

# College of Health and Human Services

## Administrative Officers

Patrick Bankston Ph.D., Dean  
Linda R. Delunas, Ph.D., R.N., C.N.E., Associate Dean

**Website:** [www.iun.edu/chhs/](http://www.iun.edu/chhs/)  
**Telephone:** (219) 980-6555

## Overview

### General Information

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 an advisor 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
- 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 for admission. 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 minimum 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.

## 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 of Professional Conduct. The CHHS Code can be found at: [http://www.iun.edu/chhs/docs/chhs\\_code\\_conduct.pdf](http://www.iun.edu/chhs/docs/chhs_code_conduct.pdf).

## 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 *College of Health and Human Services Disciplinary and Appeals Process*.

## 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 or has a pattern of withdrawal from professional courses, 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.

## 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 at IU Northwest 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.

Programs have specific policies regarding reinstatement or reenrollment of students who have withdrawn or are dismissed.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

## 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. Some program exceptions may exist, See program specific requirements.

## 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

## Applied Health Sciences

### Administrators

Linda R. Delunas, PhD, RN, Program Director  
Patrick Bankston, PhD, Dean College of Health and Human Services

### About the B.S. in Applied Health Sciences

The BSAHS degree is joint online degree program offered collectively by all five IU-managed regional campuses.

The curriculum is available in an all-online format through the statewide BSAHS consortium.

The Bachelor of Science (BS) in Applied Health Sciences program is a 120 credit hour online program. The program is for individuals with an Associate of Science (A.S.) or Associate of Arts (A.A) degree, or who have completed at least 30 credit hours of coursework that can be applied toward the degree. Students with A.S or A.A degrees who enter the program will transfer in 60 – 64 credit hours from their degree. Students with associate degrees are expected to complete the degree in two academic years (four semesters). Full-time students entering with 30 credit hours are expected to complete in three year.

The Online BSAHS is “student-centered,” appealing to a wide spectrum of traditional and non-traditional students who have an interest in a health sector career but do not wish pursue clinical degree programs.

The program allows flexibility for students who are seeking to complete their degrees while meeting their responsibilities to their families and/or employers.

The degree design offers health workers with previous college credit (including those with associate degrees) a convenient, high-quality option for completing a baccalaureate degree that students can pursue while working full- or part-time.

The degree provides additional skills and training needed to advance within the student’s chosen profession. It is also appropriate for those who wish to find a new career in the health care field.

### Academic Advising

Students with a declared major are advised in the academic unit on their home campus. To determine who your advisor is and how to contact them, see One.IU.

### Admission Requirements

- Full admission to the regional campus from which you will receive the degree
- Minimum 2.0 GPA on a 4.0 grade scale
- 30 credit hours of course work completed

### Curriculum

#### Course Requirements

Course requirements fall into four categories, and are defined by student learning outcomes.

### General Education (varies by campus) 30 - 42 credit hours

Students must achieve the general education outcomes of the campus from which they will graduate.

### BSAHS Core (required) 42 credit hours

Students take courses that meet the following learning outcomes:

- Utilize problem-solving, critical thinking, and decision-making skills in a variety of health care settings and situations.
- Utilize effective leadership and management strategies in common health care delivery systems and environments.
- Apply evidence-based health care practices for optimum health outcomes.
- Demonstrate accountability within the legal and ethical parameters of the health care system.
- Integrate communication skills into professional roles.
- Utilize information technology in the delivery of health care.
- Explore the historical and contemporary social determinants of health that shape health status, health behavior, and health inequalities.

### BSAHS Core Courses are:

- AHSC- H301 Health Care Delivery and Leadership (6 cr) *\*must be taken in first semester of major courses\**
- AHSC- H310 Health Policy, Ethics, and Legal Issues (6 cr)
- AHSC- H320 Consumer Health (3 cr)
- AHSC- H330 Intercultural Health Communication (6 cr)
- AHSC- H340 Research in the Health Sciences (3 cr)
- AHSC- H350 Economics of Health Care (3 cr)
- AHSC- H360 Epidemiology/Biostatistics and Population Health (6 cr)
- AHSC- H370 Informatics (3 cr)
- AHSC- H480 Grant Writing & Internship (6 cr) *\*must be taken in last semester\**

### BSAHS Track (one required) 18 credit hours

#### Track 1: Community Health Educator

Coursework will provide instruction in the skills necessary to conduct general health and wellness assessments and the techniques of health education. Students majoring in the BSAHS with a concentration in the Community Health Educator track will be able to take the Certified Health Education Specialist Examination (CHES) offered by the National Commission for Health Education Credentialing. Becoming a CHES opens many more opportunities for students in public health.

Track 1 Courses are:

- AHSC- C415 Community Health Assessment, Education, and Promotion (6 cr)
- AHSC- C425 Program Assessment, Planning, Evaluation I (6 cr)

- AHSC- C435 Program Assessment, Planning, and Evaluation II (6 cr)

### Track 2: Health Administration

Coursework will provide instruction in health care organization, planning, budgeting and finance.

Track 2 courses are:

- AHSC- A420 Health Care Budgeting and Finance (6 cr)
- AHSC- A430 Health Care Organization Supervision and Resource Management (6 cr)
- AHSC- A440 Health Care Administration and Strategic Planning (6 cr)

### Electives: To total 120 credit hours

Students should choose electives that best support the BSAHS track they are pursuing, and in consultation with their academic advisor. Students are strongly encouraged to do a minor in a related area.

## Dental Education

### Administrative Officer

Donna S. Krause, CDA, LDH, MPA  
Assistant Dean, College of Health & Human Services  
Director, Dental Education  
Clinical Associate Professor

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

### About Dental Education

The IU Northwest Dental Education department offers an entry-level Bachelor of Science in Dental Hygiene degree, a Bachelor of Science in Dental Hygiene Degree Completion program, and 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 Programs is to be a leader in providing high quality education and clinical experiences to undergraduate students for future roles as oral healthcare providers. Our programs are committed to excellence in the theory and practice of dental hygiene/dental assisting and in the development of competent, socially sensitive, culturally diverse, and ethically responsible professionals.

### Program Goals

At the completion of the dental hygiene/dental assisting programs students will be able to:

- Exhibit the highest level of competency and professionalism
- Deliver high quality patient care by the use of sound judgement, critical thinking skills, and evidence-based decision making
- Emphasize the role of the dental hygienist/dental assistant as a patient educator and advocate involved in

community oral health engagement activities related to health promotion and disease prevention

### Accreditation

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is: <http://www.ada.org/en/coda>.

### Professional Student Memberships

Students currently enrolled in one of the accredited Dental Education programs are required to be a member of the national, state, and local constituents of the American Dental Assistants' Association (ADAA) or the American Dental Hygienists' Association (ADHA). In addition, there are many member benefits for students including opportunities for personal and professional development. The purpose of this membership is for the students to become familiar with the organization and structure of their professional association.

## Admission Policies

### Essential Performance Standards

A certificate in dental assisting or degree in dental hygiene attests 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 Performance Standards*, 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.

### Dental Education Policy & Procedure Handbook

All Dental Education students are provided with a *Dental Education Policy & Procedure Handbook* prior to their *Student Orientation*. This document is updated annually to reflect ongoing changes in clinical and program requirements and policies. While the Dental Education department provides these updates, it is the student's responsibility to maintain the currency of the handbook and refer to the most current regulations.

### CPR Requirement

All Dental Education students enrolled in their respective programs must present evidence of current healthcare provider certification *prior* to the beginning of each year. Two options are available:

- American Heart Association's Basic Life Support for HealthCare Provider level (preferred)
- American Red Cross CPR/AED for the Professional Rescuer

### OSHA Regulations

Health requirements and OSHA regulations include annual education on bloodborne pathogens. See the *Dental*

**Education Policy & Procedure Handbook** for annual regulatory requirements.

### Health Requirements

All Dental Education students must show proof annually that they have met the immunization, physical examination, and dental examination requirements prior to participating in any clinical courses. Specific instructions are distributed prior to the *Student Orientation*. Special circumstances may arise which require additional action. Failure to meet health requirements and their deadlines makes the student ineligible for clinical courses and therefore, the student will receive an absence(s).

### Criminal Background Checks

Most of the clinical sites where IU Northwest Dental Education students complete their hands-on clinical experiences require a national criminal background check before students can be placed in their assigned facilities. Based on the requirements of these agencies, as well as state and federal regulations, all students in the Dental Education programs must undergo a national background check prior to admission and annually thereafter. The Dental Education department has selected *CastleBranch.com* to complete these background checks. The results of a student's background check may impact his or her admission status in the Dental Education programs, preclude students from attending clinical, and/or affect ability to obtain licensure. If an incident occurs that would change the student's background check, the student is required to notify the Dental Education department immediately. The student will 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.

### Drug Screen Policy

Some clinical sites may require a drug screen. In addition, faculty reserves 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 Dental Education programs.

### Personal Health Insurance

The Dental Education department strongly encourages students to carry personal health insurance. The department will not be liable for any health problems requiring medical treatment for students enrolled in the programs.

### Professional Liability Insurance

All students in the Dental Education programs having patient/client contact are covered under the malpractice contract for Indiana University. This liability insurance does not extend to employment outside of course-related activities. The student should know that failure to pay course and other fees results in non-coverage under Indiana University's malpractice contract. Non-coverage makes the student ineligible to attend clinicals or externships.

## Dental Assisting Admission Procedures

### Responsibilities of the Dental Assistant

The dental assistant performs many tasks requiring both interpersonal and technical skills. Although state regulations vary, responsibilities may include:

- assisting the dentist during a variety of treatment procedures
- taking and developing dental radiographs (x-rays)
- asking about the patient's medical & dental history and taking blood pressure, pulse, respiration, and temperature
- serving as an infection control officer, developing infection control protocol, preparing and sterilizing instruments and equipment
- helping patients feel comfortable before, during, and after dental treatment
- providing patients with instructions for oral health care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)
- teaching patients appropriate oral hygiene procedures to maintain oral health such as toothbrushing, flossing, rinsing, and nutritional counseling
- taking impressions of patients' teeth for study casts (models of teeth)
- performing office management tasks that often require the use of a computer
- communicating with patients and dental suppliers (e.g., scheduling appointments, answering the telephone, billing, and ordering supplies)
- helping to provide direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics, endodontics, prosthodontics, and oral surgery

### Dental Assisting Admissions 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 HSE (High School Equivalency Exam) equivalent. High school courses in biology, chemistry, and computers are strongly recommended.

Each candidate must submit the following materials to the Dental Education 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.
2. Complete an **online** Dental Assisting Program Application. This application is available at <http://www.iun.edu/dental/programs/application.htm>. A separate application must be submitted to each campus the student is interested in attending.
3. Submit **online** two IU Northwest Dental Education **Recommendation Forms** at <http://www.iun.edu/dental/programs/application.htm>.
4. Submit official college and university transcripts, if applicable.

In July, upon receipt of all application materials, applicants are *required* to attend the **Dental Assisting Applicant Open House**. Applicants will be notified by e-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 Dental Education Advisor of the dental assisting program and to apply early. Please contact the Dental Education Department at (219) 980-6770 or [dmarcini@iun.edu](mailto:dmarcini@iun.edu) for an advising appointment.

## Dental Assisting Career Options

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

## Dental Assisting Curriculum

### Certificate in Dental Assisting

The dental assisting program at IU Northwest is a one year, 37 credit hour certificate program. A dental assistant is a member of the dental health team who is educated to assist the dentist. The dental assistant aids the dentist in the detection, care, and treatment of the patient's oral health.

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 (DANB). Upon successful completion of this examination, the assistant becomes a **Certified Dental Assistant (CDA)**.

### Clinical Externship Hour Requirements

A minimum of 300 clinical externship hours are required to meet academic and accreditation standards. Therefore, all clinical externship hours are mandatory and all missed time must be made up. See the **Dental Education Policy & Procedure Handbook** and/or course syllabus for specific policies regarding clinical externship policies.

### Advanced Degree

IU Northwest offers an educational program that allows students to apply a select number of their dental assisting credits toward an associate of science or a bachelor's degree in another discipline.

### Fall Semester

- DAST A212 Dental Therapeutics and Medical Emergencies (2 cr.)
- DAST A221 Microbiology and Asepsis Technique (2 cr.)
- DAST A271 Clinical Science I (5 cr.)
- DHYG H214 Oral Anatomy (3 cr.)
- DHYG H242 Introduction to Dentistry (1 cr.)
- DHYG H303 Dental Radiology (3 cr.)

**Total 16 cr.**

### Spring Semester

- DAST A211 Oral Pathology, Physiology, and Anatomy I (2 cr.)

- DAST A213 Oral Pathology, Physiology, and Anatomy II (1 cr.)
- DAST A231 Dental Materials I (2 cr.)
- DAST A241 Preventive Dentistry & Nutrition (2 cr.)
- DAST A252 Radiology Clinic II (1 cr.)
- DAST A272 Clinical Science II (5 cr.)

**Total 13 cr.**

### Summer I Session

- DAST A232 Dental Materials II (2 cr.)
- DAST A261 Behavioral Science (1 cr.)
- DAST A262 Written and Oral Communications (2 cr.)
- DAST A282 Practice Management, Ethics, and Jurisprudence (2 cr.)
- DHYG H224 Oral Histology and Embryology (1 cr.)

**Total 8 cr.**

### Additional Information

Please contact the Dental Education Program Advisor, Dawn Marciniak for additional information at (219) 980-6770 or by e-mail at [dmarcini@iun.edu](mailto:dmarcini@iun.edu).

## Bachelor of Science in Dental Hygiene (BSDH) Entry-Level Responsibilities of the Dental Hygienist

The dental hygienist is a primary oral healthcare professional who has graduated from an accredited dental hygiene program in an institution of higher education, licensed in dental hygiene to provide education, assessment, research, administrative, diagnostic, preventive, and therapeutic services that support overall health through the promotion of optimal oral health.

Although state regulations vary, the dental hygienists' responsibilities may include:

- performing oral health and risk assessments that include the review of patients' health and dental histories, taking and recording vital signs, dental and periodontal charting, and evaluation of oral health/disease
- evaluating a patient's current health status including all medications
- performing an extraoral and intraoral examination
- completing a comprehensive dental and periodontal charting that includes a detailed description and evaluation of the gingiva (gums) and periodontium (supporting structures)
- developing a dental hygiene diagnosis and dental hygiene care plan
- exposing, processing, and interpreting dental radiographs (x-rays)
- removing biofilm and calculus (soft and hard deposits) from teeth both coronally and apically to (above and below) the gingival margin (gumline) using dental instruments



- applying caries-preventive agents such as fluorides and sealants to the teeth
- administering local controlled and sustained release antimicrobial agents
- administering pain control agents such as local anesthetic
- providing patient education on biofilm control and home care protocol by incorporating techniques and products that will become part of an individualized self-care oral hygiene program
- counseling and coordinating tobacco cessation programs
- educating patients on the importance of good nutrition for maintaining optimal oral health
- documenting patient care and treatment rendered

### Dental Hygiene Admission Procedures

#### Bachelor of Science in Dental Hygiene (BSDH) Entry-Level

The dental hygiene program requires 56 credit hours of prescribed general education and prerequisite courses. The 56 credit hours may be completed at any accredited college or university. Required courses should not be taken under the Pass/Fail option; the Dental Education 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 completed at institutions other than Indiana University must show a grade of C or higher to be accepted as transfer credit by Indiana University Admission's Office. All applicants must complete all required prerequisite courses and receive a minimum grade of C or better to eligible for the program.

1. 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)
2. Applicants must complete the **Dental Hygiene Application** online. Applications are available online at <https://www.iun.edu/dental/dental-hygiene-application.htm>. All applications must be submitted no later than **February 1** for entry into the class beginning in the fall semester of that year. A separate application must be submitted to each campus the student is interested in attending.
3. Items that **must** be submitted to the Dental Hygiene Admissions Committee by *February 1* include:
  - Official college and university transcripts (This includes transcripts to be sent for course work completed by February 1)
  - Online 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 e-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 Dental Education Program Advisor for pre-dental hygiene advising.

### Criteria for Selection of Class

Selection of dental hygiene students is based upon, but is not limited to, successful completion of program prerequisites, number of college credit hours satisfactorily completed, college cumulative GPA, prerequisite GPA, applicant Open House attendance, and an individual appraisal of the applicant's established record and potential for development.

### Seven-Year Limit

Required sciences, including Human Biology, Anatomy & Physiology I & II, Microbiology, and Chemistry must have been completed within seven (7) years prior to the semester in which a student begins the professional coursework of the dental hygiene program.

### 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 completion of national, regional, and state board examinations, to perform specific preventive treatments; to expose and process dental radiographs (x-rays); to provide oral hygiene education; administer local anesthesia; 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 Bachelor of Science in Dental Hygiene entry-level and a Bachelor of Science in Dental Hygiene Degree Completion.

Students interested in pursuing a dental hygiene degree should consult the Dental Education Program Advisor at IU Northwest at (219) 980-6770 or [dmarcini@iun.edu](mailto:dmarcini@iun.edu) for an advising appointment.

### Bachelor of Science in Dental Hygiene - Degree Completion (BSDH)

The Bachelor of Science in Dental Hygiene Degree Completion program provides an opportunity for licensed dental hygiene graduates to develop future leadership roles in education, public health, commercial ventures, professional associations, and/or health advocacy programs. It can enhance career opportunities available to dental hygienists in a variety of areas, including but not limited to, state and county health departments, academia, sales and marketing, pharmaceuticals, dental consulting, dental insurance companies, and research. Program activities promote development of professional leadership skills and prepare hygienists for entry into graduate programs. The program's objectives are designed to provide students with the education and skills to:

- perform dental hygiene services in a variety of settings (e.g., public health clinics, school systems, institutions, and hospitals)

- serve as a resource person and collaborate with other healthcare personnel in assessing healthcare needs and providing health care services to the public
- assess, plan, implement, and evaluate effective teaching methodologies in an educational setting
- supervise the teaching of dental hygiene services in a clinical or public health setting
- prepare for admission to graduate degree programs
- continue their professional education and personal growth

### Admission Policies & Procedures for Bachelor of Science in Dental Hygiene -Degree Completion

Graduates from an ADA accredited dental hygiene program holding an *Associate of Science in Dental Hygiene* degree and a current dental hygiene license must submit an online application by **February 1** to be considered for the Bachelor of Science in Dental Hygiene - Degree Completion program. An applicant who received their *Associate of Science in Dental Hygiene* degree with a minimum of 90 credit hours from an accredited program other than Indiana University will be considered a transfer student for the purpose of fulfilling general education requirements at IU Northwest. If a graduate from an Associate of Science in Dental Hygiene (ASDH) program does not have the minimum 90 credits hours, the student will need to take additional *approved* course electives at IU Northwest which must total 90 credit hours prior to applying to the BSDH degree completion program.

Courses required for admission may be taken at any Indiana University campus or may be accepted as transfer credit from other accredited institutions if the *residency requirement* has been met. However, priority consideration is given to those students completing the majority of their coursework on the IU Northwest campus.

Contact the Dental Education Program Advisor for more information. A minimum cumulative GPA of 2.50/4.00 is required. Students with the highest overall GPA will be granted admission. Students are expected to complete the coursework for the completion degree within seven years from the date of admission.

### Residency Requirements

- A minimum of 30 credit hours must be completed at Indiana University. Transfer credit into Indiana University will not count toward meeting the residency requirement.
- 20 of the 30 credit hours for the BSDH Completion Degree must be taken at IU Northwest.
- Students must earn a grade of C or higher in all required courses and maintain a semester and overall GPA of at least 2.5/4.0.
- Completion of the degree must be within seven years from the date of enrollment in the first course toward the BSDH completion degree.

Priority consideration is given to those students completing coursework on the IU Northwest campus. Admission is competitive based on cumulative GPA, pre-professional coursework, and the GPA for professional dental hygiene courses. A minimum cumulative GPA of 2.50/4.00 is required. The bachelor of science in dental hygiene degree completion requires 30 credit hours

beyond the 90 earned for the IU Northwest ASDH degree to equal 120 credit hours.

## Bachelor of Science in Dental Hygiene - Degree Completion Requirements

### General Education Course Requirements for the Dental Hygiene Degree Completion (23 credit hours)

- MATH M100 Basic Mathematics (4 cr.)
- PBHL P201 Urban Public Health (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- SPEA K300 Statistical Techniques (3 cr.)
- Arts and Humanities Elective (10 cr.)

### Professional Education Courses for the Dental Hygiene Degree Completion (7 credit hours)

- DHYG- H402 Practicum in Dental Hygiene Education - Capstone (4 cr.)
- DHYG- H405 Introduction to Healthcare Research (3 cr.)

## Curriculum for Bachelor of Science in Dental Hygiene – Entry Level

The Dental Hygiene curriculum, which is accredited by the Commission on Dental Accreditation (CODA), leads to the Bachelor of Science degree, and consists of a total of four years of study with 120 college credit hours; two years of general education and prerequisite coursework followed by two years of professional study. Upon completion, graduates are eligible for licensure to practice dental hygiene.

### Dental Hygiene General Education & Prerequisite Requirements (56 credit hours)

#### First Year Degree Map

##### Fall Semester

- ENG W131 Reading, Writing, and Inquiry I (3 cr.)
- PHSL P130 Human Biology (4 cr.)
- SOC S161 Principles of Sociology (3 cr.)
- MATH M100 Basic Mathematics (4 cr.)

Total: 14 credit hours

##### Spring Semester

- PSY P101 Introductory Psychology (3 cr.)
- BIOL M200 Microorganism in Nature & Disease (4 cr.)
- CSCI A106 Introduction to Computing **OR** C106 Intro. to Computers & Their Use (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

Total: 13 credit hours

#### Second Year Degree Map

##### Fall Semester

- PHSL P261 Human Anatomy & Physiology I (4 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- PBHL P201 Urban Public Health (3 cr.)
- NURS B215 Nutrition for Health Professionals (3 cr.)

Total: 13 credit hours

### Spring Semester

- CHEM C110 Chemistry of Life (3 cr.)
- PHSL P262 Human Anatomy & Physiology II (4 cr.)
- SPEA K300 Statistical Techniques (3 cr.)
- Arts & Humanities Electives (6 cr.)

Total: 16 credit hours

## Dental Hygiene Professional Education Requirements (64 credit hours)

### Third Year Degree Map - Professional Program

#### Fall Semester

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

Total: 15 credit hours

#### Spring Semester

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

Total: 12 credit hours

#### Summer I Session

- DHYG H220 Summer Radiology Clinic (1 cr.)
- DHYG H221 Clinical Dental Hygiene Procedures (3 cr.)

Total: 4 credit hours

### Fourth Year Degree Map - Professional Program

#### Fall Semester

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

Total: 14 credit hours

#### Spring Semester

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

Total: 12 credit hours

### Summer I Session

- DHYG H402 Practicum in Dental Hygiene Education - Capstone (4 cr.)
- DHYG H405 Introduction to Healthcare Research (3 cr.)

Total: 7 credit hours

### Total of 120 credit hours

## Health Information Management Programs

Linda Galocy, MS, RHIA, FAHIMA, *Director and Assistant Dean, Clinical Associate Professor of Health Information Management Programs*

Dorinda Sattler, MJ, RHIA, CHPS, CPHRM, *Program Director, Health Information Technology and Clinical Assistant Professor*

Patricia Johnson, RHIA, *Clinical Coordinator Health Information Technology and Clinical Lecturer*

**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. Upon completion of the AS or BS degree, the student is able to apply to write the RHIT or RHIA credentialing exam respectively. 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, Philosophy and Goals of the Health Information Management Programs.**

#### **Health Information Management Programs Mission**

The mission of the Indiana University Northwest Health Information Management programs is to fully prepare students to fulfill the roles of competent and ethical health information practitioners in the 21<sup>st</sup> century. Students will be prepared to manage health information and informatics in order to advance professional practice and standards.

#### **HIM Programs Philosophy**

The belief in the need for better educational opportunities in the changing health care profession of Health Information Management is realized through our commitment to the higher education of health information professionals in the community.

With this rapidly changing profession, there comes a need for a constant review and revision of the Programs to meet these changes. We believe this need can be met through the utilization of a dedicated Program and clinical faculty and an advisory board to the programs. With strong faith in these professionals, we set forth the following goals for the Programs in Health Information Management.

1. To prepare competent entry-level health information technicians and administrators in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To provide educational experiences designed to prepare students to achieve the student learning outcomes for Registered Health Information Technicians and Registered Health Information Administrators as described by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) and for entering a career as a health information professional.
3. To provide concentrated professional practice experiences through a combination of virtual lab learning opportunities, and on-site experiences, as available, in healthcare-related institutions.
4. To provide the healthcare community with individuals qualified to effectively carry out the functions of the health information management discipline.
5. To contribute to the liberal education of the students by providing a core of general education courses.
6. To qualify students for progression to a higher degree in health information management or a related field, for the AS graduate or to graduate education for the BS graduate.
7. To assist students in reaching their goals by providing academic, occupational, and personal guidance.
8. 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).

9. To prepare the students for effective citizenship, students are provided opportunities to become active citizens, promoting the exercise of human and civil rights, and an appreciation for diversity.

10. To be prepared to use ethical practices, students are provided opportunities to gain knowledge and engage in activities that enable them to develop awareness and concern for how their actions affect other people.

## **Associate of Science Degree Program**

### **Health Information Technology**

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 operations.

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; 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, on campus or 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.

### Location of Clinical Sites

The program utilizes most hospitals in Northwest Indiana; 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, 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 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 (CAHIIM).

### 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

30 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. It is possible to begin this program after high school.

### 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 24 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

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.

### Curriculum

#### Health Information Technology Curriculum (61 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 M193\* CPT Coding (2 cr.)

#### Fall Semester

- HIM M201\* Coding and Classification Systems (3 cr.)
- HIM M202\* PPE (3 cr.)
- HIM M245\* Health Record Law (3 cr.)
- HIM M205\* Pathology (3 cr.)
- HIM M208\* Coding Lab (2 cr.)

Total (14 cr.)

### Spring Semester

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

Total (15 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, allied health professionals, and administrators 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 a 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 one-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, in class or online. 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 students not living within these areas appropriate arrangements can be made with the 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 fully accredited 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, 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 (2.5 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 57 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

Contact Department for the 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.)
- CSCI A285 Advanced Microcomputer Applications (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.)
- CSCI A213 Database Applications (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.)
- SPEA K300 Statistical Techniques (3 cr.)

Total 15 cr.

#### Summer Session

- HIM M193\* CPT Coding (2 cr.)

#### Fall Semester – Year 3

- HIM M201\* ICD Coding and Classification Systems (3 cr.)
- HIM M208 Coding Lab (2 cr.)
- HIM M245\* Health Record Law (3 cr.)
- HIM M202\* PPE (3 cr.)
- BUS A201 Intro to Fin. Acctg. (3 cr.)

Total 14 cr.

#### Spring Semester – Year 3

- HIM M203\* Health Care Delivery & Quality Assessment (3 cr.)
- HIM M204\* PPE (2 cr.)
- HIM M200\* Management in Health Information Technology (2 cr.)
- HIM M206\* Reimbursement Principles in Health Care (2 cr.)
- ENG W231 Prof Writing Skills (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 (1-4 cr.)

Total 13 cr.

#### Summer I – Year 4

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

#### TOTAL 120 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.

## Minor in Health Administration Administration

The Department of Health Information Management in the College of Health and Human Services is offering a Minor in Health Information Administration (HIA) at the IU Northwest campus.

The minor contains 15 credits, 5 courses from the BS curriculum in HIA. The minor would appeal to students from Computer Science, Nursing, and others. Informatics in the health care industry is a blend of information technology (IT), clinical skills, and the electronic health record documentation management and application issues. The minor could also appeal to other majors on the campus, but is particularly useful in the current health care field with the electronic health record, data management, the clinical documentation improvement focus, medical informatics, and healthcare IT departments.

The minor would include the following courses, which must be taken in the sequence listed, from our BS curriculum:

- M195 Medical Terminology (3 cr.)
- M101 Introduction to Health Records (3 cr.) P: M195

- M107 Computer Applications in Health Information Technology (3 cr.) C: M101
- M301 Healthcare Quality and Information Management (3 cr.) P: M195, M101, M107
- M410 Computer Systems in Healthcare (3 cr.) P: M195, M101, M107

## 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. 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. We also offer a Masters of Science in Nursing with a Family Nurse Practitioner Track.

### Mission

The School of Nursing recognizes and embraces its urban identity and the diversity of all of its stakeholders.

The School contributes to the mission of IU Northwest of fostering health and human dignity, by educating professional nurses and developing collaborative partnerships among the health science professions and the surrounding communities. Our focus is on delivering a student-centered education that prepares our graduates for evidence-based nursing practice that contributes to the health and well being of individuals, families, and the communities we serve.

### Value Statement

The IU Northwest School of Nursing values a culture of healthcare quality and safety, and embraces excellence in patient-, family-, community-, and population-centered care, evidence-based practice, collaborative partnerships, teamwork, and 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, 2001 and, most recently, 2015. The Code of Ethics with Interpretive Statements can be found at: [http://www.nursingworld.org/DocumentVault/Ethics\\_1/Code-of-Ethics-for-Nurses.html](http://www.nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html).



## Accreditation

The Bachelor of Science in Nursing degree program is accredited by the Indiana State Board of Nursing, and the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd. NE Suite 850, Atlanta, GA, 30326, phone: (404) 975-5000. The School is seeking initial accreditation for its Master of Science in Nursing degree program from ACEN.

## 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.

# 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 global society. Graduates of the baccalaureate nursing program are expected to embody the professional identity of the nurse and to demonstrate competencies consistent with being a critical thinker; a culturally sensitive individual; a knowledgeable care coordinator who embraces and uses technology effectively; an effective communicator; an accountable leader and manager who understands the regulatory environments that affect professional nursing; and a competent care provider who is prepared to practice to the full capacity of the professional nurse role in diverse care environments. Baccalaureate graduates partner with individuals, families, communities, and populations in attaining mutually established health goals and in facilitating their highest level of functioning and the maximization of their health potential. Baccalaureate nursing education must prepare graduates to be in the forefront of patient care quality and safety and to design and develop more efficient approaches to the delivery

of health care services as full partners on the healthcare team.

## Bachelor of Science in Nursing Program Outcomes

1. A critical thinker who demonstrates intellectual engagement and uses evidence as a basis for clinical reasoning and decision making.
2. A culturally sensitive individual who provides holistic individual-, family-, community-, and population-centered nursing care.
3. A knowledgeable care coordinator who facilitates access to resources across the continuum of health care environments in order to meet the evolving health care needs of individuals, families, communities, and populations.
4. An individual who understands and considers the impact of health care policy, finance, and regulatory environments on care delivery.
5. An individual who embodies the professional identity of the nurse and who translates the inherent values of the nursing profession into the ethical and legal practice of nursing.
6. An effective communicator who collaborates with interprofessional team members, patients, and their support systems for improved health outcomes.
7. A competent care provider who is prepared to practice to the full capacity of the professional nurse role in diverse health care environments.
8. An accountable leader and manager who applies principles of systems and organizational processes and who balances resources to promote quality care and patient safety.
9. An individual who embraces and employs innovations in information management and technology in the delivery of quality patient care.

## 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 at least 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 summer 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 Basic Mathematics (or a higher level math course (M118, M119, or M125, 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 (traditional) and January 1 for Summer (BA/BS to BSN). Applications for the RN-BSN option may be submitted summer, spring, or fall. Applications are obtained from the School of Nursing website. **STUDENTS MUST MEET WITH A NURSING ADVISOR PRIOR TO APPLICATION.**

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 prenursing 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 admitted 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.

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

Application and admission are valid only for the semester designated.

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.

### **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 bachelors 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. Application to Nursing is due January 1. **STUDENTS MUST MEET WITH A NURSING ADVISOR PRIOR TO APPLICATION.**

### **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 in the state in which you are practicing and/or plan to meet your clinical requirements, 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.

### **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 (more information will be given on admission). The background check includes the residency history for the past seven years, including all counties of residence. 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 affiliation 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, including illness or injury during clinical rotation.

Students failing to submit documentation by the stated deadline will not be able to attend clinical courses. The clinical absence policy applies.

### 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, including Indiana, 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.

### 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.
4. Professional or personal misconduct (may result in dismissal from the School of Nursing).

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, or a grade of S for clinical courses, 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. A pattern of withdrawal from nursing courses. See School of Nursing withdrawal policy.
7. 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, or other personal or professional misconduct. *A student may be dismissed from the School of Nursing without being placed on probation when any of these conditions exist.*

The faculty reserves the right to require 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 120 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. (traditional option) OR 4 years for BA/BS-BSN option
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 (and vice versa) if it is before the Automatic Withdrawal Date. A pattern of withdrawals may make the student ineligible to progress; see the School of Nursing Withdrawal Policy.

### 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.)

### Curriculum Plan for Traditional B.S.N. Students (sample plan only)

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.)
- Literature Course (3 cr.)

*Semester two*

- PHSL P261 Human Anatomy and Physiology I (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

*Summer*

- NURS A190 Learning Strategies in Nursing (1 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)

*Semester three*

- BIOL M200 Microorganisms in Nature and Disease (4 cr.)
- NURS B220 Professional Nursing and Healthcare (4 cr.)
- NURS B221 Introductory Clinical Practicum Experience in Nursing (1 cr.)
- NURS B230 Developmental Issues and Health (4 cr.)
- NURS B234 Promoting Healthy Populations (3 cr.)

*Semester four*

- SPEA K300 Statistics (3 cr.)
- NURS B248 Science and Technology of Nursing (4 cr.)
- NURS B249 Science and Technology of Nursing Practicum (3 cr.)
- NURS B261 Pathophysiology and Pharmacology for Nursing Practice (4 cr.)

Junior Year

*Semester five (Option 1)*

- NURS H372 Concepts in Mental Health across the Lifespan (3 cr.)
- NURS H373 in Concepts Mental Health across the Lifespan Practicum (1 cr.)
- NURS H380 Health Concepts across the Lifespan I (3 cr.)
- NURS H381 Health Concepts across the Lifespan I Practicum (2 cr.)
- NURS R375 Nursing Research and Evidence-based Practice (3 cr.)

*Semester five (Option 2)*

- NURS H368 Nursing Care of Childbearing Families (3 cr.)
- NURS H369 Nursing Care of Childbearing Families Practicum (1 cr.)
- NURS H380 Health Concepts across the Lifespan I (3 cr.)
- NURS H381 Health Concepts across the Lifespan I Practicum (2 cr.)
- NURS H350 Topics in Contemporary Nursing Practice (1 cr.)
- PHIL P393 Biomedical Ethics (3 cr.)

*Semester six (Option 1)*

- NURS H368 Nursing Care of Childbearing Families (3 cr.)
- NURS H369 Nursing Care of Childbearing Families Practicum (1 cr.)
- NURS H390 Health Concepts across the Lifespan II (3 cr.)
- NURS H391 Health Concepts across the Lifespan II Practicum (2 cr.)
- NURS H350 Topics in Contemporary Nursing Practice (1 cr.)

- PHIL P393 Biomedical Ethics (3 cr.)

#### *Semester six (Option 2)*

- NURS H372 Concepts in Mental Health across the Lifespan (3 cr.)
- NURS H373 Concepts in Mental Health across the Lifespan Practicum (1 cr.)
- NURS H390 Health Concepts across the Lifespan II (3 cr.)
- NURS H391 Health Concepts across the Lifespan II Practicum (2 cr.)
- NURS R375 Nursing Research and Evidence-based Practice (3 cr.)

#### Senior Year

#### *Semester seven (Option 1)*

- NURS S430 Health Concepts across the Lifespan III (3 cr.)
- NURS S431 Health Concepts across the Lifespan III Practicum (2 cr.)
- NURS S483 Nursing Practice Capstone (4 cr.)
- Cultural/Historical Studies course (3 cr.)

#### *Semester seven (Option 2)*

- NURS S481 Nursing Management (3 cr.)
- NURS S482 Nursing Management Practicum (1 cr.)
- NURS S472 A Multi-system Approach to Health of the Community (3 cr.)
- NURS S473 Health of the Community Practicum (2 cr.)
- Cultural/Historical Studies course (3 cr.)

#### *Semester eight (Option 1)*

- NURS S481 Nursing Management (3 cr.)
- NURS S482 Nursing Management Practicum (1 cr.)
- NURS S472 A Multi-system Approach to Health of the Community (3 cr.)
- NURS S473 Health of the Community Practicum (2 cr.)
- NURS S485 Professional Growth and Empowerment (3 cr.)

#### *Semester eight (Option 2)*

- NURS S430 Health Concepts across the Lifespan III (3 cr.)
- NURS S431 Health Concepts across the Lifespan III Practicum (2 cr.)
- NURS S483 Nursing Practice Capstone (4 cr.)
- NURS S485 Professional Growth and Empowerment (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.)

- SPEA 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
- 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 (2 credit hours required) if needed to total 120.

Consult the Coordinator of Student Services for advice.

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

#### *Summer I (Irregular)*

- NURS B220 Professional Nursing and Healthcare (4 cr.)
- NURS B221 Introductory Clinical Practicum Experience in Nursing (1 cr.)
- NURS B234 Promoting Healthy Populations (3 cr.)

#### *Summer II (Irregular)*

- NURS B248 Science and Technology of Nursing (4 cr.)
- NURS B249 Science and Technology of Nursing Practicum (3 cr.)
- NURS B261 Pathophysiology and Pharmacology for Nursing Practice (4 cr.)

#### *Fall Semester (Option 1)*

- NURS H372 Concepts in Mental Health across the Lifespan (3 cr.)
- NURS H373 Concepts in Mental Health across the Lifespan Practicum (1 cr.)
- NURS H380 Health Concepts across the Lifespan I (3 cr.)
- NURS H381 Health Concepts across the Lifespan I Practicum (2 cr.)
- NURS R375 Nursing Research and Evidence-based Practice (3 cr.)

#### *Fall Semester (Option 2)*

- NURS H368 Nursing Care of Childbearing Families (3 cr.)
- NURS H369 Nursing Care of Childbearing Families Practicum (1 cr.)

- NURS H380 Health Concepts across the Lifespan I (3 cr.)
- NURS H381 Health Concepts across the Lifespan I Practicum (2 cr.)
- NURS H350 Topics in Contemporary Nursing Practice (1 cr.)

#### Spring Semester (Option 1)

- NURS H368 Nursing Care of Childbearing Families (3 cr.)
- NURS H369 Nursing Care of Childbearing Families Practicum (1 cr.)
- NURS H390 Health Concepts across the Lifespan II (3 cr.)
- NURS H391 Health Concepts across the Lifespan II Practicum (2 cr.)
- NURS H350 Topics in Contemporary Nursing Practice (1 cr.)

#### Spring Semester (Option 2)

- NURS H372 Concepts in Mental Health across the Lifespan (3 cr.)
- NURS H373 Concepts in Mental Health across the Lifespan Practicum (1 cr.)
- NURS H390 Health Concepts across the Lifespan II (3 cr.)
- NURS H391 Health Concepts across the Lifespan II Practicum (2 cr.)
- NURS R375 Nursing Research and Evidence-based Practice (3 cr.)

#### Summer I

- NURS S472 A Multi-system Approach to Health of the Community (3 cr.)
- NURS S473 Health of the Community Practicum (2 cr.)

#### Summer II

- NURS S430 Health Concepts across the Lifespan III (3 cr.)
- NURS S431 Health Concepts across the Lifespan III Practicum (2 cr.)

#### Fall Semester

- NURS S481 Nursing Management (3 cr.)
- NURS S482 Nursing Management Practicum (1 cr.)
- NURS S483 Nursing Practice Capstone (4 cr.)
- NURS S485 Professional Growth and Empowerment (3 cr.)

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

Note: Some of the general education courses may not transfer in as our equivalent courses. However, we accept most general education courses taken for completion of the A.S.N. or Diploma as our equivalent for purposes of the B.S.N.

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

- Anatomy and Physiology I and II (e.g. P261/P262) or equivalent
- Microbiology (e.g., M200) or equivalent

- Mathematics (M100 or equivalent)
- Chemistry (C110 or organic) or equivalent
- M, P, and L Science electives (6 credits)

Cluster II Communication (9 credits required)

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

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 (1 credit hour if needed)

### Curriculum Plan for RN to BSN Mobility Option (Sample only; order of courses is somewhat flexible)

- *Semester 1—Term 1*
  - B331 Transition to Baccalaureate Nursing Practice (must be taken first)
  - B304 Health Policy
- *Semester 1—Term 2*
  - S475 Community Health: RN BSN
  - H355 Data Analysis: RN BSN
- *Semester II—Term 1*
  - H365 Nursing Research: RN BSN
  - S474 Health Care Ethics: RN BSN
- *Semester II—Term 2*
  - S487 Nursing Management: RN BSN
  - Nursing Elective (list available from nursing advisor)
- *Semester III—Term 1*
  - B404 Informatics: RN BSN
  - Nursing Elective (list available from nursing advisor)
- *Semester III—Term 2*
  - R470 Clinical Nursing Practice Capstone: RN 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 B331.

## Masters of Science in Nursing

Currently the only track available in the Master's Program is the Family Nurse Practitioner.

### Purpose

The faculty of Indiana University Northwest's Master of Science in Nursing (MSN) program, family nurse practitioner (FNP) track understand the need and

value of a culturally diverse workforce. Our faculty are committed to preparing registered nurses to become leaders in advanced nursing practice. Our graduates are trained in advanced health care assessment, diagnostic techniques and treatment plans that address a wide range of health problems across the lifespan within diverse groups. Graduates will expand their knowledge of health promotion, disease prevention, and health education with a specific focus on improving health equity and reducing health disparities. Our MSN- FNP graduates will improve regional health care delivery and overall health of people and communities of Northwest Indiana.

### **IU Northwest Master's Degree in Nursing Program Outcomes**

Graduates of the IU Northwest School of Nursing MSN program will:

1. Model excellence in nursing leadership to improve nursing practice within a complex healthcare system.
2. Perform advanced nursing practice within ethical/legal guidelines, professional policies and regulations, and standards of practice associated with a specialty area of practice.
3. Synthesize knowledge from nursing as well as biological, behavioral, social, administrative, educational, and communication sciences for application to a chosen domain of advanced practice nursing.
4. Demonstrate scholarly inquiry and reflection that exemplifies critical, creative, and systems thinking to advance the practice of nursing.
5. Frame problems, design interventions, specify outcomes and measure outcome achievement while balancing human, fiscal, and material resources to achieve quality health outcomes.
6. Use information technology and knowledge based resources to manage and transform data that informs clinical practice.
7. Systemically apply knowledge from research findings and best evidence to answer clinical questions, solve clinical problems and develop innovative nursing interventions and health policies for selected patient populations.
8. Demonstrate collaborative practice and interpret nursing science within an interdisciplinary context.
9. Articulate the effects of culture, diversity, values, and globalization in the design, delivery, and evaluation of health services.
10. Engage in life-long learning activities that contribute to professional development as well as the advancement of nursing.

### **Admission Policies**

#### **Admission Requirements**

Admission to the Indiana University Northwest School of Nursing (IUNSON) Master's Degree Program requires approval by the faculty and is based on the applicant's qualifications as evidenced by grade point average, statement of professional aspirations, official transcripts, references, etc. A personal interview is also required. Acceptance into the program is competitive. The following criteria must be met for unconditional admission:

- Admission to Indiana University Northwest:  
Submission of an Official College Transcript (Degree

granting and graduate courses if applicable).

Transcripts from all colleges and universities attended are required.

- Baccalaureate GPA of 3.0 or higher on a 4.0 scale from an ACEN (formerly NLNAC) or CCNE accredited program.
- Statement of professional aspirations (no more than 250 words) about career plans and reasons for seeking an advanced practice degree.
- Have and maintain a current, non-encumbered, RN license in any state where the applicant is practicing for the purpose of meeting MSN course requirements.
- Statistics: Applicants need to have a grade of B- or higher in a 3-credit, 300 or 400 level class prior to admission. A master's level statistics course (500 level) is required to graduate. The course may be taken prior (within the last five years) to applying or within the plan of study.
- Essential abilities: Applicants must agree to the essential abilities policy of the Indiana University School of Nursing. The policy states that students must demonstrate essential abilities in a variety of areas (judgment, neurological function, communication skills, emotional coping skills, intellectual/conceptual skills, and other behavioral attributes) as well as meeting all progression criteria.
- Computer ability: Applicants need to be able to use computer technologies to access, retrieve, receive and communicate information.
- Clinical practice: Clinical practice experience prior to admission is highly recommended.
- Personal interview with faculty admissions committee
- Two professional letters of reference
- Submission of current professional CV/resume
- Submission of National Criminal Background Check done within the last 12 months

**Note:** An applicant who does not meet one or more of the above criteria may be admitted with conditions or on probation.

### **Academic Policies**

#### **Academic Standing/Progression Standards for Students Admitted to the MSN Program**

**Good Standing:** Students must achieve a grade of B- or higher in all nursing courses, and maintain a grade point average of 3.0 to remain in good academic standing.

**Academic Probation:** A student is placed on academic probation when the cumulative grade point average falls below 3.0 or if he or she earns below a B- in a required course. Students who are placed on academic probation for two semesters will be dismissed from the program.

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

1. Cumulative grade point average is below 3.0.
2. Semester grade point average is below 3.0.
3. A grade below B- 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 3.0 or higher.
2. Semester grade point average is 3.0 or higher.
3. A grade of B- or above has been earned in the required course(s).

**Dismissal:** A MSN student may be dismissed from the program when, in the judgment of the Graduate Faculty Council, there is a lack of progress toward the degree. Lack of progress includes, but is not limited to the following:

- Failure to achieve a 3.0 cumulative GPA.
- Failure to meet Indiana University School of Nursing Essential Abilities expectations (refer to the Statement of Essential Abilities listed under General Policies of the School of Nursing in this section of this publication).
- Failure to achieve a grade of B- or above in a nursing course after two attempts.

Dismissal may occur without prior probation for certain reasons, including but not limited to the following. Any student who is academically dismissed at one Indiana University campus is also in dismissal status at all other Indiana University campuses.

- Falsification of records and reports, plagiarism, or cheating on an examination, quiz, or any other assignment is cause for dismissal (see Indiana University Code of Student Rights, Responsibilities, and Conduct; and CHHS Code of Conduct).
- The faculty reserves the right to dismiss any nursing student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation for the profession of nursing. Integrity and conduct is judged according to the standards of the most recent Code of Ethics for Nurses as adopted by the American Nurses' Association and the IU School of Nursing Statement of Essential Abilities.

When a student is dismissed, he or she will receive a formal letter from the Director of the School of Nursing. The dismissal of any nursing student is contingent upon review by the Graduate Faculty Council on the campus of enrollment. Nursing student dismissal is subject to the CHHS Disciplinary and Appeals Process.

**Reentry/Reinstatement:** Failure to register in each sequential semester, including 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 Graduate Track Coordinator. 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 knowledge and skills competency.

### **Graduation/Degree Requirements:**

#### Grades for Clinical Nursing Courses

Students must receive a grade of (S)atisfactory in all clinical courses. Failure to receive a grade of S constitutes failure. When the clinical course is part of an overall didactic course, the student must receive a minimum of

B- in the didactic portion and an S in the clinical portion to pass the course.

#### Repeat of Nursing Courses

See *Resuming Progression* below. Students may repeat a course only once. Failure to successfully complete both the didactic and clinical portions (where applicable) of any course on the second attempt will result in dismissal.

#### Withdrawal:

*Withdrawal from a Nursing Course:* Students may withdraw from a course via One.IU until the automatic withdrawal deadline. Once the deadline for course withdrawals has passed, the student will need the permission of the Director of the School of Nursing to withdraw and a grade of either "F" or "W" will be awarded as determined by the instructor. "W" is an option after the withdrawal deadline only if the student is passing with a didactic grade of B (3.0) and/or a satisfactory clinical performance. If the student stops attending, but does not officially withdraw from the class, an "FN" will be recorded on the transcript. More than one (1) academic withdrawal in a semester is considered lack of progress toward the degree. Note: Withdrawal from the didactic portion of a course requires withdrawal from the clinical portion of the course also.

*Withdrawal from Nursing Program:* Students who wish to withdraw from all courses are required to make an appointment and meet with the Graduate Track Coordinator or Associate Director of the Graduate Program. Withdrawal from the nursing program requires a student to seek reinstatement to the program.

*Resuming Progression:* Eligible nursing students who wish to resume studies or repeat a course must request approval (i.e. petition) from the faculty. Students must include a Plan for Success addressing areas of deficiency in their request. Nursing students who wish to resume progression must submit a written request to the Graduate Track Coordinator by May 1 for fall reinstatement, October 1 for spring reinstatement, and February 1 for summer session reinstatement. This request requires a list of the specific courses in which the student wishes to enroll and, as appropriate, an explanation of any extenuating circumstances that may have hindered academic performance, and a Plan for Success addressing areas of deficiency. All requests for progression are evaluated on the basis of available resources, and, if appropriate, on the satisfactory completion of any conditions and /or faculty recommendations' existing at the time progression was disrupted. Resuming students must adhere to the academic policies in effect at the time of resuming studies, and to any conditions applied to approval of the request.

Students withdrawing from required nursing coursework are considered to be out-of-sequence students. The date of graduation for out-of-sequence students is not guaranteed.

#### Time Limit on Coursework

All coursework must be completed in 4.5 years (10 semesters).

**M.S.N. Curriculum Plan****Sample Curriculum Plan (subject to change):****Semester 1 (Fall)**

- NURS-N 504 LEADERSHIP FOR ADVANCED NURSING PRACTICE (3 cr.)
- NURS-Y 515 PATHOPHYSIOLOGY ACROSS THE LIFESPAN (3 cr.)

**Semester 2 (Spring)**

- NURS-Y 612 PHARMACOLOGY FOR NURSE PRACTITIONERS (3 cr.)
- NURS-N 502 THEORY I (3 cr.)

**Semester 3 (Summer)**

- NURS-F 570 ASSESSMENT OF INDIVIDUALS, FAMILIES, AND COMMUNITIES (3 cr.)
- NURS-Y 535 DYNAMICS OF FAMILY HEALTH CARE (3 cr.)

**Semester 4 (Fall)**

- NURS-R 500 NURSING RESEARCH METHODS (3 cr.)
- NURS- F-580 Primary Care (PC) I: Acute Illness Processes (3 cr.)

**Semester 5 (Spring)**

- NURS- F-581 Primary Care (PC) II: Acute & Stable Chronic Illness Processes (3 cr.)
- NURS-R 590 Scholarly Project (3 cr.) P: NURS-R 500

**Semester 6 (Summer)**

- NURS-F-582 Primary Care (PC) III: Chronic & Complex Illness Process (3 cr.)
- Elective

**Semester 7 (Fall)**

- NURS-F 578 PRIMARY HEALTH CARE OF FAMILIES-CLINICAL (6 cr.)

***A master's level statistics course (500 level) is required to graduate. The course may be taken prior (within the last five years) to applying or within the plan of study. This requirement is not included in the 42 credit hour total.***

**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.)
- AAAD 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**

Karl Besel, Ph.D., *Assistant Dean and Director* Professor of Public Administration and Health Management

**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 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

### 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 Reading, Writing, and Inquiry 1 (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 cr.)
- CHEM C101 Elementary Chemistry I (3 cr.)
- CHEM C121 Elementary Chemistry Lab I (2 cr.)
- GEOL G101 Introduction to Earth Science (3 cr.)
- GEOL G102 Introduction to Earth Science Lab I (1 cr.)

3. Intensive Writing Courses (6 cr.)

ENG W231 Professional Writing (3 cr.) Required  
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.)

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

8. Learning Technologies course (3 cr.)

- SPEA V261 Technology 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 (3 cr.) (or)
- SPEA V264 Urban Structure and Policy (3 cr.)

### *Principle 5 Ethics & Citizenship (One Course)*

One of the following courses:

SPEA J202 Criminal Justice Data, Methods & Research (3cr.)

SPEA V252 Career Development and Planning (3 cr.)

SPEA V264 Urban Structure and Policy

### **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 Research (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 Reading, Writing, and Inquiry 1 (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-M 100 Basic Mathematics (3 cr.)
- 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 H452 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 H322 Principles of Epidemiology (3 cr.)

8. Learning Technologies course (3 cr.)

- SPEA V261 Technology 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 Science (3 cr.)
- SPEA H320 Health Systems Administration (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)
- SPEA H352 Healthcare Financial Management I (3 cr.)
- SPEA H371 Human Resources Management in Health Care Facilities (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 Reading, Writing, and Inquiry 1 (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 Research (3 cr.)  
Approved Research Methods class (3 cr.)

#### 8. Learning Technologies course (3 cr.)

SPEA V261 Technology 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 V473 Management, Leadership and 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 H320 Health Systems Administration (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 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 Research (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 Healthcare Financial Management 1 (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 Science (3 cr.)

SPEA H322 Principles of Epidemiology (3 cr.)

SPEA H371 Human Resources Management in Health Care Facilities (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 Science

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.

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 Science (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.

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 Bachelor of Science in Criminal Justice degree program.

#### General Education (9 cr.)

- ENG-W 131 Reading, Writing and Inquiry 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.)

#### Correctional Management Certificate

The Correctional Management Certificate offers a broad overview and understanding of how the development and implementation of effective managerial skills can have a positive impact on the correctional process and to increase your own personal career mobility. The certificate also provides excellent transition into the Bachelor of Science in Criminal Justice degree programs.

Required Courses (15 cr.)

- J 101 American Criminal Justice System (3 cr.)
- J 304 Correctional Law
- J 331 Corrections
- J 370 Correctional Administration
- J 370 Correctional Counseling

Note: Other SPEA courses with an advisor's consent



## 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 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 Science (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 Facilities (3 cr.) **OR** SPEA-V 373 Human Resource Management in the Public Sector (3 cr.)

Three of the following courses:

- SPEA-H 352 Healthcare Financial Management 1 (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 Network of Schools of Public Policy, 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.

### Master of Public Affairs (M.P.A.)

#### Academic Features:

The M.P.A. is a 48 credit hour degree program in the School of Public & Environmental Affairs. The program provides knowledge and experience that can be used by the professional in various roles within the changing public and nonprofit sectors. Degree requirements are as follows:

#### Public Affairs Core (21 Credits)

- V500 Quantitative Tools for Public Affairs
- V502 Public Management
- V506 Statistical Analysis for Policy and Management
- V517 Public Management Economics
- V540 Law and Public Affairs
- V560 Public Finance and Budgeting
- V600 Capstone in Public and Environmental Affairs

#### Concentrations (18-21 Credits depending on concentration)

##### Concentration Requirements

- Criminal Justice
- Health Services Administration
- Non-Profit Management
- Public Management

#### Electives (6-9 Credits depending on Concentration)

- Advisor approved graduate SPEA courses
- *Note: Students choosing the Criminal Justice Concentration will need to take 9 credit hours of electives to meet the 48 hour degree requirements.*

### 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 the online application packet available at: <http://www.iun.edu/spea/graduate/index.htm>

#### 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 submitted in **one final packet** if you wish to pursue your graduate career.

1. Graduate Application, and Self-disclosure 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 achieve a combined verbal and quantitative score of 280 for admission to the MPA program.

*\*\*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 professional 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. References should be of a professional nature and cannot be from any member of the School of Public & Environmental Affairs.

## 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 have only one assignment or exam to complete. In addition, 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 Transfer--of-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 core requirement, (2) the Concentration requirement, and (3) the elective 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. 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 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. An internship option is available and can count as three hours of elective credit.

### 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 an academic advisor. All concentrations require at least 18-21 credit hours of course work. Concentration requirements may be waived on the same basis as core requirements.

### Concentrations

Concentrations give the student a focused educational experience in a substantive area of interest. The concentration is selected in conjunction with the faculty advisor and appropriate SPEA administrator. Concentrations offered include criminal justice, health services administration, non-profit management and public management.

### 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

- 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.)

Electives: Must complete 9 credit hours (3 courses) to enhance the student's concentration or provide additional quantitative or administrative experience to the program.

### 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

##### All Required:

- 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.)
- SPEA J502 Research Methods for CJ & PA (3 credits)
- SPEA V509 Administrative Ethics in the Public Sector (3 credits)

##### Choose one of the following: (6 cr.)

- SPEA H514 Health Economics (3 cr.)
- SPEA H515 Health Policy Process (3 cr.)
- SPEA V550 Medical Ethics (3 cr.)
- SPEA V550 Death & Dying (3 cr.)
- SPEA V522 Human Resource Management (3 cr.)
- SPEA V561 Public Human Resources Management (3 cr.)

Electives 6 credits

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

##### All Required:

- 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.)
- SPEA J502 Research Methods for CJ & PA (3 credits)
- SPEA V509 Administrative Ethics in the Public Sector (3 credits)

Select one of the following (6 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.)

Electives (6 credits required)

**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.

#### 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.

#### 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

- Medical Imaging Technology - ONLINE
  - About the Medical Imaging Technology - Bachelor of Science Degree
  - Admissions Policies
  - Curriculum

### Administrative Officers

Amanda Sorg, M.L.S., RT(T)(CT), *Clinical Assistant Professor of Radiologic Sciences and Director, Radiation Therapy Program*

Melynie Durham, M.S., R.T. (R) (MR), *Clinical Assistant Professor and Clinical Coordinator*

Lori Balmer, M.S., RT(R), (MR) *Clinical Assistant Professor and Clinical Coordinator*

Tamekia Smith, M.S., R.T. (R), RDMS, *Clinical Assistant Professor and Director, Diagnostic Medical Sonography Program*

Vesna Balac, M.S., R.T.(R) (MR), *Clinical Assistant Professor and Director, Radiologic Sciences*

**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 or in Mmedical Imaging Technology.

The BS degree in Radiologic Sciences offers individuals the opportunity to pursue three separate concentrations-an advanced clinical 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) magnetic resonance imaging (MRI) and mammography. 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. Mammography technologists operate mammography equipment to produce images of the breasts for diagnostic purposes, under direction of 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 in 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.

### Program Goals and Learning Outcomes

The Radiography Program has set forth the following goals and learning outcomes:

#### Goal 1: Students will demonstrate clinical competence.

#### Student Learning Outcomes:

- Students will demonstrate proper positioning skills.
- Students will demonstrate continued competence in positioning skills.
- Students will select appropriate technical factors.
- Students will demonstrate continued competence in selecting appropriate technical factors.
- Students will evaluate the quality of radiographic images and procedures.
- Students will practice radiation protection.

#### Goal 2: Students will demonstrate effective communication skills.

#### Student Learning Outcomes:

- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.

#### Goal 3: Students will demonstrate critical thinking and problem solving skills.

#### Student Learning Outcomes:

- Students will detail procedural and technical adaptations for a trauma patient.
- Students will evaluate the quality of radiographic images and procedures.

#### Goal 4: Students will demonstrate professional values.

#### Student Learning Outcomes:

- Students will demonstrate appropriate professional values in the clinical setting.
- Students will detail the ethical obligations described in the ARRT Code of Ethics.

#### Goal 5: Students will be involved in professional continuing education activities to instill a desire for lifelong learning.

#### Student Learning Outcomes:

- Students will participate in professional continuing education, through the investigation of an emerging technology.

#### Goal 6: Students will be involved in the community we serve.

#### Student Learning Outcomes:

- Student will reflect on their participation in community service activities.

#### Goal 7: The program will provide the medical community with individuals qualified to perform radiographic procedures.

#### Program Effectiveness Measures:

- Graduates will pass the ARRT certification examination on the first attempt.
- Graduates will successfully complete the program in a three-year time frame.
- Employers will express confidence in the overall quality of graduates' skills.
- Graduate will express confidence in the overall quality of their skills.
- Of those pursuing employment, students will be gainfully employed within 12 months post-graduation.

Assessment data for the Radiography Program's Effective Measures described in Goal #7 are available for review by way of a link on the IUN website at <http://www.iun.edu/radiologic-sciences/degrees/as-radiography.htm>

### **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, Munster; Franciscan Health, Hammond; Franciscan Health, Crown Point; Franciscan Health, Michigan City; LaPorte Hospital, Inc.; Methodist Hospital of Gary, Inc.- Merrillville and Gary; St. Mary Medical Center, Hobart; Porter Hospital, Valparaiso.

### **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](http://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/or college course work. Applicants who meet the academic requirements for admission to the Program will also complete Professional Assessment in Radiologic Sciences. The assessment score is used in the selection of students for admission.

### **Class Size**

Approximately 38 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. Applicants must pass the required pre- and co-requisite coursework by the second completed attempt.

In addition, specific college and/or high school courses that are recommended include Oral communication (S121), Psychology (P101), 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 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 2.5 on a 4.0 scale for ALL coursework completed at Indiana University and/or any other college or university 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.

### **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.

### **Technical Standards for Admission & Retention**

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of technical standards is mailed to all program applicants. A link to the Technical Standards for Admission and Retention for the Radiography Program can be found on the IUN website at <http://www.iun.edu/radiologic-sciences/degrees/as-radiography.htm> under the Radiologic Sciences Policies and Procedures tab.

### **Health and Age 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. Additionally, all students must be 18 years or older. 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 beginning professional course work, all students must complete the program's math and English requirement with a C (2.0) or better. 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 73/74 credit hours to include 20/21 credit hours of prerequisite and general education courses and 53 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.)

Total (13 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 Public Speaking (3 cr.)

Total (16 cr.)

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

Total Credit Hours (73 / 74 cr.)

## Bachelor of Science - Radiologic Sciences and Medical Imaging Technology

About the B.S. in Radiologic Science

Clinical Concentration

Diagnostic Medical Sonography Concentration  
Radiation Therapy Concentration  
Medical Imaging Technology (ONLINE)

### 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 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.

The B.S. degree in Medical Imaging Technology is a non-clinical track directed toward Medical Imaging professionals who are seeking a bachelor's degree in their field, but do not require or desire clinical experience in one of the modality tracks offered by the B.S. degree in Radiologic Sciences. This program is a part of a collaborative degree offered through IU Online Class Connect (IUOCC). Students who seek this track may be interested in a B.S. degree for personal fulfillment, initial employment (such as medical sales), job advancement (such as a management or education position), or pursuit of a graduate degree.

### 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:

#### Goal 1: Students will demonstrate clinical competence.

Student Learning Outcomes:

- Students will demonstrate competence in the discipline-specific skills.
- Students will practice radiation protection, if applicable to the discipline.

#### Goal 2: Students will demonstrate effective communication skills.

Student Learning Outcomes:

- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.

#### Goal 3: Students will demonstrate critical thinking and problem solving skills.

Student Learning Outcomes:

- Students will detail procedural and technical adaptations for the trauma patient.
- Students will evaluate images for quality, if applicable.

#### Goal 4: Students will demonstrate professional values.

Student Learning Outcomes:

- Students will demonstrate appropriate professional values in the clinical setting.
- Students will abide by the ethical obligations of the ARRT Code of Ethics.

#### Goal 5: Students will be involved in professional continuing education activities to instill a desire for lifelong learning.

Student Learning Outcomes:

- Students will participate in professional continuing education.

#### Goal 6: Students will be involved in the community we serve.

Student Learning Outcomes:

- Student will participate in community service activities.

**Goal 7: The program will 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 1) diagnostic medical sonography and radiation therapy.**

Program Effectiveness Measures:

- Graduates will pass the appropriate certification examination on the 1<sup>st</sup> attempt.
- Graduates will successfully complete the program in a three year time frame.
- Employers will express confidence in the overall quality of graduates' skills.
- Graduate will express confidence in the overall quality of their skills.
- Of those pursuing employment, students will be gainfully employed within 12 months post-graduation.

### Admission Policies

To gain admission to the B.S. in Medical Imaging Technology, you must hold certification in radiography (AART), nuclear medicina (AART or NMTCB), sonography (AART or ARDMS), or radiation therapy (AART).

### 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

- 2.5 on a 4.0 scale.

### Minimum Grade Requirement in a Prerequisite Coursework

- C (2.0 on a 4.0 scale).

### About Medical Imaging Technology

#### Program Goals and Learning outcomes

#### MEDICAL IMAGING TECHNOLOGY COURSE OUTCOMES

You will gain knowledge and skills in the following core areas:

### 1.# Medical Imaging Technology Principles (3 credit hours)

- Learn the history of the medical imaging profession
- Master basic imaging principles for a variety of imaging modalities

### 2. #Medical Imaging Technology Procedures (3 credit hours)

- Compare and contrast the various modalities in terms of radiation sources, uses, and safety
- Apply medical imaging concepts and principles to analyze new uses and procedures

### 3.# Anatomy and Pathology (6 credit hours)

- Explain the different disease states that are seen or treated within the field of radiology
- Determine which radiologic procedures are used in the diagnosis and treatment of various disease states
- Analyze how physicians use patient data and images for use in patient case management
- Identify anatomical structures of the human body
- Describe relationships of structures to one another
- Discuss the different appearance of anatomy from one modality to another

### 4.# Research in Medical Imaging Technology (6 credit hours)

- Demonstrate computer skills needed to perform a literature search
- Formulate a research question
- Research a selected topic
- Use a variety of multi-media tools to produce images for presentations and posters
- Disseminate scientific information in a professional quality poster and research paper
- Investigate the basic tenets of human subjects research

### 5.# Medical Imaging Technology Nonclinical Concentration (12 credit hours)

- Students with both a primary and post-primary certification (I.e. RT and CT) are eligible for up to 12 special credit hours. Special credit hours cannot be used towards the 30 hours in-residence IU hours
- Students must complete 12 hours of elective coursework. Students may develop their own tracks with the consent of their program faculty

### DEGREE REQUIREMENTS

To graduate with the BS in Medical Imaging Technology, you must complete 120 credit hours. In addition, you must complete at least 30 credit hours at Indiana University and at least 30 credit hours at the 300- and 400-level. You must also maintain a minimum GPA of 2.0 and achieve a minimum grade of C in each required course.

Requirements are broken down as follows:

- General education courses (30-44 credit hours)
- Medical imaging technology core courses (18 credit hours)

- Medical imaging technology elective courses (12 credit hours)
- General elective courses (as needed to total 120 credit hours)

## B.S. in Medical Imaging Technology

The B.S. serves students who hold Certification in Radiography (ARRT), Nuclear Medicine (ARRT or NMTCB), Sonography (ARRT or ARDMS) or Radiation Therapy (ARRT). The degree will provide these students with an option to expand their knowledge in the non-clinical aspects of medical imaging while earning a Bachelor's degree. Graduates will improve their long-term career prospects.

The B.S.M.I.T. is a 2 + 2 degree, articulating with A.A.S. degrees granted by Ivy Tech and other two-year institutions. Students may apply up to 60 credits from their Ivy Tech A.A.S. degrees to the B.S.M.I.T. degree. Students in the program are required to complete approximately 60 Indiana University credits: including approximately 30 credit hours of general education, 18 hours in the B.S.M.I.T. Core, and 12 hours in a specialty track (Health Management, Radiologic Sciences Education, or Informatics/Health Information Administration).

Students will be able to apply as many as 77 credit hours earned in an Indiana University A.S. in Radiography towards the IU online B.S.M.I.T.

This is a joint degree to be offered by the four IU campuses with established on-campus medical imaging technology programs. The joint degree format permits the campuses to share faculty resources and thereby provide educational opportunities to students in their regions that those students might not otherwise have. Students may take B.S.M.I.T. courses from any of the four campuses and have those courses apply to their degree requirements at their home campus.

Admissions Policies Medical Imaging Curriculum

### Medical Imaging Technology Core Courses

- AHLT- R 407 Seminar in Medical Imaging (3 Credits)
- AHLT-R 472 Multiplanar Anatomy and Pathology I # (3 credits)
- AHLT-R 408 Topics in Radiologic Sciences (3 Credits)
- AHLT-R 409 Sr Project in MIT (3 Credits)
- AHLT-R 409 Project in Medical Imaging (3 Credits)
- AHLT-R 473 Multiplanar Anatomy and Pathology II (3 credits)
- RADI-R 472 Multiplanar Anatomy and Pathology I # (3 credits)
- RADI-R 451 Medical Imaging Theory I (3 Credits)
- RADI-R 473 Multiplanar Anatomy and Pathology II (3 credits)
- RADI-R 453 Medical Imaging Theory II (3 Credits)
- RADI-R 456 MIT Projects I (3 Credits)
- RADI-R 457 MIT Projects II (3 Credits)
- RADS-R 472 Multiplanar Anatomy and Pathology I # (3 credits)

- RADS-R 405 Advanced Diagnostic Imaging I (3 Credits)
- RADS-R 406 Advanced Diagnostic Imaging II (3 Credits)
- RADS-R 408 Topics in Medical Imaging (3 Credits)
- RADS-R 409 Sr Project in MIT (3 Credits)
- RADS-R 473 Multiplanar Anatomy and Pathology II (3 credits)

## Clinical 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, magnetic resonance imaging and mammography. 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. Mammography technologists operate mammography equipment to produce images of the breasts for diagnostic purposes under direction of a physician.

### Location of Clinicals

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

### 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. Part-time option is also available.

### Structure of the Professional Program

All professional courses are offered online. Clinical experience is scheduled in cooperation with the clinical site with most experience during normal daytime hours.

### Design of the Professional Curriculum

Classes 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 concentrations. There are a limited number of spaces available in each clinical concentration.

Students may apply for special credit (12 credit hours) for holding a post-primary certification related to Medical Imaging (ARDMS, CT, MRI, Mammography, Nuclear Medicine, etc.). If special credit is awarded, all remaining courses must be taken within the non-clinical track professional curriculum in the Medical Imaging Technology Program. Special credit hours do not apply toward the 30 credit hour minimum required for the professional program.

#### 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:

#### 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**

2.5 on a 4.0 scale.

**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.

**Technical Standards for Admission & Retention**

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. A link to the Technical Standards for the Clinical Concentration for Radiographers can be found on the IUN website at <http://www.iun.edu/radiologic-sciences/degrees/bs-radiologic-sciences.htm> under the Radiologic Sciences Policies and Procedures tab.

**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 3) magnetic resonance imaging technology, and 4) mammography.

Students receive a theoretical foundation in these advanced imaging specialties and then select a clinical concentration. Clinical experience is obtained at local hospitals throughout northwest Indiana.

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.

**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.)

- R485 Clinical Practicum: Mammography (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) (3 cr.)
- Cultural and Historical Studies electives (G) (3 cr.)
- Introductory psychology (G) (3 cr.)
- An additional Arts and Humanities or Cultural and Historical studies electives (3 cr.)
- Social/Behavioral science elective (G) (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 (40-48 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.

Students may apply for special credit (12 credit hours) for holding a post-primary certification related to Medical Imaging (ARDMS, CT, MRI, Mammography, Nuclear Medicine, etc.). If special credit is awarded, all remaining courses must be taken within the non-clinical track professional curriculum in the Medical Imaging Technology Program. Special credit hours do not apply toward the 30 credit hour minimum required for the professional program.

**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**

- RADS R472 Multiplanar Anatomy and Pathology I# (3 cr.)
- RADS R405 Advanced Diagnostic Imaging I (3 cr.)
- RADS R403 Advanced Topics in Medical Imaging (3 cr.)
- Concentration Course Work (6 cr.)

**Spring Semester**

- RADS R406 Advanced Diagnostic Imaging II (3 cr.)
- RADS R473 Multiplanar Anatomy and Pathology II (3 cr.)
- RADS 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.

### Location of Clinicals

Clinical experiences occur in local hospitals, including Community Hospital, Munster; Franciscan Health, Hammond; Franciscan Health, Crown Point; Franciscan

Health, Michigan City; LaPorte Hospital, Inc.; Methodist Hospital of Gary, Inc. - Merrillville and Gary; St. Mary Medical Center, Hobart; Porter Hospital, Valparaiso; Ingalls Memorial Hospital, Harvey, IL.

### Admission Policies

Admission to the professional year is competitive. Students are selected based on their previous academic background, a Professional Assessment in Radiologic Sciences score, 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

2.5 on a 4.0 scale.

### Minimum Grade Requirement in a Stated Prerequisite

C (2.0 on a 4.0 scale)

### Technical Standards for Admission & Retention

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of Technical Standards for Admission & Retention is mailed to all program applicants. A link to the Technical Standards for the Diagnostic Medical Sonography Concentration can be found on the IUN website at <http://www.iun.edu/radiologic-sciences/degrees/bs-diagnostic-medical-sonography.htm> under the Radiologic Sciences Policies and Procedures tab.

### 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) (3 cr.)
- Cultural and Historical Studies electives (G) (3 cr.)
- An additional Arts and Humanities or Cultural and Historical studies elective (3 cr.)
- Introductory psychology (G) (3 cr.)
- Social/Behavioral 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.)
- 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.

#### **Program Goals and Learning Outcomes**

The Radiation Therapy Program has set forth the following goals and learning outcomes:

##### **Goal 1: Students will demonstrate clinical competence.**

Student Learning Outcomes:

- Students will be competent in positioning patients.
- Students will accurately perform technical aspects of treatment delivery.
- Students will practice radiation protection.

##### **Goal 2: Students will demonstrate effective communication skills.**

Student Learning Outcomes:

- Students will demonstrate oral communication skills.
- Students will demonstrate written communication skills.

##### **Goal 3: Students will demonstrate critical thinking and problem solving skills.**

Student Learning Outcomes:

- Students will be able to adapt to non-routine situations.
- Students will establish resolution and rationale for challenging circumstances that they may encounter.

##### **Goal 4: Students will demonstrate professional values.**

Student Learning Outcomes:

- Students will demonstrate appropriate professional values in the clinical setting.
- Students will detail the ethical obligations described in the ARRT Code of Ethics.

**Goal 5: Students will be involved in professional continuing education activities to instill a desire for lifelong learning.**

Student Learning Outcomes:

- Students participate in professional continuing education activities.

**Goal 6: Students will be involved in the community we serve.**

Student Learning Outcomes:

- Student will participate in community service activities.

**Goal 7: The program will provide the medical community with individuals qualified to perform radiation therapy procedures.**

Program Effectiveness Measures:

- Graduates will pass the ARRT exam on first attempt.
- Graduate will express confidence in the overall quality of their skills.
- Employers will express confidence in the overall quality of the graduate's skills.
- Of those pursuing employment, graduates will be gainfully employed within 12 months post-graduation
- Students will successfully complete the program in the two year time frame.

Assessment data for the Radiation Therapy Program's Effective Measures described in Goal #7 are available for review by way of a link on the IUN website at <http://www.iun.edu/radiologic-sciences/degrees/bs-radiation-therapy.htm>.

**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.

**Location of Clinicals**

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 Westville, Franciscan Health in Olympia Fields, IL; Franciscan Health in Hammond, and Dyer and St. Mary Medical Center in Hobart. The Memorial Hospital of South Bend clinical site is approximately 75 miles from campus.

**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 Professional Assessment in Radiologic Sciences score.

**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 to 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**

54 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

2.5 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)

### Technical Standards for Admission & Retention

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of Technical Standards for Admission & Retention is mailed to all program applicants. A link to the Technical Standards for the Radiation Therapy Concentration can be found on the IUN website at <http://www.iun.edu/radiologic-sciences/degrees/bs-radiation-therapy.htm> under the Radiologic Sciences Policies and Procedures .

### 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.

### 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) (3 cr.)
- Cultural and Historical Studies electives (G) (3 cr.)
- An additional Arts and Humanities or Cultural and Historical studies elective (3 cr.)
- Introductory psychology (G) (3 cr.)
- Social/Behavioral 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.)
- Professional radiography course work or electives

**Total minimum number of credit hours - 54 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 II SEMESTER

RADS R185 Medical Terminology (1)  
 RADS R100 Orientation to Radiologic Technology (2)  
 RADS J304 Radiation Oncology Patient Care (2)  
 TOTAL (5)

#### FALL SEMESTER

RADS R250 Physics Applied to Radiology (3)  
 RADS J301 Orientation to Radiation Therapy (4)  
 RADS R472 Multiplanar Anatomy and Pathology I (3)  
 RADS J350 Clinical Experience Basic# (4)  
 TOTAL (14)

#### SPRING SEMESTER

RADS R260 Radiation Biology and Protection (3)  
 RADS R473 Multiplanar Anatomy and Pathology II (3)  
 RADS J302# Radiation Oncology Techniques (3)  
 RADS J351 Clinical Practicum II (4)  
 TOTAL (13)

#### SUMMER SEMESTER

RADS J402 Radiation Oncology Techniques II (3)  
 RADS J450 Clinical Practicum III (4)  
 TOTAL (7)

#### FALL SEMESTER

RADS J400 Physics of Radiation Oncology (3)  
 RADS J303 Clinical Oncology I (3)  
 RADS J305 Clinical Dosimetry I (3)  
 RADS J404 Quality Management in Radiation Oncology (3)  
 RADS J451 Clinical Practicum IV (4)  
 TOTAL (16)

#### SPRING SEMESTER

RADS J401 Physics of Radiation Oncology II (3)  
 RADS J403 Clinical Oncology II (3)  
 RADS J409 Senior Project in Radiation Oncology# (3)

RADS J452 Clinical Practicum V (4)

TOTAL (13)

## PROFESSIONAL COURSE TOTAL 68

### Graduation Requirements

Satisfactory completion of 120 credit hours to include 54 credit hours of prerequisite and general-education courses and 66 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. *Professor of Social Work and Director*

**Web site:** socialwork.iun.edu **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 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 Council conducts its accrediting responsibilities through the Commission on Accreditation. After initial accreditation, all the programs must be reaccredited every eight years. For information on the Council on Social Work Education, including the national accredited program list, contact:

Council on Social Work Education  
1725 Duke Street, Suite 500  
Alexandria, Virginia 22314-3457

Telephone: (703) 683-8080  
Website at <http://www.cswe.org>.

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.

### Indiana University School of Social Work Vision and Mission Statements

As an overall guide to its educational activities, the Indiana University School of Social Work holds the following as its mission and vision statements:

The mission of the Indiana University School of Social Work is excellence in education, research, and service to promote health, wellbeing, and social and economic justice in a diverse world. Vision: An exemplary university and community-based collaboration advancing social and economic justice, empowerment, and human well-being in a changing global landscape.

### Policy on Non-Discrimination

Based on tradition of the social work profession, and consistent with Indiana University's Equal Opportunity Policy, the Indiana University School of Social Work affirms and conducts all aspects of its teaching, scholarship, and service activities without discrimination on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion/creed, disability, and political or sexual orientation.

The School of Social Work has a strong commitment to diversity and nondiscrimination. Indeed, diversity is celebrated as a strength. This perspective is demonstrated by the composition of its faculty and student body, curriculum content, recruitment and retention activities, participation in University committees dealing with oppressed populations, numerous service activities, including advocacy on behalf of the disadvantaged, selection of field practicum sites, and School policies related to promotion and tenure of its faculty.

## 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 Standard

*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)
4. 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:*

1. earn at least a "C" in each Social Work course;
2. maintain a minimum 2.5 cumulative GPA in Social Work courses;
3. maintain an overall cumulative grade point average of 2.5
4. have satisfactorily fulfilled any and all contracts for grades of Incomplete (see policy on Grades of Incomplete)
5. Earn a grade of "Satisfactory" in S 481, Practicum I and S482, Practicum II.

### Criminal Offense Disclosure and Sexual Offenders Policy

As part of the application process, students provide a disclosure statement regarding past criminal offenses and driving infractions. Master and Bachelor of Social Work graduates are eligible to apply for legal licensure by the State of Indiana. While such disclosures does not pre-empt an admissions decision for either the B.S.W. or M.S.W. program, admitted students must realize that a criminal history and past driving infractions may impose limitations for students and professionals attempting to

obtain field placements, employment in certain practice settings, and eligibility for licensure.

It is the policy of the School of Social Work that no student or applicant who has been convicted of sex offences against children shall be eligible for admission or matriculation into the B.S.W., M.S.W. or Ph.D. 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 B.S. W. or M.S.W. 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 B.S.W. 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 B.S.W. 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 B.S.W. Student Handbook, the B.S.W. 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), Richmond (IUE) and South Bend (SB) 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: darlynch@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 S141 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 S141 Introduction to Social Work.

While the B.S.W. Program uses a rolling admissions policy, applicants, to ensure a timely review of their applications, should submit completed applications in the fall by November 1 and in the spring by the Monday after Spring break. IU Northwest students generally apply at the end of their sophomore year, but can do so later in their academic career. Community college transfer students generally apply at the point of transfer or after completing their first semester at IU Northwest. The formal admission

process is electronic. The electronic application can be accessed at: <http://socialwork.iu.edu/Apply-to-BSW/>. Admission information may be obtained from:

Dr. Jennifer Davis  
B.S.W. Program Director  
Indiana University Northwest  
Telephone: (219) 980-6703  
jenkdavi@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 B.S.W. 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 B.S.W. 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 B.S.W. 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 36-38 credit hours are devoted to supportive liberal arts courses.

The BSW degree requirements are broken into three areas: general education, support courses, and required social work courses. General education courses requirements vary by campus. Students enrolled at the IU Northwest campus must meet the campus's general education requirements. The B.S.W. Program also has basic educational support course requirements and required social work courses:

### **Program Support Courses**

- Professional Writing Skills Course (ENG-W231 or SWK-S204)
- Modern American History Course (HIST-H 106)
- Human Biological Science Course (BIOL-L100 or PHSL-P130)

- American Government Course (POLS-Y103)
- Introductory Psychology Course (PSY-P101)
- 300-level Psychology or Sociology Course or a social work elective course
- Introduction to Sociology (SOC-S161)

### Social Work Course Requirements (15 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.)  
 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 (6 cr.)  
 S482 Social Work Practicum II (7 cr.)

### Academic Standards

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, (3) maintaining a minimum GPA of 2.5 in all required social work courses, and (4) 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, supportive area requirements, and required social work courses need a letter grade.

## Master of Social Work

### General Information

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.

### M.S.W Program Mission and Goals

In 2012 the faculty adopted a revised mission for the Master of Social Work program to further reflect the purpose and values of the profession. *The mission of the Indiana University School of Social Work MSW program is to educate students to be prepared for practice with specialized expertise that includes advocating for social, racial, and economic justice, to be critically thinking, research informed, continuously learning, ethical, and competent social workers at rural, urban and global levels.*

The Master of Social Work program goals are to:

- Educate students to be effective and knowledgeable professionals prepared for advanced social work practice.
- Build upon a liberal arts perspective to prepare students to continue their professional growth and development through a lifetime of learning, scholarship, and service.
- Educate students to understand and apply the fundamental values and ethics of the social work profession in their practice.
- Prepare students for social work practice with diverse populations and with client systems of all sizes.
- Educate students about the social contexts of social work practice, the changing nature of those contexts, the behavior of organizations, and the dynamics of change.
- Engage in scholarly activity including the discovery, integration, application, dissemination, and evaluation of knowledge for practice.

- Promote and advocate for social and economic justice.

**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. Subsequent classes and field practica are held during the week (usually Monday through Thursday or online). Part time evening students are also required to complete the curriculum (the final 30 credit hours of the program) over the course of the second and third calendar years, 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 Fall semester. 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 by the Council on Social Work Education.
- 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 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:

Dr. Darlene Lynch, Director  
Indiana University Northwest  
Phone: (219) 980-7111

Web site: [socialwork.iun.edu](http://socialwork.iun.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 online application
- 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
- Submission of the completed online application packet

Applications are available in early fall of the year preceding admission. The application process is electronic. Information pertaining to the deadlines, requirements, and program details can be found in the online application at <http://socialwork.iu.edu/Admission/MSW/Index.php>. 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 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: [uia@iupui.edu](mailto:uia@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 the concentration and their chosen practice area.

## 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 electronically sent 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 College of Health and Human Services. 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, 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. Interferenc**
- 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.

## 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.

## Criminal Offense Disclosure and Sexual Offenders Policy

As part of the application process, students provide a disclosure statement regarding past criminal offenses and driving infractions. Master and Bachelor of Social Work graduates are eligible to apply for legal licensure by the State of Indiana. While such disclosures does not pre-empt an admissions decision for either the B.S.W. or M.S.W. program, admitted students must realize that a criminal history and past driving infractions may impose limitations for students and professionals attempting to obtain field placements, employment in certain practice settings, and 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 B.S.W., M.S.W. or Ph.D. programs.

Any student who is already in an IJSSW 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 B.S.W. or M.S.W. 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 19 credit Foundation Curriculum that emphasizes a generalist perspective for social work practice. The Foundation Curriculum also includes a one-semester practicum of a minimum of 320 clock hours.

Following that, students complete the MSW program's Concentration Curriculum in Clinical and Community Practice that prepares them for advanced social work



practicewithin one of three practice areas: health, mental health and addictions, or school social work. The Concentration Practicum of a minimum of 640 clock hours is usually completed over the two final semesters. All Foundation 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

#### **Foundation Curriculum (19 cr.)**

- SWK-S 506 Intro to the Social Work Profession (1 credit)
- SWK-S 507 Diversity, Human Rights & Social Justice (3 credits)
- SWK-S 502 Research I (3 cr.)
- SWK-S 508 Social Work Theory & Practice (3 credits)
- SWK-S 505 Social Policy Analysis and Practice (3 cr.)
- SWK-S 516 Social Work Practice: Organizations, Communities, Society (3 credits)
- SWK-S 555 Social Work Practicum I (3 credits)

#### **Clinical and Community Practice Concentration (26 cr.)**

- SWK-S 517 Assessment in Mental Health and Addictions (3 credits)
- SWK-S 518 Clinical Social Work Theory & Practice (3 credits)
- SWK-S 519 Community & Global Theory & Practice (3 credits)
- SWK-S 661 Executive Leadership Practice (3 credits)
- SWK-S 618 Social Policy and Services (3 credits)
- SWK-S 623 Practice Evaluation (3 credits)
- SWK-S 651 Social Work Practicum II (4 credits)
- SWK-S 652 Social Work Practicum III (4 credits)

#### **Practice Area 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 interprofessional 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.

- SWK-S 692 Practice Skills for Health Care Settings (3 credits)

- SWK-S 693 Practice with Individuals, Families and Communities in Healthcare Settings (3 credits)
- SWK-S 694 Social Work Practice with Older Adults **OR** S696 Loss Grief, Death & Bereavement (3 credits)
- 3 credit hours of another 600-level elective 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.

- SWK-S 683 Community-Based Practice in Mental Health / Addictions (3 credits)
- SWK-S 685 Mental Health and Addictions Practice with Individuals and Families (3 credits)
- SWK-S 686 Social Work Practice: Addictions (3 credits)
- SWK-S 687 Mental Health and Addictions Practice with Groups (3 credits)

##### **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.

- SWK-S 616 Social Work Practice in Schools(3 credits)
- SWK-S 613 Specialized Instruction & Support Services for Diverse Student Populations (3 credits)
- SWK-S 614 School Social Work Practice with Children, Adolescents and Families (3 credits)
- 2 elective courses (6 credits)