

UI100 online

D. Starrett/L. Book

Using the *University Bulletin* (<http://www.semo.edu/bulletin/>)
and the *University Studies Handbook* (<http://www.semo.edu/ustudies/handbook/index.htm>)

The purpose of this assignment is to help students make a successful transition from high school or the world of work to university-level studies in general and to their studies at Southeast in particular. Students must learn how to “navigate the system” in order to learn the requirements for their chosen fields of study and how to access information and personnel in order to ensure timely completion of their academic programs. Such knowledge may well serve to help students save time and money here at Southeast by allowing the timely completion of their degrees and avoiding taking courses that will not “count” toward their majors and/or degrees. Two important documents are needed to accomplish this objective:

- The *University Bulletin* (<http://www.semo.edu/bulletin/>)
- the *University Studies Handbook* (<http://www.semo.edu/ustudies/handbook/index.htm>)

The *Bulletin* details requirements for academic degree and the courses students must take for each major and minor. Additionally, the *Bulletin* provides thumbnail descriptions of courses along with other pertinent information related to academics at Southeast (e.g., department chairpersons and information about faculty and administrators). The *University Studies Handbook* expands the information provided about Southeast’s general education program found in the *Bulletin* with more details about the structure of the program and page-length descriptions of courses (as opposed to the sentence-length descriptions in the *Bulletin*).

If you do not have print copies of a *University Bulletin* or a *University Studies Handbook*, you probably should make arrangements to get these important documents. The *Handbook* is updated each year with the new courses added to the program and any other changes that might be made, and the most recent one is the “best” one to have. While the *Bulletin* is also updated each year, the most recent one may not be “your” *Bulletin*. The academic year you were first admitted to Southeast is “your” *Bulletin* and that means that you must meet the requirements as outlined in **that** *Bulletin* in order to graduate. If the requirements change somehow after you begin your program but before you graduate, then you will have the option of meeting the original set of requirements or the new ones, at your option, whichever is in your best interests. Some of you are not truly “beginning” students since you already have completed some university-level work. Your *Bulletin* year may well not be the current academic year. If you have any questions about which *Bulletin* is “yours,” see your advisor or contact the Registrar’s office.

Your instructors want you to be able to access the information you need in order to determine if a given major and/or degree is appropriate for you and your career goals. It’s important that you understand the difference between a “major” and a “degree” for they are not equivalent, even though students often use them interchangeably. Consider the statement: “I have a degree in Spanish.” That’s not completely accurate. What’s more accurate is: “I have a bachelor’s degree with a major in Spanish.” The difference is not just semantics or meanings. A bachelor’s degree from Southeast requires a minimum of 124 credit hours accumulated in different categories of credits (detailed subsequently) while a major may require as few as 30 hours or as many as 70 (!) or more! Furthermore, some majors may be obtained under two different degrees which may have very different requirements.

An illustration may be helpful. You know that “Profe” is a Spanish teacher (among other things). At Southeast, students can major in Spanish under the Bachelor of Arts (BA) degree or under the Bachelor of Science in Education (BSEd) degree. The BA leads to the world of work (many career options) or to graduate school while the BSEd leads to certification for teaching in Missouri’s public schools. Each

degree has vastly different requirements and students' advisers need different kinds of training to assist their advisees. However, for either degree, the Spanish major is exactly the same. There is not even one difference on the major requirements; rather, the differences (which are significant!) lie in the degree requirements. Perhaps this illustration points to the need for careful advising for students, but it also points to students' need to be savvy, to be well informed, and to know the differences between and among these terms.

Don't panic. Some majors do not have choices about degrees or their requirements. For example, students who want to go into law enforcement typically pursue a major in criminal justice (CJ). That major is very straight-forward, and there is only one degree option, the Bachelor of Science (BS). They have to complete courses in these categories:

University Studies	51 hours
Criminal Justice Major	33 hours
A minor	15-21 hours
Electives	15-21 hours

The "minor" is a second field of study, often but not necessarily related to the major. Many CJ majors choose minor in psychology or social rehabilitation & treatment (or both!) or a foreign language perhaps (how'd that get in there?). These "cognate" areas of study may not only provide them with knowledge useful to professionals in law enforcement, they may also improve their resumes and make them more attractive candidates for entry-level positions in that field. However, CJ majors may choose any minor they want, from A-Z (literally, accounting to zoology) to satisfy their degree requirements. Remember those Spanish majors who had two degree options, the BA or the BSEd? The BA Spanish majors **MUST** choose a minor but the BSEd folks do not. Rather, the BSEd folks, in essence, double major in Spanish and education, since the requirements in both areas a comparable in terms of the number of hours required. "Electives" can be anything (Underwater Basket Weaving I and II!). Literally, *anything*. Because CJ majors have so many elective hours in their degree program, many choose to double major, simply because they can. They expand that minor they **MUST** complete into a major at their option.

So, this is no simple matter, nor is it trivial. If **YOU** want to complete your degree and enter your chosen profession in a timely manner that maximizes your experiences here and minimized the time and money required to do so, you must know what is required and how to meet those requirements. We (Dr. Dave and Profe) are here to help you as are the professional advisers in the several colleges and schools and as are the faculty who teach in the nearly 100 majors we offer here at Southeast.

Item/Prompt	Your Response	
1. Career opportunity:		
2. University degree which leads to entry in this opportunity/field:		
3. Applicable major for this field:		
4. Page number(s) in the <i>University Bulletin (UB)</i> where this major is outlined:	UB pg #: _____	
5. Department at Southeast in which this major is "housed":		
6. Name and phone number of that Department's Chairperson:	a. Name:	
	b. Phone	
7. College or School at Southeast in which this Department is "housed":		
8. For this field, is there an "option" or "area of emphasis" required in that Department/Program?	a. No (√ here) _____ UB pg #: _____	
	b. Yes (specify):	
9. How many credit hours TOTAL are required for this major?		
10. If applicable, how many hours required for the option appropriate for this major?		
11. Is there at least one 100- or 200-level course REQUIRED for this major?	a. No (√ here) _____ UB pg #: _____	
	b. If yes, list at least one course below (its prefix/number and title)	
	Course Number	Title
12. For this DEGREE, is a minor required?	a. No (√ here) _____ UB pg #: _____	
	b. If yes, list two minors that interest you and write down the page number(s) on which you will find the description of the minor in the Bulletin:	
	MINOR	page
	1.	
2.		
13. For this major , is there a “core” of courses or another set of courses (e.g., education) that must be completed in conjunction with the major?	a. No (√ here) _____ UB pg #: _____	
	b. If yes, list two courses in such a “core” or “set of courses” that would be advisable (if not required) for first- or second-year (or transfer) students to take.	
	Course #	Title

Name _____

Date _____

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14. Is the course that you cited in 11b above a “University Studies” course?	a. No (✓ here) _____	UB pg #: _____
	b. If yes, what University Studies “category” requirement does it “satisfy”?	
15. At the 100- and 200-level of the University Studies program, how many “categories” are listed in the <i>University Studies Handbook (USH)</i> ?	# of Categories: _____	USH pg #s: _____
16. How many courses must students take in EACH category?	# of Courses	
17. Including UI100, how many total credit hours must students earn at the 100- and 200-level in University Studies?	# of Credit Hours	
18. How many courses in University Studies must students take at the 300-level?	# of Courses	
19. How many courses in University Studies must students take at the 400-level?	# of Courses	
20. What is the total number of credit hours that students must earn in University Studies before they can graduate?	# Total Credit Hrs.	
21. How many “objectives” are there for ALL courses in the University Studies Program?	# of Objectives: _____	USH pg #s: _____
22. What is the number of the University Studies Objective that seems to be most applicable to this section of UI100 and why?	# of Objective	
23. What is the number of the University Studies Objective that seems to be least applicable to this section of UI100 and why?	# of Objective	
24. What is the number of the University Studies Objective that seems to be most applicable to the major you cited previously and why?	# of Objective	
25. What is the number of the University Studies Objective that seems to be least applicable to the major you cited previously and why?	# of Objective	

Name _____

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26. Below list six 100-200 level courses from six different categories that you believe would be in your best interests to take should you pursue this major. Include the category, course number, course title, and page number in the *University Studies Handbook* on which the course description is found. (Be ready to defend why the courses you selected are "in your best interests.")

Category	Course No.	Course Title	Pg. #
a.			
b.			
c.			
d.			
e.			
f.			

27. Below list three 300 level courses that you believe would be in your best interests to take should you pursue this major. Include the course number, course title, and page number in the *University Studies Handbook* on which the course description is found. Also indicate if that course counts toward this major as well as satisfying a University Studies requirement. (Be ready to defend why the courses you selected are "in your best interests.")

Course No.	Course Title	Pg. #	Counts toward major?	
			Yes (√)	No (√)
a.				
b.				
c.				

28. Below list two 400 level courses that you believe would be in your best interests to take should you pursue this major. Include the course number, course title, and page number in the *University Studies Handbook* on which the course description is found. Also indicate if that course counts toward this major as well as satisfying a University Studies requirement. (Be ready to defend why the courses you selected are "in your best interests.")

Course No.	Course Title	Pg. #	Counts toward major?	
			Yes (√)	No (√)
a.				
b.				