



## College of Public Affairs and Community Service

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### **Tom Evenson, Interim Dean**

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### **Introduction**

The College of Public Affairs and Community Service is composed of six academic departments and several centers and institutes. Undergraduate and graduate degree programs focus primarily on applied behavioral and social sciences. Degree programs are designed to integrate theory and practice and include a strong emphasis on student participation in the Dallas–Fort Worth region and beyond. The college offers programs leading to the Bachelor of Applied Arts and Sciences, Bachelor of Arts, Bachelor of Science, Bachelor of Social Work, Master of Arts, Master of Science, Master of Public Administration and Doctor of Philosophy degrees. Further information on graduate degrees is available in the *Graduate Catalog*.

Programs are offered in gerontology, anthropology, applied economics, behavior analysis, criminal justice, emergency administration and planning, public administration, rehabilitation, social work and sociology. The college also sponsors public service programs.

Degree programs in the College of Public Affairs and Community Service require specific courses contained in parts of the University Core Curriculum (see “University Core Curriculum Requirements” in the Academics section of this catalog) to satisfy particular degree requirements. Students may consult academic advisers for a list of required courses. Students may be required to take extra courses if they fail to take these courses.

## Academic Advising

Students who select a major leading to an undergraduate degree within the College of Public Affairs and Community Service should contact the Office of Student Services regarding advising.

Advisers help students select courses and answer questions concerning degree plans, application of transfer credit, individual career needs, and general academic requirements, policies and procedures.

## Programs of Study

The school offers programs in the following areas:

- Bachelor of Applied Arts and Sciences,
- Bachelor of Arts,
- Bachelor of Science,
- Bachelor of Social Work,
- Master of Arts,
- Master of Science,
- Master of Public Administration, and
- Doctor of Philosophy.

The Bachelor of Applied Arts and Sciences is offered with a major in applied arts or applied sciences, depending on the professional concentration chosen. Degree requirements for a Bachelor of Applied Arts and Sciences usually include completion of an occupational specialization in a junior or community college.

Two approaches can be taken to design an acceptable Applied Arts and Sciences degree program. The first is for the candidate to plan a program, with a PACS academic adviser, to meet a specific interest not met by any specific degree program available through the traditional disciplines, making use of existing courses from several disciplines.

Under the second approach, students may pursue one of several interdisciplinary themes that build upon existing junior or community college associate degree programs, including the following:

- Health Information Management
- Human Services
- Legal Information Management
- Organizational Development

## Degree Requirements and the University Core Curriculum

Occasionally a course required for a degree may also satisfy a requirement of the University Core Curriculum. In addition to taking the required course, a student may elect to take a different course from among those available to fulfill that core requirement; doing so, however, may add to the total number of hours required for the degree. Students who have questions regarding degree requirements and core requirements should consult an academic adviser.

## Bachelor of Applied Arts and Sciences

This 124- or 127-hour degree program is specifically designed for students who wish to complete a bachelor's degree after completing an occupational specialization or applied science program in a community college or a four-year college or university.

The program capitalizes on the unique resources and opportunities of the College of Public Affairs and Community Service to provide an interdisciplinary professional development curriculum designed to meet specific career needs of the individual student. The program is administered by the College of Public Affairs and Community Service, and interested students should contact the college's advising office for more information.

### Degree Requirements for the BAAS

**1. Hours Required and General/College Requirements:** A minimum of 124 or 127 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Applied Arts and Sciences degree as specified in the "General University Requirements" in the Academics section of this catalog and the College of Public Affairs and Community Service requirements.

### 2. Major Requirements:

#### Occupational Specialization, 21–44 Hours:

Requires completion of an occupational specialization (minimum of 21 hours) plus electives for a total of 44 semester credit hours. The occupational specialization is often transferred from a community college.

#### Professional Development, 45 Hours:

Requires completion of 45 hours in four separate professional development components.

- **Component I:** 12 semester hours of course work from one of the programs available within the College of Public Affairs and Community Service (applied anthropology, applied gerontology, applied economics, applied behavior analysis, criminal justice, emergency administration and planning, public administration, rehabilitation, social work, sociology or volunteer management).
- **Component II:** 12 semester hours of course work from a second College of Public Affairs and Community Service program.
- **Component III:** 12 hours approved by the school.
- **Component IV:** 9 hours of College of Public Affairs and Community Service interdisciplinary courses.

**3. Other Course Requirements:** A combination of correspondence, credit by examination, extension or military service credit not to exceed 30 hours may be accepted toward the degree. No more than 18 hours of correspondence courses with a maximum of 6 hours of advanced work will be accepted.

**Note:** A lower-level course that is determined to be equivalent to a UNT upper-level course does not satisfy the requirement of advanced hours.

4. **Minor Requirements:** None required.
5. **Electives:** Varies with individual program. Any approved UNT courses the student and adviser deem appropriate to the degree may be selected. Caution must be exercised to ensure the student fulfills the university requirement of 42 hours of advanced-level course work.
6. **Other Requirements:**
  - a total of 42 hours of upper-division work; and
  - at least 24 hours of upper-division work in residence.

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### BAAS with a Major in Applied Arts and Sciences

*Following is one suggested four-year degree plan. Students are encouraged to see their adviser each semester for help with program decisions and enrollment. Students are responsible for meeting all course prerequisites.*

#### FRESHMAN YEAR

FALL	HOURS
ENGL 1310, College Writing I*	3
HIST 2610, United States History to 1865*	3
Free Elective	3
Natural Sciences**	4
Wellness*	<u>3</u>
<b>Total</b>	<b>16</b>

SPRING	HOURS
ENGL 1320, College Writing II, or ENGL 2700, Technical Writing*	3
HIST 2620, United States History Since 1865*	3
PSCI 1040, American Government*	3
Free Elective	3
Natural Sciences**	<u>4</u>
<b>Total</b>	<b>16</b>

#### SOPHOMORE YEAR

FALL	HOURS
PSCI 1050, American Government*	3
Communication*	3
Cross-Cultural, Diversity and Global Studies*	3
Elective	3
Mathematics*	<u>3</u>
<b>Total</b>	<b>15</b>

SPRING	HOURS
Free Elective	2
Humanities*	3
Occupational Specialization	3
Social and Behavioral Sciences*	3
Visual and Performing Arts*	<u>3</u>
<b>Total</b>	<b>14</b>

#### JUNIOR YEAR

FALL	HOURS
Occupational Specialization	3
Occupational Specialization	3
Professional Development - Component I	3
Professional Development - Component II	3
Professional Development - Component III	<u>3</u>
<b>Total</b>	<b>15</b>

SPRING	HOURS
Occupational Specialization	3
Occupational Specialization	3
Professional Development - Component I	3
Professional Development - Component II	3
Professional Development - Component III	3
Professional Development - Component IV**	<u>3</u>
<b>Total</b>	<b>18</b>

#### SENIOR YEAR

FALL	HOURS
Occupational Specialization	3
Professional Development - Component I	3
Professional Development - Component II	3
Professional Development - Component III	3
Professional Development - Component IV**	<u>3</u>
<b>Total</b>	<b>15</b>

SPRING	HOURS
Occupational Specialization	3
Professional Development - Component I	3
Professional Development - Component II	3
Professional Development - Component III	3
Professional Development - Component IV**	<u>3</u>
<b>Total</b>	<b>15</b>

**\*See the University Core Curriculum section of this catalog for approved list of course options.**

**\*\*See an adviser in the Office of Student Services for approved list of course options.**

*Actual degree plans may vary depending on availability of courses in a given semester.*

*Some courses may require prerequisites not listed in the above plan.*

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### Bachelor of Arts

Candidates for the Bachelor of Arts must meet the following requirements.

1. **Hours Required and General/College Requirements:** A minimum of 124 or 128 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Arts degree as specified in the "General University Requirements" in the Academics section of this catalog and the College of Public Affairs and Community Service requirements.

2. **Major Requirements:** Completion of all requirements for a major as specified by the respective department.
3. **Other Course Requirements:** See individual program.
4. **Minor Requirements:** Completion of all requirements for a minor as specified by the respective department.
5. **Electives:** Varies with individual program. Any approved UNT courses the student and adviser deem appropriate to the degree may be selected. Caution must be exercised to ensure the student fulfills the university requirement of 42 hours of advanced-level course work.
6. **Other Requirements:** at least 24 hours of upper-division work in residence.

## Bachelor of Science

Requirements for the Bachelor of Science degree include the following.

1. **Hours Required and General/College Requirements:** A minimum of 124 or 128 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Arts degree as specified in the “General University Requirements” in the Academics section of this catalog and the College of Public Affairs and Community Service requirements.
2. **Major Requirements:** Completion of all requirements for a major as specified by the respective department.
3. **Other Course Requirements:** See individual program.
4. **Minor Requirements:** A minor, where required, of not fewer than 18 hours, including 6 hours of advanced work.
5. **Electives:** Varies with individual program. Any approved UNT courses the student and adviser deem appropriate to the degree may be selected. Caution must be exercised to ensure the student fulfills the university requirement of 42 hours of advanced-level course work.
6. **Other Requirements:** at least 24 hours of upper-division work in residence.

## Bachelor of Science with a Major in Human Service Management and Leadership

This program is designed for students who wish to pursue a professional career in one of the many occupational areas within the field of human and social services. The program is structured

to accommodate students who transfer to UNT from community colleges. A major strength of the program is its close affiliation with employers and service providers within the Dallas–Fort Worth region. This program is offered at the UNT Dallas Campus.

Requirements for the Bachelor of Science degree with a major in human service management and leadership include the following.

1. **Hours Required and General/College Requirements:** A minimum of 124 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree as specified in the “General University Requirements” in the Academics section of this catalog and the College of Public Affairs and Community Service requirements.
2. **Major Requirements:** Completion of a minimum of 33 hours from the human services curriculum, of which 27 must be advanced. Courses include HSML 3000, 4700, 4750, 4850; COMS 4300, 4400; AECO 4000, 4020; ENGL 2700; MGMT 3850, 4470; PADM 3700; RHAB 3000; SOCI 3110, 3120, 3330, 3630, 4260, 4340, 4350, 4870.
3. **Specialization/Certificate Program Requirements:** A minimum of 12 hours in one of the approved human services specialization or certificate programs. Advanced-level course work is required for these areas.

### Alternative Dispute Resolution – 12 hours

- AECO 4000, Mediation, 3 hours
- AECO 4120, Negotiation and Dispute Resolution, 3 hours
- AECO 4420, Practicum in Mediation and Dispute Resolution, 3 hours
- Elective (3 hours) chosen from: workplace alternative dispute resolution, hostage negotiation and crisis intervention or dynamics of school conflict

### American Humanics

- Minimum of four courses of related academic course work approved by American humanics coordinator
- Completion of 300-hour internship
- Participation in co-curricular activities with emphasis on American Humanics Students’ Association
- Attend one American Humanics Management Institute
- Complete baccalaureate degree

### Applied Gerontology – 12 hours

- AGER 4500, Long-Term Care Case Management with Older Adults, 3 hours
- AGER 4550, Sociology of Aging, 3 hours
- AGER 4750, Sexuality and Aging, 3 hours
- AGER 4780, Aging Programs and Services, 3 hours



**Criminalistics – 15 hours**

- BIOL 3331, Forensic Biology, 3 hours
- CJUS 3330, Introduction to Criminalistics, 3 hours
- CJUS 4360, Criminal Investigation, 3 hours
- CJUS 4370, Advanced Criminalistics I, or CJUS 4380, Advanced Criminalistics II, 3 hours
- Elective (3 hours): course approved by criminal justice criminalistics coordinator

**Substance Abuse/Addictions – 12 hours**

- RHAB 3050, Drugs and Alcohol, 3 hours
- RHAB 4050, Assessment of Alcoholism and Chemical Dependency, 3 hours
- RHAB 4125, Alcohol and Other Drug Abuse Counseling Models, 3 hours
- RHAB 4150, Alcohol and Other Drug Abuse Counseling Practice, 3 hours

**Volunteer and Community Resource Management – 15 hours**

- COMS 3300, Introduction to Philanthropy and Fundraising, 3 hours
- COMS 4100, Social Evolution of Contemporary Volunteerism, or COMS 4600, Volunteer Program Planning and Evaluation, 3 hours
- COMS 4200, Leadership Theory and Practice for Volunteer Managers, 3 hours
- COMS 4300, Proposal Writing and Grants Administration, 3 hours
- COMS 4400, Volunteer Management Concepts and Applications, 3 hours
- COMS 4500, Community Resource Mapping and Collaboration, 3 hours

4. **Other Course Requirements:** Students are strongly advised to take the following courses as part of their associate degree curriculum, the UNT core curriculum or as elective course work:

- a biology course with emphasis on human body systems
- introduction to psychology
- a course in cultural diversity
- technical writing

5. **Electives:** Hours required for electives may vary based on course selection and the University Core Curriculum Requirements. Students are responsible for completing the total minimum hours required for the degree.

6. **Other Requirements:**

- at least 24 hours of upper-division work in residence.

**Bachelor of Social Work**

Requirements for the Bachelor of Social Work degree include the following:

1. **Hours Required and General/College Requirements:** A minimum of 124 semester hours, of which

42 must be advanced, and fulfillment of degree requirements for the Bachelor of Social Work degree as specified in the “General University Requirements” in the Academics section of this catalog and the College of Public Affairs and Community Service requirements.

2. **Major Requirements:** Completion of all requirements for a major as specified by the respective department.

3. **Other Course Requirements:** See individual program.

4. **Minor Requirements:** Completion of all requirements for a minor as specified by the respective department.

5. **Electives:** Any approved UNT courses the student and adviser deem appropriate to the degree may be selected. Caution must be exercised to ensure the student fulfills the university requirement of 42 hours of advanced-level course work.

6. **Other Requirements:** at least 24 hours of upper-division work in residence.

**Minor in Human Service Management and Leadership, 18 hours**

A minor in human service management and leadership requires 18 semester credit hours, including a minimum of 6 advanced hours. The minor requires the following three courses: HSML 3000, Human Service in the Nonprofit Sector; HSML 4700, Program Planning and Evaluation; and FINA 3770, Finance. The student and the faculty adviser for the human service program jointly select the remaining 9 hours.

**Minor in Leadership of Community and Nonprofit Organizations**

A minor in leadership of community and nonprofit organizations (LCNO) requires 18 semester credit hours (6 courses) chosen from the listed courses with at least three different areas represented. All students are required to complete COMS 4200, Leadership Theory and Practice for Volunteer Managers, and COMS 4750, Nonprofit Leadership Capstone. In addition to earning a minor, students also have the opportunity to earn a certificate in volunteer and community resource management and prepare for a certificate in non-profit management offered through American Humanics Inc. Students wishing to minor in LCNO should consult the LCNO academic adviser for specific program requirements.

**Historical/Philosophical Foundations**

- COMS 3000, Community and Public Service
- COMS 4100, Social Evolution of Contemporary Volunteerism\*\*

- COMS 4200, Leadership Theory and Practice for Volunteer Managers\*

#### **Nonprofit Public Relations/Fundraising**

- COMS 3300, Introduction to Philanthropy and Fundraising
- COMS 4300, Proposal Writing and Grant Administration
- JOUR 3410, Public Relations for Non-profits

#### **General Nonprofit Management**

- COMS 4500, Community Resource Mapping and Collaboration\*\*
- PADM 3700, Issues in Public Administration
- COMS 4750, Nonprofit Leadership Capstone\*

#### **Volunteer Management**

- COMS 4400, Volunteer Management Concepts and Applications\*\*
- COMS 4600, Volunteer Program Planning and Evaluation\*\*
- COMS 4610, Topics in Community Service

#### **Experiential Learning in a Global Society**

- COMS 4800, Community Service Internship
- SOWK 4890, Topics in Social Welfare

\* Students pursuing the leadership of community and nonprofit organizations minor must take these courses.

\*\*Students pursuing the 12 semester credit hour certificate in volunteer and community resource management must take COMS 4400, 4500, 4600 in addition to COMS 4200.

## **Courses of Instruction**

All Courses of Instruction are located in one section at the back of this catalog.

#### **Course and Subject Guide**

The “Course and Subject Guide,” found in the Courses of Instruction section of this book, serves as a table of contents and provides quick access to subject areas and prefixes.

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# **Center for Public Service**

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**Stanley R. Ingman, Director**

## **Faculty**

*Lecturer Newman.*

## **Introduction**

The Center for Public Service promotes the service, public affairs, public interest and applied research goals of the College of Public Affairs and Community Service and of the university. Students, faculty and staff are involved in a variety of research and service projects that contribute to the welfare and development of individuals and of communities. The center’s programs include aging and health services, urban social development, environmental education, volunteerism and international exchange. The center coordinates a number of service-learning experiences.