committees and various others that might be convened throughout the year. Student representatives are viewed as valuable members of these committees.

Each student has the opportunity to have input into the selection of his or her field practicum assignments. The field practicum coordinator works closely with students to negotiate suitable placements.

Students have the right to provide feedback about school policies and procedures as well as the behavior of faculty and staff members. In providing either positive or critical feedback, students are expected to follow professional social work norms, values, and ethics. For example, students who believe that a faculty or staff member's behavior is discourteous or ineffective should discuss the concern directly with the person or people in question. Students who have reason to believe addressing the person directly would place them in some jeopardy should register the concern with the director of the program, who will address and respond to the issue.

Students, who believe that they have been treated unfairly or unprofessionally by a faculty or staff member, or that a policy or procedure is unjust or unwise, may submit in writing a formal grievance petition to the dean of the school. Grievance petitions are reserved for those issues or incidences that warrant formal investigation and full exploration. Such petitions should be submitted in a professional manner, consistent with social work norms, values, and ethics.

Student complaints regarding discrimination, sexual harassment, racial harassment, and harassment on the basis of sexual orientation have established complaint procedures available in the *Indiana University Code of Student Rights, Responsibilities, and Conduct*.

### **Academic and Scholarly Guidelines**

Students admitted to the Indiana University School of Social Work have already demonstrated potential for superior academic work. Most students are therefore very familiar and comfortable with high academic and scholarly standards. Obviously, students are expected to attend face-to-face, online, and classroom and practicum course meetings. Regular attendance is viewed as the responsibility of each social work student. Active participation in course activities is the expected norm. In participating, it is expected that students reflect interest in, and respect for, their colleagues in a manner that is congruent with the values, ethics, and skills of the profession, and those of the Student Code of Conduct.

In written assignments, students are expected to prepare documents in a scholarly and professional manner. Submissions should be typewritten in double-spaced format and carefully edited for spelling and grammar. All direct quotations, paraphrases, empirical research findings, and other restatements of the research, scholarship, or creative work of others must be appropriately annotated using the standard bibliographic citation methods set out in the most recent edition of the *Publication Manual of the American Psychological Association (APA)*. The APA manual serves as the guide for style and format of all papers submitted in the School of Social Work.

Social work graduates require well-developed and refined communication skills, including the use of the written word. Writing well helps graduates communicate information accurately and concisely. For this reason, formal writing assignments in social work courses are evaluated on the basis of both the quality of the scholarly content and the quality of its presentation.

### **Electronic Communication**

Students are expected to follow appropriate e-mail etiquette when communicating with faculty, staff, and peers. Correct grammar is expected at all times. Inappropriate use of e-mail will be grounds for student review. For specific guidelines, please visit [informationpolicy.iu.edu/policies/](http://informationpolicy.iu.edu/policies/).

### **Academic Misconduct**

Indiana University School of Social Work and/or the university may discipline a student for academic misconduct defined as any activity that tends to compromise the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to, the following:

#### **1. Cheating**

a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized such assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.

b. A student must not use another person as a substitute in the taking of an examination or quiz.

c. A student must not steal examinations or other course materials.

d. A student must not allow others to conduct research or to prepare any work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.

e. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's own individual work.

f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.

h. A student must not alter a grade or score in any way.

#### **2. Fabrication**

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

#### **3. Plagiarism**

A student must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgment. A student must give

due credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written
- b. Paraphrases another person's words, either oral or written
- c. Uses another person's idea, opinion, or theory
- d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge

#### 4. Interference

a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

#### 5. Violation of Course Rules

A student must not violate course rules as contained in a course syllabus or other information provided to the student.

#### 6. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

#### Academic Requirements

*For continuation in and graduation from the program, students are required to:*

1. earn at least a "C" in each Social Work course;
2. maintain a minimum 3.0 cumulative GPA in graduate Social Work courses;
3. have satisfactorily fulfilled any and all contracts for grades of Incomplete (see policy on Grades of Incomplete);
4. earn a grade of "Satisfactory" in any practicum course (S555, S651& S652).

#### Professional Requirements

Students are expected to behave in a manner consistent with the *Indiana University Code of Student Rights, Responsibilities, and Conduct Handbook*, the *Code of Ethics of the National Association of Social Workers*, and other professional guidelines established in the Handbook. Refer to the section below that outlines some examples of conduct that violates professional and ethical standards.

#### Criminal Offense Disclosure and Sexual Offenders Policy

As part of the application process, students provide a disclosure statement regarding past criminal offenses. Master of Social Work graduates are eligible to apply for legal licensure by the State of Indiana. While such disclosure does not pre-empt an admissions decisions, admitted students must realize that a criminal history may affect their eligibility for licensure.

It is the policy of the School of Social Work that no student or applicant who has been convicted of sex offenses against children shall be eligible for admission or matriculation into the BSW, MSW or PhD programs. Any student who is already in an IUSSW program and whose name appears on the Registry during the time of matriculation, or has been convicted of an offense for which the student can be listed on the Registry, shall be ineligible for continuation or completion of the MSW degree. Any faculty member, student, field instructor, or other person within the school who becomes aware of such a situation should bring it to the attention of the respective program director for appropriate action. This policy and the right of appeal is discussed further in the section on Students' Rights and Responsibilities.

### Master of Social Work Curriculum

Social work is a dynamic profession concerned with the changing needs of people and society. To respond to such needs, the curriculum of the School of Social Work undergoes continuing review by the faculty with the participation of students, members of the practice community, and others. Students must complete 60 credit hours of graduate-level course work in order to meet the minimum requirements for the Master of Social Work degree. All students complete a common 15 credit Foundation Curriculum and 15 credit Intermediate Curriculum that emphasize a generalist perspective for social work practice. The Intermediate Curriculum includes a one-semester practicum of a minimum of 320 clock hours. Following that, students complete a Concentration Curriculum that prepares them for advanced practice in health, mental health and addictions, or school social work. The Concentration Practicum of a minimum of 640 clock hours is usually completed over two semesters. All Foundation Intermediate Curriculum course work must be completed before students are eligible to enroll in any required courses in the Concentration Curriculum.

*The overall objectives of the Foundation and Intermediate Curricula of the M.S.W program include development of:*

1. Basic, generalist competence applicable to a broad range of social work practice
2. Basic competence at all levels: individual, family, groups, communities, and organizations;
3. Basic competence for practice in social service delivery systems

*The overall objectives of the Concentration Year include development of special competence in a concentration area.*

Typical course arrangements for students admitted to the M.S.W. program are shown as below.

#### Foundation Curriculum (15 cr.)

- S501 Professional Social Work at the Master's Level: An Immersion (3 cr.)
- S502 Research I (3 cr.)
- S503 Human Behavior and the Social Environment I (3 cr.)
- S504 Professional Practice Skills I (3 cr.)
- S505 Social Policy Analysis and Practice (3 cr.)

#### Intermediate Curriculum (15 cr.)

- S513 Human Behavior in the Social Environment II (3 cr.)

- S514 Practice with Individuals, Families and Groups I (3 cr.)
- S516 Social Work Macro Practice (3 cr.)
- S517 Assessment in Mental Health and Addictions (3 cr.)
- S555 Social Work Practicum I (3 cr.)

### Concentration Curriculum (30 cr.)

#### Health

Students, who elect to practice in the health arena, apply the knowledge and skills of advanced social work practice to build and work effectively with multi-disciplinary teams that include physicians, nurses, dentists, psychiatrists and other health care professionals. They learn the medical terminology to conduct bio-psycho-social assessments based on myriad disease entities and patient dynamics. As social workers, they understand how healthcare is financed in the United States, analyze how financial resources for healthcare affect individual patient care, and advocate for change that improves access for all individuals regardless of race, ethnicity, gender, age, sexual orientation or other factors.

- S618 Social Policy and Services II: Health (3 cr.)
- S623 Practice Research Integrative Seminar I (3 cr.)
- S651 Social Work Practicum II (4 cr.)
- S652 Social Work Practicum III (5 cr.)
- S661 Executive Leadership Practice (3 cr.)
- S692 Practice Skills for Health Care Settings (3 cr.)
- S693 Practice with Individuals, Families and Communities in Healthcare Settings (3 cr.)
- S694 Social Work Practice with Older Adults **OR** S696 Loss Grief, Death & Bereavement (3 cr.)
- 3 credit hours of another 600-level course

#### Mental Health and Addictions

Students in the MH&A concentration assess mental health and addictions issues from person-in-environment, consumer focused, strengths-based, recovery-oriented, and other relevant perspectives. They formulate intervention, prevention, or support and maintenance plans collaboratively with clients. They prepare to serve as case managers, counselors, clinicians, and advocates for and with mental health and addictions consumers. Also, they are able to seek, discover, and evaluate relevant research studies and apply findings in evidence-based social work practice. Within the context of their practice, they conduct empirical evaluations of the effectiveness of interventions and services.

- S618 Social Policy & Services: Mental Health and Addictions (3 cr.)
- S623 Practice Research Integrative Seminar I (3 cr.)
- S651 Social Work Practicum II (4 cr.)
- S652 Social Work Practicum III (5 cr.)
- S661 Executive Leadership Practice (3 cr.)
- S683 Community-Based Practice in Mental Health / Addictions (3 cr.)
- S685 Mental Health and Addictions Practice with Individuals and Families (3 cr.)
- S686 Social Work Practice: Addictions (3 cr.)
- S687 Mental Health and Addictions Practice with Groups (3 cr.)
- 3 credit hours of another 600-level course

### School Social Work

Social workers in school systems function in an environment where the primary purpose is education and socialization. When primary and secondary school students exhibit behaviors and problems that impede their academic and social progress, they may benefit from interventions that social workers are prepared to deliver. The commitment to utilizing social workers in school settings ebbs and flows, often dictated by fiscal resources for education in general. Nonetheless, preparation of students to enter this field of practice remains a priority for the School of Social Work. Students who enter this field are prepared with clinical skills for working with children and adolescents and their families; with team-building skills for working with school administrators and teachers; and, community skills to garner the resources necessary for to promote a safe, secure environment for those served in the school system.

- S618 Social Policy & Services: Schools (3 cr.)
- S616 Social Work Practice in Schools(3 cr.)
- S619 Social Work Practice with Children & Adolescents (3 cr.)
- S623 Practice Research Integrative Seminar I ( 3 cr.)
- S632 Child Welfare Practice I (3 cr.)
- S555 Social Work Practicum (4 cr.)
- S652 Social Work Practicum III (5 cr.)
- S661 Executive Leadership Practice (3 cr.)
- 3 credit hours of another 600-level course

### Educational Requirements

Students are admitted to the undergraduate (B.S.W.) and graduate (M.S.W.) programs on the assumption that they have the potential academic ability and personal suitability for completing the professional program in which they are enrolled. All students in the B.S.W. and M.S.W. program are expected to maintain the standards established by the School of Social Work and those held by the social work profession. In order to detect possible problems, the School of Social Work reviews students' performance periodically.

The Bachelor of Social Work and the Master of Social Work degrees are recommended by the school and conferred by the university. Undergraduate students must successfully complete 120 credit hours of general education and required social work courses. Graduate students must successfully complete 60 credit hours of required and elective courses carrying graduate credit. Each student is expected to follow the university and school schedules and dates for completion of requirements. Graduate students must complete all work within five calendar years from the time of first enrollment.

#### M.S.W. Academic Requirements

*For continuation in and graduation from the program, students are required to:*

1. earn at least a "C" in each Social Work course;
2. maintain a minimum 3.0 cumulative GPA in Social Work courses;
3. have satisfactorily fulfilled any and all contracts for grades of Incomplete (see policy on Grades of Incomplete)

- Earn a grade of "C" in S555 Practicum I and a grade of "Satisfactory" in S 651, Practicum II and S652, Practicum II.

### **B.S.W. Academic Requirements**

For continuation in and graduation from the program, students are required to:

- earn at least a "C" in each Social Work course;
- maintain a minimum 2.5 cumulative GPA in graduate Social Work courses;
- maintain an overall cumulative grade point average of 2.5
- have satisfactorily fulfilled any and all contracts for grades of Incomplete (see policy on Grades of Incomplete)
- Earn a grade of "Satisfactory" in S 481, Practicum I and S482, Practicum II.

### **Professional Requirements**

Students are expected to behave in a manner consistent with the *Indiana University Code of Student Rights, Responsibilities, and Conduct Handbook*, the *Code of Ethics of the National Association of Social Workers*, and other professional guidelines established in the B.S.W. and M.S.W. Handbooks. Refer to the section below that outlines some examples of conduct that violates professional and ethical standards.

### **Criminal Offense Disclosure and Sexual Offenders Policy**

As part of the application process, students provide a disclosure statement regarding past criminal offenses. Bachelor and Master of Social Work graduates are eligible to apply for legal licensure by the State of Indiana. While such disclosure does not pre-empt an admissions decisions, admitted students must realize that a criminal history may affect their eligibility for licensure.

It is the policy of the School of Social Work that no student or applicant who has been convicted of sex offenses against children shall be eligible for admission or matriculation into the BSW, MSW or PhD programs. Any student who is already in an IUSSW program and whose name appears on the Registry during the time of matriculation, or has been convicted of an offense for which the student can be listed on the Registry, shall be ineligible for continuation or completion of the MSW degree. Any faculty member, student, field instructor, or other person within the school who becomes aware of such a situation should bring it to the attention of the respective program director for appropriate action. This policy and the right of appeal is discussed further in the section on Students' Rights and Responsibilities.

### **Liability Insurance**

Students are required to carry professional liability insurance. Under the school's blanket policy, the cost of insurance is included in the student's tuition fees.

### **Credit for Life Experience**

Academic credit for life experience and previous work experience is not given in whole or part towards the social work degree.

## **Bachelor of Social Work**

### **General Information**

The B.S.W. program was brought to the Indiana University Northwest campus in 2010 and graduated its first class in 2012.

This four-year degree program prepares students for generalist social work practice. It helps students develop the competence to apply knowledge, values, and skills to practice with individuals, small groups, organizations, and communities. The program also prepares students for graduate education. The B.S.W. degree equips the practitioner to work with people who are encountering challenges related to personal or social circumstances. In addition, qualified graduates may apply for advanced standing to the IU School of Social Work or other M.S.W. programs nationwide. Following the equivalent of a minimum of two postgraduate years of supervised social work practice experience, B.S.W. graduates of IU are eligible to apply for licensure by the state of Indiana. Upon successful completion of licensing requirements, the Indiana State Health Professions Bureau designates the B.S.W. graduate a Licensed Social Worker (L.S.W.).

### **B.S.W. Program Mission and Vision**

In 2011, the School of Social Work BSW Program reaffirmed its mission and vision. The educational mission of the Bachelor of Social Work program of Indiana University is to prepare students for generalist social work practice with vulnerable people in Indiana and beyond and prepare graduates as critical thinkers and lifelong learners, who reflect a global perspective, recognize strengths, enhance opportunities, create change, and contribute to the empowerment of the people they serve.

The BSW Program's vision is to be a leader in preparing social workers for strengths-based generalist social work practice with vulnerable populations. As stated in the BSW Student Handbook, the BSW Program is committed to high standards for educational delivery and achievement; the core values of the profession (service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence); diversity among students, faculty, and staff; and, development, dissemination, and assessment of effective practices.

The B.S.W. degree is offered on the Indianapolis (IUPUI), Bloomington (IUB), Gary (IUN), and Richmond (IUE) campuses. Students in the B.S.W. Program must complete all sophomore and junior social work courses and achieve senior standing before enrolling in the senior social work courses.

For specific information regarding the B.S.W. Program at IU Northwest, contact

### **B.S.W. Program**

Indiana University Northwest  
3400 Broadway  
Gary, IN 46408-1197  
Telephone: (219) 980-7111  
E-mail: atamburr@iun.edu

### **BSW Scholars Program (Title IV-E)**

The Title IV-E Program is offered to students involved in the Indiana Partnership for Social Work Education in Child Welfare, funded in part by Title IV-E. The program



provides training and financial support for seniors pursuing a career in protective services through the Indiana Department of Child Services. Students apply for this program in the junior year with the final selections made by the Department of Child Services. Students begin the program by enrolling in a required course in their junior year and begin their practicum within the Department of Child Services in the senior year.

## Bachelor of Social Work Admission Admission Requirements

Enrollment in the B.S.W. program requires formal admission to the School of Social Work. The following are the minimum requirements for admission consideration:

- Regular admission to the university.
- Completion of a minimum of 12 credit hours. Although advanced students may also apply.
- Satisfactory completion (grade of C or higher) of the required course S 141 Introduction to Social Work.
- A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale.
- Evidence of characteristics or potential required for competent social work practitioners as defined in the mission statement of the school. Such evidence may be derived from application materials, letters of reference, pertinent work or volunteer experience, and performance in S 141 Introduction to Social Work.

The B.S.W. Program uses a rolling admissions policy. To allow the admissions committee sufficient time to consider a student for admittance the following semester, students are advised to submit their completed applications a month prior to the end of a university semester.

Admission information may be obtained from:

B.S.W. Admissions  
Division of Social Work  
Indiana University Northwest  
Telephone: (219) 980-7111  
[darlynch@iun.edu](mailto:darlynch@iun.edu)

**Transfer Students** Students transferring from another four year accredited academic institution or a community college into Indiana University have their transcripts evaluated by the University Admissions office in relation to their progress toward meeting general education and supportive area degree requirements. In most instances, the University Admissions office assessment is accepted in relation to general and supportive area course requirements.

All social work courses beyond the introductory level must be taken in an accredited social work program. Transfer courses taken at another accredited BSW program must also meet Indiana University's academic standards (an earned letter grade of "C" or better), and be judged as equivalent to the School of Social Work's required social work courses by the campus Program Director on the campus where students are applying for admission.

### Ivy Tech Transfer Students

The Indiana University School of Social Work welcomes students who are transferring from Ivy Tech community college campuses. Ivy Tech students, who have earned

the associates degree in human services, are prepared to complete the four-year BSW degree at the Indiana University School of Social Work.

Students currently enrolled at Ivy Tech are encouraged to plan ahead prior to transferring to an IUSSW BSW program by calling or meeting with the campus Program Director. Early planning can ensure a smoother transfer process.

## Bachelor of Social Work Curriculum Educational Requirements

A minimum of 120 credit hours is required for the B.S.W. degree. In addition to social work courses and electives, the following outlines the general liberal arts requirements. Of these 52 credit hours are social works courses and 52-53 credit hours are devoted to supportive liberal arts courses.

General education courses requirements vary by campus. Students enrolled at the IU Northwest campus must meet the campus's general education requirements.

### General Education Requirements (9 courses)\*

1. English Composition (ENG W131 and ENG W231)
2. Modern American History (HIST H106)
3. Two courses designated as arts and humanities courses from the following departments:
  - African American Studies
  - Anthropology
  - Communication
  - English (excluding the basic composition course)
  - Fine Arts
  - French (300 level and above)
  - History
  - Music (non-performance courses)
  - Philosophy
  - Religious Studies
  - Spanish (200 level and above)
  - Theatre
  - Women's Studies
4. Human Biology
  - One course in human biological sciences
5. Computer Science (CSCI 106)
6. Mathematics (100 level or above)
7. Physical Sciences with a Lab (minimum of 4 credit hours)
8. Statistics (SPEA 300, PSY K300, or SOCK260)

### Supportive Area Requirements (6 courses)

1. American Government (POL Y103)
2. Cultural Anthropology (ANTH A104)
3. Introductory Psychology ( )
4. 300-level psychology course
5. Introduction to Sociology (SOC S161)
6. Macro or Microeconomics, (ECON E103 or ECON E104) or Labor and Economy (LS 230)

\*General Education Requirements vary by campus

### Social Work Requirements (17 courses)

S102 Understanding Diversity in a Pluralistic Society (3 cr.)  
 S141 Introduction to Social Work (3 cr.)  
 S221 Growth and Human Development in the Social Environment (3 cr.)  
 S251 History and Analysis of Social Welfare Policy (3 cr.)  
 S322 Small Group Theory and Practice (3 cr.)  
 S331 Generalist Social Work Practice I: Theory and Skills (3 cr.)  
 S332 Generalist Social Work Practice II: Theory and Skills (3 cr.)  
 S371 Social Work Research (3 cr.)  
 S401 Integrative Social Work Practicum Seminar I (2 cr.)  
 S402 Integrative Social Work Practicum Seminar II (3 cr.)  
 S423 Organizational Theory and Practice (3 cr.)  
 S433 Community Behavior and Practice (3 cr.)  
 S442 Practice-Policy Seminar in Fields of Practice (3 cr.)  
 S472 Social Work Practice Evaluation (3 cr.)  
 S481 Social Work Practicum I (4 cr.)  
 S482 Social Work Practicum II (4 cr.)

## Academic Regulations and Policies

For continuance in and graduation from the program, students are required to: (1) maintain a minimum cumulative GPA of 2.5 in all letter-graded courses, (2) attain a minimum grade of C (2.0) or satisfactory in each required social work course, and (3) carry out professional activity in conformity with the values and ethics of the profession.

In the event of failure to meet such requirements, students will be ineligible to continue in the program. Such students are encouraged to consult with their faculty advisor regarding realistic planning for the future, including the right to petition for administrative review. Detailed descriptions of student continuation policies are in the *B.S.W. Student Handbook*.

### Repeated Courses

Required social work courses may be repeated only after the student is reinstated in the program with permission.

### Incompletes

Instructors at Indiana University School of Social Work follow closely the university policy regarding the assignment of grades of Incomplete (I). An Incomplete may be assigned by an instructor when exceptional circumstances, such as an illness, injury, or a family emergency, prevent a student from finishing all the work required for the course. Instructors may award the grade of Incomplete only when such hardship would render it unjust to hold the student to the time limits previously set. Furthermore, the grade of Incomplete may be given only when the student has completed three-fourths of the semester with course work of passing quality.

The instructor, on a case-by-case basis, evaluates incompletes. The grade of Incomplete (I) will be changed to a grade by the instructor of record, based upon the contract devised by the course instructor and approved by the B.S.W. Program Director.

If the terms of the Incomplete contract are not met by the student, the instructor will assign the original grade.

### Pass/Fail Grades

A maximum of four pass/fail courses may be applied to the B.S.W. degree. All general education and supportive area requirements need a letter grade. All required social work

courses receive a letter grade except for S 482 Practicum II, which is graded as Satisfactory/Fail.

### Credit for Life Experience

Academic credit for previous life and work experience is not given in whole or in part toward the social work degree.

### Criminal History

Students with criminal histories other than those deriving from sexual offenses may be eligible for admission into the B.S.W. program. Eligibility in these circumstances is determined by a case-by-case assessment. While having a criminal background may not preclude students from participating in the B.S.W. program, they should be aware of educational and professional implications. Agency policies and state laws may impose limitations for students and professionals with criminal histories attempting to obtain field placements, employment in certain practice settings, and/or professional licensure. Students with felony convictions must disclose this information upon admission due to professional liability insurance requirements of the university. Laws vary by state and are subject to change over time. Students should consult individual state licensing agencies for further information. For Indiana's licensing requirements refer to the Indiana Professional Licensing Agency at [www.in.gov/pla/bandc/mhcb/](http://www.in.gov/pla/bandc/mhcb/). The B.S.W. program is not responsible for disruptions in a student's educational plan resulting from a criminal background.

## IU School of Medicine - Northwest

### Administrative Officers

D. Craig Brater, M.D., Dean of the School of Medicine, Director of the Indiana Statewide Medical Education System, and Director of Indiana University Medical Center

Patrick Bankston, Ph.D., Associate Dean and Director of the School of Medicine—Northwest Campus, and Dean, College of Health and Human Services

Carl Marfurt, Ph.D., Associate Director for Research of the School of Medicine-Northwest Campus

Ernest Talarico, Ph.D., Associate Director of Education of the School of Medicine-Northwest Campus

**Web site:** [iusm-nw.medicine.iu.edu](http://iusm-nw.medicine.iu.edu)

**Phone:** (219) 980-6550

## About the IU School of Medicine - Northwest

### Location and Facilities

Indiana University School of Medicine-Northwest is located on the Indiana University Northwest campus in the Glen Park area of the city of Gary and occupies approximately 35,000 square feet of a new building on the southwest corner of the campus. The safe and attractive campus is bounded on three sides by the Little Calumet River, the well-kept residential community of Glen Park, and the Gleason Golf Course. Students have 24-hour access to the building and all its facilities. The

new building includes a student lounge with a small kitchen area and refrigerator for personal food storage and preparation. Locker rooms and showers provide students with a place to freshen up after exercise or sessions in the gross anatomy laboratory.

The current undergraduate enrollment at the IU Northwest campus is approximately 5,000 students. IU Northwest has a student union complex with gymnasium and fitness center available for medical student exercise and a cafeteria with low-priced food. Cultural activities on campus are numerous, including an IUN-sponsored local drama group, the Northwest Theater, and the Northwest Indiana Symphony Orchestra. In addition, the numerous sports events, museums, ethnic neighborhoods, restaurants, and cultural attractions of Chicago are less than an hour's drive from the campus. For those who prefer an escape to the out-of-doors, the Hoosier Prairie and the Indiana Dunes National Lakeshore, in addition to numerous parks in Lake, Porter, and LaPorte Counties, are outstanding areas for hiking, swimming, picnics, and cross-country skiing.

### Housing

Northwest Indiana offers a variety of housing opportunities within easy driving distance of the campus. IUN is a commuter campus and, as such, has no dormitories or other student housing. For housing information, contact Dawn Ilgenfritz, director of operations and finance, Indiana University School of Medicine-Northwest, phone (219) 980-6551, dilgenfr@iun.edu. Unscheduled visits cannot be accommodated.

### Patient-Centered Learning Program

The academic program at the Northwest Campus is designed around the principle that the learning of essential basic science information should occur in the context of patient interaction, patient case studies, and practice of clinical skills. To that end, the faculty of the Northwest Campus have dedicated themselves to a student-centered and patient-centered approach that involves their widely acclaimed Problem Based Learning Curriculum, the unique History and Physical Learning Center, the Steven C. Beering Library, externship opportunities with local physicians and hospitals, and the participation of 132 volunteer community physicians.

The Northwest campus Patient-Centered Learning Program provides an unique opportunity within the Indiana system for students to experience a different, and we think excellent, approach to medical student learning. We welcome visits from prospective students who would like to learn more about our Patient-Centered Learning Program and to participate with our first or second year medical students in one of the case-based learning sessions described below. Please contact Dr. Pat Bankston, assistant dean and director, pbanks@iun.edu, to schedule a visit.

### Problem-Based (Case-Based) Learning Approach

For 19 years after its founding in 1972, Indiana University School of Medicine-Northwest offered a traditional first and second year medical curriculum. Beginning with the 1989-1990 academic year, the Northwest Campus introduced an innovative curriculum with heavy emphasis

on problem solving and active learning. The highlights of this new curriculum include: (a) Problem-based learning (PBL) sessions, where small groups of five to seven students meet three times a week for two hours to discuss and analyze patient cases in the presence of a faculty moderator. During these student-directed PBL sessions, students set learning objectives, generate and test hypotheses, share learned information, and apply knowledge of basic science principles to the care of patients. (b) Small numbers of lectures presented by experienced faculty supplementing the PBL sessions by providing helpful overviews of key concepts; (c) Organization of the first- and second-year curricula into seven sequential "steps" or units, allowing students to concentrate all their studies to one subject at a time; (c) Basic science laboratories in Gross Anatomy, Histology, Neuroscience, and Pathology, providing active-learning experiences that reinforce and expand the knowledge base attained during PBL sessions and lectures; and (e) PBL sessions, lectures, and laboratories end by noon each day, allowing ample time for independent study and one or more afternoons per week for other patient based activities.

### Curriculum

The seven steps (courses) of the IU School of Medicine-Northwest PBL curriculum are:

#### First Year

- Step 1** The Molecular Basis of Medicine (6 weeks) (Biochemistry, Molecular Biology)
- Step 2** Human Structure (11 weeks)(Gross Anatomy, Histology, Cell Biology)
- Step 3** Systemic Function and Drug Action (6 weeks)(Physiology)
- Step 4** Neural Control and Disease (6 weeks) (Neuroscience)
- Step 5** Medications and Disease (6 weeks) (Pharmacology)
- Doctor-Patient Relationship** (dispersed throughout the first-year)

#### Second Year

- Step 6** Invasion and Defense(11 weeks)(General Pathology, Microbiology, Immunology)
- Step 7** Pathophysiology and Advanced (24 weeks)
- Problem Solving** (Introduction to Medicine, Systemic Pathology, Advanced Doctor / Patient Relationship)

### Noncredit Activities

#### Basic Science Seminars

Invited scientists and clinicians present advanced topics and results of their research. Local physicians and Indiana University Northwest faculty and students are invited to attend these weekly presentations.

### Fourth-Year Electives

(Instructors and credit units to be arranged.)

Physicians of northwest Indiana participate in offering fourth-year elective courses at St. Catherine, St. Margaret \Mercy Healthcare Centers, Methodist (Northlake and Southlake), St. Mary Medical Center, St. Anthony Medical Center and Porter Memorial hospitals, and Our Lady

of Mercy hospitals in collaboration with the School of Medicine—Northwest Campus and the Indiana University School of Medicine. Those courses cover medical subspecialties including internal medicine, inhalation therapy, cardiac catheterization, clinical nephrology, obstetrics and gynecology, ophthalmology, pathology, psychiatry, radiology, surgery, and general emergency care.

## **Graduate Programs**

(Instructors, courses of study, and credit hours to be arranged.)

Since the School of Medicine-Northwest Campus faculty also hold appointments in the University Graduate School, graduate programs for the M.S. or the Ph.D. degree are offered in cooperation with the basic science departments of the Indiana University School of Medicine. Most course work and all research leading to an advanced degree can be completed on this campus. Graduate students select courses from the medical school curriculum and/or advanced graduate courses offered by the respective basic science departments. Interested students are encouraged to contact the office of the director.

## **Third-Year Clerkships and Fourth-Year Courses and Elective**

A full complement of third-year clinical experiences required for third-year medical students is offered at the Northwest Campus. The clinical years are what all medical students anticipate, a time when lectures and laboratories translate into patient care. The IU School of Medicine - Northwest students have wide access to a variety of clinical settings in Northwest Indiana. Numerous hospitals and outpatient facilities in Northwest Indiana and throughout the state provide students with valuable clinical experiences as they rotate throughout their electives. Fourth-year students have the unique opportunity to pursue electives for seven months — a large amount of time compared to with many other U.S. medical schools.

The third and fourth year curriculum also offers unique opportunities due to the campus location among the most underserved populations in the country to concentrate on Urban Health and Health Care Disparities. Longitudinal experiences with urban families and service learning projects with teams of students from IU Northwest's College of Health and Human Services and School of Public and Environmental Affairs are special features.

Year 3 is organized into three blocks of 16 weeks in duration that can be given in any order. One block is composed of clerkships in Surgery, Obstetrics and Gynecology, and Surgical Subspecialties (and Anesthesia). The third is composed of Family Medicine, Pediatrics, and a vacation month.

Year 4 has three required courses of one month in duration and 28 weeks of elective courses. The required courses are Radiology, Emergency Medicine, and Medicine Sub-Internships.