

Public Administration, PADM

2100. Diversity in Urban Governance. 3 hours. Course examines the diverse and sometimes competing demands of people of color, women, the elderly and the economically disadvantaged on public policy development and execution. Course addresses how public managers respond to the demands of diverse interests in American cities. Students develop an understanding of public administrators' obligation to the administrative values of leadership, responsiveness and efficiency in the management of urban services. These values are discussed in relation to the management of diversity in the public workforce, city budgets and the distribution of public services. *Satisfies the Cross-Cultural, Diversity and Global Studies requirement of the University Core Curriculum.*

3000. Public Administration. 3 hours. Organizations and management in executive departments, and national, state and municipal governments; bureaucracy; administrative theory; budgeting; personnel and administrative leadership.

3020. Public Management. 3 hours. An introduction to organization and management theories and practices as they concern federal, state and local governments. (Same as EADP 3080.)

3410. Financial Aspects of Government. 3 hours. Politics and management of taxation, budgeting, grants-in-aid and municipal bonds. Conflicts among politicians, managers and analysts in developing policy and financing programs.

3420. Bureaucracy and Public Policy. 3 hours. A study of the nature of bureaucracy, its role in policy development and the problem of bureaucratic responsibility. (Same as PSCI 3420.)

3700. Issues in Public Administration. 3 hours. An in-depth investigation of a contemporary issue of concern to public managers. Possible topics include managing nonprofit organizations, public-private partnerships and ethics in government. May be repeated for credit as topics vary.

4130. American Intergovernmental Relations. 3 hours. Federal system; constitutional and theoretical bases of federalism; national/state/local government conflict and cooperation; regional arrangements; political centralization; impact upon American traditions; future prospects. (Same as PSCI 4130.)

4450. Public Policy Analysis. 3 hours. Policy making, impact of public policy and factors that place specific problems on the public agenda. (Same as PSCI 4450.)

4900. Special Problems. 1–3 hours.

civic involvement. Community service professionals offer real-world viewpoints and experiences contributing to the decision-making process. (Same as HSML 3000.)

3300. Introduction to Philanthropy and Fundraising. 3 hours. Provides an overview of financial planning and fundraising practices in nonprofit organizations from the perspective of the giver. Students learn to assess the financial health of organizations, understand the duty of fiscal responsibility and develop and implement fundraising strategies.

4100. Social Evolution of Contemporary Volunteerism. 3 hours. Analysis and review of the social evolution of contemporary volunteerism from revolutionary times to the present. Study of the current issues, definitions, and trends in the field of professional management. Introduction to social systems supporting or limiting volunteerism and volunteerism resources on the Internet. May not be repeated at the graduate level as COMS 5100.

4200. Leadership Theory and Practice for Volunteer Managers. 3 hours. Overview of organizational leadership theory and practice for volunteer managers and community leaders. Students examine and develop a range of skills in a number of interpersonal areas: group dynamics, decision-making, managing differences, and leadership and influence as they pertain to primarily nonprofit organizations and their ability to lead a volunteer workforce. May not be repeated if credit has been received for it at the graduate level.

4300. Proposal Writing and Grants Administration. 3 hours. Basic steps in researching funding ideas, including how to use the Internet as a fundamental tool and the detailed steps required for preparing funding applications. Focus on the skills and tools needed to monitor funds once grants have been awarded.

4400. Volunteer Management Concepts and Applications. 3 hours. Analysis and review of day-to-day applications of management principles to the administrative and operating practices of contemporary volunteer programs in the public, not-for-profit, and for-profit sectors. Focuses on volunteer program management and organization, including targeting, recruiting, training, supervising, motivating, counseling, retaining and recognizing volunteer workforces. May not be repeated if credit has been received for it at the graduate level.

4500. Community Resource Mapping and Collaboration. 3 hours. Analyzes systems that measure community assets and resources. Explores the means of identifying and approaching potential collaborative community partners, and focuses on the development of joint proposals and/or business plans. Provides an overview of the role of volunteer managers and agency leadership of community organizations that provide resources in the development of a collaborative, capacity building community. An ecological approach is used to analyze the full range of human service agency services: health, social, educational, diagnostic, enrichment, religious, civic and legal. Students have an opportunity to do field work with agency staff on assigned community projects.

4600. Volunteer Program Planning and Evaluation. 3 hours. Seminar designed to provide students with the basic skills necessary to systematically design and plan volunteer programs, and evaluate their effectiveness. Special emphasis is given to measuring program outcomes. May not be repeated if credit has been received for it at the graduate level. (Same as HSML 4700.)

Public Affairs and Community Service

Community Service, COMS

3000. Community and Public Service. 3 hours. Designed for individuals preparing for a career in community, public, or human service professions. Promotes understanding of self in relation to philosophy and practice of community and public service. Students examine social issues, study and discuss concepts in community service disciplines, learn professional skills, explore service careers and organizations appropriate for their unique interests and abilities, and apply their base of knowledge to further the purpose of

4610. Topics in Community Service. 3 hours. Study of various topics in community service. Possible topics include service-learning, volunteer management, and others. May be repeated for credit as topics vary.

4750. Nonprofit Leadership Capstone. 3 hours. Designed to crystallize the competencies covered in the COMS nonprofit leadership minor program and to promote critical thinking and effective writing on those topics. Format includes exchange between students and nonprofit professionals on leadership and management issues to expand individual competencies, build leadership confidence and affirm learning acquired during program. Serves as a final preparation for internship/employment in a nonprofit agency. Satisfies one of the course requirements for students pursuing American Humanics certification. Prerequisite(s): Consent of human service coordinator. (Same as HSML 4750.)

4800. Community Service Internship. 3 hours. (0;0;8) Supervised work in a community agency that is directly related to the student's major, professional field or career objective. Duties, learning objectives, reporting and supervisory functions are agreed on beforehand by the agency and the student. May be repeated for credit. Prerequisite(s): meet the employer's requirements and consent of program director. (Same as HSML 4850.)

Human Service Management and Leadership, HSML

3000. Human Service in the Nonprofit Sector. 3 hours. Foundational course for students interested in a career in one of the human service professions. Examination of the philosophy, values, roles and responsibilities of human services and human service workers in today's society. Examination of personal needs, interests and potential strengths as a professional human service worker. (Same as COMS 3000.)

4700. Program Planning and Evaluation. 3 hours. Provides students with basic skills in conceptualizing, designing and planning human service-related programs for and within nonprofit agencies. Program evaluation with emphasis of performance outcomes and utilizing assessment results to strengthen program operation is emphasized. (Same as COMS 4600.)

4750. American Humanics/Capstone Course 3 hours. Designed to crystallize the competencies covered in the HSML degree program and promote critical thinking and effective writing on those topics. Format includes exchange between students and nonprofit professionals on leadership and management issues to expand individual competencies, build leadership confidence and affirm learning acquired during program. Serves as a final preparation for internship/employment in a nonprofit agency. Satisfies one of the course requirements for students pursuing American Humanics certification. Prerequisite(s): Consent of human service coordinator. (Same as COMS 4750.)

4850. Human Service Internship. 3 hours. (0;0;13) Supervised work in a community agency directly related to the student's career and specialization interests. Designed to integrate theory and practice in human services and prepare students for practical application of skills, knowledge and philosophy in a supervised setting. Students must meet individual employer's requirements and obtain consent of human service program director. Prerequisite(s): Consent of internship coordinator. (Same as COMS 4800.)

Radio, Television and Film

Radio/Television/Film, RTVF

Aural competency in distinguishing discrete sounds, and visual competency in distinguishing shapes, forms, colors and movements are required to complete RTVF critical studies courses. Additional visual competency to utilize studio and location equipment and manual dexterity to operate equipment are required to complete RTVF production courses. Articulation competency to achieve broadcast industry standards may be required. Specific competency requirements for internship, seminar and special problems courses are available from the RTVF adviser.

1310 (COMM 1335). Perspectives on Radio and Television. 3 hours. Introduction to the historical, programming, physical, legal, social, and economic aspects of broadcasting and cable. Prerequisite(s): pre-majors in radio, television and film (PRTF) or acceptance into the Television News Producing Certificate Program.

1320. Introduction to Film Studies. 3 hours. A survey of film history, theory, economics, production and censorship. Prerequisite(s): pre-majors in radio, television and film (PRTF) only.

2010. Introduction to RTVF Writing. 3 hours. Introduction to media writing and study of the basic theories, methodologies, techniques, principles and formats for the scripting of narrative and non-narrative media, including "New Media." Related software for screenplay, television, industrial and multi-media writing is explored. Required writing course for all RTVF majors. Prerequisite(s): RTVF major status.

2210. Introduction to RTVF Production. 3 hours. (3;3) An introduction to basic techniques. Audio, television (studio and location) and single-camera video and film methods are investigated. Includes production exercises and experiments. Prerequisite(s): RTVF 1310 and 1320, or consent of department.

2900. Special Problems. 1–3 hours.

3100. Broadcast Copywriting. 3 hours. Methods, formats and terminology of writing and producing commercials and public service announcements for both radio and television. Prerequisite(s): RTVF major status, RTVF 2010.

3210. Audio Production. 3 hours. (2;3) Audio production concepts and techniques using audio laboratory studio equipment. Prerequisite(s): RTVF major status.

3220. Video Production. 3 hours. (2;4) Video production concepts and techniques using television studio equipment. Prerequisite(s): RTVF major status.

3230. Film Style Production. 3 hours. (3;3) Basic single-camera production concepts and techniques using small format video cameras and editing equipment. Prerequisite(s): RTVF major status.

3300. Radio and Television Announcing. 3 hours. (2;3) Announcer qualifications, techniques and professional standards. Practice in delivery for all program and commercial announcing situations. Prerequisite(s): RTVF major status.