POLICY STATEMENT:

This catalog contains the major points of the current agreement between the students and the Institution. Within this agreement, the institution reserves the right to make changes in course offerings, curricula, and other policies affecting its programs.

Due to the changing nature of professions, the institution is continuously reviewing and restructuring many of its academic programs in an effort to enhance their quality, improve efficiency, and to comply with requirements of professional boards, accrediting agencies, and governmental laws and regulations, among others. In that process, some of the programs and courses mentioned in this catalogue may be modified, consolidated with other programs and courses, or eliminated. **When the curriculum of any one program is revised, the institution will automatically initiate the transfer process of every student enrolled in said program to the revised curriculum but without increasing the number of credits required for the students to finish the program.**

If you have questions about a particular program of course, you should contact the appropriate university school or department. In case that a program is eliminated, the program director will prepare a course schedule to assure the graduation of those students enrolled in the program.

Revised: January 2019
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OUR PROFILE

Universidad Ana G. Méndez-Recinto de Gurabo is a nonprofit institution of higher education located 15 miles southeast of San Juan, Puerto Rico, within easy reach of the entire east-central part of the island. Its 140-acre suburban campus and its fifteen buildings provide an ideal atmosphere for the learning experience. The university currently operates five (5) Additional Locations located in Barceloneta, Cayey, Yabucoa, Isabela, and Ponce, and five (5) US Branch Campuses three (3) in Florida, one (1) in Maryland and one (1) in Texas. It offers technical and professional certificates, associate, bachelor’s, master’s and doctoral degrees.

The academic system is organized into ten (10) main schools: School of Engineering, International School of Design and Architecture, Natural Sciences and Technology, Health Sciences, Social Sciences and Communications, Education, Business and Entrepreneurship, Technical Studies, the School of Continuing Education, School of Liberal Arts and General Education, and one (1) SUAGM systemic, the School of Professional Studies.

The General Education Deanship, now School of Liberal Arts and General Education (LASGE), was established to address the particular needs of new students admitted to the University. In addition to offering first-year and second-year courses in the General Education Component (GEC), the LASGE provides an array of support services to students in their first and second year.

Two other divisions that provide educational services to different populations are the School of Technical Studies, which offers post-secondary professional careers and associate degrees in technical fields, and the School of Professional Studies (AHORA), which serves adults who have had previous university experience, are full-time employees, and can benefit from an accelerated adult learner program at the undergraduate or graduate level. The School provides a university environment for the professional adult where the teaching methodologies, as well as the academic and administrative services are tailored to meet the genuine needs of this population.

It is a professionally oriented institution with a variety of offerings, from technical certificates to doctoral degrees. The institution serves a diversified student body mostly from the surrounding communities, with a variety of economic and educational backgrounds.

Founded in 1972, Universidad Ana G. Méndez-Recinto de Gurabo has continued to grow in the new millennium. The student population of more than 15,000 is composed of young adults and professionals.

The academic staff consists of more than two hundred thirty-six (236) full-time faculty members and three hundred eighty (380) full-time equivalent professors. The full-time faculty members hold doctorates and master’s degrees in their fields of expertise. Nearly sixty-four (64) percent of Universidad Ana G. Méndez-Recinto de Gurabo’s full-time faculty hold a doctoral degree and thirty-nine (39) percent of part-time faculty holds a doctoral degree. The gender distribution of the faculty is equally divided. Universidad Ana G. Méndez-Recinto de Gurabo is a member of the Ana G. Méndez University System.

MISSION

Universidad Ana G. Méndez-Recinto de Gurabo is an institution of higher education with broad academic offerings of the highest standards of quality. Committed to excellence in teaching, research, innovation, internationalization, and social-humanistic values for a diverse academic population, Universidad Ana G. Méndez-Recinto de Gurabo forms global citizens with critical thinking skills which contribute to the development and well-being of Puerto Rico and other countries.

VISION

The vision of the Universidad Ana G. Méndez-Recinto de Gurabo is to be the leading educational institution in teaching and research, which promotes innovation, entrepreneurship, internationalization, and sensibility towards cultural diversity and the environment.

INSTITUTIONAL VALUES STATEMENT

Universidad Ana G. Méndez-Recinto de Gurabo is committed, as an institution of higher education, to:
1. Freedom of thought and expression
2. Excellence in teaching and the pursuit, generation, dissemination and application of knowledge
3. Respect the dignity of the individual
4. Respect nature and the environment
5. Promote ethical, social and cultural values
6. Recognize and respect diversity
7. Promote institutional excellence in planning, operations and service
8. Promote human and esthetic sensibility.

INSTITUTIONAL OBJECTIVES

To fulfill its mission, Universidad Ana G. Méndez-Recinto de Gurabo:
1. Maintains a flexible admissions policy in which each academic school establishes requirements for its programs.
2. Provides services to a diversified student body to help it achieve academic and personal goals.
3. Fosters research to strengthen the teaching and learning processes as well as to improve the quality of life in the surrounding communities.
4. Promotes the internationalization of its academic programs through strategic alliances.
5. Develops and implements a systematic faculty development plan to improve academic credentials, pedagogical competencies and instructional technology skills.
6. Recruits and develops quality human resources.
7. Provides academic skills and career-oriented activities to precollege students, as well as opportunities for continuing education, thus fulfilling the needs of the community.
8. Promotes the use of innovative and nontraditional teaching methodologies.
9. Promotes ethical values that will allow students to exert their professional judgment and performance responsibly.
10. Fosters the preservation and dissemination of those values inherent to Puerto Rican culture in a global context.
11. Establishes collaborative partnerships among universities, government, industry, and community organizations.
12. Contributes to students’ awareness of their rights and responsibilities as citizens in a democratic society.

ACCREDITATIONS AND AFFILIATIONS

Regional Accreditation
Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104
Telephone: 267-284-5000

Specialized Accreditations

1. Accreditation Council for Education in Nutrition and Dietetics (ACEND)
2. Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)
3. American Chemical Society (ACS)
4. ABET
5. Association to Advance Collegiate Schools of Business (AACSB)
6. AVMA Committee on Veterinary Technician Education and Activities (CVTEA)
7. Commission on Collegiate Nursing Education (CCNE)
9. Council on Higher Education Accreditation (CHEA)
10. Council on Naturopathic Medical Education (CNME)
11. Council for the Accreditation of Educator Preparation (CAEP) (formerly TEAC)
12. Council on Social Work Education (CSWE)
13. American Psychological Association (APA)
14. National Architectural Accrediting Board (NAAB)
15. International Association for Continuing Education and Training’s (IACET)

For information about accreditation status, visit http://ut.suagm.edu/es/academia/acreditaciones.

LICENSES

Puerto Rico Council on Education
PO Box 19900
San Juan, PR 00910-1900

Pennsylvania Department of Education
333 Market Street Harrisburg, PA 17126
Offering: MEd Teaching of English as a Second Language

St. Croix
Center RR2 Box 9296
Kingshill #3 Vicorp Property Kingshill
St. Croix, USVI, 00850
Offering: MEd Teaching of English as a Second Language

St. Thomas/St. John School District
1834 Kogens Gade
St. Thomas, USVI 00802
Offering: MEd Teaching of English as a Second Language

CENTRAL ADMINISTRATION AND BOARD OF DIRECTORS

The Ana G. Méndez University System (the System) is a not for profit private corporation established under the laws of the Commonwealth of Puerto Rico. It is comprised of four (4)
academic institutions, one (1) noncommercial private TV Station for public broadcasting, and a Central Administration, under which all administrative affairs of the institution are managed by a President/CEO. Universidad Ana G. Méndez-Recinto de Gurabo is one of the four (4) academic institutions.

A thirteen (13) member board of trustees governs the System. Of these, five (5) are permanent members. The other eight (8) members are elected by the board for two term periods of two (2) years each, and two periods of four-(4) years, that add up to a maximum of 12 years of service in the board. The board members are distinguished professionals who represent different career paths and fields of work, and/or civic and community leaders.

The chief executive officer (CEO) of Ana G. Méndez University System is the President, and there is also an Executive Vice President. Each of the administrative and academic components has its own CEO. Thus, the Central Administration units are led by Vice Presidents for: Planning and Academic Affairs, Marketing and Student Affairs, Finance Affairs, Administrative Affairs, Human Resources, National Affairs, and International Affairs. There is also a Vice President and General Manager of Sistema TV., the only nonacademic institution. The other institutional officers are the Chancellors of the four academic institutions, which are: Universidad Ana G. Méndez-Recinto de Gurabo, Universidad Metropolitana, Universidad del Este, and Universidad Ana G. Méndez – Campus Virtual. A fifth Chancellor manages the operation of all the academic institutions established in Florida, USA. All Chancellors and Vice Presidents respond directly to the President/CEO, who appoints them.

The System’s bylaws define the objectives, powers, officers, committees, meetings and the general handling of the financial affairs of the institutions. The Governing Manual describes the way in which the Board of Directors governs all institutional affairs. The Institutional Bylaws specify the way in which each one of the autonomous institutions will be operated and administered.

The Board is the policy-making, legislative and fiscal oversight body of the System. In addition to appointing the President, the Board is responsible of all corporate affairs and control of the corporation. It approves the institutional mission and vision, the strategic and long range institutional plans, and its annual and special budgets. The President/CEO, who is also a Board member, is directly responsible to the Board for the administration of all corporate business; including the appointment of VPs and institutional officers; personnel administration and compensation; and recommendation to the Board of academic programs and long-range institutional plans.

The Board has four working committees:
- Government
- Academic and Student Affairs
- Finance
- Audit

**BOARD OF DIRECTORS**

Mr. Ramiro Millán Catasús, President of the Board  
Dr. Félix Rodríguez Schmidt, Vice-president of the Board and Permanent Member  
Mr. José F. Méndez, Jr. President of SUAGM and Permanent Member  
Dr. José F. Méndez González, President Emeritus and Permanent Member  
Mr. Héctor A. Jiménez Ramírez,  
Mr. Rafael A. Nadal Arcelay, Esq. Permanent Member  
Dr. Herminio Martínez, Permanent Member  
Sr. Manuel Agosto García  
Dr. René A. Soto Torres  
Mr. Wilfredo Cosme Ortiz  
Sra. Rita DiMartino  
Lcda. Delia Castillo de Colorado  
Dra. Migdalia Torres Rivera  

Gloria Castillo, Secretary of the Board  
José E. de la Cruz Skerrett, Esq., Legal Advisor

**CAMPUS ADMINISTRATION**

**Office of the Chancellor**  
David Méndez / Chancellor  
Gladys Betancourt / Vice-Chancellor for Administrative Affairs  
Iris N. Serrano / Director of Public Relations  
Jacqueline Mullen-Hunt / Vice Chancellor of External Resources  
René Rhonda / Alumni Director  
Carmen T. Ruiz / Director, Josefina Camacho de la Nuez Musseum and Center for Humanistic Studies  
Vivian Cordero / Director of International Affairs

**Office of the Vice Chancellor**  
Nydia Bou / Vice-Chancellor  
Ernesto Espinoza / Associate Vice Chancellor for Assessment and Faculty Development  
Lizbeth Rivera / Associate Vice-Chancellor for Licensing and Accreditation  
Israel Rodríguez / Virtual Education Director  
Sandra Pedraza / Innovation and Entrepreneurship Director

**Graduate Studies and Research**  
Lillian R. Pintado / Acting Vice-Chancellor

**School of Liberal Arts and General Education**  
Félix R. Huertas / Dean  
Phillip Murray / Associate Dean
Beatriz Cruz / Director of the Department of Spanish and Modern Languages  
Jennet Rodríguez Betancourt / Director Department of English  
Juan E. Roque / Director of the Department Humanities and Social Sciences  
Sylvia Casillas / Director of the Language Laboratories

School of Business and Entrepreneurship
Juan Carlos Sosa / Dean  
Litza Meléndez / Acting Associate Dean  
Linda S. Miranda / Administrative Director  
Lillian Hernández / Director of Student Services  
Sharon Correa / Academic Director

School of Education
Elaine Guadalupe / Dean  
Pilar Dávila / Associate Dean  
Luis A. Mondríguez / Associate Dean, Physical Education Department  
Maritza Oyola / Associate Dean for Student Services  
Carmen D. Rodríguez / Administrative Services Director

School of Engineering
Rolando García / Dean  
Idalides Vergara / Associate Dean  
Oscar A. Sáenz / Director, Industrial and Management Engineering Department  
Juan C. Morales / Director, Mechanical Engineering Department  
José L. Colón / Director, Electrical and Computer Engineering Department  
Nelson Gómez / Director, Civil Engineering Department  
Nelson Martínez / Director, Institute of Engineering Technology  
Daisy Román / Administrative Director  
Luz Vilches / Director, Engineering Advising Office (EAO) and Student Services

School of Health Sciences
Lilliana Ríos / Acting Dean  
Dianie I. Rivera / Associate Dean for Academic Affairs  
Héctor Osuna / Acting Associate Dean  
Joannie Ortiz / Administrative Affairs Director  
Wanda Rodríguez / Student Services Director  
Frank Valentín / Director, Naturopathic Medicine Doctoral Program  
Awilda Rosa / Director, Health Professions Department  
Minerva Mulero / Director, Nursing Department  
Kelli M. Killingsworth / Director, Nutrition and Dietetic Department  
Tania J. Maldonado / Acting Director, Veterinary Technology Program

School of Natural Sciences and Technology
Teresa Lipsett-Ruíz / Dean  
Ileana González / Associate Dean  
María F. Barberena / Director, Department of Biology  
José J. Ducongé / Director, Department of Chemistry and Physics  
José Sánchez / Director, Department of Mathematics  
Mayra Cummings / Director, Medical Technology  
Sandra Ayala / Laboratory Manager  
Luz N. Trinidad / Director of Administrative Affairs  
Ivelisse Díaz-Alejandro / Director of Student’s Affairs

School of Social Sciences and Communications
María del C. Santos / Dean  
Tomasita Pabón / Associate Dean, Social Sciences Department  
Edward Fankhanel / Associate Dean  
María M. Ortiz / Director, Social Work Department  
María Vera / Director, Communications Department  
Jessica Velázquez / Director, Psychological Services Clinic  
Rosa Rodríguez / Administrative Director

International School of Design and Architecture
Aurorisa Mateo / Dean  
Elizabeth Castrodad / Associate Dean for Academic Affairs  
Rosa Musí / Associate Dean for Administrative Affairs  
María Gabriela Flores Kearns / Director, Architecture Department  
Ana Rebecca Campos / Director, Fashion Design Department

School of Professional Studies
Mildred Y. Rivera / Assistant Vice-President and Dean  
Eriks Vázquez / Acting Associate Dean  
Mabelis Viera / Director, Integrated Services  
Jocelyn Gómez / Academic Director

School of Technical Studies
Maria E. Flores / Dean  
Irving A. Colón / Academic Director

School of Public Security
Jhon Sanabria / Assistant Vice-President and Dean  
Ángel M. Guzmán / Associate Dean  
Wanda Rodríguez / Director

Information Resources
Sarai Lastra / Vice Chancellor of Information Resources and Director Virtual Library  
Luis A. Arroyo / Director, Information Technologies  
José Medina / Director, Informatics and Telecommunications  
Luisa Torres / Director of the Library  
Julie Malavé / Director, Administrative Services

Off-Campus Centers
Glenda L. Bermúdez / Director, Off-Campus Center Yabucoa  
Juan A. Rosado / Director, Off-Campus Center Cayey  
Carmen L. Rivera / Director, Off-Campus Center Isabelia  
Sigfredo Morales / Director Off-Campus Center Ponce  
Ramón E. Díaz / Director Off-Campus Center Barceloneta

Student Affairs
Brunilda Aponte / Vice Chancellor of Student Affairs  
Juanaiza Cruz / Associate Vice Chancellor of Student Affairs  
María V. Figueroa / Associate Vice Chancellor of Student Affairs  
Samirí Collazo / Assistant Vice Chancellor for Wellness and Quality of Student Life
Statement of Legal Control
The Ana G. Méndez University System is a private nonprofit corporation registered under the laws of the Commonwealth of Puerto Rico. Its Board of Directors under the system wide bylaws governs the corporation.

Non-Discrimination Statement
The Ana G. Méndez University System and its institutions do not discriminate on the basis of race, handicap, national or ethnic origin, creed, color, gender, social condition or political, religious, social or trade union beliefs.

LEGISLATIVE BOARDS
The Administrative Council of Universidad Ana G. Méndez-Recinto de Gurabo is the legislative body of the Institution. Its main function is to establish the institutional policy of the University in accordance with the bylaws of the Ana G. Méndez University System. The Administrative Council includes the chancellor, who chairs it, the vice chancellor, the vice chancellor of student affairs, the manager of physical facilities and operations, the deans of the academic divisions, one (1) faculty representatives for each school, two (2) directors representatives of university centers and two (2) student representatives.

The Academic Board recommends the academic policy of the Institution, adopts new academic programs, approves the awarding of degrees and evaluates hiring, contract renewals, promotions, and leaves of absence for faculty members.

The Academic Board consists of the vice chancellor, the library director, nine (9) school associate deans, two (2) student representatives, one (1) faculty representative for each school, and as many elected faculty members as needed to provide for their majority on the board. The chancellor is an ex officio member of the Academic Board.

MASTER’S PROGRAMS
GENERAL ADMISSION REQUIREMENTS
Students wishing to be admitted to Universidad Ana G. Méndez-Recinto de Gurabo master’s level programs must meet the following requirements:

1. Hold a Bachelor’s degree or an equivalent degree from an accredited institution of higher education.
2. Submit an official credit transcript with the application for admission.
3. Complete an interview process with the director/coordinator of the graduate program or his/her representative, if required.
4. Submit three letters of recommendation, according to the program.
5. Submit an essay on a topic selected by the Committee, if required.
6. Whether is required by the School or a particular program, take one of the tests of admission to graduate studies offered by the Educational Testing Service, such as the Graduate Studies Admission Test (EXADEP), the Graduate Record Examination (GRE), or the Graduate Management Admission Test (GMAT). Test results are valid for five years. Candidates for program with additional admission requirements, such as additional tests, interviews and licenses, certifications, must comply with these requirements.
7. Submit a $25.00 nonrefundable application fee.

School of Professional Studies –AHORA Program
To fulfill its mission and goals, the AHORA Program admits only adult students with academic and professional experience that meet the following requirements:

1. 21 years of age or older
2. 2 years of work experience
3. 12 credits of academic work at the postsecondary level

Other admission requirements vary between schools and programs. Please visit the website to learn more about these requirements at http://ut.suagm.edu/es/admisiones-mercadeo/requisitos-de-admision.

READMISSION
1. Students must apply for readmission if they interrupted their studies for a full academic semester or more (summer sessions will not count as interruptions).
2. Students must have a cumulative grade point average equivalent to the retention index.
3. Students must have acquired a total number of credits equivalent to the required for the corresponding number of years of studies completed.
4. In the case of suspension for reasons of academic index accumulated credits, or for disciplinary reasons, the student must have complied with the period of suspension.
5. All candidates for readmission may be required to have an interview with the Dean of the Graduate Program or his/her representative if is necessary by the program.
6. Meet the requirements for the requested study program as well as other general admissions requirements.
7. Students who request readmission to UT are subject to the current curriculum of the study program where they have been admitted.

TRANSFER STUDENTS

Students from other accredited institutions must meet the following requirements for admission:
1. Transfer courses must be from an accredited university.
2. Must not have been subjected to any academic or disciplinary sanctions.
3. Must meet the admission requirements of the particular program and specialization to which they are applying.
4. Must satisfactorily pass an interview with the program director or his/her representative.
5. Submit two official credit transcripts with admission application. Students who are transferring from a university outside of Puerto Rico must submit a course catalog from the previous institution.
6. Description of each course must be provided by the Institution where it was taken.

RESIDENCE

Students who transfer to any graduate program at Universidad Ana G. Méndez-Recinto de Gurabo must complete a minimum of twenty-four (24) credits in order to establish residence and be eligible for graduation.

TRANSFER AND AUDITOR STUDENTS

All transient and auditor students must observe the following.
1. Hold a Bachelor’s degree or its equivalent from an accredited university.
2. Obtain permission from his/her University to take courses at Universidad Ana G. Méndez-Recinto de Gurabo for a period not to exceed two semesters.
3. Apply for admission within the period established by the Admissions Office. Universidad Ana G. Méndez-Recinto de Gurabo will admit students on a visiting or auditor status. Once registered, students admitted may attend regular courses at the institution, but will not receive either credit or grades. The Director may authorize students to take courses for professional growth only, and not directed towards obtaining an academic degree. These students will be classified as special students and will not qualify for financial assistance.

INTERNATIONAL STUDENTS

Universidad Ana G. Méndez-Recinto de Gurabo accepts foreign students as permitted by immigration laws. Foreign students are subject to the admission, readmission and transfer requirements established by the Universidad Ana G. Méndez-Recinto de Gurabo.

Online and out of state students are part of international student component for internal purpose. However, online students do not have to comply with the same immigration laws.

ACADEMIC YEAR

Academic period divided into two semesters and one summer, which in turn can be subdivided into smaller sessions called terms.

ADMISSION APPEALS

Applicant students can appeal the admission decision. The plea has to be written to the dean of the school. The Dean will contact the applicant student. The appeal should be made within 15 days after student’s knowledge about the decision. A copy of the plea should be sent to the admission office.

EFFECTIVE DATES
Admission and readmission at Universidad Ana G. Méndez-Recinto de Gurabo will be valid for one semester of the academic year, beginning on the date it is granted. Applications that do not include the required documents, or that do not meet the established requirements, will be considered provisional. If the documents are not received within 60 days from the first day of class, the institution may invalidate a provisional admission.

UNIVERSIDAD ANA G. MÉNDEZ-RECINTO DE GURABO
ADMISSIONS OFFICE
P O BOX 3030
GURABO PR 00778
TELEPHONE: (787) 746-3009
Or visit web: http://ut.suagm.edu/es/ut/solicita-admision or www.solicitaadmision.com

TUITION AND SPECIAL FEES

Once a year the Office of the Vice President of Financial Affairs publishes a circular letter with information about tuition costs for all academic programs, and special fees for student services at Universidad Ana G. Méndez-Recinto de Gurabo. Upon request, this document is available at the Bursar’s Office to students and to anyone in the institution who requests it.

Tuition, fees and service charges must be paid in full during registration or at the time the student requests services. Payments can be made in cash or by check, money order, debit cards or credit cards. Receipts for all transactions must be requested and retained, and presented with any claim or request for adjustment. The Bursar’s Office will not accept claims without receipts.

In accordance with established rules and regulations of the institution, the Ana G. Méndez University System may amend standards and tuition fees.

Deferred Payment Plan to parents, tutors or adult students who do not receive financial aid. The recipient will sign a promissory note or such privilege and payments will be made on or before the specified date on the promissory note. If the University is forced to contract legal or collection services in order to collect, the student will pay the legal and/or agency fees.

CLEAR STATEMENT

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full. Upon receipt of payment, the Bursar’s Office will issue a Clear Statement, which must be presented by the student at each examination. Students who do not comply with this requirement will receive a grade of Incomplete.

ADJUSTMENTS AND REFUNDS

Active students who request total withdrawal before 60% of the registration period has ended will receive an adjustment in the fees and assigned funds in accordance with federal regulations for programs with Title IV funds. In addition, students identified as NA (not attending) a course will be charged a 25% fee for each course in which they enrolled. These fees will not be covered by federal funds. During the add/drop course adjustment period, students can add or drop sections without additional cost.

FINANCIAL AID

Universidad Ana G. Méndez-Recinto de Gurabo makes every effort to help its students obtain government financial aid for those who are unable to begin or continue their university education without such aid. There are three categories of financial aid: scholarships, loans and work-study programs.

SCHOLARSHIPS

Scholarships are granted according to the educational and financial needs of the student. Only undergraduate students are eligible to receive funds through Pell Grants. However, a Free Application for Federal Student Aid (FAFSA) is needed to determine the student’s eligibility for other federal aid programs.

STATE FUNDS

The Council of Higher Education of Puerto Rico provides funds to supplement the cost of graduate education. This aid applies to all students who are eligible according to the student’s eligibility index provided by the FAFSA evaluation.

FEDERAL DIRECT LOANS

The Financial Aid Office will recommend and process the loan directly to the U.S. Department of Education in its electronic form. This loan must be repaid in cash; the repayment should begin six (6) months after the student graduates or ceases to study. The Federal Government will pay the interest while the student is enrolled in a recognized post-secondary
FAMILY FEDERAL EDUCATIONAL LOANS PROGRAM

The Financial Aid Office will recommend and process the loan directly to WACHOVIA in its electronic form. This loan must be repaid in cash; the repayment should begin six (6) months after the student graduates or ceases to study. The guaranty agency HIGHER EDUCATION SERVICES CORPORATION will pay the interest while the student is enrolled in a recognized post-secondary institution. The interest is variable but does not exceed 8.25 percent. Borrowers should check the interest rate on their promissory note.

FINANCIAL AID APPLICATION AND RENEWAL

Students who have participated in the financial aid program during the first term do not need to renew their financial aid program during the same academic year if they comply with the requirements for continuing in the program. Financial aid must be requested through FAFSA form on the Web at [https://fafsa.ed.gov/index.htm](https://fafsa.ed.gov/index.htm) or visit the financial aid office.

UNIVERSIDAD ANA G. MÉNDEZ-RECIENTO DE GURABO
FINANCIAL AID
P O BOX 3030
GURABO, PUERTO RICO 00778
or visit the web: [http://ut.suagm.edu/](http://ut.suagm.edu/)

The FAFSA includes the list of requirements and documentation necessary to apply for financial aid.

CREDIT HOUR DEFINITION

At Universidad Ana G. Méndez-Recinto de Gurabo course work is measured by means of a credit hour unit, which reflects the amount of time spent in class, and the amount of outside preparatory work expected for the class. Thus, looking for consistency and transferability within and between institutions, UT conforms to commonly accepted practices in higher education. The Institution adopts and apply a policy on credit-hours consistent with the US Department of Education definition of “credit hour” as: “...An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.”

Important Note

The above-mentioned aid is conditioned to the availability of the respective federal, state and institutional funds. It is the student’s responsibility to take the steps necessary to obtain financial aid from the government. Such aid is directed to the student as a citizen and not necessarily to the University. Universidad Ana G. Méndez-Recinto de Gurabo is a private, secular, nonprofit institution, and is independent of any government.

The institution fully complies with the Privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public Law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any federal program for which the U.S. Commission of Education has administrative responsibility, and the release of such records. Such institutions must give parents of student access to official records that are directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Institutions must obtain the written consent of parents before releasing or relinquishing data with personal identification from the student records, except to certain specified parties; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

In order to receive financial aid, students must comply with the Satisfactory Academic Progress Policy.

ACADEMIC REGULATIONS

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) measures the academic progress of the student towards the attainment of an academic credential. Federal regulations require that all students who receive Title IV funds as part of their financial...
The evaluation criteria for SAP include a qualitative and quantitative component.

The qualitative measure is based on the cumulative grade point average (GPA). The quantitative measure is based on the number of credit hours the student attempts and earns. This calculation is completed by dividing the cumulative number of credit hours a student successfully earns by the total number of credit hours the student attempts over the student's academic career in a particular program at the Institution. Students are also expected to complete their program within 150 percent (%) of the length of the program as measured in credits.

**MAINTAINING SATISFACTORY ACADEMIC PROGRESS**

The academic progress of students enrolled in associates, bachelors, masters and doctorate degree programs will be assessed at the end of every two (2) semesters. The academic progress of students enrolled in technical and postgraduate certificate programs will be assessed at the end of each semester. The Registrar’s Office will notify students in writing, through e-mail, of their academic status.

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credits required for their academic program. This calculation includes all attempted credits, including transfer credits, related to the student’s academic program.

To maintain good standing, students must comply with the following:

**QUALITATIVE COMPONENT**

The Institution establishes specific minimum GPA requirements by program level (i.e., certificate, associate, bachelor, master and doctorate). The minimum GPA increases as credits attempted increase. Students enrolled in a program of more than two academic years must have a GPA of at least a “C” or its equivalent. Regardless of the student’s enrollment status, the Institution considers that a student is at the end of his/her second academic year after two calendar years of attendance (i.e. four semesters, excluding the summer term).

Students requesting admission into a new academic program after having completed his/her prior program of study will begin the new program with a new SAP history, unless the student transfers credits into the new academic program in which case those transfer credits will be considered when measuring SAP.

**QUANTITATIVE COMPONENT**

The Institution uses a graduated completion percentage by program level. The student must earn the minimum percentage of attempted credits depending on the program level and academic year in which the student is enrolled.

All credits attempted and earned, including transfer credits that count towards the program of study of the student, are considered in the calculation.

The student must complete the program within 150% of the length of the program of study to be eligible for Title IV funds. For example, students in a bachelor’s degree program must complete 120 credits and may attempt up to 180 credits (150% x 120 = 60; 60 + 120 = 180).

Students who discontinue their studies and subsequently apply for readmission will be readmitted under the current SAP policy and will have the same SAP status that resulted as of the end of the last term attended. Students applying for readmission will be referred by the Office of Admissions to the School for evaluation. If the student does not meet SAP, the University will determine if he/she may be readmitted, provided an appeal has been approved.

Impact of Course Repetitions, Withdrawals, Incompletes and Transfers on Satisfactory Academic Progress

- **Course Repetitions** - Federal regulations limit repetition of courses that can be paid with Title IV financial aid funds. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest grade earned will be included in the student’s...
cumulative GPA. However, each attempt at the course will count as credits attempted.

- **Withdrawals** - If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but will not be considered in the cumulative GPA.

- **Incomplete Courses** - If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted. The course will not be considered in the cumulative GPA until a grade is assigned.

- **Transfer Credits** - If a student transfers in credits from another institution, the accepted credits for the courses count toward the determination of credit hours attempted and earned, but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student’s program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution’s catalog for requirements on accepted transfer credits from another institution.

**DEVELOPMENTAL COURSES**

Financial aid recipients may receive aid for a maximum of 30 semester credit hours in developmental coursework. Students enrolled in developmental courses are expected to receive passing grades in those courses in order to progress into the next term. Developmental courses count towards the determination of credit hours attempted and earned and will be considered in the cumulative GPA when determining SAP.

Financial Aid Warning and Failure to Meet Satisfactory Academic Progress

Students enrolled in technical and postgraduate certificate programs, for which SAP is evaluated at the end of each semester, will be placed on financial aid warning status for the next semester attended as a consequence of not making satisfactory progress. The Institution uses this status without appeal or any other action by the student. The Registrar’s Office will notify the student in writing, through e-mail, of the financial aid warning status and that financial aid eligibility is retained during this period.

The student must meet SAP as of the next evaluation point (by the end of the next semester attended) in order to receive financial aid in future terms. Students who did not meet SAP as of the next evaluation point become ineligible for federal financial aid funds and may continue their studies at the Institution at their own cost. If the student believes there are extenuating circumstances associated with the student’s inability to meet SAP, he/she may appeal his/her termination status to the Appeals Committee. See section titled Financial Aid Ineligibility and Appeal Procedures below.

**SCHOLARSHIP AND GRANT RECIPIENTS**

Other scholarship and grant programs may not allow for a financial aid warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office at 787 743-7979 extension 2352.

**FINANCIAL AID INELIGIBILITY AND APPEAL PROCEDURES**

A student will be advised in writing, through e-mail, when he/she has lost financial aid eligibility due to the failure to meet SAP and will be advised of the process for re-establishing financial aid eligibility. Students who have lost eligibility for financial aid based on a failure to meet SAP standards may appeal their loss of eligibility if they have suffered extenuating circumstances, such as the following:

- Student’s injury or illness,
- Death of a relative, or
- Other special circumstances.

Students may not use financial aid to make retroactive tuition and fee(s) payments.

As part of the request for an appeal, the student must present how the critical situation prevented him/her from meeting the academic progress. The student must also describe how his/her situation has changed in order to allow the student to meet the SAP standards at the next evaluation. As part of the appeal, the student must submit the following:

- SAP Appeal Form (please refer to the form for further instructions)
- Signed dated letter
- Supporting documentation (third-party documentation may be required as appropriate)

In order for the appeal to be considered, the student must submit the SAP appeal documentation to the Institution’s Professional Counselor, who will submit the documentation to the Appeals Committee. The Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student’s previous academic performance at the Institution. The Appeals Committee may request additional information or
documentation, as needed. The Vice Chancellor for Student Affairs will notify the student in writing, through e-mail, the determination made by the Appeals Committee.

The student must submit an appeal to the institution in writing after the receipt of the failure to meet SAP notification. The Institution will have ten (10) calendar days for the evaluation process after receiving the student’s appeal documentation.

FINANCIAL AID REINSTATEMENT

If the Institution approves a SAP appeal, the student will be placed on financial aid probation for the next semester attended. The student may also be placed on an academic plan. The Institution will advise the student in writing of the progress the student must achieve to ensure he/she meets the SAP policy or the requirements of the academic plan by the end of the next semester attended. Students will be eligible for financial aid while on financial aid probation.

After the end of the financial aid probation semester, the Institution will measure the student’s academic progress. The student will retain financial aid eligibility only if the student meets published minimum SAP standards or meets the requirements of the academic plan at the end of the semester of financial aid probation. If the student does not comply with SAP or meets the requirements of the academic plan, he/she is not eligible for financial aid funds, unless the student successfully appeals or the student reaches satisfactory academic progress.

Any student who loses financial aid eligibility due to failure to meet SAP and attends school at his/her own cost will regain financial aid eligibility in the academic semester following the semester in which the student meets the minimum SAP standards. Students may not use financial aid to make retroactive tuition and fee(s) payments.

REGISTRATION FOR COURSES

a. The Vice Chancellor of Student Affairs establishes the period for the registration process and includes the enrollment period in the calendar.
b. Students are required to register during the period specified in the calendar.
c. The official notification of admission is required to begin the enrollment process.
b. For registration to be official, the bursar must validate the student’s program-receipt.

Students are also required to register during the assigned calendar period, for day or evening sessions, and this information will become part of their academic record. The institution has the right to change the time, the calendar or the classroom of announced courses and to close or eliminate sections or courses from its academic offerings.

The Academic Calendar is published on our website at: http://ut.suagm.edu/es/academia/calendario-academico.

CLASSIFICATION OF STUDENTS

Full-time regular students at the masters’ level are those who have registered for programs of no less than six (6) credit hours and are degree-seeking candidates. Half-time students are those with an academic workload from three (3) to five (5) credits hours and are degree-seeking candidates.

ACADEMIC LOAD

Academic load will not exceed nine (9) credits per term or summer session. An academic load or more than nine (9) credits will require prior approval by the dean of the school.

CENSUS

The Institution is not required by any state or regional accrediting agency to take attendance. Nevertheless, a census is made during the first weeks of each semester to determine whether the student attended at least once during the period of enrollment. This census is made for reporting requirements only.

Nevertheless, professors may take into consideration the student’s attendance when grading and should explain the possible impact of absences on the student’s final grade, if any. The student is also responsible for all material covered during the course, even if he misses classes during the semester. Thus, attendance is strongly recommended to better retain the student and facilitate achievement of his/her academic goals.

GRADING SYSTEM

The Office of the Registrar distributes final grades after the end of each term. Students are graded according to the following system of letters and percentage values.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(90-100)</td>
<td>excellent</td>
</tr>
<tr>
<td>B</td>
<td>(80-89)</td>
<td>good</td>
</tr>
<tr>
<td>C</td>
<td>(70-79)</td>
<td>average</td>
</tr>
<tr>
<td>D</td>
<td>(60-69)</td>
<td>deficient</td>
</tr>
<tr>
<td>F</td>
<td>(0-59)</td>
<td>failure</td>
</tr>
</tbody>
</table>
A – 4 grade points per credit hour
B – 3 grade point per credit hour
C – 2 grade points per credit hour
D – 1 grade points per credit hour
F – 0 grade points per credit hour

In special cases the following grading system will be used:

W - Official Withdrawal
I - Incomplete Work
IP - To be awarded only with the Registrar’s permission in courses that span more than one term.
P - Passing Grade—Grades of P are not counted toward grade point average.
NP - Failure
NR - Not Reported
* - Repeated Course
WA - Administrative Withdrawal
WF - Stop attending the course and have not submitted an official withdrawal
WN - Non Attendance – enrolled but did not attend classes.
AU – Audit Course
T – Transfer Credit

GRADE CHANGES

Students who believe that there is an error in one or more grades should notify the Office of the Registrar within the first thirty (30) calendar days of the beginning of the next session. Students who do not receive their grades at the end of any semester should immediately contact the Office of the Registrar.

An instructor may change a previously assigned grade by processing an official change of grade form in the Registrar’s Office. The instructor must request the grade change form, cite the reason for changing the grade, and submit it to the School or Program Dean(s) for approval. All grade changes must be submitted to the Registrar’s Office no later than the last day of class of the following semester.

GRADE APPEALS

If the student feels that he or she is not being graded fairly, he should first consult the professor. If this proves unsatisfactory, the student should then consult the dean of the school or program. If still unsatisfactory, the student may consult the Vice Chancellor and submit an official grade appeal to the Registrar’s Office. A committee hearing will be scheduled.

INCOMPLETE “I” GRADE

The student will receive a provisional grade of Incomplete (I) only in the case of a justifiable absence from the final examination and have at least one partial grade. Students must give the professor valid reasons for the absence from the final exam. It is the student’s responsibility to make the necessary arrangements with the professor or the dean of the school to complete any final class requirements and/or take the final exam in order to remove the Incomplete grade. This must be done within the first thirty (30) days of the next academic session, in accordance with the dates established in the Academic Calendar. If the grade is not made up, it will be changed automatically to an F.

For the purpose of evaluating a student’s satisfactory academic progress at the end of the academic year, the (I) will be considered. After the removal of the Incomplete (I), he or she can appeal the institutional decision regarding academic standing.

REPEATING COURSES

Students may repeat a course in order to improve their academic average. Credit will be given for the higher grade, which will be used to compute the grade point average. If the grade in the second attempt is the same as the first, only one (1) will be used to calculate the cumulative average.

a. Students who wish to repeat a course may do so. However, they must repeat all courses required for graduation where a D, F, W, or WF grade was obtained.

b. The institution will allow students who earned a C, D, F, W, WF, or WN in a course to receive financial aid to repeat the course, provided that 150% of the intended courses have not been exceeded.

c. Students who repeat a course will receive the higher grade.

d. In the case of practicum courses, students will have only two opportunities to repeat the course, pending the recommendations and approval of the program dean and practicum supervisor.

e. A student will not be able to repeat a course until a grade has been posted.

TRANSFER COURSES

In order to consider any transfer courses, students must be officially accepted in a master’s program at the University. Transfer courses are evaluated by the Dean of the corresponding program.
Transfer Course Validation is conducted according to the equivalent courses offered at Universidad Ana G. Méndez-Recinto de Gurabo.

Only courses completed with a grade of B or higher will be considered for transfer course validation. Courses considered for transfer validation must have been taken within a six (6) year period of the course validation request.

The Office of the Registrar will inform students about the outcomes of the transfer course validation process.

Courses that are included within completed master’s programs will not be accepted for transfer course validation.

**COURSE SUBSTITUTION**

The Dean of the corresponding School is authorized to evaluate substitute courses that have a similar academic content. Differences in credit hours will not be taken into consideration and will not affect the substitution process. However, in order to complete the total number of required credit hours, a student will need to take additional courses, upon recommendation of the Dean, to make up the difference in the total number of graduation credit hours required.

**WITHDRAWALS**

Students wishing to officially withdraw from a course or from the institution must file an application with the Office of the Registrar within the period established in the academic calendar. A reduction in course workload may jeopardize the student’s financial and/or veteran’s benefits. The academic standing of the student will not be affected by partial or full withdrawals from the institution, so long as the withdrawal is carried out before the end of the period specified by the institution for tuition refund eligibility. In the case of full withdrawal from the institution, the student will be considered not to have studied that semester.

Dropping courses or withdrawing from the institution after the end of the above-mentioned specific period will affect the academic standing of the student. The student will be classified in the category in which he or she falls at the end of the period for withdrawal eligible for refund of registration fees.

**STANDARDS FOR ACADEMIC PROGRESS**

There are three categories of regular students according to their grade point average and number of courses completed: students with excellent achievement; students with satisfactory achievement; and students on probation. Students with a satisfactory academic progress are those with a grade point average equal to or higher than the established retention index and who satisfy the percentage of approved credit hours established by the academic norms.

At the end of each academic year, the Registrar will determine the grade point average (GPA) and the credit hours required of each student per academic year. This information will be measured against the established retention standards in order to determine the academic status of the student.

Academic progress of students admitted as transfer students will be evaluated for retention purposes at the end of their first year; credits and grade point average prior to that year will not be considered.

**ACADEMIC PROBATION**

Students whose academic achievement is below the established retention index or who do not complete the percent of approved credit hours required according to the regulations will be placed on academic probation.

For retention indices and percentage of credits required, see Appendix.

**ACADEMIC SUSPENSIONS**

Any student whose cumulative GPA is lower than the established retention index, or who do not complete the
In accordance with, FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (20 U.S.C. 1232g; 34CFR Part 99), students at Universidad Ana G. Méndez-Recinto de Gurabo have the right to inspect educational records and to correct such records as warranted. The institution protects students from release of information for inspection and review unless he or she waives this right. The parent(s) of U.S.C.S.s. 152 Internal Revenue Code also has the right to inspect records, which are maintained by the University on behalf on the student.

There are two distinct categories of records: (1) directory information records, (2) limited access records.

1. Directory information, which may be made public, includes the student’s name, last known address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The office of the Vice-Chancellor of Student Affairs will only release this information after the petitioner has demonstrated a legitimate need to have such information. Students who do not wish release of “directory information” must complete a statement in the Office of the Registrar no later than the last day of each term; otherwise, directory information may be disclosed by the University for legitimate purposes.

2. Limited access records pertain to the permanent academic records of the student, disciplinary records, financial information, and testing data. This category also includes all records maintained officially by the institution which do not come under the categories of directory information, or sole possession records. The institution will not release information in limited access records unless it has the written permission of the student or parent.

FAMILY RIGHTS AND PRIVACY ACT
INFORMATION STATEMENT

Universidad Ana G. Méndez-Recinto de Gurabo has a longstanding commitment to protect students’ rights and privacy of information. This commitment will continue as a matter of University practice. The University complies with the provisions of the federal Family Rights and Privacy Act. These federal and state requirements relate to accessibility and confidentiality, provide pertinent and detailed information concerning classification of student records, and access and release provisions.

University procedures are available to students, faculty, administration, and staff in the Office of the Vice Chancellor of Students Affairs, as well as in other offices and departments of the campus. In addition, the complete procedures are published in the Student Manual.

DISCIPLINARY SUSPENSIONS

The institution may suspend a student on recommendation of the Disciplinary Committee or the Vice Chancellor of Student Affairs, following the dispositions of the Student Regulations, which are available in the Students’ Rights and Responsibilities Manual.

STUDENTS RIGHTS AND RESPONSIBILITIES

A Students’ Rights and Responsibilities Manual, available to all students, sets forth the rights of students, along with corresponding responsibilities. This document also addresses issues associated with the relationship between the student and the University. It provides information on protection in academic pursuit and privacy of records; sets forth all the conditions for responsible behavior on the campus; lists the various appeal and grievance procedures available to students; and includes a section on student discipline with control and discipline of college students. This document complies with relevant federal regulations such as the awarding of financial aid, protection of privacy of records, and equal access/equal opportunity. For more information visit the website at http://ut.suagm.edu/sites/default/files/uploads/Asuntos-Est/srtk/REGLAMENTO-ESTUDIANTE-2016.PDF (Available only in Spanish)

MASTER'S GRADUATION REQUIREMENTS

Graduate students of Universidad Ana G. Méndez-Recinto de Gurabo will be eligible to receive academic degrees after meeting the following requirements and procedures:

1. Completion of the courses required for the degree, as set down by the institution.
2. Completion of the number of credit hours required for the degree with a minimum Grade Point Average of 3.00.
3. The comprehensive exam is a graduation requirement for master’s degree candidates in public affairs, counseling psychology, and education.

RELEASE OF STUDENT INFORMATION
4. The completion of the practicum as required by the program.
5. The completion of a thesis or investigation seminar as determined by the corresponding graduate program, is a requirement for receiving the academic degree.
6. Transfer students must complete at least the last twenty-four (24) credit hours at Universidad Ana G. Méndez-Recinto de Gurabo.
7. All students who enter to Universidad Ana G. Méndez-Recinto de Gurabo will be subject to the graduation requirements in force during the year they were admitted. Nevertheless, if the curriculum was modified, the student can select to graduate under the new curriculum, but not by a combination of both.
8. Students readmitted after one year of absence, who need nine (9) credits or less to complete graduation requirements may select to graduate under the curriculum in force the year they were admitted.

Students must apply for graduation at the registrar’s office during the period established in the academic calendar. Students must also settle any debts with the institution. No document certifying graduation will be given until documentation has been presented that there are no outstanding debts.

Commencement exercises will be held once a year, at the end of the second academic semester. Students who meet graduation requirements at the end of any term or summer session may apply to the Office of the Registrar for a certification to that effect.

Established in 2003, the Center for Graduate Studies and Research (CGSR) is an administrative unit whose main responsibility is to provide resources and support services for graduate students who wish to pursue doctoral studies. Through workshops, seminars and conferences, the Center contributes to the University’s image of academic excellence and leadership. The CGSR also promotes scholarly research among students and faculty.

The CGSR is located in the Science and Technology Building and is directed by the Associate Vice-chancellor (AV) for Graduate Studies and Research. The AV interacts with all the UT Schools and their respective coordinators of doctoral programs. In this way, the CGSR and the coordinators work together to ensure that all doctoral students are well attended and supported.

**MISSION**

The CGSR is devoted to the advancement of knowledge through research activities and to the establishment of ideal support conditions for UT doctoral students. The Center also collaborates with the six UT Schools to stimulate and enhance academic and scientific experiences.

**VISION**

The CGSR is a key facilitation agent that promotes excellence through academic and leadership opportunities for graduate students by encouraging the development of research activities.

**SUPPORT SERVICES**

The CGSR is actively involved in the recruitment, retention and graduation of doctoral students at UT. To this end, the Center provides assistance from the initial application stages to the completion of a doctoral degree. Hence, the Center supports the following initiatives:

- Academic advising
- Areas for group study
- National and international conferences
- Research a UT recognition program
- Teaching assistants program
- Research programs
- Individualized services for registration and financial aid
- Orientation on the financial aid process
- Detailed information on doctoral programs
- Professional development seminars
- Resource room for doctoral students
Ultimately, the CGSR is a clearinghouse of information and resources to ensure the graduate students' successful completion of an advanced degree while enhancing their personal, social, academic and professional experiences.

**RESEARCH INSTITUTES**

**PUERTO RICO ENERGY CENTER (PREC)**

The Puerto Rico Energy Center will be an R&D facility in solid waste disposition and renewable energy. The technological areas of the center are plasma gasification and vitrification, photovoltaic solar cells, and fuel cells. The center will be available for demonstrations of potential applications benefiting municipalities, the pharmaceutical industry, and other private and public partners, helping to promote R&D efforts and business development. It will provide education, awareness, and technical assistance activities on renewable energy, with a particular interest in environmentally friendly solid waste treatments.

Under the leadership of the Dean of the School of Engineering, PREC will concentrate its efforts on the implementation of the project’s first phase activities:

- Construction of new PREC facilities
- Development of Cruise Ship Solid Waste Disposal Prototype
- Establishment of initial research activities related to:
  - Residue Composition Analysis
  - Hydrogen Production
  - Fuel Cell Laboratory activities

**ACT GLOBAL**

ACT Global is a Technology Accelerator of SUAGM, Inc.d/b/a Universidad Ana G. Méndez-Recinto de Gurabo, Inc. created with the principal goal of generating businesses and ventures by means of providing the technical ecosystem for entrepreneurs to transform their well-conceived ideas into marketable products through the acceleration program Startup.pr.

The ecosystem provided by Startup.pr Acceleration Program consists in access to laboratories, highly specialized prototyping equipment, technical support and access to the Schools of Engineering, Natural Sciences and International Design and Architecture, as well as other schools as needed, of Universidad Ana G. Méndez-Recinto de Gurabo providing startups the next level of development and a way to escalate to a global market.

**DOCTORAL PROGRAMS**

**GENERAL ADMISSION REQUIREMENTS**

Students who wish to be admitted to the UT Doctoral Programs must meet the following requirements:

1. Hold a Master’s degree or an equivalent degree from an accredited institution of higher education.
2. Submit official credit transcripts from all the institutions of higher learning that the student attended.
3. Upon invitation from the Coordinator of Graduate Studies, take part in an interview with a department representative or the admissions committee.
4. Submit the three recommendation forms included in the admission application.
5. Submit an essay on a topic selected by the School’s Admissions Committee.
6. Submit an updated. résumé that reflects professional experiences and academic achievements.
7. Take a graduate admissions test offered by the Educational Testing Service, such as PAEG, EXADEP or GRE. Certain programs may require additional tests, such as GMAT in the Management and Information Systems doctoral programs. Test results are valid for five years.
8. Submit a $75.00 nonrefundable application fee.

Specific requirement of each program are available at the Schools’ section.

**READMISSION**

1. Students must apply for readmission if they interrupted their studies and did not attend the university for one full academic semester or longer.
2. Students must have a cumulative grade point average equivalent to the retention index.
3. All candidates for readmission may be subject to an interview with the Doctoral Committee of the School.
4. Students who request readmission to a UT Doctoral Program are subject to the current curriculum of the study program to which they have been admitted.

**TRANSFER STUDENTS**

Students from other accredited institutions must meet the following requirements for admission:
1. Transfer students must have completed 6 credits with a minimum 3.00 grade point average, at an accredited institution.
2. Must not have been subjected to any academic or disciplinary sanctions.
3. Must meet the admission requirements of the particular program and specialization to which they are applying.
4. Submit two official credit transcripts with admission application. Students who are transferring from a university outside Puerto Rico must submit a course catalog from the previous institution.
5. Transfer courses will not be considered for the retention index analysis.

**RESIDENCE**

To establish residence and be eligible for graduation, students who transfer to the graduate program must complete the following requirement:

Students must obtain at UT the number of credits equal to the difference between the total credits required by the Program minus the number of valid and approved transfer credits.

**STUDENT CATEGORIES**

a. **Student in employment-related training:** Students who receive credit for courses which are not conducive to an academic degree
b. **Special Students:** Students who have not earned an academic degree and who need to receive credit for courses which are conducive to a degree.

c. **Transient Students:** Students registered at another institution of higher learning who are pursuing an academic degree and who must receive credit for courses. These students must obtain special permission from their institution to take courses at UT.

d. **Auditor Students:** Students who do not receive credit for their courses and who take such courses for professional or career development reasons.

All students who fall in the categories previously mentioned must meet the following requirements:

1. Obtain permission from their University to take courses at Universidad Ana G. Méndez-Recinto de Gurabo.
2. Apply for admission within the period established by the Admissions Office.
3. Universidad Ana G. Méndez-Recinto de Gurabo will admit students who fall under any of the previously mentioned categories. Students admitted, once registered, may attend courses at the institution in any of its modalities or programs. However, permission for registration under the categories mentioned above does not constitute formal admission to the university.
4. Permission to register at UT under these categories expires at the end of the course.
5. The Dean of the corresponding school must authorize these students’ registration.
6. All these students must meet the requirements for the requested program of study, as well as other general admissions requirements.
7. All students who apply to UT under the previously mentioned categories may be invited to an interview with the School Admissions Committee.

**INTERNATIONAL STUDENTS**

Universidad Ana G. Méndez-Recinto de Gurabo accepts foreign students as permitted by immigration laws. Foreign students are subject to the admission, readmission and transfer requirements established by the Universidad Ana G. Méndez-Recinto de Gurabo.

Online and out of state students are part of international student component for internal purpose. However, online students do not have to comply with the same immigration laws.
ADMISSION APPEALS

Applicant students can appeal the admission decision. The plea has to be written to the dean of the school. The Dean will contact the applicant student. The appeal should be made within 15 days after student’s knowledge about the decision. A copy of the plea should be sent to the admission office.

EFFECTIVE DATES

Admission and readmission at UT will be valid for one semester of the academic year, beginning on the date it is granted.

Application deadlines are determined by each School, since they are specific to each doctoral program. Admissions information requests and submission of required documents are processed by the Doctoral Studies Center.

All documentation and/or requests must be forwarded to:

UNIVERSIDAD ANA G. MÉNDEZ-RECINTO DE GURABO
ADMISSIONS OFFICE
PO BOX 3030
GURABO, PR 00778
(787) 743-7979 X 4270
utdoctorado@suagm.edu

TUITION AND SPECIAL FEES

Once a year the Office of the Vice President of Financial Affairs publishes a circular letter with information about tuition costs for all academic programs, and special fees for student services at Universidad Ana G. Méndez-Recinto de Gurabo. Upon request, this document is available at the Bursar’s Office to students and to anyone in the institution who requests it.

Tuition, fees and service charges must be paid in full during registration or at the time the student requests services. Payments can be made in cash or by checks, money orders, debit cards or credit cards. Receipts for all transactions must be requested and retained, and presented with any claim or request for adjustment. The Bursar’s Office will not accept claims without receipts.

In accordance with established rules and regulations of the institution, the Ana G. Méndez University System may amend standards and tuition fees.

The Deferred Payment Plan is available to parents, tutors or adult students who do not receive financial aid. The recipient will sign a promissory note and payments will be made on or before the specified date on the promissory note. If the University is forced to contract legal or collection services in order to collect, the student will pay the legal and/or agency fees.

CLEAR STATEMENT

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full. Upon receipt of payment, the Bursar’s Office will issue a Clear Statement, which must be presented by the student at each examination. Students who do not comply with this requirement will receive a grade of Incomplete and will be required to pay a $20.00 fee for each incomplete grade in order to have it removed from the record.

ADJUSTMENTS AND REFUNDS

Active students who request total withdrawal before 60% of the registration period had ended will receive an adjustment in the fees and assigned funds in accordance with federal regulations for programs with Title IV funds. In addition, students identified as NA (not attending) a course will be charged a 25% fee for each course in which they enrolled. These fees will not be covered by federal funds. During the add/drop course adjustment period, students can add or drop sections without additional cost.

FINANCIAL AID

Universidad Ana G. Méndez-Recinto de Gurabo makes every effort to help their students to obtain government financial aid. There are three types of categories of financial aid: fellowships, state funds and loans.

FELLOWSHIPS

The University offers two types of graduate fellowships: Teaching Assistantships and Research Assistantships. They are awarded based on academic merit and the students’ professional goals. In order to apply, students must complete a FAFSA application and contact the Doctoral Studies Center for a fellowship application.
STATE FUNDS

The Puerto Rico Council on Education provides funds to supplement the cost of graduate education. This aid applies to all students who are eligible according to the student’s eligibility index provided by the FAFSA evaluation.

FEDERAL DIRECT LOANS

The Financial Aid Office will recommend and process the loan directly to the U.S. Department of Education by electronic form. This loan must be repaid in cash; the repayment should begin six (6) months after the student graduates or ceases to study. The Federal Government will pay the interest while the student is enrolled in a recognized post-secondary institution. The interest is variable but does not exceed 8.25 per-cent. The borrower should check the interest rate on their promissory note.

FINANCIAL AID APPLICATION AND RENEWAL

Students who have participated in financial aid program during the first term do not need to renew their financial aid program during the same academic year if they comply with the requirements for continuing in the program. Financial aid must be requested through FAFSA form on the Web, in person at the Financial Aid Office or by mail at:

UNIVERSIDAD ANA G. MÉNDEZ-RECINTO DE GURABO
FINANCIAL AID
P O BOX 3030
GURABO, PUERTO RICO 00778
or visit the web: http://ut.suagm.edu/

FAFSA includes the list of requirements and documentation necessary to apply for financial aid.

Important Note
The above-mentioned aid is conditioned to the availability of the respective federal, state and institutional funds. It is the student’s responsibility to take the steps necessary to obtain financial aid from the government. Such aid is directed to the student as a citizen and not necessarily to the University. Universidad Ana G. Méndez-Recinto de Gurabo is a private, secular, non-profit institution, and is independent from any government.

The institution fully complies with the Privacy Rights of parents and Students Act of 1974 (Title IV of the U.S. Public Law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any Federal Program for which the U.S. Commission of Education has administrative responsibility, and the release of such records. Such institutions must give parents of student’s access to official records that are directly related to the students and opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Institutions must obtain the written consent of parents before releasing or relinquishing data with personal identification from the student records, except to certain specified parties; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

In order to receive financial aid students must have complied with the Satisfactory Academic Progress Policy.

DOCTORAL DEGREES ACADEMIC REGULATIONS

REGISTRATION FOR COURSES

a. The Vice Chancellor of Student Affairs establishes the period for the registration process and includes the enrollment period in the calendar.
b. For registration to be official, the bursar must validate the student’s program-receipt.
c. The official notification of admission is required to begin the enrollment process.
d. Students are required to register during the period specified in the calendar.

Students are also required to register during the assigned calendar period, for day or evening sessions, and this information will become part of their academic record. The Institution has the right to change the time, the calendar or the classroom of announced courses and to close or eliminate sections or courses from its academic offering.

CLASSIFICATION OF STUDENTS

Full-time regular students at the doctoral level are those who have registered for programs of no less than three (3) credit hours and are degree-seeking candidates. Half-time students are those with an academic workload of one (1) to two (2) credit hours and are degree-seeking candidates.

ACADEMIC LOAD

Academic load will not exceed nine (9) credits per term or summer session for Business Administration, Education and
Environmental Sciences, fourteen (14) credits for Psychology and twenty-one (21) for Naturopathic Medicine. An academic load of more than the one specified by the program will require prior approval by the dean of the graduate program.

CENSUS

The Institution is not required by any state or regional accrediting agency to take attendance. Nevertheless, a census is made during the first weeks of each semester to determine whether the student attended at least once during the period of enrollment. This census is made for reporting requirements only.

Nevertheless, professors may take into consideration the student’s attendance when grading and should explain the possible impact of absences on the student’s final grade, if any. The student is also responsible for all material covered during the course, even if he misses classes during the semester. Thus, attendance is strongly recommended to better retain the student and facilitate achievement of his/her academic goals.

EVALUATION OF ACADEMIC ACHIEVEMENT

During each term, professors will evaluate their students based on a minimum of two evaluation components. At least one of the components should be a partial evaluation and the second must be a final evaluation element. The final deliberation regarding a student’s evaluation will depend on the professor’s academic judgment and evaluation methodology. The evaluation may consist of tests, projects, research papers, case studies, or any other relevant activities based on the nature of the course. Student evaluation methodology will vary according to the type of academic experience such as: courses, seminars, field experiences (laboratories, workshops, professional internships, practical training, etc.) and dissertation.

Students will be responsible for contacting their professors if they need to clarify issues regarding their evaluation. If a student has been absent for justified reasons, the professor has the authority to offer tests and/or other evaluation elements at a different date. Students are expected to complete all the required course work within the established course period. Otherwise, they will earn a zero grade for each evaluation element that was not completed during the course.

The professors are responsible of preparing and distribute the course outline and complete the academic calendar.

Also, professors must provide the grade for at least one evaluation element before the withdrawal deadline.

GRADING SYSTEM

The final grade of theoretical courses and seminars will be evaluated using the SUAGM system of percent values:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>59-0</td>
<td>F</td>
</tr>
</tbody>
</table>

The cumulative grade point average (GPA) will be calculated according to the SUAGM grade numeric value systems:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

In special cases, the following SUAGM letter system will use and will not impact the students' GPA:

- W: Official Withdrawal
- I: Incomplete Work
- IP: In progress
- P: Pass/approved
- NP: No pass/not approved
- NR: Not Reported
- *: Repeated Course
- WA: Administrative Withdrawal
- WF: Stop attending the course and have not submitted an official withdrawal
- WN: Non Attendance – enrolled but did not attend classes

Student claims regarding grades will be considered under the following circumstances:

1. Grade calculation errors, absence of grades and/or evaluation
2. Violation of institutional academic policies related to course evaluation (claims based on method of evaluation used by professor or on judgment of content will not be honored).
3. Students who believe that there is an error in one or more grades should notify the Office of the Registrar within the first thirty (30) calendar days of the beginning of the next session.
4. An instructor may change a previously assigned grade by processing an official Change of Grade Form in the Registrar’s Office. The instructor must submit the form to the Dean of the Academic Division within the number of days of the course’s period or term. The Dean of the Academic Division will submit the form to the Office of the Registrar, who will officially make the changes.
5. Any changes requested outside of the established submission period must be justified in writing and must be approved by the Dean of the Academic Division or his/her representative.

6. Special cases related to grade claims and changes will be resolved by a committee headed by the Vice Chancellor. Members of this include the Dean of the Academic Division, a professor, the Registrar and a student appointed by the Chancellor. The group meets at the beginning of each academic year. Committee decisions will be final and obtained by majority of votes. The Vice Chancellor will authorize any change of grades.

INCOMPLETE GRADES (I)

Students who fail to take the final examination and have at least one partial grade will be given an incomplete grade. Students must give the professor valid reasons for the absence from the final exam. It is the responsibility of the students to make the necessary arrangements with the Professor or Dean of the Academic Division to complete any final class requirements and/or take the final exam.

In order to remove the Incomplete, the student must take the final exam within thirty (30) days after the next semester has begun, or in accordance with the Academic Calendar. The Incomplete (I) will be considered to evaluate a student’s academic satisfactory progress at the end of the academic year. After the removal of the Incomplete (I) he or she can appeal the institutional decision about his/her academic standing.

For financial aid to be awarded, the appeal must be made within the dates established by the Federal Government.

COURSE REPETITION

Students may repeat a course in order to improve their GPA, since credit will be given for the higher grade. If the grade earned on the second attempt is the same as the first, only one (1) grade will be used to calculate the cumulative average.

a. Students who wish to repeat a course may do so. However, they must repeat all required courses for graduation where a D, F, W grade was earned, with the exception of students from Psychology that must repeat were a C was earned.

b. The institution will allow students who earned a C, D, F, W or WN in a course, to receive financial aid to repeat the course provided that 150% of the intended courses have not been exceeded.

c. Students who repeat a course will receive the highest grade earned.

d. If the earned grade in a repeated course is the same as the previous grade, it will count for the cumulative average, but only once for the graduation GPA.

e. Regarding Student Practicum courses, the student will only have two opportunities to repeat the course, upon recommendation and approval of the dean of the program and the practicum supervisor.

f. Repeated courses will be considered to analyze a doctoral students’ academic progress.

COMPREHENSIVE EXAMS

Each doctoral program requires the approval of a comprehensive examination to measure the student’s academic achievement. In order to be eligible to take the comprehensive examination, students must have completed all the required courses, with the exception of dissertation courses. The doctoral program in Environmental Sciences requires that the student completes satisfactorily 50% of the courses in the academic program. Each School has provided guidelines or criteria for the exams.

1. Doctoral Program in Management and Management Information Systems (DBA)

a. The comprehensive exam will have an oral (20%) and written (80%) components.

b. A student must first complete the written component before attempting to take the oral.

c. A minimum of 80% approval in each component of the comprehensive exam will be required.

d. Students can register in dissertation courses only if they have successfully completed the comprehensive examination.

2. Doctoral Programs in Education (Ed.D.)

a. The comprehensive exam will have a written component divided in two sections (social context and specialization).

b. A minimum of 80% approval in each section of the comprehensive exam will be required.

c. Students can register in dissertation courses only if they have successfully completed the comprehensive examination.

3. Doctoral Program in Environmental Science (Ph.D.)

a. The comprehensive exam will have an oral and a written component.

b. A student must first complete the written component of the examination successfully before attempting to take the oral section.

c. A minimum of 80% approval in each component of the comprehensive exam will be required.

4. Doctoral Program in Psychology

a. The comprehensive exam will have a written component.
b. A minimum of 80% is required to approve the comprehensive exam.
c. Students can register in dissertation courses only if they have successfully completed the comprehensive examination.
d. Students can start the internship if they have successfully completed the comprehensive examination.

c. The Dissertation will be graded as:
   • P= Pass/approved
   • IP = In progress
   • NP = No pass/not approved

d. If a student does not complete his/her dissertation research within one academic session he/she must register for a dissertation course assigned to students who received IP grades.
e. Students can maintain their IP status for the amount of years established by the program but it should not exceed five (5) years.
f. Schools of assuring good quality and practices based on the standards of the discipline. All dissertations should be edited and revised based on the procedures establish by the schools.
g. If a student does not complete the dissertation within a five (5) year periods, he/she must submit a letter to the Dean of the School to request an extension. The petition must include a recommendation from the Dissertation Committee Chair.

COMPREHENSIVE EXAMS REVISION AND REPETITION

Students that are interested in a revision of the results of the comprehensive exam must do so in a written communication to the dean of the school within thirty (30) working days after receiving the results. The dean of the school in consultation with the coordinator of the program will revise the results. The dean will notify in written to the student the decision. If the student is not satisfied it can make a written request to the Vice-Chancellor of Academic Affairs.

Students who do not approve the Comprehensive Examination have the opportunity to retake the exam up to two times within a two-year period. If a student fails to successfully complete the exam after three opportunities within the stipulated period, then his/her case will be evaluated by the dean of the school. The Dean may take into consideration any of the following options:

1. Authorize or deny a student request to take the exam a fourth time.
2. Ask the student to repeat all courses which are considered necessary in order to approve the exam on a fourth attempt.
3. Notify the student that it cannot continue in the program.

DISSERTATION

General Criteria

a. Each student will have a Dissertation Committee composed of three to five members depending of the school and the majority of the members should be from UT or from the SUAGM. The committee will be Chair by a UT faculty. The external members should have the credentials in order to be part of a committee. Exception should be approved by the Dean of the School.

b. Each School Division has established a Dissertation Manual that defines processes, guidelines, style, and content considerations, according to the standards of the respective academic discipline. The format of the pages before the table of contents should follow the format provided by the Dissertation Manual from the CED, as well as the general guidance for margin, font, and pagination.

c. The Dissertation will be graded as:
   • P= Pass/approved
   • IP = In progress
   • NP = No pass/not approved

d. If a student does not complete his/her dissertation research within one academic session he/she must register for a dissertation course assigned to students who received IP grades.
e. Students can maintain their IP status for the amount of years established by the program but it should not exceed five (5) years.

INDEPENDENT STUDY

Independent study coursework is offered as an alternative for students who need to take courses that are not offered during their graduation year or that are necessary for the academic development of the student. Students will be allowed to take up to two (2) independent courses.

ACADEMIC PROGRESS

A. There will be three academic categories of students, based on student grades and the percentage of cumulative approved courses:
   • Students with outstanding academic progress
   • Students with satisfactory academic progress
   • Students on academic probation

B. Students with outstanding academic progress are those with 3.50 GPA.
C. Students with satisfactory academic progress are those with a GPA equal or above to the academic retention index and the percentage of approved credits.
D. Students who receive transfer credits will be evaluated at the end of the first year. Transfer courses will be considered as attempted credits and they will be included in the approved credits variable. However, they will not be included in the retention index analysis.
E. Students on academic probation are those with a GPA lower that the retention index and don’t have the percentage of approved credits.
ACADEMIC INDEX

A. The cumulative GPA is a general average of all the courses taken at the University during a student’s participation in the Doctoral Program.
B. Transfer courses which are equivalent to those required by the Program and are approved with a minimum grade of B will be considered for validation.

RETENTION INDEX

A. The retention index is the minimum cumulative GPA that is necessary to complete all the required courses in the academic degree program.
B. The retention index varies according to the total number of cumulative credit hours.

GRADUATION INDEX

A. The graduation index is considered to be the cumulative academic GPA from all the courses required by the academic degree program.
B. Students must earn a minimum 3.00 graduation index to earn their doctoral academic degree with the exception of Naturopathic Medicine which requires a 2.00 GPA.

REQUIRED CUMULATIVE CREDIT HOURS AND RETENTION INDEX

A. The number of attempted cumulative credit hours is defined by the total sum of credit hours that a student is registered for during the academic year.
B. All doctoral students should earn a retention index based on the amount of credit hours that are required by their academic degree program, as specified in the Appendices.

CUMULATIVE ATTEMPTED CREDITS AND RETENTION INDEX

A. Upon completion of the degree, all students must complete all graduation requirements within a time period that does not exceed 150% of the total time necessary to complete all the required credit hours in the degree program.
B. The total number of approved credit hours must meet the minimum graduation index.

C. Academic progress evaluation is determined by the credit hours’ percentage and the required academic index. All students will be evaluated in their academic year.
D. If a student meets the 150% of total credit hours required by the degree plan, he or she may continue to work under the corresponding academic category. However, the student will not be eligible for federal or state financial aid programs.

ACADEMIC PROBATION

The academic probation period is one (1) year. Upon completion of the probation period, students must meet the required percentage of credit hours and grade point average as established by their academic degree program. Doctoral students, whose cumulative academic index is lower than the required retention index, will be suspended for a one (1) year period. The students may appeal their suspension decision.

ACADEMIC SUSPENSIONS

Students will receive a one (1) year academic suspension if the cumulative academic index is lower than the retention index, or if they have not met the percentage of required credit hours upon completion of their probation period. The University will not accept courses, diplomas or degrees earned by a student during the academic suspension period. Students who wish to be readmitted upon completion of their academic suspension period must meet the current university readmission requirements. Students who interrupt their studies or program during the probation period will still be considered on probation during the readmission process. Readmitted students who have completed their one (1) year suspension period will be evaluated by the Admissions Committee of their academic program. Upon readmission, students will be placed on probation for a second period. If a student does not meet the required retention index and the percentage of approved credit hours during the second probation period, he or she will be suspended academically for a maximum period of two (2) years. If a student is subject to an additional academic sanction, he or she will be suspended permanently from the University. Under extraordinary conditions, the Academic Suspension Appeals Committee may approve an additional one (1) year probation period of one year if a student is able to complete all the graduation requirements within that academic year.
APPEALS

A student may appeal an institutional decision regarding satisfactory academic progress, if under extenuating or crisis circumstances he or she was not able to meet the requirements or conditions established by the University. The University will consider the following crisis or extenuating circumstances to accept a student’s appeal and to grant an exemption from the Academic Progress Policies: illness of the student or a relative, economic crisis due to illness affecting the head of household, natural disasters, divorce, death in the immediate family, family problems, legal circumstances, military license, serve a jury in a legal trial, work problems, accidental physical incapacity and justified changes in academic objectives which cause an impact on the student’s academic progress.

APPEALS COMMITTEE

Appeals Committee will be composed of one representative from each of the following offices: Dean of the School, Registrar, and Vice Chancellor for Student Affairs or designated representatives.

APPEALS APPLICATION

Students who meet any of the academic progress appeals criteria must submit all the necessary documentation to justify their request. If a student requests an appeal based on a mathematical or calculation error, and it is corrected by the Office of the Registrar, he or she will not go through the full Appeals process.

REINSTATEMENT OF FINANCIAL AID

If a student’s appeal is accepted by the Appeals Committee, he or she will be eligible to receive financial aid as long as he or she meets the federal financial aid deadlines and guidelines. Appeals decisions are issued in writing by the Office of the Vice Chancellor for Student Affairs. This communication is issued by the Office of Admissions and Financial Aid to reinstate a student’s financial aid package. If a student meets the conditions regarding his or her academic progress or those related to any academic sanction, he or she will be eligible to receive financial aid during the following enrollment period.

LEAVE OF ABSENCE AND ACADEMIC DISPENSATION

Any student can request an academic dispensation of the application of the rule of credits caducity and the time to complete the degree requesting a leave of absence. Leave of absence can have to be justified based on the following reasons: student sickness, physical incapacity, maternity and military service. The leave of absence is approved by the Dean of the School and the Dean of Doctoral Studies and is given for a maximum of 12 months. After exceeding 6 months, the license won’t stop the payment of academic loan. After completing the license, the student will return to its original academic conditions without requesting readmission. Students that do not returned at the end of the license will be reclassified as inactive and will have to request readmission.

TRANSFER COURSES

In order to consider any transfer courses, students must be officially accepted to a doctoral program at the University. A maximum of 12 credits can be transferred and exception will be evaluated by the Dean of the School. Transfer courses will be evaluated by the Doctoral Committee of the corresponding program. Transfer Course Validation is conducted according to the equivalent courses offered at Universidad Ana G. Méndez-Recinto de Gurabo. Only courses completed with a grade of B or higher will be considered for transfer validation. Courses considered for transfer validation must have been taken within a three (3) year period of the course validation request. If this is not the case, these courses will be evaluated by the Dean of the corresponding School. The Dean of the School will evaluate and certify transfer course validations based on catalog and official course description and in consultation with the faculty. The Office of the Registrar will inform students about the outcomes of the transfer course validation process. Courses from earned or completed doctoral programs will not be accepted for transfer course validation.

COURSE SUBSTITUTION

The Dean of the corresponding School is authorized to evaluate substitute courses that have a similar academic content. Differences in credit hours will not be taken into consideration and will not affect the substitution process. However, in order to complete the total number of required credit hours, a student will need to take additional courses, upon recommendation of the Dean, to make up the difference in the total number of required graduation credit hours.
GRADUATION REQUIREMENTS

All doctoral students must apply for graduation at the Office of the Registrar within the stated academic calendar deadlines and guidelines. Students must approve all courses and requirements for the degree, as established and approved by the corresponding School and by the University. Students must earn a minimum GPA of 3.00, with the exception of Naturopathic Medicine that requires a GPA of 2.00. Students from Business Administration and Education can approve up to two courses with C and students from Psychology have to approve courses with A or B. The graduation academic index will be calculated by taking into consideration approved and required courses only. All students are subject to policies and guidelines that were valid during their first year at the University. As regards curriculum changes, students may choose a more recent curriculum that is valid at the time of graduation. Students cannot combine past and present curriculum requirements. Transfer students must complete at the University all required courses that were not approved as a result of the coursework transfer validation process. Official graduation statements or documents will not be released if a student has not met all financial obligations to the University. All readmitted students are subject to graduation requirements that are valid at the time of readmission.

COURSE EXPIRATION

All approved courses will expire ten (10) years starting from the last semester the student was active, with the exception of Psychology that curses will expire after seven (7) years.

GRANTING OF DOCTORAL DEGREE

Commencement exercises will be held once a year at the end of the second academic semester. Students who meet all the graduation requirements at the end of the first academic term or during a summer session will be able to apply for graduation and obtain their graduation certification from the Office of the Registrar prior to their graduation date. Students have to resolve any economical obligation with the institution prior of receiving any graduation certification and diploma.

STUDENT SERVICES

Universidad Ana G. Méndez-Recinto de Gurabo improves and advances the student experience by streamlining its student services into one centralized location, the Integrated Student Services Center (CISE, from its Spanish acronym). The purpose of this Center is to provide competent professional assistance in two areas: (1) Enrollment management services and (2) Academic and personal support services. The Vice Chancellor of Student Affairs oversees the development and growth of these areas.

ENROLLMENT MANAGEMENT SERVICES

The Office of Marketing and Recruitment recruits new students, transfers and readmissions. It disseminates information on UT academic offerings, strengths and services through various promotion and recruitment activities. It coordinates and offers orientation activities to recruit students undergraduate, graduate and doctoral programs by means of integrated campaigns. The Office develops year-round activities of recruitment with key personnel of the schools.

The Admission Office processes admission requests and admits students within the parameters established by each school. It also analyzes documentation and maintains communication with the student on the status of his/her request for admission. The Office coordinates the process and admission of prospective students for the different schools.

The Financial Aid Office offers financial aid orientation. It also analyzes documentation and assigns state, federal and institutional funds. Among others essential functions, it also administers and coordinates Title IV programs and processes the funds of proposals, athletic, administrative and honor scholarships.

The Bursar is responsible for applying the fee policies and administering the payment plans that guarantee institutional incomes. This officer notifies and monitors the compliance of the fiscal policy established by the Vice Presidency of Financial Affairs, establishes the process of validation of registration, administers the application of federal funds refund policies and registers the private and public contracts of agencies. It also applies refund processes and the emission of checks to students, registers payments and maintains the collection system of the students’ accounts.

The Office of the Registrar, in addition to handling student registration each term, provides various services for students. This office provides transcripts of students’ academic records, verifies and certifies enrollment status, mails final grade reports, processes grade changes, orders and issues diplomas, processes changes in name, address, and telephone number.
ACADEMIC AND PERSONAL SUPPORT SERVICES

These services are provided in a variety of forms and settings including individual counseling and educational groups, workshops, seminars, formal classes, as well as the traditional one-on-one tutorial sessions. The Center’s staff has been professionally trained and they are committed to helping students to make the most of their university experience. All services are provided on a strictly confidential basis, and respect the individuality of each student.

Counseling services are available to students with educational, personal, and decision-making concerns. A wide variety of programs, workshops, counseling opportunities and informational materials are provided to help Turabo students meet the challenges of university programs and experiences. There are individual counseling and testing services for occupational and educational assessment. These services are offered by two units, each targeting different needs and special populations: (1) Quality of Life and Student Well-Being Services and (2) Student Development and Retention Services. These services are offered from 8:00 am to 7:00 pm, Monday through Thursday, 8:00 to 5:00 pm on Fridays and from 9:00 to 12:00 on Saturdays.

The Quality of Life and Student Well-Being office designs, develops, and promotes an extensive system of programs, services and activities that facilitate the integration of multidisciplinary resources to create an atmosphere of respect, welfare and quality of life. The office promotes an ecological model of health, which encourages healthy life styles through activities related to awareness and education on topics such as violence prevention and the use of drugs, alcohol, and cigarettes. The Office encompasses, counseling and multidisciplinary services, a health services program, an education and prevention program (PREVEA), a community connection program, volunteer projects and student organization support. It also serves as a resource center for Internship and practicum students.

In addition, this office coordinates the “Easy Access” Program, which offers special services for disabled students. These services include: parking, educational goal planning, tutoring and other student needs. The students should register with the program at the beginning of their admission process.

The Student Development and Retention Services office is responsible for promoting the integration and adjustment of new students. It articulates the administration of diagnostic tests and carries out the academic orientation and counseling of first and second year students. The Office articulates projects for the improvement of the academic performance and retention in association with the schools and off-campus centers. Individual and group counseling services, tutoring, extra-curricular activities and peer support groups are offered to improve new students’ adjustment processes to university life.

Academic Development and Support services are available through two complementary programs of the Student Development and Retention Services Office. Their services are developed through funds awarded by the federal Department of Education and by other institutional funds. The Complementary Educational Services Program and the Supplementary Instruction Program promote support services for students with academic difficulties through tutoring, mentorships and supplementary instructional activities.

Career and Placement Services are offered by the Office of the Assistant Vice Chancellor of Career and Placement. This office is responsible for satisfying the employment needs of students, alumni and community members and for improving their employment skills, increasing productivity and competences, thus bringing about the client’s effective placement. The office functions as a “one-stop” career center and through diverse alliances with the government’s Employment Center (Consortium Caguas-Guayama), integrated services are offered such as counseling, vocational testing, evaluation of employment skills, preparation of résumés and letters of presentation, referrals to governmental agencies and access to Puerto Rico’s Department of Labor updated employment offerings through a technological laboratory of resources.

To assist students in career planning, a career reference library is provided with the center’s printed, audio and videotape materials about specific occupations, skills, and requirements for jobs, educational, and career matters. The computerized occupational information system provides current educational, and labor market requirements, skills specification and other information to be used in the decision-making process. Consulting services for student, faculty, administration and community members is offered through this unit. An active job placement assistance program maintains continuous communication with employers. A computer database of prospective employers is in use. Students may register for part-time and full-time jobs or seasonal employment while pursuing their academic programs. Vocational counseling services are also offered to high school students from nearby communities.

The services are sponsored by institutional funds and with funds from two federal proposals: Hispanic-Serving Institutions Assisting Communities (HSIAC) Program and AmeriCorps Vista.
The Scholarship and Internship Program provides the opportunity for active students to request special scholarships and permits students to participate in academic-professional and research opportunities in different companies and educational institutions globally. The activities promoted by this office complement the student’s academic development and allow the development of professional abilities and personal skills to be integrated successfully in the work force. It also assists talented high school students in completing their university studies in the SUAGM. This program is funded by corporate, private, public, and institutional funds.

HEALTH SERVICES

Services are located in the CISE building. The health services staff consists of a part-time physician and a registered nurse. Their primary purpose is to provide students with emergency and ambulatory services. The student health services stress the concept of well-being and preventive medicine. Health education and counseling are available as well as treatment for medical problems. The staff is on duty Monday through Thursday from 8:00 a.m. to 8:30 p.m., Friday from 8:00 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. – 12:00 p.m., and is available for emergencies, first aid, referral sources and medical counseling. Basic medical care is provided, but students are ultimately responsible for making arrangements for their own complete health care.

SERVICES FOR DISABLED STUDENTS

Federal and state regulations guarantee disabled students equal opportunity in post-secondary education. The university has created special support services to assist disabled students. These services include, but are not limited to, assistance in registration, counseling, financial aid, readers for the blind, interpreters for the deaf, class notes, as well as individualized classes and/or tutoring. Transportation services are available through a special partnership between Universidad Ana G. Méndez-Recinto de Gurabo and the government’s Department of Vocational Rehabilitation. Services are coordinated in the Quality of Life and Student Well-Being Office.

AUTOMOBILES ON CAMPUS

The security director enforces traffic and parking regulations on and around campus. The parking system consists of express lanes with proximity readers (AVI electronic seal). In addition, in each entrance and exit station, ticket machines are installed to facilitate access to visitors.

DINING SERVICES

The Student Dining Service provides a variety of options for students who wish to dine on-campus. The cafeteria offers breakfast, lunch and dinner, Monday through Saturday. Hot meals and fast food are available. Vending machines for snacks and refreshments are also located throughout the campus.

STUDENT ACTIVITIES

A combination of both extra-curricular and co-curricular activities is available on campus providing students opportunities for all students to enhance their educational experience. The Office of Cultural and Social Activities is responsible for the diffusion and promotion of artistic events for the enjoyment and enrichment of the university community according to its needs and interests. Each year through the establishment of a visiting artist’s series, outstanding musicians, singers, artists, dancers, lecturers and other performers share their talents and expertise with students. In addition to on-campus art exhibits and the academic schools present dance programs, musical concerts, athletic competitions, and theatrical productions.

STUDENT GOVERNMENT

Through student governing bodies, students have an opportunity for self-government and to participate with the faculty and administration in formulating appropriate policies. Student Council members are elected by secret vote by the members of the Student Government Assembly. The Council meets once a month. Students are represented in the institution’s governing bodies through these councils. Opinions and recommendations are presented to the Vice Chancellor of Students Affairs. Its members participate in academic, discipline, sports, and cultural activities committees.

STUDENT PUBLICATIONS

The institutional newspaper El Taino is published two times a year by students of the communication program. It serves as a medium for institutional activities and as a practicum experience for the students.

STUDENT ORGANIZATIONS

According to their interests, students may join religious, social service, and academic, professional, and honorary
groups. A fair is held at the beginning of each term to help new students get acquainted with and select the group or groups that interest them. All students are encouraged to actively participate actively in clubs and organizations.

UNIVERSIDAD ANA G. MÉNDEZ-RECINTO DE GURABO

CHOIR

The Universidad Ana G. Méndez-Recinto de Gurabo choir offers students the opportunity to cultivate their musical abilities and talents and enables them to represent the University in activities on and off campus.

THEATER WORKSHOP

The theater workshop provides students with the opportunity to develop their abilities in the performing arts. The workshop organizes and produces one play per semester for the enjoyment of the university community and the community at large.

ATHLETIC AND INTRAMURAL PROGRAMS

Athletic and Intramural Programs within the Department of Physical Education, of the School of Education play an important role in the educational process of Universidad Ana G. Méndez-Recinto de Gurabo. The programs offer a wide range of recreational and intercollegiate competitive sports for all eligible students. Both individual and team sports have brought the university and individuals national recognition. An outstanding staff of administrators, coaches, and expert trainers work in unison to make the campus athletic programs for men and women a first-class endeavor. The university boasts 28 men’s and women’s varsity teams, which have won 240 champion and sub-championships since 1975. These triumphs include the record-setting achievement of winning male and female Intercollegiate Athletic League track and field championship 24 times since 1987. Universidad Ana G. Méndez-Recinto de Gurabo athletes have also been champions in basketball, weight lifting, decathlon, heptathlon, volleyball, beach volleyball, tennis, table tennis, swimming and relays. Each year, the intramural program allows participation of more than 7,000 active and passive students and faculty members. The teams are called the “Taínos” with their orange, black, and white colors. The sports facilities include indoor basketball and volleyball courts, tennis courts, free weight and Cybex machines gym, a 400-meter track, swimming pool, a baseball park, jogging trail and wellness center.

VETERAN’S SERVICES

The Veterans’ Services Office, located in the Registrar’s Office, is primarily concerned with the motivation of veterans and their dependents to effectively exercise their right to an education.

Veterans are assisted in the completion and processing of required documents for the purpose of establishing eligibility, certification of services and academic progress. These services are offered in close coordination with the Veterans Administration Office of Puerto Rico.

Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum. Students who extend their studies beyond the time established by the program cannot continue to receive veterans’ benefits. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time established by the institutional standard for Satisfactory Academic Progress. Veterans will be evaluated utilizing both veterans’ benefits and Pell Grant criteria, if they are beneficiaries of these.

Veterans Administration Office will not pay courses repeated in order to raise GPA. It will only pay failed courses (F, NP-Failure) or those that requires a minimum approval grade. Veteran’s Administration Office will reduce benefits to the student as of the last day of attendance to a class.

VICE CHANCELLORSHIP OF INFORMATION RESOURCES

INFORMATION RESOURCES

The Vice-Chancellorship of Information Resources (VCIR) is the primary information center for the UT main campus and additional locations. It provides students, professors, staff, and the external community services and resources that are aligned with the institutional priorities, goals and strategic plan. The VCIR is organized into four main structures: the Library, Archives, Information Technology and Informatics and Telecommunications units.

Library services, archives, collections, and technology resources play a crucial role in the support of the institution’s mission for teaching, learning, research, and information literacy through guided independent instruction on the web and direct group instruction. During the past ten years, the VCIR has provided a place for both the physical and the Virtual Library.
LIBRARY

The Library administers collection development activities (acquires and catalogs materials) for its main campus and Additional Location libraries. The Library has support from the Coordinator for Automated Systems to administer and update the Online Public Access Catalog (Voyager) and the Virtual Library. The VCIR offers a remarkable collection of print, audiovisual materials, and electronic resources and a vigorous information literacy program conducted through guided independent instruction via the web and direct group instruction.

The Library offers intra-library loans within the two other SUAGM universities and has interlibrary loan agreements with other universities in Puerto Rico and the United States. Library instruction has always been an important service provided at the Library. Notwithstanding, the level of commitment and resources for a well-designed program of user instruction has varied over time. The Library is proactive in considering and foreseeing the future needs for equipment, resources, services, and technologies relevant to the varying needs of a modern student population. Library assessment is continual and ongoing. The goal is to assess the use of library resources, satisfaction with technologies and services, and to integrate results to enhance user satisfaction and learning experiences with library services and resources.

COLLECTIONS

The Library develops its collections according to the priorities of the programs to fulfill the information needs of its users. It actively seeks recommendations from faculty and administrators for the acquisition and development of library resources and services.

The library’s collections include print, audiovisual materials, and electronic resources. There are books, electronic books, newspapers, maps, indexes, journals, periodicals, databases, and audiovisual materials. There is a special books collection that was donated by the notable scholar Dr. Arcadio Díaz Quiñones in 1998. The Arcadio Díaz Quiñones print collection consists of approximately 2,709 volumes on the subjects of art, history, and literature. The Library also has special collections donated by Luis Trellés (Puerto Rican film critic), Mario Gaztambide, Dr. Albert O. Hirschman, Juan Manuel García Passalacqua (3,887), Dr. Ivonne Acosta Lespier, Edgardo Rodríguez Juliá (759), José Luis González (10,542), Francisco Manrique Cabrera (4,433) and a music collection of operas (1,547) donated by Antonio Monroig. The information resources in the Library at Universidad Ana G. Méndez-Recinto de Gurabo are a combination of a healthy print collection (119,569 volumes) and an electronic collection (composed of newer information technologies). Both the print and electronic collections have responded to changes undergone in the institution from being solely a teaching to a teaching and research institution. During the past ten years, the Library has experienced demand growth in areas such as e-books (3,061,784) and e-journals (29,180). This augmentation in requests for electronic resources has been combined with user needs for research tools such as Refworks and searching technologies provided by applications from Exlibris (Voyager and Primo) and Ebsco Discovery. While the collections have been expanding, the planning, design and implementation of library services has concentrated on developing their advanced use in the academic community through an aggressive information literacy program which is part of the Freshmen Seminar that provides literacy information support to faculty, students, courses and programs to improve teaching, research and learning.

ARCHIVES

The Biblioteca Museo Gobernador Pedro Rosselló (BMGPR) was created as a result of Law 290 signed in 2000 by the Commonwealth of Puerto Rico, which allows all former governors of the island to designate a non-profit or educational institution as a depository of historical materials (documents, photographs, media files, and memorabilia) of their years in office, to safeguard and make accessible to the public for reference and study.

INFORMATICS AND TELECOMMUNICATIONS

The Informatics and Telecommunications unit, which is part of the VCIR, provides telecommunications and computer resources support (computer labs and network) to the academic community (students, professors, staff, and general public). Given that the Informatics and Telecommunication unit is interconnected to the Central Office of Information and Telecommunications (OCIT according to its Spanish acronym), located at the SUAGM headquarters, guarantees that any technology-driven project that impacts SUAGM is effectively managed by both units. The modern telecommunications infrastructure and hi-tech staff guarantees a constant assessment, evaluation, and modernization of both the technological needs of the Physical Library and Virtual Library. The Informatics and Telecommunications unit maintains a link with the Schools to help provide up-to-date computers and technologies.
throughout the institution to offer excellent technologies and ample facilities that meet the needs of UT users.

During the past ten years, the VCIR has improved its library resources and services. A substantial expansion of the Virtual Library’s e-books holdings has been completed to house more than three (3) million in the collection. The e-book collection includes among other outstanding databases: Safari Tech Books Online, Springer Engineering Books, E-Libros (Spanish online books in multidisciplinary topics), and Compustat.

**DISTANCE EDUCATION**

The Distance Education unit of the Vice Chancellor of Academic Affairs of the Universidad Ana G. Méndez-Recinto de Gurabo is committed to provide required academic support to the courses in their four forms: face to face, blended, on-line and with videoconferencing/telepresence using any technological means. In the face to face courses (web-supported), hybrid (blended) and on-line courses the technological tool used to incorporate all activities is the educational platform. In the videoconferencing/telepresence courses an interactive, bidirectional and multi-media transmission is used between two or more points.

The only on-line programs at UT are offered by the School of Business and Entrepreneurship which are Management, Marketing, Human Resources, and Materials Control and Administration. The goals and objectives of the on-line programs and courses are the same as those for face to face traditional courses. The Schools of Education, Engineering, Heath Sciences and Natural Sciences and Technology are offering courses using videoconferencing and or telepresence.

The Distance Education Unit ensures that all professors that teaches an on-line course are duly certified. Also, the unit oversees the instructional design and the quality in order that the courses are either equal or better than a face to face one. The Unit provides structured surfing and synchronous and asynchronous tools in the institutional educational platform.

The face to face and on-line user’s support (students and professors) is provided by the Central Office of Informatics and Telecommunications (OCIT). The Help Desk service provides the user’s name and password to students and professors. The Technical Support Administrator of Educational Platform Servers allows the student’s and professor’s access of face to face and on-line courses using the user’s name and password. The User’s 24/7 Support provides technical help to all on-line students of the graduate program of the School of Business and Entrepreneurship. The service is provided 24 hours for all 7 days of the week. The tests provided thru the Remote Proctor Now (RPNow) tool are also configured.

**MUSEUM AND CENTER FOR HUMANISTIC STUDIES DRA. JOSEFINA CAMACHO DE LA NUEZ**

The Museo y Centro de Estudios Humanísticos Dra. Josefina Camacho de la Nuez of the Universidad Ana G. Méndez-Recinto de Gurabo has been a museum and center for the study of the humanities at the Universidad Ana G. Méndez-Recinto de Gurabo since 1980’s. Its mission is to collect, preserve, study, and disseminate the artistic and humanistic expressions of the regional and national Puerto Rican culture for the enjoyment and benefit of the university community and the general public. The museum started in one of the wooden historic buildings on campus of the sugar cane plantation Santa Juana. The Museum has a permanent collection of 3,000 objects. It has recently inaugurated a new 25,000 sq. ft. state of the facilities with galleries dedicated to the Archaeology of Punta Candelero, Puerto Rican Folk Arts, Puerto Rican Poster Collection, the History of the Central Oriental Region, Colonial Paintings from Latin America of the Lola and Antonio Roig collection, the Ana G. Méndez historical collection and a rotating exhibition space. It also has an Education Learning Center, the Walter Murray Chiesa Folk Art Archives, a 209-seat auditorium, an interior sculpture garden, a museum store and a café.

**EVENING AND SATURDAY PROGRAM**

Students may enroll in the regular academic programs offered by the Evening and Saturday Program. The evening division operates Monday through Thursday from 10:00 a.m. to 9:00 p.m., from 8:00 a.m. to 6:00 p.m. on Friday, and from 7:00 a.m. to 3:00 p.m. on Saturday.

**CONTINUING EDUCATION**

The Continuing Education Program endeavors to strengthen social structure and to foster and develop academic programs according to the educational needs of the individual. These programs do not necessarily function under traditional academic rules, and their intention is to:

1. Update the student’s knowledge.
2. Supply educational opportunities for personal growth to people from a variety of educational backgrounds, thus satisfying certain social, personal or occupational needs.
3. Implement professional training, both on-campus and in-house, to enhance the occupational advancement.
and personal development of personnel in the public and private sectors.
4. Promote community activities that explore and seek solutions to social, political, and economic problems.
5. Organize service programs for people who want to enrich their leisure time.

The program designs seminars, continuing education courses, conferences and life enrichment courses. Industries, government agencies, community institutions and the community in general benefit from this program.

OFF-CAMPUS LOCATIONS

Universidad Ana G. Méndez-Recinto de Gurabo currently operates five (5) additional locations located in Barceloneta, Cayey, Isabela, Ponce, and Yabucoa. Each additional locations deliver the same curriculum that is offered at the UT main campus. Contact information is included below.

BARCELONETA

Ramón Díaz, Director / radiaz@suagm.edu

Postal Address
PO Box 2194, Barceloneta, PR 00617

Physical Address
Carr. PR 2 Km. 59.0
Sector Tiburón, Barceloneta, PR 00617

Phone: (787) 787-846-1777
Fax: (787) 846-1778

CAYEY

Maricelli Zaragoza, Director / ue_mzaragoza@suagme.edu

Postal Address
PO Box 9000, Suite 281, Cayey, PR 00737

Physical Address
Edificio Plaza Empresarial, primer y tercer piso
20 Ave. Antonio R. Barceló, Suite 107B Cayey, Puerto Rico

Phone: (787) 263-2177 Fax: (787) 263-0277

ISABELA

Luis A. Ruiz, Director/ um_lruiz@suagm.edu

Postal Address
7349 Ave. Agustín Ramos Calero, Isabela, PR 00662

Physical Address
Carr. PR 12, Km. 27.3,
Bo. Mora, Zona Industrial, Isabela
Phone: (787) 830-4160 / 5050/ 5055 Fax: (787) 830-5070

PONCE

Irma del Pilar Cruz, Director/ um_idelpilar@suagm.edu

Postal Address
PO Box 740, Mercedita, PR 00715

Physical Address
Carr. PR 14 Km. 3.4
Bo. Machuelo, Ponce, 00717

Phone: (787) 812-5001  Fax: (787) 812-5002

YABUCOA

Jessie Hernández, Director / jehernandez@suagm.edu

Postal Address
PO Box 25, Yabucoa, Puerto Rico 00767

Physical Address
Carr. PR 901, Km.1.4
Bo. Juan Martin, Yabucoa, 00767

Phone: (787) 893-6065, 266-0255/2066  Fax: (787) 266-0250

MAIN CAMPUS - GURABO

David Méndez, Chancellor / edmendez@suagm.edu

Postal Address
PO Box 3030, Gurabo, Puerto Rico  00778-3030

Physical Address
State Road 189, Km.3.3
Gurabo, Puerto Rico

Phone: (787) 743-7979  Fax: (787) 744-5394
### ACADEMIC OFFERINGS 2018-2019

#### Master's Degree

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*Graduate Catalog 2018-19*
### Programs

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1Online program available  2Accelerated Program

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### Doctoral Degrees

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#### Education

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#### Health Sciences

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</table>
UT’s School of Business and Entrepreneurship academic offer ranges from certificates to doctoral studies. Programs have been designed taking into consideration the needs and requirements of the industrial, entrepreneurial, professional and public sectors in the Island. The general areas of specialization in its academic programs are: Entrepreneurship, Management, Marketing, Accounting, Information Management and International Business. Other academic tracks such as quality, taxation, human resources and materials are offered under the main areas of specialization.

The School has visiting faculty in the Management and Management Information System programs proceeding from countries such as: Spain, Mexico, India and the United States. Its full-time faculty is integrated by highly competitive members, most of whom have doctorate degrees.

In the interest of achieving its objective of providing the student with a global business vision, the School of Business and Entrepreneurship maintains relationships and collaborative agreements with prestigious universities around the world.

**PARTICIPATING INTERNATIONAL ORGANIZATIONS**
- Consejo Latinoamericano de Administración de Empresas, CLADEA
- AACBS International Academy of International Business
- Fundación para la Educación Internacional, FESI
- Red Latinoamericana Emprendedora
- World Economic Forum (WEF)

**COLLABORATIVE RELATIONS WITH OTHER INTERNATIONAL BUSINESS SCHOOLS**
- Universidad Veracruzana
- Instituto Politécnico Nacional de Méjico
- Universidad de las Américas, en Puebla
- George Washington University
- Instituto Tecnológico de Monterrey
- Universidad Autónoma de Madrid
- Universidad Politécnica de Madrid
- Universidad de San Pablo
- Groupe ESC Toulouse
- Oslo School of Management in Norway
- Argosy University
- Florida International University
- Other institutions in process in: Spain, Peru, Brazil, Chile, United States and Costa Rica.

**SPECIALIZED ACCREDITATIONS**

On April of 2011, the School of Business and Entrepreneurship has earned the specialized accreditation awarded by the “Association to Advance Collegiate Schools of Business” (AACSB, International). The School thus positions itself as the only institution to have that accreditation in Puerto Rico and the Caribbean. AACSB accreditation is the hallmark of excellence in business education, and has been earned by less than 5% of the world’s business schools. The school renewed its accreditation in 2016.

**MISSION**

The Mission of the School of Business and Entrepreneurship at the University of Turabo is to develop professionals, leaders and academics with a superior theoretical knowledge and practical skills for creating and developing new enterprises and effective management of existing business. Our students acquire the skills, values and sense of social responsibility in their business practices through education that is entrepreneurial in spirit, ethical in its approach and global in orientation. Excellence in teaching is enhanced by a faculty committed to professional development, intellectual contributions and service. As a professional school of business, we want to have a positive impact on the society, organizations and the communities of in which our students and alumni are a part.

**VISION**

The vision of the school is to be the leading school in business education and research in Puerto Rico and the Caribbean and the preferred partner for successful alliances for the government, private sector and non-profit organizations, both national and international.
The Graduate Program in Business Administration is an evening and weekend program; one way the program is offered is through a distance learning modality using the Internet. The other way is through a traditional personal contact approach. Both programs are designed for professionals who hold leadership positions in the private and public sectors and want to extend their formal academic training. It is also open to those candidates who have finished undergraduate degrees in fields other than business administration, and want to redefine their careers by pursuing a Master’s degree in Business Administration (MBA) to improve their job opportunities.

The broad range of academic and professional backgrounds of our graduate student population creates an enriching learning environment. A homogeneous conceptual academic base is accomplished through a common core curriculum component, required for all graduate students. This MBA curriculum content reflects a combined input from the faculty, the administration, and executives from corporate and public community. In addition, this business graduate program is intended to meet the business demands for MBA’s from the community at large.
**MBA PROGRAM GOALS AND OBJECTIVES**

The Graduate Program, in both the traditional and the online distance learning modality, seeks to create a new breed of managers with the skills and understanding required to compete in a dynamic and global marketplace. Analytical skills are emphasized within the institutional study of the changing corporate structure found in the Puerto Rican and the U.S. economy. This supply of managers is created by incorporating the needs for training shown by different productive sectors of the economy, including the public sector.

To attain this goal, the objectives of the program may be summarized as follows:

- To provide students with the technical skills and the understanding of the socio-economic institutional framework within which businesses operate, enabling them to perform the responsibilities of leaders in executive positions.
- To improve and develop the technical skills required by persons currently holding positions in business administration.
- To keep the MBA curriculum content relevant in order to satisfy the needs for human capital training in business administration in the public and private sectors.

**MBA CURRICULUM**

The curriculum helps students with technical and managerial skills needed to effectively manage human resources, raw materials, financial resources, and working time in a global marketplace that is increasingly competitive.

The MBA program has two basic components: the core courses and the specialization courses. The strong core component requires 21 credits. The areas of specialization are: Accounting, Taxes, Materials Management, Marketing, Management, Quality Management, Project Management, Information Systems and Human Resources Management. Twelve (12) credits are required to partially complete the specialization component. In addition, students must take 3 elective credits and a Research Seminar (3 credits), in which a research project is developed.

In the MBA Online Program the students must take 3 elective credits and choose between a Specialization Test and an Integration of Knowledge Course (Capstone Course). A total of 39 credits are required for the MBA Online Program in any of the areas of specialization.

**MASTER’S DEGREE**

**MANAGEMENT**

The specialization in management allows the student to explore theoretical and practical elements of modern management, as well as changes in this field. Another objective of this concentration is to prepare the student for different key administrative tasks in commercial and industrials companies.

| Total Credits | 42 |
| Core Courses | 21 |
| Required Specialization Courses | 6 |
| Additional Specialization Requirements | 12 |
| Degree Requirement | 3 |

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<td>MANA 501    Organizational Behavior 3</td>
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<td>MANA 600    Research Methods 3</td>
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<td>MARK 511    Marketing Management 3</td>
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<td>MANA 720    Advanced Production Management 3</td>
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<td>MANA 625    Total Quality Management 3</td>
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Entrepreneurial (12 credits)

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<td>ENTR 601</td>
<td>E-Commerce</td>
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<td>ENTR 602</td>
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Degree Requirement (3 credits)

(Select one from this group)

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<td>MANA 742*</td>
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*One semester course

ACCOUNTING

The accounting specialization offers students the skills, mechanisms, and methods of analysis that the administrator needs to apply and process accounting data of in the planning, operation and control of business activities.

Total Credits 39-42
Core Courses 21
Required Specialization Courses 6
Additional Specialization Requirements 9-12
Degree Requirement 3

Core Courses (21 credits)

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Required Specialization Courses (6 credits)

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Additional Specialization Requirements (9-12 credits)

Accounting (9 credits)

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International Accounting (12 credits)

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ACCO 712</td>
<td>International Accounting</td>
<td>3</td>
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<tr>
<td>ACCO 713</td>
<td>International Financial Markets</td>
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</tr>
<tr>
<td>ACCO 714</td>
<td>International Banking</td>
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</tr>
<tr>
<td>FINA 610</td>
<td>International Finances</td>
<td>3</td>
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Degree Requirement (3 credits)

(Select one from this group)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ACCO 721*</td>
<td>Accounting Management</td>
<td>3</td>
</tr>
<tr>
<td>MANA 742*</td>
<td>Simulation</td>
<td>3</td>
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</table>

*One semester course

HUMAN RESOURCES

This specialization presents students with the most accepted practices by modern associates in the management of human resources and its function as a strategic element in the firm.

Total Credits 39
Core Courses 21
Required Specialization Courses 6
Additional Specialization Requirements 6
Degree Requirement 3
Elective Course 3

Core Requirements (21 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCO 501</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>ECON 519</td>
<td>Managerial Economics</td>
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<tr>
<td>FINA 503</td>
<td>Managerial Finance</td>
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<tr>
<td>MANA 501</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MANA 600</td>
<td>Research Methods</td>
<td>3</td>
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<tr>
<td>MARK 511</td>
<td>Marketing Management</td>
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</tr>
<tr>
<td>STAT 555</td>
<td>Statistics for Decision-Making</td>
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Specific Specialization Requirements (9 credits)

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<tr>
<th>Course</th>
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<tr>
<td>HURM 710</td>
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<tr>
<td>HURM 715</td>
<td>Advanced Supervision</td>
<td>3</td>
</tr>
<tr>
<td>HURM 725</td>
<td>Labor Law</td>
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Additional Specialization Requirements (6 credits)

(Selected from this group)

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<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>HURM 714</td>
<td>Training: Planning and Direction</td>
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<td>HURM 716</td>
<td>Personnel Recruitment and Selection</td>
<td>3</td>
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<tr>
<td>HURM 719</td>
<td>Leadership</td>
<td>3</td>
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<td>HURM 720</td>
<td>Performance Evaluation</td>
<td>3</td>
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<tr>
<td>HURM 730</td>
<td>Compensation System &amp; Benefits</td>
<td>3</td>
</tr>
<tr>
<td>HURM 732</td>
<td>Occupational Health and Safety</td>
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</tr>
<tr>
<td>MANA 640</td>
<td>Collective Bargaining</td>
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Degree Requirement (3 credits)

(Select from this group)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>HURM 735*</td>
<td>Seminar in Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MANA 742*</td>
<td>Simulation</td>
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</tbody>
</table>

*One semester course

Elective Course (3 credits)
QUALITY MANAGEMENT

The curriculum of this specialization provides the student with an exposure to the different theoretical currents and practices in the quality management. This specialization is committed to the development of the capacity to reconcile theory and practice for the benefit of the organization and of society in general. The student will be prepared to work in different manufacturing and service industries in functions related to quality management.

Total Credits 42
Core Courses 21
Required Specialization Courses 9
Additional Specialization Requirements 6
Degree Requirement 3
Elective Course 3

Core Courses (21 credits)
ACCO 501 Managerial Accounting 3
ECON 519 Managerial Economics 3
FINA 503 Managerial Finance 3
MANA 501 Organizational Behavior 3
MANA 600 Research Methods 3
MARK 511 Marketing Management 3
STAT 555 Statistics for Decision-Making 3

Required Specialization Courses (9 credits)
MANA 609 Quality Management 3
MANA 625 Total Quality Management 3
QUMA 655 Quality Statistics 3

Additional Specialization Requirements (6 credits)
(Select two from this group)
HURM 715 Advanced Supervision 3
QUMA 600 Six Sigma 3
QUMA 626 Teamwork Development 3
QUMA 727 Principles of International Quality Standards (ISO) 3
QUMA 728 Total Quality in Human Resources 3
QUMA 729 Re-Engineering 3

Degree Requirement (3 credits)
(Select two from this group)
QUMA 733* Quality Management Seminar 3
MANA 742* Simulation 3
*One semester course

Information Systems Management

This specialization provides a broad curriculum in the last technological innovations and aims to develop a level of competence in the use of emerging applications in the field of information systems. This specialization is committed to the development of the capacity to become an effective agent of change for the benefit of the organization involved and as well as the society in general.

Total Credits 45
Core Courses 21
Required Specialization Courses 18
Specialization Electives 6

Core Courses (21 credits)
ACCO 500 Financial Accounting 3
ECON 519 Managerial Economics 3
FINA 503 Managerial Finance 3
MAIS 525 Information Technology in Business 3
MANA 705 Production and Operations Management 3
MARK 511 Marketing Management 3
STAT 555 Statistics for Decision-Making 3

Required Specialization Courses (18 credits)
MAIS 605 Application Development Technology 3
MAIS 615 Systems Analysis and Design 3
MAIS 625 Object-Oriented Programming 3
MAIS 635 Database Management 3
MAIS 645 Business Data Communications & Networks 3
MAIS 655 E-Commerce Technology 3

Additional Specialization Requirements (6 credits)
(Select two from this group)
(These courses require a project development)

Information Technology
MAIS 704 Information Technology: Management and Policy 3
MAIS 708* Information Technology: Project Management 3

Databases
MAIS 734 Database Object-Oriented Applications 3
MAIS 738* Data Warehousing Management 3

Telecommunications and Computer Networks
MAIS 744 Optical Networks for Data Communications 3
MAIS 748* Mobile and Wireless Data Communications 3
* One semester course.
### MARKETING

This specialization provides the student the necessary skills, theory, and modern practices of the trade element within organizations. In addition, the specialization promotes technical competence and the development of the ability to make market investigations, marketing planning, sales forecasts, and promotion campaigns.

**Total Credits** 45  
**Core Courses** 21  
**Required Specialization Courses** 12  
**Additional Specialization Requirements** 9  
**Degree Requirement** 3

<table>
<thead>
<tr>
<th>Core Courses</th>
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<tr>
<td>ACCO 501</td>
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<td>Managerial Economics 3</td>
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<td>FINA 503</td>
<td>Managerial Finance 3</td>
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<tr>
<td>MANA 501</td>
<td>Organizational Behavior 3</td>
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<tr>
<td>MARK 511</td>
<td>Marketing Management 3</td>
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<tr>
<td>MARK 703</td>
<td>Marketing Research 3</td>
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<td>STAT 555</td>
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<table>
<thead>
<tr>
<th>Required Specialization Courses</th>
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<tbody>
<tr>
<td>MARK 610</td>
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<tr>
<td>MARK 708</td>
<td>Consumer Behavior 3</td>
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<td>MARK 709</td>
<td>Distribution Channels 3</td>
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<td>MARK 711</td>
<td>International Marketing 3</td>
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<thead>
<tr>
<th>Additional Specialization Requirements</th>
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<tbody>
<tr>
<td>Marketing Business to Business</td>
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<tr>
<td>MARK 713</td>
<td>New Products Management 3</td>
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<tr>
<td>MARK 716</td>
<td>Marketing Business to Business 3</td>
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<tr>
<td>MARK 718</td>
<td>Logistics 3</td>
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<table>
<thead>
<tr>
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<tr>
<td>MARK 715</td>
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<tr>
<td>MARK 720</td>
<td>Services Marketing II 3</td>
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<tr>
<td>MARK 725</td>
<td>E-Marketing 3</td>
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<table>
<thead>
<tr>
<th>People’s Marketing</th>
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<tbody>
<tr>
<td>MARK 730</td>
<td>Sport Marketing 3</td>
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<td>MARK 735</td>
<td>Special Event 3</td>
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<td>MARK 745</td>
<td>Political Marketing 3</td>
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<table>
<thead>
<tr>
<th>Green Marketing</th>
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<tr>
<td>MANA 502</td>
<td>Environmental Management 3</td>
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<tr>
<td>MARK 690</td>
<td>Green Marketing 3</td>
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<td>MARK 695</td>
<td>Sustainable Development 3</td>
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<tr>
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<tbody>
<tr>
<td>MARK 740</td>
<td>Marketing Seminar 3</td>
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<tr>
<td>MANA 742</td>
<td>Simulation 3</td>
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</tbody>
</table>

*One semester course.

### PROJECT MANAGEMENT

Specializing in project management will provide the student the knowledge and technical skills of the conceptual framework of project management. Offer the same educational opportunities to develop the skills of critical analysis in research in their area of specialization. It will develop the practical skills of the student in carrying out projects on the organizational stage management and will establish the importance of ethical professional conduct through courses so that students valued the same within their professional development.

**Total Credits** 45  
**Core Requirements** 21  
**Specific Specialization Requirements** 18  
**Degree Requirements** 3

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>(21 credits)</th>
</tr>
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<tbody>
<tr>
<td>ACCO 501</td>
<td>Managerial Accounting 3</td>
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<tr>
<td>ECON 519</td>
<td>Managerial Economics 3</td>
</tr>
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<td>FINA 503</td>
<td>Managerial Finance 3</td>
</tr>
<tr>
<td>MANA 501</td>
<td>Organizational Behavior 3</td>
</tr>
<tr>
<td>MANA 600</td>
<td>Research Methods 3</td>
</tr>
<tr>
<td>MARK 511</td>
<td>Marketing Management 3</td>
</tr>
<tr>
<td>STAT 555</td>
<td>Statistics for Decision-Making 3</td>
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</table>

<table>
<thead>
<tr>
<th>Specific Specialization Requirements</th>
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<tbody>
<tr>
<td>MANA 722</td>
<td>Fundamentals in Project Management 3</td>
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<td>MANA 724</td>
<td>Project Management in Human Resources 3</td>
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<td>MANA 726</td>
<td>Strategic Planning in Project Management 3</td>
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<tr>
<td>MANA 728</td>
<td>Project Quality Management 3</td>
</tr>
<tr>
<td>MANA 729</td>
<td>Risk Management in Projects 3</td>
</tr>
<tr>
<td>MANA 730</td>
<td>Project Cost and Procurement Management 3</td>
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<table>
<thead>
<tr>
<th>Degree Requirement</th>
<th>(3 credits)</th>
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<tbody>
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<tr>
<td>MANA 739*</td>
<td>Project Management Seminar 3</td>
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<tr>
<td>MANA 742*</td>
<td>Simulation 3</td>
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*One semester course.

<table>
<thead>
<tr>
<th>Elective Course</th>
<th>(3 credits)</th>
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<tbody>
<tr>
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<tr>
<td>ACCO 500</td>
<td>Financial Accounting 3</td>
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<tr>
<td>INBU 500</td>
<td>Doing Business in Europe 3</td>
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<tr>
<td>ACCO 510</td>
<td>Sustainable Accounting and Finance 3</td>
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<tr>
<td>MANA 502</td>
<td>Environmental Management 3</td>
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<table>
<thead>
<tr>
<th>Elective Course Suggested</th>
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<tr>
<td>ENTR 600</td>
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<tr>
<td>ENTR 601</td>
</tr>
<tr>
<td>ENTR 602</td>
</tr>
<tr>
<td>ENTR 603</td>
</tr>
</tbody>
</table>
INTERNATIONAL BUSINESS WITH FOCUS ON LATIN AMERICA

The specialty will require students to develop an applied research project in the area of International Business that demonstrates the integration of acquired knowledge (applied research), international business studies abroad (travel program) or a specialty examination.

TOTAL CREDITS 48
Core Courses 21
Required Specialization Courses 18
Specialization Electives 6
Degree Requirement 3

Core Courses (21 credits)
ACCO 501 Management Accounting 3
ECON 519 Managerial Economics 3
FINA 503 Managerial Finance 3
MANA 501 Organizational Behavior 3
MARK 703 Marketing Research 3
MARK 511 Marketing Management 3
STAT 555 Statistics for Decision-Making 3

Required Specialization Courses (18 credits)
INBU 610 International Business Environment 3
INBU 709 International Businesses in Latin America and the Caribbean 3
INBU 710 Legal Environment of International Business 3
MANA 511 International Management 3
MARK 711 International Marketing 3
INBU 715 Managing Global Production 3

Additional Specialization Requirements (6 credits)
(Select two courses)
FINA 610 International Finance 3
INBU 711 Exports and Imports 3
INBU 712 Contemporary Issues in International Business 3
ACCO 613 International Accounting 3
MANA 612 International Strategic Management 3

Degree Requirement (3 credits)
(Select one course)
INBU 716 International Business Seminar 3
INBU 720 International Business Studies 3
MANA 742 Simulation 3

FINANCE

The program will provide students with theoretical and practical concepts of management and in particular entrepreneurial management with a strong emphasis on finance based on global and regional case studies and contexts. It will prepare students for roles in financial risk management and in addition provides a choice of corporate finance study, all with a global perspective. The emphasis is on developing a sound working knowledge of core disciplines and the analytical financial skills necessary to understand and direct the work of others, and to develop a finance operational specialist in cross commercial or entrepreneurial settings.

Program Mission:
The program will provide students with theoretical and practical concepts of management and in particular entrepreneurial management with a strong emphasis on finance based on global and regional case studies and contexts. This MBA in Finance, in general orientation, will prepare students for roles in financial risk management and in addition provides a choice of corporate finance study, all with a global perspective. Emphasis is given on developing a sound working knowledge of core disciplines and the analytical financial skills necessary to understand and direct the work of other functional and operational specialists in cross commercial or entrepreneurial settings.

Program Objectives:
Graduates of this program will be able to:
- Serve the advanced management needs of local, national and global enterprises.
- Produce knowledge and competencies for operational and strategic perspectives in accordance with new social and business trends.
- Acquire a sound working knowledge of the core disciplines of business supplemented by an in-depth study of the latest financial tools and techniques.
- Apply the conceptual frameworks and skills of critical analysis applicable to entrepreneurial operations in a global economy.
- Understand and apply financial concepts to a global and local context and within in a business environment, with emphasis in (Small and Medium Enterprises) SMEs and non-profit organizations.
Total Credits | 39
--- | ---
Core Courses | 21
Required Specialization Courses | 6
Additional Specialization Requirements | 6
Degree Requirements | 3
Elective Courses | 3

Core Courses (21 credits)
- ACCO 501 Management Accounting 3
- ECON 519 Managerial Economics 3
- FINA 503 Managerial Finance 3
- MANA 501 Organizational Behavior 3
- MANA 600 Research Methods 3
- MARK 511 Marketing Management 3
- STAT 555 Statistics for Decision-Making 3

Required Specialization Courses (6 credits)
- FINA 702 Corporate Finance 3
- FINA 706 Investments and Financial Markets 3

Additional Specialization Requirements (6 credits)
- FINA 704 Entrepreneurial Finance 3
- FINA 705 Options, Futures, and Other Derivatives 3
- FINA 707 Risk Management in Financial Institutions 3
- FINA 708 Finance in Public, SMEs and Non-Profit Organizations 3
- FINA 709 Global Corporate Finance and Sustainability 3
- FINA 715 International Finance 3
- FINA 716 Money, Banking and Investment Markets 3
- FINA 717 Advance Investment Knowledge 3

Degree Requirement (3 credits)
- (Select one course)
- FINA 721* Advanced Finance Seminar 3
- MANA 742* Simulation 3

Elective Course (3 credits)
- *One semester course

Elective courses can be selected from this group:
- ACCO 500 Financial Accounting 3
- MATH 505 Quantitative Methods for Decision Making at Risk 3

GRADUATE CERTIFICATES

MANAGEMENT

Total Credits | 21
--- | ---
Required Specialization Courses | 6
Additional Specialization Requirements | 12
Degree Requirement | 3

Required Specialization Courses (6 credits)
- MANA 603 Materials Management 3
- SUMA 607 Supply Chain Management 3
- SUMA 610 Strategic Cost Management 3
- SUMA 612 Operations Management 3
- SUMA 615 Demand Management and Forecasting 3
- SUMA 618 Strategic Procurement 3

Degree Requirements (3 credits)
- SUMA 721 Advance Supply Chain and Materials Management Seminar 3
- MANA 742 Simulation 3

Elective Courses (3 credits)
- QUMA 600 Six Sigma 3
- MANA 625 Total Quality Management 3
- ACCO 500 Financial Accounting 3
- INBU 500 Europe Business 3

SUPPORT CHAIN AND MATERIAL MANAGEMENT

The program will provide students a thorough preparation in supply chain and materials management skills and expertise in consulting management from middle to senior level roles in the organizations, with a global and social perspective. The program also provides a comprehensive approach that integrates skills in project management and lean six-sigma problem solving techniques. It incorporates the use of tools, critical thinking, project management, and research and information technology skills especially in specific areas of the profession in the role of consultant.
### HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HURM 710</td>
<td>Human Resources Management</td>
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<tr>
<td>HURM 715</td>
<td>Advanced Supervision</td>
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<tr>
<td>HURM 725</td>
<td>Labor Law</td>
<td>3</td>
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<tr>
<td>HURM 714</td>
<td>Training: Planning and Direction</td>
<td>3</td>
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<tr>
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<td>Leadership</td>
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<tr>
<td>HURM 720</td>
<td>Performance Evaluation</td>
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</tr>
<tr>
<td>HURM 730</td>
<td>Compensation System &amp; Benefits Management</td>
<td>3</td>
</tr>
<tr>
<td>HURM 732</td>
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</tr>
<tr>
<td>MANA 640</td>
<td>Collective Bargaining</td>
<td>3</td>
</tr>
</tbody>
</table>

### Specialization Requirements

- Required Specialization Courses: 6 credits
- Additional Specialization Requirements: 6 credits
- Degree Requirement: 3 credits

### Specific Specialization Requirements

(Selected from this group)
- HURM 710: Human Resources Management
- HURM 715: Advanced Supervision
- HURM 725: Labor Law

### Additional Specialization Requirements

(Selected from this group)
- HURM 714: Training: Planning and Direction
- HURM 716: Personnel Recruitment and Selection
- HURM 719: Leadership
- HURM 720: Performance Evaluation
- HURM 730: Compensation System & Benefits Management
- HURM 732: Occupational Health and Safety
- MANA 640: Collective Bargaining

### Degree Requirement

(Select from this group)
- HURM 735*: Seminar in Human Resources Management
- MANA 742*: Simulation

*One semester course

### ACCOUNTING

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<td>ACCO 706</td>
<td>Advanced Auditing</td>
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<td>Budgeting</td>
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<td>ACCO 710</td>
<td>Governmental Accounting</td>
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<td>ACCO 711</td>
<td>Forensic Accounting</td>
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<td>International Accounting</td>
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<td>ACCO 714</td>
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<tr>
<td>FINA 610</td>
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### Specific Specialization Requirements

(6 credits)

### Additional Specialization Requirements

(9-12 credits)

### Elective Course

(9 credits)

### QUALITY MANAGEMENT

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>MANA 625</td>
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<td>QUMA 655</td>
<td>Quality Statistics</td>
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<td>HURM 715</td>
<td>Advanced Supervision</td>
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<td>QUMA 600</td>
<td>Six Sigma</td>
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<td>Teamwork Development</td>
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<td>QUMA 727</td>
<td>Principles of International Quality</td>
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<td>QUMA 728</td>
<td>Total Quality in Human Resources</td>
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<tr>
<td>QUMA 729</td>
<td>Re-Engineering</td>
<td>3</td>
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<tr>
<td>QUMA 733</td>
<td>Quality Management Seminar</td>
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</tbody>
</table>

### Degree Requirement

(Select two from this group)
MANA 742* Simulation 3
*One semester course

Elective Course (3 credits)

MARKETING

Total Credits 24
Required Specialization Courses 12
Additional Specialization Requirements 9
Degree Requirement 3

Specific Specialization Requirements (12 credits)
MARK 610 Advanced Marketing Management 3
MARK 708 Consumer Behavior 3
MARK 709 Distribution Channels 3
MARK 711 International Marketing 3

Additional Specialization Requirements (9 credits)
(Select one of the options)
Marketing Business to Business
MARK 713 New Products Management 3
MARK 716 Marketing Business to Business 3
MARK 718 Logistics 3

Services Marketing
MARK 715 Services Marketing I 3
MARK 720 Services Marketing II 3
MARK 725 E-Marketing 3

People’s Marketing
MARK 730 Sport Marketing 3
MARK 735 Special Event 3
MARK 745 Political Marketing 3

Green Marketing
MANA 502 Environmental Management 3
MANA 690 Green Marketing 3
MANA 695 Sustainable Development 3

Degree Requirement (3 credits)
MARK 740* Marketing Seminar 3
MANA 742* Simulation 3
*One semester course.

PROJECT MANAGEMENT

Total Credits 24
Required Specialization Courses 18
Degree Requirement 3

Specific Specialization Requirements (18 credits)
MANA 722 Fundamentals in Project Management 3
MANA 724 Project Management in Human Resources 3
MANA 726 Strategic Planning in Project Management 3
MANA 728 Project Quality Management 3
MANA 729 Risk Management in Projects 3
MANA 730 Project Cost and Procurement Management 3

Degree Requirement (3 credits)
(Select one from this group)
MANA 739* Project Management Seminar 3

Elective Course (3 credits)

*One semester course.

SUPPLY CHAIN AND MATERIAL MANAGEMENT

The program will provide students a thorough preparation in supply chain and materials management skills and expertise in consulting management from middle to senior level roles in the organizations, with a global and social perspective. The program also provides a comprehensive approach that integrates skills in project management and lean six-sigma problem solving techniques. It incorporates the use of tools, critical thinking, project management, and research and information technology skills especially in specific areas of the profession in the role of consultant.

Total Credits 24
Required Specialization Courses 18
Degree Requirements 3
Elective Courses 3

Required Specialization Courses (18 credits)
MANA 603 Materials Management 3
SUMA 607 Supply Chain Management 3
SUMA 610 Strategic Cost Management 3
SUMA 612 Operations Management 3
SUMA 615 Demand Management and Forecasting 3
SUMA 618 Strategic Procurement 3

Degree Requirements (3 credits)
SUMA 721 Advance Supply Chain and Materials Management Seminar 3
MANA 742 Simulation 3

Elective Courses (3 credits)
QUMA 600 Six Sigma 3
MANA 625 Total Quality Management 3
ACCO 500 Financial Accounting 3
INBU 500 Europe Business 3

ONLINE MASTER’S DEGREE

HUMAN RESOURCES @

Total Credits 39
Core Courses 21
### Required Specialization Courses (12 credits)
- ACCO 501 Managerial Accounting (3)
- ECON 519 Managerial Economics (3)
- FINA 503 Managerial Finance (3)
- MANA 501 Organizational Behavior (3)
- MANA 600 Research Methods (3)
- MARK 511 Marketing Management (3)
- STAT 555 Statistics for Decision-Making (3)

### Elective Courses (3 credits)
- (Select one from this group)
  - HURM 715 Advanced Supervision (3)

### Degree Requirement (3 credits)
- (Select one from this group)
  - HURM 718 Knowledge Integration in Human Resources (3)
  - MANA 742 Simulation (3)

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### MANAGEMENT @

**Core Courses** (21 credits)
- ACCO 501 Managerial Accounting (3)
- ECON 519 Managerial Economics (3)
- FINA 503 Managerial Finance (3)
- MANA 501 Organizational Behavior (3)
- MANA 600 Research Methods (3)
- MARK 511 Marketing Management (3)
- STAT 555 Statistics for Decision-Making (3)

**Required Specialization Courses** (12 credits)
- HURM 710 Human Resources Management (3)
- HURM 730 Compensation System and Benefits Management (3)
- HURM 725 Labor Law (3)
- HURM 732 Occupational Health and Safety (3)

**Elective Course** (3 credits)
- HURM 715 Advanced Supervision (3)

**Degree Requirement** (3 credits)
- (Select one from this group)
  - HURM 738 Knowledge Integration in Human Resources (3)
  - MANA 742 Simulation (3)

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### MATERIALS MANAGEMENT AND CONTROL @

**Total Credits** 39

**Core Courses** (21 credits)
- ACCO 501 Managerial Accounting (3)
- ECON 519 Managerial Economics (3)
- FINA 503 Managerial Finance (3)
- MANA 501 Organizational Behavior (3)
- MANA 600 Research Methods (3)
- MARK 511 Marketing Management (3)
- STAT 555 Statistics for Decision-Making (3)

**Required Specialization Courses** (12 credits)
- MANA 603 Materials Management (3)
- MANA 701 Inventory Control Management (3)
- MANA 705 Production and Operations Management (3)
- MANA 720 Advanced Production Management (3)

**Elective Courses** (3 credits)
- (Select one from this group)
  - MANA 606 Purchasing Management (3)
  - MANA 609 Quality Control Management (3)

**Degree Requirement** (3 credits)
- (Select one from this group)
  - MANA 719 Knowledge Integration in Materials Management and Control (3)
  - MANA 717 Materials Seminar (3)

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### MARKETING @

**Total Credits** 39

**Core Requirements** (21 credits)
- ACCO 501 Managerial Accounting (3)
- ECON 519 Managerial Economics (3)
- FINA 503 Managerial Finance (3)
- MANA 501 Organizational Behavior (3)
- MANA 600 Research Methods (3)
- MARK 511 Marketing Management (3)
- STAT 555 Statistics for Decision-Making (3)

**Required Specialization Courses** (12 credits)
- HURM 710 Human Resources Management (3)
- HURM 715 Supervision and Leadership (3)
- HURM 725 Labor Law (3)
- MANA 705 Production and Operations Management (3)

**Elective Courses** (3 credits)
- (Select one from this group)
  - HURM 732 Occupational Health and Safety (3)
  - MANA 625 Total Quality Management (3)

**Degree Requirement** (3 credits)
- (Select one from this group)
  - MANA 736 Management Seminar (3)
  - MANA 738 Knowledge Integration in Management (3)

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**Required Specialization Courses** (12 credits)
- MANA 610 Advanced Marketing Management (3)
DOCTORAL PROGRAM, DBA

The Doctoral Degree in Business Administration (DBA) has been designed to provide students with the analytical, technical and managerial skills required in a changing and competitive global marketplace. There is also a strong research component that will enable students to investigate, analyze, and obtain the necessary expertise to excel in today’s business world as well as promote change. Analytical skills are emphasized.

This DBA Program will incorporate the new trends in information technology, which will allow faculty and students to incorporate research activities as well as to apply the acquired knowledge.

Program Objectives

The overall objective of the DBA Graduate Program is to provide a high-quality doctoral program, and to improve and refine advance skills required by persons currently holding professional positions in business administration, such as faculty or other managerial personnel. The program will also motivate students to conduct activities related to research and product development, as well as services and new economic activities.

The specific objectives of the program may be summarized as follows:

- Stimulate theoretical and applied research that will result in the improvement of services to the institution and the community at large, while maintaining the institution’s emphasis on quality learning and teaching.
- Develop competent professionals at the graduate level who will satisfy the business faculty needs at university level in Puerto Rico
- Promote the use of technology and non-traditional educational delivery systems.
- Establish partnerships between the University and the external community, by promoting research, cultural and community development projects that will enhance the quality of life.
INFORMATION SYSTEMS MANAGEMENT

Total 60
Core Courses 18
Specialization Required Courses 15
Specialization Elective Courses* 9
Research Course 18

Core Courses  (18 credits)
ECON 760 Economic Analysis 3
MANA 750 Advanced Statistical Methods 3
MANA 754 Business Research Methods 3
MANA 762 Management Science 3
MANA 764 International Businesses Management 3
MAIS 835 IT Policy and Strategy 3

Specialization Required Courses  (15 credits)
MAIS 810 Information Systems Modeling 3
MAIS 815 Telecommunications Management 3
MAIS 820 Decision Support Systems 3
MAIS 825 Information Security Management 3
MAIS 830 Web-Based Information Architectures 3

Specialization Elective Courses*  (9 credits)
MAIS 827 Data Warehousing Management 3
MAIS 832 Knowledge Management 3
MAIS 842 Web Services 3
MAIS 847 Special Topics in Information Security 3
MAIS 852 Multimedia Systems 3
MAIS 857 Special Topics in Computer Information Systems 3
MAIS 858 Data Mining 3
MAIS 859 Service-Oriented Architecture 3

Research Courses*  (18 credits)
RESM 850 Seminar Information Systems I* 3
RESM 860 Seminar in Information Systems II* 3
RESM 866 Dissertation I 6
RESM 867 Continuation Dissertation I** 0
RESM 868 Dissertation II 6
RESM 869 Continuation Dissertation II** 3

*Enrollment in elective courses and research seminars requires advisor approval.
**Optional course three contact hours.

COURSE DESCRIPTIONS

(Courses marked with @ could be offered in both modalities, traditional or on-line.)

ACCO 501 @
Managerial Accounting
Three Credits
This course emphasizes the study of managerial accounting within a framework of planning, control, and decision-making. It includes topics such as the cost-volume-profit relationship, capital investments, with a special interest in budget formulation and implementation.

ACCO 510
Sustainable Accounting and Finance
Three Credits
The last decades have witnessed the emergence of sustainability concerns for the enterprise. Specifically, one wonders whether it is possible that a company create value and still being socially responsible and sustainable. The empirical evidence so far tells us that companies can accomplish this, but it requires some conditions such as having a sustainable mindset, sustainable accounting and financial tools, and a set of appropriate market mechanisms that are able to manage environmental risk in a proper way. All these topics belong to a new exciting area called “sustainable accounting and finance”.

ACCO 613
International Accounting
Three Credits
This course deals with a comparative analysis of accounting concepts and practices in different countries and the convergence of international accounting standards. It focuses on the problems associated with accounting in multinational corporations, including the transfer of funds and income measurements, consolidation problems, issues in transfer pricing, and policies appropriate for international mergers and company valuation for acquisitions.

ACCO 702
Financial Accounting Theory
Three Credits
The course centers on the analysis of generally accepted accounting principles (GAAP), as established by the Committee on Accounting Research, the Accounting Principles Board, and the Financial Accounting Standards Board.

ACCO 704
Advanced Accounting
Three Credits
The course deals with case studies and analysis of special problems in the field of advanced accounting. Topics include...
consolidated financial statements, foreign transactions, firm consolidations and mergers, as well as foreign trade and international accounting, and accounting of non-private non-government organizations.

ACCO 705
Income Tax in Puerto Rico
Three Credits
The course centers on the study of the conceptual structure of the income tax system, relevant legal aspects in Puerto Rico, and the analysis of income tax returns for all types of business organizations in Puerto Rico.

ACCO 706
Advanced Auditing
Three Credits
The course covers concepts and procedures involved in auditing, professional ethics, audit standards, disclosure problems, and audit opinions on financial statements.

ACCO 707
Federal Income Tax
Three Credits
The federal income tax laws for individuals and corporations will be examined. The course includes case studies to enable the student to bridge theory and practice.

ACCO 708
Computer Applications in Accounting
Three Credits
This course studies the adaptation and interpretation of accounting procedures and systems to electronic transaction processing.

ACCO 709
Budgeting
Three Credits
The course deals with the budget as the basis for an effective planning and control system in the public or private sector. It includes master budgets, capital investments, and strategic planning.

ACCO 710
Governmental Accounting
Three Credits
Study of the all types of funds common to governmental agencies (state and local) and not for profit entities. In the course are also included, financial reports such as: Government’s comprehensive annual financial report, Wide government statements, and other, depending on the resources (fund) used in the entity. Budgets and its importance and preparation is part of the course.

ACCO 711
Forensic Accounting
Three Credits
Forensic accounting is one of the fastest growing areas of accounting today include the study of investigative accounting procedures and techniques used in litigation support. Covers the basic theories and principles of forensic accounting and their application. Topics to be covered include financial reporting fraud, employee fraud, income reconstruction methods, testifying as an expert witness, evidence management, cybercrime, and business valuations. The course discusses practical cases in order to understand the principles and procedures involved and their relationships within forensic accounting. The course is structured to enhance the ability of students to think critically and to develop the knowledge, skills and attitudes necessary to compete effectively in the rapidly changing world of accounting.

ACCO 712
International Accounting
Three Credits
The purpose of this course is introducing to the international dimensions of accounting, financial reporting, and financial control. Understand the global business, cross-border investing and external and internal financial communications. Emphasizes the Development and classification of accounting in Europe and Asia. It includes Reporting and Disclosure, Foreign Currency translation, Global Accounting and Auditing Standards and International Financial Statement Analysis. Also include Managerial Planning, Control and International Taxation and Transfer Pricing.

ACCO 713
International Financial Markets
Three Credits
The course discusses international financial markets and instruments including currency markets; international diversification and optimal asset allocation. One theme I will return to throughout the class is the globalization phenomenon and its effects on markets, asset allocation and the real economy. Some of the topics to be discussed are Globalization and the Multinational Corporation, Exchange market, Rate Systems, International Debt and Equity Financing and International Capital Budgeting.

ACCO 714
International Banking
Three Credits
This course deals with unstoppable globalization in that we are immersed, is affecting directly the change of the economy in the world and affecting all of the business activities and the contractual relationship, business and
financial matters particularly bound obligatory to the business bank, in which its intervention in the international commerce is absolute and determinant. In this course will be discuss the different methods of payments and collections, the contracts banking-financiers of the foreign trade, loan, opening of credits, rules and regulations of this procedures and leasing, forfaiting and the different warranties vinculated to the international operations such as advance payments bond, maintenance bond, performance bond, retention bond, tender bond and bid bond.

**ACCO 715**  
Cost Accounting  
Three Credits  
The course deals with the study of the generally accepted cost accounting principles. Application of these principles in the planning and control of the elements of costs, including procedures for decision making. In addition, the study of standard costs, budgeting, analysis of variables and reasons leading to the success or failure of diverse programs of action.

**ACCO 721**  
Accounting Seminar  
Three Credits  
The course centers on the study of contemporary topics relevant to accounting, from both theoretical and practical perspectives. The student will carry out a research project in the area of interest under the supervision of the instructor.

**ACCO 745**  
Corporate Income Tax  
Three Credits  
This course focuses on the intensive study of statutes, regulations, and cases related to corporate income tax. Topics included are contribution consequences in the organization, distribution to shareholders, redemption of stock shares, liquidation of corporations and sales of assets and stock shares.

**ACCO 746**  
Income Tax, Society and Individual Corporations  
Three Credits  
The course integrates the concepts and principles related to the consequences of contributions profits in partnerships and individual corporations. Emphasis is placed on differences and similarities of partnership and individual corporations. Students will study and analyze concepts, foundations, limitations and contribution practices.

**ACCO 747**  
Income Tax for Non-profit Organizations  
Three Credits  
The course centers on the discussion of the significant rules for non-profit organizations. Topics included are rules for non-profit organizations, categories of tax-exempt organizations, requirements to qualify, and restrictions. Charitable entities vs. private foundations will also be examined, as well as documentation and disclosure requirements.

**ACCO 748**  
Corporate Re-organizations  
Three Credits  
The course centers on the study and analysis of contribution aspects of acquisitions, legal dispositions and problems related to transactions of tax-exempt organizations. Different types of reorganizations, parts of a reorganization, foreign corporations, utilities and benefits of the corporation and others contributions consequences will also be discussed.

**ACCO 749**  
Income Tax Planning Seminar  
Three Credits  
The course centers on the study and analysis of financial concepts and taxation, in order to prepare the student in problem solving. Topics discussed include capital budget, tax arrangement, and techniques of the pacification contribution.

**ACCO 750**  
Taxes Seminar  
Three Credits  
The course consists of investigation and analysis of tax problem solving, as well as steps involved in tax investigation processes, evaluation, and application to a specific situation.

**ECON 519 @**  
Managerial Economics  
Three Credits  
The course centers on the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solutions in an organization. It includes fundamental topics such as demand theory, production and cost theory, and market structure.

**ECON 760**  
Economic Analysis  
Three Credits  
The course deals with basic conceptual tools for the study of decision-making in uncertain conditions. Topics to be developed include references and risk attitude of the decision maker and the relationship of these elements to the utility maximization effect. In the second part of the course, traditional techniques of linear programming to determine particular solutions in maximization or minimization.
problems will be considered. We will focus on the interpretation of solutions (basic and general) and the existence of both. The third part of the course will cover basic notions of game theory. We will develop equilibrium concepts and study their applicability.

ENTR 600
Identification and Evaluation of Entrepreneurial Opportunities
Three Credits
The course is designed to develop capabilities to manage the process of venture creation, including feasibility analysis, business planning, managing growth and harvest. The course allows students to discover core aspects of entrepreneurship and identify resources to translate ideas into business concepts. The students will acquire knowledge of concepts, techniques, and skills necessary to identify and evaluate entrepreneurial opportunities and translate these into a business entity. Feasibility studies techniques, development of business plans, and strategies to launch and further grow a venture will be presented.

ENTR 601
E-Commerce
Three Credits
This course introduces students to a wide range of issues of e-commerce from a business perspective. It provides students with skills, and tools of technology needed to help students to develop an understanding of the technologies used in the construction and administration of successful e-commerce applications of all types in business. Some topics explored in this course include: marketing strategies, security, privacy, infrastructure design, server management, legal liabilities, ethics, and acceptable use policies.

ENTR 602
The Business Plan
Three Credits
Planning in emerging ventures has many purposes and uses. Firstly, planning serves as a mechanism to guide the entrepreneurial intentions and behavior, while monitoring the expected versus actual results. Secondly, access to finance requires the preparation of formal written plans that allow investors to see a glimpse of the yet inexistent venture. Throughout this module, planning in nascent firms will be discussed from the perspective of nascent entrepreneurs and potential investors. At completion of this module, the students are expected to have prepared a formal business plan ready for soliciting finance or venture capital. Therefore, the course dynamic will take an action learning approach in which the students will be writing their business plan as they are being introduced to different concepts. The development of the formal business plan will be aided by the use of business planning software.

ENTR 603
Organizational Structure and Design for PYMES
Three Credits
This course is to help students obtain in-depth understandings of organizations through good comprehension of central theoretical perspectives and paradigms. This course will focus on determinants of an organization’s success, focusing particularly on structure and design issues, as well as external environmental factors that impact organizational structure and functioning. A systems theory approach will be taken, making links to the strategic management, power and control literatures, as well as different forms of organizing (“rational” to “natural” organizing). Finally, the effect of macro-level factors on individual decisions and behaviors, and thus organizational effectiveness, will examine from a multiple levels-of-analysis perspective.

FINA 503
Managerial Finance
Three Credits
The methodology and concepts relevant to the financial decision-making process are studied. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments.

FINA 610
International Finances
Three Credits
This course deals with unstoppable globalization in that we are immersed, is affecting directly the change of the economy in the world and affecting all of the business activities and the contractual relationship, business and financial matters particularly bound obligatory to the business bank, in which its intervention in the international commerce is absolute and determinant. In this course will be discuss the different methods of payments and collections, the contracts banking-financiers of the foreign trade, loan, opening of credits, rules and regulations of this procedures and leasing, forfaiting and the different warranties related to the international operations such as advance payments bond, maintenance bond, performance bond, retention bond, tender bond and bid bond.

FINA 620
International Finance
Three Credits
The course deals with financial management of foreign operations of international enterprises. Emphasis is placed on international investments and the financial constraints of the international environment and trade.
FINA 702
Corporate Finance
Three Credits
This course covers the theory and empirics of corporate finance. The starting point of the course is an introduction to the Modigliani-Miller irrelevance theorems, which describe a frictionless set-up in which capital structure is independent of the firms’ characteristics or choices and is irrelevant for the valuation of the firm. A variety of deviations from this frictionless scenario are then studied. In these different cases we analyze optimal capital structure, payout policies, corporate taxation, financial distress, the use of capital structure as a signaling device, and control allocation, amongst others, and how these affect the firm’s valuation and investment decisions. In addition, we will also cover topics related to corporate governance, initial public offerings, managerial compensation, financial constraints and mergers and acquisitions.

FINA 704
Entrepreneurial Finance
Three Credits
This course covers the financial aspects of small business entrepreneurship for owners of sole proprietorships, partnerships, and small nonpublic corporations. We cover (in varying degree) the following topics: economic concepts of finance, management functions, business organizations and ownership, elements of a business plan, problems with financial statements, vertical analysis, horizontal analysis, ratio analysis, profitability, bankruptcy, break-even analysis, forecasting, pro forma financial statements, current working capital management, effective rate of return, time value of money, techniques of capital budgeting, risk management, investment strategies, pension planning, and estate planning. There will be a heavy use of cases for the application of entrepreneurial financial concepts.

FINA 705
Options, Futures and Other Derivatives
Three Credits
The purpose of this course is to help prospective financial managers, general managers and senior functional managers gain a thorough understanding of what financial derivatives are, how they work, how they are used, and how to measure the risks and rewards associated with them. While using and trading derivatives can add enormous value to a firm, a lack of understanding of risk management techniques can easily lead to disaster. It is, therefore, vital for financial and nonfinancial firms to be knowledgeable about the latest tools, tactics, and strategies for risk management using derivatives. This course consists of two parts. The first part of the course deals with the structure of futures markets, pricing of futures contracts and hedging with such contracts. The second part of the course deals with options markets; strategies, pricing and position analysis and hedging with such contracts. The course will consist of lectures, discussions, problem solving, cases and market tracking.

FINA 706
Investments and Financial Markets
Three Credits
This course discusses Portfolio Theory with applications to the markets for equities, fixed income securities, and options. Risk analysis and investment strategies are discussed within the financial crisis context. The following question will be proposed to students: How can I increase the value of my firm by using investments? The answer to this question will be the object of study in this course. There will be a heavy use of cases and paper for the application of Investment theory so that an answer to the “course question” may be developed.

FINA 707
Risk Management in Financial Institutions
Three Credits
A financial institution faces market and credit risk every day: Changes in foreign exchange rates, interest rates, stocks, and commodity prices make organizations vulnerable to financial loss. As a result, uncertainty surrounds an organization’s future and the fair market values of its assets and liabilities. This course offers insight on managing uncertainties and the successful use of hedging strategies and derivative instruments, demonstrating how to aggregate information from across an organization, combine different instrument types into one portfolio, perform scenario and stress tests, calculate at-risk measures, and deliver a customized report. Also presented is an overview of the most recent techniques used in credit-risk management, aimed at new models in this fast-developing area. Examples taken from well-known cases underline the importance of an adequate credit-risk management system.

FINA 708
Financial Management in Public, SME’s and Non Profit Organizations
Three Credits
This course studies the finances of public, SME’s and nonprofit organizations from an integrated point of view. The finances in public organizations are guided by the Government’s fiscal, economic and monetary policies. These policies will have a direct impact on SMEs and nonprofit organizations. On the other hand, the Government needs to promote the creation and proliferation of SMEs and nonprofits to maximize economic growth in a country. This course discusses financial statements, legal financial requirements, structure of cash flows, investments opportunities, and financing for each type of organization. The concept of entrepreneurship is applied to expand the financial possibilities of each type of organization. There will
be a heavy use of cases for the application of financial concepts into each type of organization.

FINA 709
Global Corporate Finance and Sustainability
Three Credits
In this course the participants will be able to develop a body of knowledge, practices, attitudes, and skills needed to make financial decisions for global enterprises. The course is a continuation of Corporate Finance FINA 702. It takes on the topics where Corporate Finance leaves off. Its aim, precisely, is twofold: (a) to take the topics of Corporate Finance to a global platform, and (b) to further expand upon those topics in line with the most recent developments in financial strategies related to firm’s sustainability and in business/economic practices that are global in nature. The course is a mix of about 70 percent finance and 30 percent economics. Both the finance and economics components are heavily cast in the framework of strategy and decision making in a global environment.

FINA 715
International Finance
Three Credits
This course is devoted to studying international monetary economics and finance both theoretically and empirically. We begin with a historical overview of the gold standard, the Bretton Woods’s System, and current international monetary regimes and currency systems. We then examine theoretically and empirically the balance-of-trade and balance-of-payment accounts and their adjustments. Exchange rate systems and exchange rate determination and adjustments are also studied, with particular attention to empirical studies on exchange rate dynamics and their impact on macroeconomics. Special emphasis is given to the study of international monetary and financial arrangements, the financial sector, and financial instability and monetary and fiscal policy issues. Topics include issues of exchange rate volatility and its impact on the real and financial sector, foreign debt, capital flows, currency runs, and international portfolio choice; World Bank and IMF policies and issues concerning financial market liberalization; international financial regulations; and international financial architecture. There will be a heavy use of cases for the application of International finance concepts.

FINA 716
Money, Banking and Investment Markets
Three Credits
Money and banking is an interesting and diverse field of study. It may be focused from an investments point of view. Financial news channels on cable provide a nearly 24-hour stream of reporting and analysis of the conditions in the Investment markets around the world. Websites are created to provide more analysis -some good, some bad - on global investment conditions. The host of financial crises in the emerging-market economies have served to remind economists, bankers and investors of the importance of the banking system, and to reconsider appropriate risk taking. The recent debates over globalization as seen in documentaries and the mass of new books published on the subject have neglected one of the most prominent features of this process – the role of investments (financial) instruments and ethics. The study of money, banking and investment markets should help to make sense of these topics. To do so, it will require some background in investment theory, a means to organize one’s thinking, and a basic knowledge of some of the technical details and institutions, therefore, this course will concentrate in the interactions of several key players as banks as the primary financial intermediaries, the federal reserve as the executor of monetary policy, the government as the initiator of fiscal policy and the private and institutional investors as the fuel of the economy through investment markets. This course presents a broad picture of the system to any prospective investor. The use of case study will enhance the integration of all parts of the system.

FINA 717
Advance Investment Knowledge
Three Credits
This course will provide the student with further immersion into the investment knowledge from a realistic and practical point of view: How is life being an investment broker? What does it take to become an investment broker? What is the practical difference between a broker and a dealer? The course discusses the micro structure of an investment market with emphasis in the role of an investment broker in the market inner workings. The use of case studies will be one of the main tools for discussion of different investment topics as well as the presence of real investment brokers in the class.

FINA 721
Advance Finance Seminar
Three Credits
Seminar style course in which they discuss cases, articles and lectures on contemporary issues in finance. Integrate concepts and skills acquired in major courses. The selection of cases, articles and lectures to be studied is designed to encourage analytical discussion, generate ideas and application of concepts and models relevant to financial decision making in an environment that simulates the one where you play in your work area future.

HURM 630
Employee Relations and Services
Three Credits
The course promotes discussion and analysis of related aspects of human relations in organizations, including
motivation, comprehensive approaches and fundamentals of human behavior, incentives, group dynamics, affirmative action programs, rewards, sanctions, and related theories within the organizational setting.

HURM 640
Collective Bargaining
Three Credits
This course provides the student with the fundamental skills needed to participate fully in any situation requiring bargaining skills. Analysis of the legal aspects and the historical experience of collective bargaining. Topics studied are: bargaining structure and techniques, arbitration administration, complaint and grievance procedures, and environmental influence on the process. Differences and similarities of collective bargaining between the private and the public sector are examined.

HURM 710 @
Human Resources Management
Three Credits
The course deals with philosophy, techniques and policies of the management of human resources in modern organizations. A conceptual model of personnel administration is discussed. The analysis is supplemented with classical case studies.

HURM 715 @
Advanced Supervision
Three Credits
The course provides the student with the skills and knowledge necessary to carry out effectively the managerial functions of planning, organization, direction and control of personnel.

HURM 716
Personnel Recruitment and Selection
Three Credits
The course centers on revision and analysis of the different stages of the personnel recruitment and selection process, beginning with the identification of the need to recruit, up to the moment an employment offer is made.

HURM 719
Proactive Leadership in the Organization
Three Credits
The course centers on the study and analysis of proactive leadership in an organization. It provides the knowledge needed to be a proactive leader in an organization.

HURM 720
Performance Evaluation
Three Credits
This course was designed to provide a general vision and understanding of the theory associated with performance appraisal, its methods and the way it is related to the Human Resources System in the organization. It includes the discussion of performance appraisal methods and tools for the evaluation and development of performance appraisal instruments. The course will also provide a view of the legal aspects and international contexts of the performance appraisal.

HURM 725 @
Labor Law
Three Credits
The course promotes the analysis, evaluation, and discussion of local and federal laws pertaining to the employer-employee relationship in Puerto Rico. Topics discussed include fair employment practices, wage and salary legislation, anti-discrimination laws, promotion, termination, and other pay-related actions.

HURM 727
Concentration Test in Human Resources
Three Credits
This course was designed to provide students the opportunity to integrate knowledge obtained in their concentration, to review the main theoretical concepts, and to take the specialty test to obtain the degree. During the course, the students must review both theoretical and practical concepts of their concentration. At the end of the course, the student must take the concentration test.

HURM 730 @
Compensation System and Benefits Management
Three Credits
The principles underlying employee compensation are studied in the course. Different wage and salary systems and their benefits programs found in modern’s businesses are examined. The creation, implementation and maintenance of a salary plan, together with the methods of job evaluation for value determination, are topics considered.

HURM 732 @
Occupational Health and Safety
Three Credits
The course covers fundamental aspects of existing legislation and policies regarding occupational health and safety, compensation, and distribution of responsibilities.

HURM 735 @
Human Resources Seminar
Three Credits
Course designed to guide students to conduct research within their area of study under the direction and supervision of professor. The course is an individualized development. The course includes identification and discussion of problematic situations that can be investigated, analysis and events that relate to it. It also includes the
recognition of independent and dependent variables of the problem, formulation of basic research questions, type of research, formulating hypotheses, and defining limitations of the study. It also discusses the aspect of the readings relevant to the research population and sample of the study, design of instruments to be used in data collection, identification and description of the operational procedures and statistics to be used in the analysis of data collected in the study. Then the student emphasizes the aspect of statistical presentation of the findings and their interpretation, summary, conclusions and recommendations.

HURM 737 @  
Human Resources Concentration Test  
Three Credits  
This course was designed to provide the opportunity to the students to integrate the knowledge of their concentration, to review the main theoretical concepts and to take the Test to obtain the degree. During the course, the students must review both, theoretical and practical concepts of their concentration. At the end of the course the student must take the concentration test.

HURM 738 @  
Knowledge Integration in Human Resources  
Three Credits  
This course was developed to provide to the student of the Graduate Program in Human Resources, the opportunity to examine and compare their knowledge with the actual conditions of the organizations. The student can identify, discuss and analyze in a critical way the concepts and theories in management using real situations of different organizations. The analysis will be in an integrative way in which the student can use the knowledge acquired in their concentration courses.

INBU 610  
The International Business Environment  
Three Credits  
This is an introductory course in international business. The basic content of the course includes (1) an overview of the means of conducting international business, with an emphasis on what makes international different from domestic; (2) the effects of the social systems within countries on the conduct of international business; (3) the major theories explaining international business transactions and the institutions influencing those activities; (4) the financial exchange systems and institutions that measure and facilitate international transactions; (5) the dynamic interface between countries and companies attempting to conduct foreign business activities; (6) corporate strategy alternatives for global operations; and (7) international activities that fall largely within functional disciplines.

INBU 709  
International Business in Latin America and the Caribbean  
Three Credits  
This course is focused on the business activities carried out across Latin America and the Caribbean. The course reveals macro environment aspects: politic, economy, legal and regulatory, technology, cultural and other and how they impact the multinational enterprise that wishes to establish itself in the region. Furthermore, it analyzes the particularities of the region from the functional perspective of the business organization.

INBU 710  
Legal Environment of International Business  
Three Credits  
A study of the international political, bureaucratic, and legal structures regulating and governing international trade, including multilateral and bilateral arrangements. Schemes for the removal of trade barriers, methods of international contracting, and doing business abroad in the context of international legal environment will be a primary course focus.

INBU 711  
Exports and Imports  
Three Credits  
Managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations.

INBU 712  
Contemporary Issues in International Business  
Three Credits  
This course is designed to provide students with the opportunity to examine and analyze topical issues in International Business. Such rapid changes in global environments may put potentially significant impact on the international business and the home and/or host nations associated. This subject assumes students to have fair degrees of understanding in the complexities of global cultural, political, economic, organizational, and financial forces of international business environments and recognize how they affect their firm. As contemporary issues around international business continue to evolve but many times unpredictably, challenges for firms to adjust, reshape and/or reconstruct their strategic directions and thereby organization and management structure become inevitable. This subject will introduce past, current and emerging issues in international business environments and equip students to apply theories/concepts learned from first hand international business subjects into more coherent and real-life practices.
INBU 715
Managing Global Production
Three Credits
This course explores the management of technology and its relationship to the dynamics of globalization in production in both the manufacturing and service industries. It focuses primarily on the management of international supply chains and on the coordination of manufacturing and service activities across different geographies. In addition to analyses of corporate logistics, the course emphasizes international business process outsourcing and the modeling of international business problems.

INBU 720
International Business Studies
Three Credits
The International Business Studies course is an intensive course that explores the business in the context of Latin America and the world. This course is taken outside of Puerto Rico in one of the Partner Universities of our School of Business. Possible topics are: marketing, bilateral trades, financial markets, strategy, work environment, culture, history and law. Also, some local companies will be visited.

MAIS 525
Information Technology in Business Administration
Three Credits
This is a core course that examines the development and application of information technology resources in business organizations. The course provides an overview of the changing nature of organizations as they evolve from the command and control model to an information-competitiveness. The array of technologies available to support and facilitate the attainment of organizational goals will also be studied. Requires laboratory.

MAIS 605
Application Development Technology
Three Credits
This core course deals with the development and application of information technology resources in business organizations. The techniques for increasing competitiveness and the array of technologies available to support and facilitate organizational goal are also studied.

MAIS 615
Systems Analysis and Design
Three Credits
This is a major course that provides the skills, background and understanding to effectively participate in the coding and testing phase of the system development life cycle. The course focuses on the use of algorithms, data structures, procedural abstraction, and mechanisms provided in modern programming languages.

MAIS 625
Object-Oriented Programming
Three Credits
The course deals with advanced topics in programming languages. It provides the opportunity to explore new business applications of emerging hardware and software technologies. The course expands the vision of object-oriented programming as a computing paradigm by exploring its role in modeling, analysis, design, programming, and databases, as well as organizational structure of information systems and processes for software development.

MAIS 635
Database Management
Three Credits
The course deals with techniques for managing the design and development of large database systems, including creating and using logical data models, client/server applications and object oriented programming. Tests of the architecture and structure of a relational database system are executed, in order to compare hierarchical databases and file system processing. Requires laboratory work.

MAIS 645
Business Data Communications and Networks
Three Credits
The course centers on foundations for the design of computer networks. Current methodologies, topologies, and practices in the computer communication networks will be covered.

MAIS 655
E-Commerce Technology
Three Credits
The course deals with management opportunities, challenges, and strategies involved in successfully developing and maintaining electronic commerce. The course includes topics in infrastructure design, server management, security, implementation, marketing, and strategies for E-commerce.

MAIS 704
Information Technology: Management and Policy
Three Credits
This is a major elective course that integrates information technology and information systems with business operation and management. It emphasizes the importance of technology for end-users in business. It also presents important concepts of information systems and business.
MAIS 708  
Information Technology: Project Management  
Three Credits  
This is a major elective course that develops the skills and abilities needed by project managers to achieve a higher competitive level in today’s organizations. It includes discussion of the business operational environment to develop roles, strategies and competitive projects.

MAIS 734  
Database Object-Oriented Applications Development  
Three Credits  
This is a major elective course in which students will develop the necessary skills for designing and creating graphic interactive applications on a relational database. It also emphasizes the use of multiple strategies to support management decisions within the organization.

MAIS 738  
Data Warehousing Management  
Three Credits  
The course is designed to prepare students for the management of data warehousing using databases. The student will learn how to plan, design, and develop all the methodology to build a successful data warehouse.

MAIS 744  
Optical Networks for Data Communications  
Three Credits  
The course introduces the student to optical networks technology for effective business data communications. It includes the modern methods for multi-wavelength optical networks and emphasizes effective techniques for routing, switching, and data manipulation on optical networks.

MAIS 748  
Mobile and Wireless Data Communication  
Three Credits  
This course introduces the student to designing wireless information technology. It includes the methodology to design user interfaces for mobile applications and Web sites that works in the mobile environment. It also provides a guide for redefining existing Web sites, working with wireless devices, cellular phones, and PDAs, taking advantage of the special properties of the current and next generation mobile networks.

MAIS 810  
Information Systems Modeling  
Three Credits  
The course deals with establishing information requirements in enterprise wide applications and the process of translating these requirements into global design architecture. It includes a comparison of different methodologies for requirements analysis. Database architecture modeling in the design process is emphasized. The students explore several approaches for completing design specifications that satisfy existing information requirements.

MAIS 815  
Telecommunications Management  
Three Credits  
The course deals with fundamentals of effective management of organizations that develop, operate, and/or use telecommunications. Topics will include underlying technical aspects of voice and data networks, protocols and services, industry and regulatory structures and practices, and practical questions that arise from these issues. The management perspective is emphasized.

MAIS 820  
Decision Support Systems  
Three Credits  
The course covers development, implementation, and application of Decision Support Systems (DSS). Discussions include how these systems can be applied to current business problems, as well as organizational issues associated with the implementation and usage of these systems. The course will consist of four main components: decision-making, data management for DSS, modeling techniques for DSS, and collaborative computing.

MAIS 825  
Information Security Management  
Three Credits  
The course centers on the analytical methods of assessing and improving systems security and survivability. Emphasis is on studying the theory, mechanism, and implementation of information security and data protection. Topics include fundamentals of system architecture, formal models for computer security, system survivability analysis, security threats, and security architecture strategies and implementation.

MAIS 827  
Data Warehousing Management  
Three Credits  
The course deals with the major activities involved in a data warehousing project and how it differs from other database systems. Topics include creating a database model that is specifically optimized for data warehousing, moving data from a source database to a warehouse, and using different tools to access the data in a warehouse with hands-on experience. Organizational and management issues and the common applications in which warehousing is being used today will also be discussed, as well as the kinds of support that Oracle DBMS provides for data warehousing.
MAIS 830
Web-Based Information Architectures
Three Credits
The course deals with design, creation, and usage of web sites and related software. The course focuses on how to use search engines optimally, design e-business sites, analyze competition, and how to archive page access paths in the service of successful e-commerce infrastructures. The course addresses issues related to the creation of search engines, as well as web-based information architectures.

MAIS 832
Knowledge Management
Three Credits
The course deals with integration and use of software in infrastructure management to streamline operations, boost productivity and achieve strategic planning goals. Topics include the use of Computer Aided Design (CAD), Computer Aided Facilities Management, Executive Information Systems and Knowledge Management (KM), in order to integrate these and other infrastructure management functions in new and emerging technologies.

MAIS 835
IT Policy and Strategy
Three Credits
The course covers the strategic use of information technology from a business perspective at the enterprise level. Emphasis is on the development and implementation of policies and plans to achieve organizational goals. Topics discussed include defining the systems that support the operational, administrative, and strategic needs of the organization, its business units, and individual employees. Students will study approaches to managing the function of information systems and the dual challenges of effectively controlling the use of well-established information technologies, while experimenting with selected emerging technologies.

MAIS 842
Web Services
Three Credits
Students will explore and construct web services designed for use in other servers over the Internet. Topics include design and implementation of new services that facilitate collaboration and education. Participants will design, develop, and deploy web services. If appropriate, the web services created will be linked together to demonstrate the concept of web service supply chains.

MAIS 847
Special Topics in Information Security
Three Credits
This course examines the characteristics of highly distributed applications, limitations of traditional security approaches, new alternatives now being developed, and implications for critical infrastructures. Topics of current interest include: secure operating systems and networks, intrusion detection, cryptographic theory and applications, vulnerability analysis, and deceiving code detection.

MAIS 852
Multimedia Systems
Three Credits
The course centers on the study of theoretical and practical issues in designing multimedia systems. Topics include an introduction to multimedia systems, compression techniques, synchronization, user interface, storage, and operating system support for digital audio and video, as well as network and transport protocols for multimedia.

MAIS 857
Special Topics in Computer Information Systems
Three Credits
The course covers topics that are not included in the regular doctoral program curriculum. The topic will vary each semester and will be published one semester in advance.

MAIS 858
Data Mining
Three Credits
This course introduces data mining as a tool for support to the decision making process in base of the analysis of data obtained from informatics systems. During this process all the stages of the data mining process will be discussed: collection and aggregation of data for the creation of a data warehouse, warehouse cleaning and processing in order to create a minable data view; application of data mining techniques per se (association rule, Bayesian method, support vector machines, artificial neural networks, fuzzy techniques, statistical modeling, etc.); evolution of interpretability and the quality of the knowledge gained, and, finally, dissemination and the use of that knowledge.
and implementation. Computer laboratory is used for case solutions.

MANA 511
International Management
Three Credits
This course deals primarily with the managerial practices and functions that characterize successful international corporations. It covers issues of organizational structure, planning and budgeting systems, management development and human resources, ethics, cross-cultural issues, the applicability and adaptation of culture-bound policies, communications, and the management of multi-cultural teams. Emphasis is placed on the processes by which multinational organizations are managed, including conflict management, multi-country integration mechanisms, and negotiation strategies.

MANA 600 @
Research Methods
Three Credits
The course examines the nature and scope of research design and its application to management science. It also incorporates the statistical tools commonly used in the research process and in the development of a research proposal.

MANA 603 @
Material Management
Three Credits
This course presents an introduction to the concept of materials management and its functions of production planning and control, control of inventories, purchasing, and physical distribution. It includes a study of the techniques of materials control applicable to the manufacturing industry, emphasizing the relationship of these to the overall functioning of the enterprise.

MANA 606 @
Purchasing Management
Three Credits
The course centers on the study of concepts which define the function of purchasing in industry. The course will present the theoretical and practical aspects related to the function of purchasing and its organizational structure, selection and evaluation of suppliers, strategies for negotiation, budgeting, computerized systems, international purchasing and legal aspects.

MANA 609
Quality Control Management
Three Credits
This course is oriented toward the development of procedures for quality systems, requirements for the areas of service, projects, manufacturing and employee involvement.

MANA 612
International Strategic Management
Three Credits
Operating in a global rather than domestic arena presents the manager with many new opportunities. However, with these new opportunities come the challenges of managing strategy, organizations, and operations that are more complex, diverse, and uncertain. Unlike purely domestic competitors, companies that compete across borders have to make choices about which product to offer around the globe; where to compete within the world; where to locate the various activities of the firm; and how to organize to effectively coordinate its worldwide activities. This course focuses on these challenges in order to develop and implement corporate strategies in a global environment. It is structured to provide students with conceptual and practical understanding of the strategic challenges of multinational corporate management.

MANA 621
Business Law
Three Credits
Local and federal laws relevant to business activities in Puerto Rico will be examined in the course. Students will discuss the interpretation of these laws and how they solve current problems faced by businesses in Puerto Rico.

MANA 625 @
Total Quality Management
Three Credits
The course centers on the presentation of the principles and concepts of the total quality management philosophy and its application in business and industry.

MANA 640
Collective Bargaining
Three Credits
The course promotes the analysis of legal aspects and the historical experience of collective bargaining. Topics studied include bargaining structure and techniques, arbitration administration, complaint and grievance procedures, and environmental influences on the collective bargaining process. Differences and similarities between collective bargaining in the private and the public sectors are examined.

MANA 641
Business Philosophy
Three Credits
The course deals with trends or philosophical currents adopted by the firm, on which an organizational policy consistent with its social responsibility is built. Topics
included the philosophical debate, business ethics, nature, evolution, strategies, and auditing of the social responsibility of the firm. The case study approach is used.

**MANA 701**
**Inventory Control Management**
**Three Credits**
The course centers on the discussion of the latest concepts, techniques and managerial foundations of inventory control and its application in different industries.

**MANA 705**
**Production Management**
**Three Credits**
This course deals with concepts, techniques and decision-making in production operations management. Among the specific topics included are: acquisition and utilization of raw materials, short and long term projections, job programming, purchasing and inventory control production scheduling according to demand, quality standards, and incentive systems.

**MANA 708**
**Theory of Forecasting**
**Three Credits**
This course is concerned with the necessity of predicting the behavior of products sales. Such predictions are used to improve planning of management activities. The student will learn different statistical models for the use of forecasts. The course will help the student to relate forecasts to planning and manufacturing activities. Different forecasting techniques will be evaluated both qualitatively and quantitatively.

**MANA 711**
**Manufacturing Systems and Techniques**
**Three Credits**
The main objective of this course is to familiarize the student with the latest developments in management geared toward “World Class Manufacturing”. It will introduce the concept of “Just-in-Time” and its applicability in the area of manufacturing. It also includes the requirements and implementation of “Manufacturing Resource Planning”.

**MANA 713**
**New Products Management**
**Three Credits**
The course centers on the study of the development of new products and services. Among topics analyzed are market opportunities, identification, concept tests, product design, prototype development, and the creation of a marketing mix to launch the product. Some legal aspects such as patents, trademarks and copyrights will also be discussed.

**MANA 714**
**Management by Objectives**
**Three Credits**
This course guides the students towards the practice of Management by Objectives (MBO). It includes techniques and tools used in management based on the objectives established by the organization. Emphasis is given to the identification of priorities, starting from the premise that human and fiscal resources are scarce, and on the need to maximize production and minimize costs.

**MANA 717**
**Materials Management and Control Seminar**
**Three Credits**
Course designed to guide students to conduct research within their area of study under the direction and supervision of professor. The course is an individualized development. The course includes identification and discussion of problematic situations that can be investigated, analysis and events that relate to it. It also includes the recognition of independent and dependent variables of the problem, formulation of basic research questions, type of research, formulating hypotheses, and defining limitations of the study. It also discusses the aspect of the readings relevant to the research population and sample of the study, design of instruments to be used in data collection, identification and description of the operational procedures and statistics to be used in the analysis of data collected in the study. Then the student emphasizes the aspect of statistical presentation of the findings and their interpretation, summary, conclusions and recommendations.

**MANA 718**
**Study of Time and Motion**
**Three Credits**
This course deals with technical areas for the study of manufacturing management. Concepts for development of time and motion studies will be covered in detail. Work methods in terms of time, value of work, and the human element will be systematically discussed.

**MANA 719**
**Knowledge Integration in Materials Management and Control**
**Three Credits**
This course was developed to provide to the students of the Graduate Program in Materials Management and Control, the opportunity to examine and compare their knowledge with the actual conditions of the organizations. The student can identify, discuss and analyze in a critical way the concepts and theories in materials management using real situations of different organizations. The analysis will be in an integrative way in which the student can use the knowledge acquired in their concentration courses.
MANA 720 @  
**Advanced Production Management**  
Three Credits  
The course centers on the study of advanced topics in the following areas: functional arrangements of equipment and machinery, equipment acquisition, quality planning, operations, programming, purchasing of materials, storage operations, control of inventories, and administration of human resources.

MANA 721  
**Planning of Production Facilities**  
Three Credits  
The course deals with techniques for procuring an orderly and efficient arrangement of the available physical space, materials, machinery and equipment, industrial processes and other relevant factors, in order to accomplish the most economical and productive manufacturing operation.

MANA 722  
**Basic Principles of Project Management**  
Three Credits  
The course offers students theoretical and practical training in the use of a methodology that has been accepted and tested worldwide, specifically, the one proposed by the PMI® (Project Management Institute) in its PMBOK® guide (Principles Guide of the Project Management). This document has become the standard for managing different kinds of projects successfully.

MANA 723  
**Project Management: Quality and Risk**  
Three Credits  
The course centers on the discussion and analysis of the principles of project quality and risk, as defined by the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK).

MANA 724  
**Project Management Human Resources**  
Three Credits  
The course centers on the analysis of all the topics that have been related with the Human Resources, the communication, the contracting and the labor law, besides, this course details topics like: motivation, leadership, conflicts, decision taking, meeting driven, interviewers and more topics related. Also, this course analyses the faculties that a Project Manager must have and how should be his relation with the team work in particular and with all the people involved in the whole plan.

MANA 726  
**Strategic Planning in Project Management**  
Three Credits  
This course was designed to develop students’ competence in strategic definition and strategic planning, and their application to Project Management activities as one of the core processes of the discipline. The course also introduces students to the identification and development of the organization and Project Strategy. Students will also be introduced to the development of the strategic planning process based on organizational strategies and the development of the strategic plan for the Project. In addition, the importance of strategic decision making in the process will be emphasized.

MANA 727 @  
**Concentration Test in Materials Management and Control**  
Three Credits  
This course was designed to provide students the opportunity to integrate the knowledge obtained in their concentration, to review the main theoretical concepts, and to take the specialty test to obtain the degree. During the course, students must review both theoretical and practical concepts of their concentration. At the end of the course the student must take the concentration test.

MANA 728  
**Project Quality Management**  
Three Credits  
The course centers on the discussion and analysis of quality management principles in the context of the Project Management activity.

MANA 729  
**Risk Management Project**  
Three Credits  
The course centers on the discussion and analysis of risk management principles in the context of the Project Management activity.

MANA 730  
**Project Cost and Procurement Management.**  
Three Credits  
The course deals with project management concepts in the areas of project costs and acquisition. It will include costs estimation techniques, project budget preparation, and cost control. The course also includes discussion of costs and acquisition planning, hiring, auctions, managing and contract closing. The evaluation of the managerial process applied to different project experiences will be emphasized.
MANA 731
**Business Policy**
**Three Credits**
This is an interdisciplinary course that provides the student with the tools to approach specific business problems. It includes strategic formulation and policy design for the firm.

MANA 732
**Occupational Safety and Health**
**Three Credits**
The course centers on the study of legislation, regulations and standards on occupational health and safety pertaining to employers and employees. Topics for discussion include: safety legislation, accidental loss, employee compensation, the Occupational Safety and Health Act (OSHA), codes and standards of safety, managerial responsibility, risk and control, and planning for emergencies. Aspects such as the implantation and supervision of occupational health and safety will be emphasized.

MANA 736 @
**Management Seminar**
**Three Credits**
In this course the student has the opportunity to develop, under the instructor’s supervision, a research paper on a specific aspect of the management of the firm.

MANA 737 @
**Concentration Test in Management**
**Three Credits**
This course was designed to provide students the opportunity to integrate the knowledge obtained in their concentration, to review the main theoretical concepts, and to take the specialty test to obtain the degree. During the course, the students must review both theoretical and practical concepts of their concentration. At the end of the course the student must take the concentration test.

MANA 738 @
**Knowledge Integration in Management**
**Three Credits**
This course was developed to provide students of the Graduate Program in Human Resources the opportunity to examine and compare their knowledge with actual conditions in organizations. The student can identify, discuss and analyze in a critical way the concepts and theories in materials management, using real situations of different organizations. By practicing integrative analysis, students will be able to use knowledge acquired in their concentration courses.

MANA 739
**Seminar in Project Management**
**Three Credits**
The course centers on the discussion and analysis of the principles of quality management in the context of project management, according to the methodology of the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK).

MANA 742
**Simulation**
**Three Credits**
The course is held in a simulated environment of businesses and their managers to get the most out of it. This program tries to business using the same variables, relationships, and developments in the world of business realities. Consists of several cycles of decisions (commercial, production, research and development, human resources, finance). The Simulator aim to provide a representation of business realities. Play business complexity, and at the same time achieve the pedagogical objectives previously commented, involves limiting the scenario of the game and therefore a set of rules that sketcher only the capacity for action of the participants. Simulation seeks to maximize the efficiency of the decision-making process, and get the most, joining a team of students (managers) responsible for the direction of a company competing in a market simulated by the program.

MANA 750
**Advanced Statistical Methods**
**Three Credits**
Students will gain experience working with advanced statistics. They must work with statistical software such as SPSS, analyzing data related to their areas of interest. Topics include multiple linear regression, discriminate analysis, factor analysis, cluster analysis, analysis of variance, and analysis of qualitative data.

MANA 754
**Business Research Methods**
**Three Credits**
The course promotes integration of scientific research and managerial decision-making. Students can note the variety of research in different areas of business, such as production, operations research, business policy and strategy, organizational behavior, human resources management, information systems, marketing, accounting, and finance. The course includes discussion of the research process, from the statement of the problem to the conclusions. Aspects of ethical considerations involved in conducting research, including cross-cultural research, will also be discussed.
MANA 762
Management Science
Three Credits
The course is an introduction to concepts and techniques in quantitative approaches to decision-making; modeling methodology (linear, integer, nonlinear, multiple-objectives programming). Modeling tools (sensitivity and post-optimality analysis); software; applications in production planning and scheduling, inventory planning, project management, distribution systems planning, facility sizing, product development, communication system design, trends in management and in the development of management science theory.

MANA 764
International Business Management
Three Credits
The course presents an overview of the particular aspects of doing business in a global context. It includes discussion of the importance of the global business, the selection of countries as markets, and the development of a coordinated international business strategy in the marketing, human resources, accounting, and financial functions of a business entity.

MANA 800
Business Data Analysis
Three Credits
The course centers on managerial data analysis to transform raw business data regarding management process and markets into organized information, in order to identify meaningful patterns and relationships useful to interpret and perform analysis for improved decision-making. The course stresses the theoretical development and the practical application of each technique. The student may integrate the use of statistical analysis capabilities of PC-based computer software, summarize raw data, and interpret patterns in those data, make and interpret statistical inferences, execute and interpret rudimentary regression analysis, recognize limitations of statistical analyses and identify pitfalls in their interpretations.

MANA 802
Corporate Finance
Three Credits
The course is an in-depth study of theoretical and empirical research on financial decision making; debt and equity valuation; risk analysis and risk management. Topics covered include investments decisions, capital budgeting and cost of capital decisions; corporate financing decisions and the financial markets; dividend policies and capital structure decisions; interactions of investment and financing decisions; financial planning; derivative securities, options, warrants, and convertibles; mergers, corporate control, and distress restructuring; international financial management.

MANA 804
Strategic Management
Three Credits
This course introduces doctoral students to the principal theoretical perspectives and analytical tools in complex case studies. It includes empirical findings in the strategic management process. The course explores diagnosing the firm’s current situation and developing solutions to strategic and organizational problems. The perspective of the course is that of the general manager; the concern is how the organization builds sustainable competitive advantage in its respective industries. The primary focus is on understanding how the corporate level strategy adds value.

MANA 806
Organizational Design
Three Credits
This course is designed to train theorist/researchers, practitioners in the design, redesign and implementation of effective organizations. It will focus on the analysis, planning, implementation, and evaluation of both the social and technical systems of organizations, with emphasis on the structural changes necessary to improve and maintain productivity and the quality of work life. The course will emphasize the integration of diverse theoretical perspectives.

MANA 808
Business Consulting
Three Credits
This course provides an in-depth understanding of strategy consulting. The course explores dimensions of defining and understands the strategy consulting assignment, client relationship management, work methodology, and value creation, as well as presentation and follow-up. It examines individual, interpersonal, and organizational theories of development and of intervention effectiveness. It will develop students’ understanding of how internal and external consultants add value to the organization.

MANA 810
Negotiation Strategies
Three Credits
The course deals with theory and research on effective negotiation strategies to build student understanding of, and skills for, managing differences and negotiation situations. The emphasis is on developing practical skills for effective negotiations that can be applied to real situations. Students should be prepared to learn from their own experiences and practice in this course.
MANA 820
Management of Innovations and Technology
Three Credits
The course centers on the importance of technology in organizations. This course considers the issues associated with introducing new technology into organizations and also covers the management of various types of technology and its role in the 21st Century organizations.

MANA 822
Project Management in Business
Three Credits
The course deals with skills and techniques in the project management field. With this body of knowledge students can help business organizations to meet their goals and expectations by using strategies to manage the process of planning, development, and control of projects.

MANA 824
Risk Management
Three Credits
The course centers on the comprehensive study of methods available for controlling risk and limiting financial exposure. Topics include insurance, underwriting, self-insurance, loss control, insurance fraud, worker’s compensation, government regulations and an examination of current issues in the insurance industry.

MANA 830
Advanced Human Resources Management
Three Credits
The course is centered on advanced studies in Human Resources Management. Topics include employee selection, performance appraisal, compensation, training and development, human resources policy and strategy, and others areas of human resource management.

MANA 832
Advanced Human Resources Management
Three Credits
The course covers roles of training and organizational development in the growth, development, and success of organizations. Organizational development is examined in terms of components and different types of interventions. Topics include development, instructional design, delivery, evaluation, and the determination of the return of investment (ROI).

MANA 834
Seminar in Leadership
Three Credits
The course deals with organizational leadership and its relationship to organizational development and change. This includes leadership and ethical behavior, inter and intra organizational leadership strategies, management theory and practice, and organizational culture.

MANA 840
Management in the Service Industry
Three Credits
The course is an overview of management principles applied in the service industry. It includes the application of management theories, effective characteristics, problems, communication, leadership, and particular management problems in service industries.

MANA 844
Managing Professional Service Organization
Three Credits
This course addresses critical needs of professional services organizations. The course is valuable for those planning on entering professional service in a management role, including such activities as consulting, financial advice, accounting, the law, and other aspects of service industries.

MANA 850
Strategic Planning in Public Organizations
Three Credits
The course covers theory and practice of the Strategic Planning Paradigm as a tool for public administration. Students can learn how to apply strategic planning to mission and vision statements, environmental scanning, identification of strengths and weaknesses, strategic policies, and others.

MANA 852
Project Planning and Programming
Three Credits
Most of the public work is developed by projects and the use of specific budgets. In this course students will learn how to develop project planning and how to use different tools for the programming of projects, such as the Precedence Diagram Method (PDM), Arrow Diagramming Method (ADM), Conditional Diagramming Method (GERT), and Expert Judgment, among others.

MANA 854
Management and Budgeting in Government
Three Credits
The course covers theory of public management and budgeting spending, including past and present applications in the federal government and in Puerto Rico. The course also integrates experiences of management and budgeting in other countries, so that students can compare different scenarios.
MANA 857
Special Topics in Entrepreneurship and Management
Three Credits
This course is designed to promote the discussion of changing and emerging topics in the field that could not otherwise be effectively captured in the curriculum. Two alternatives are available: (1) lectures from visiting professors and (2) participation in international conferences or seminars. Visiting professors must prepare the course guidelines under the name Special Topics in Entrepreneurship and Management and a subtitle that refers to the topic. All proposed topics or participation in conferences must be approved by the DBA coordinator prior enrollment.

MANA 832
Training & Human Resources Development
Three Credits
The course centers on the roles of training and organizational development in the growth, development, and success of organizations. Organizational development is examined in terms of its history, underlying assumptions, characteristics, components, and different types of interventions. Topics include effective training, needs assessment, program development, instructional design, delivery, evaluation, and determination of the return of investment (ROI).

MARK 511 @
Marketing Management
Three Credits
The course is aimed at developing students’ capability for analysis and decision-making in situations requiring verbal and written solutions to marketing problems. It includes the study of strategic marketing, segmentation, positioning, and target market. Also included is the study of information systems, marketing research, psychographics and demographic characteristics of consumers.

MARK 610 @
Advanced Marketing Management
Three Credits
The course centers on the study of marketing management through the use of quantitative analysis and marketing policy. Students will engage in a detailed analysis of the responsibilities of the distribution manager, including planning, organizing, directing, and coordinating the activities of personnel in charge of specialized tasks, such as promotion, sale management, and pricing.

MARK 613
Sales Analysis and Forecasting
Three Credits
The course deals with analysis and forecast of sales by means of various techniques used by business and industry. Students become familiar with existing statistical models used in sales forecasting. The course relates forecasting activities to planning and inventory management.

MARK 615 @
Advertising and Promotion
Three Credits
The course centers on analysis of problems related to marketing communications and promotions methods. It introduces basic concepts of management promotion, including institutional promotion and public relations.

MARK 616 @
Public Relations
Three Credits
This course will examine the origins of public relations in the United States and Puerto Rico, including characteristics and functions of the public relations specialist. It also includes the ecology and environment in public relations; ethics of public relations (research, planning, communication, and evaluation); means of communication; importance of public opinion, as well as uses of promotion, advertising and propaganda within the perspective of the Puerto Rican social, economic, commercial, and political system.

MARK 618
Pricing Strategy
Three Credits
The course centers on the study of strategies used by profit and non-profit organizations in fixing the prices for their goods and services. It will examine the relationship between prices and demand for a product and between pricing and other variables which determine the “market mix”.

MARK 690
Green Marketing
Three Credits
This course attempt to discuss and analyze the strategies for the creation and develop green products and green businesses. The student should also learn the different possible strategies for the development of new markets in this area. In addition, there implications of these differences for the consumer behavior and the markets.

MARK 695
Sustainable Development
Three Credits
Discusses the three principal components of sustainable development (environment, society and economy) through a theory and practical discussion with the purpose of create conscience about the use of natural resources without to commit the capacity of future generations to satisfy their owns needs.
MARK 703  
Marketing Research  
Three Credits  
This course examines the use of the scientific method in the acquisition, analysis and interpretation of marketing information. Various research methods, such as exploratory, descriptive and experimental approaches will be examined. The most recent studies in the systematic gathering of internal and external information needed for making marketing decisions will be considered.

MARK 708 @  
Consumer Behavior  
Three Credits  
The course examines the different theories applied to explanations of consumer behavior. An analysis is made of how the consumer acquires and uses information in making judgments. It takes into account the effects on consumer behavior of demographic characteristics, personality and social group. Knowledge of consumer behavior is applied to strategies for marketing. Emphasis of the course is on research.

MARK 709  
Distribution Channels  
Three Credits  
The course centers on analysis of management functions to administer the different market distribution channels in an organization.

MARK 711  
International Marketing  
Three Credits  
The course is a systematic study of the international market. It views the market on a global scale and discusses the advantages that this evaluation may represent for business enterprises. It provides the conceptual frame of reference and the analytical tools, which will enable the manager to explore the alternatives and possibilities on a world scale and to understand the diversity and complexity.

MARK 712  
Sales Management  
Three Credits  
This course is designed to provide the student with the most advanced concepts in sales management. It includes principles and concepts such as planning, direction, implementation, and control of the sales area. It provides an opportunity for the student to analyze different cases and to present possible plans of action for each.

MARK 713  
New Product Development  
Three Credits  
The course is designed for the student to analyze the new product development processes and/or new services. We study the different stages as: Search market opportunities, proof of concept, product design, prototype development and the creation of the marketing mix to launch the product.

MARK 714 @  
Marketing Communications  
Three Credits  
The course centers on the study of the functions of publicity, personal sales, advertising, sales promotion, and public relations in accomplishing the marketing objectives of the organization.

MARK 715  
Services Marketing  
Three Credits  
Analysis of marketing strategies applied to services organizations. The student will understand the services nature and their implications of marketing strategy. The students will develop strategies to improvement the services.

MARK 716  
Industrial Marketing  
Three Credits  
Analysis of marketing strategies applied to business to business markets. Design of marketing strategies needs to success in business markets. The student manages concepts like client analysis, consumer behavior (business), buyer-seller relation and strategic management technics.

MARK 718  
Marketing Logistics  
Three Credits  
In this course we review the managerial decisions related to such fundamental logistics functions as customer service, transportation, inventory management, order processing and information system, warehousing, decision support systems, and the state of the art planning models and practical tools for integrating these functions into a total logistics system. After covering the basic logistics functions, the course focuses on their integration into supply chain processes or logistics networks. Consideration is given to supply chain design and management, including international issues. The orientation of the course is the marketing or physical distribution perspective, grounded in customer service philosophy as the driving force behind the design, implementation and, indeed, the performance of logistics systems or the entire supply chain.
MARK 719
Knowledge Integration in Marketing
Three Credits
This course was developed to provide students of the Graduate Program in Human Resources the opportunity to examine and compare their knowledge with actual conditions in organizations. The student can identify, discuss and analyze in a critical way the concepts and theories in materials management, using real situations of different organizations. By practicing integrative analysis, students will be able to use knowledge acquired in their concentration courses.

MARK 720
Services Marketing II
Three Credits
Analysis of marketing strategies applied to financial services. The student will understand the core of financial services. The marketing strategy decisions implications. The student will develop marketing strategies to improve the financial services.

MARK 725
e-Marketing
Three Credits
The goal of this course is to prepare students to be strategic decision makers in organizations (small or large) that are being impacted by the emerging digital technologies. The overall objective is to understand a broad range of E-Commerce tools and develop skills using Internet applications. Topics include e-commerce infrastructure, starting online business, developing promotional programs on the Internet, increasing traffic to web sites, and appreciation of the Internet as the future "Information Superhighway." Thus, a major aspect of this course will be the study of the Internet, its implications and its uses with principal focus of on understanding the managerial implications of E-Commerce and Internet Marketing.

MARK 730
Sports Marketing
Three Credits
This course is designed to provide the student with an overview of the major marketing issues facing the sport industry. Course content focuses on developing basic knowledge and understanding of sport marketing and sponsorship of recreational and professional events. Attention is given to the history of sport marketing, principles of marketing applied to the sport industry, sport consumer behavior, research tools, corporate sponsorship, and evaluation of sport marketing programs. The components of the course include developing products, surveying, utilizing sponsorships, special events, fund raising, public relations, promotions, press releases and the utilization of radio and television networks.

MARK 735
Special Events Marketing
Three Credits
Marketing strategies analysis to be use in the development and coordination of special events. Application of concepts of integrated marketing communication. The student will manage promotion strategies, exhibition and fairs. The student knowledge about business protocol.

MARK 737 @
Concentration Test in Marketing
Three Credits
This course was designed to provide students the opportunity to integrate knowledge obtained in their concentration, to review the main theoretical concepts, and to take the specialty test to obtain the degree. During the course, the students must review both theoretical and practical concepts of their concentration. At the end of the course the student must take the concentration test.

MARK 738 @
Knowledge Integration
Three Credits
This course was developed to provide to the students of the Graduate Program in Marketing, the opportunity to examine and compare their knowledge with the actual conditions of the organizations. The student can identify, discuss and analyze in a critical way the concepts and theories in management using real situations of different organizations. The analysis will be in an integrative way in which the student can use the knowledge acquired in their concentration courses.

MARK 740 @
Marketing Seminar
Three Credits
The course promotes analysis of marketing problems faced by modern management. The course offers a critical discussion of activities such as planning, design strategy, and marketing decision-making. Under the professor’s guidance, the student will identify a problem related to the marketing of a specific product or line of products of a company and develop a research paper on the selected problem.

MARK 745
Political Marketing
Three Credits
Analysis of marketing strategies to the political environment. Study different political campaigns in Puerto Rico, United States and Europe. Study of possible reasons why certain strategies are more effective and their application in different environments.
MATH 505
Quantitative Methods
Three Credits
The student is introduced to the analytical tools necessary for satisfactory performance in academic courses which require a quantitative background. Among the main topics considered are linear and nonlinear equations, radicals, combined analysis, and the binomial theorem, as well as an introduction to differential calculus. These topics are discussed from the perspective of their applications to business management.

QUAMA 600
Six Sigma
Three Credits
This course presents the quality tools used in manufacturing and service organizations in order to achieve improvements in productivity.

QUAMA 626
Teamwork Development
Three Credits
The course promotes discussion, analysis, and comparison of the principles of quality theories.

QUAMA 655
Quality Statistics
Three Credits
The course deals with statistical analysis applied to the quality process of the organization. Emphasis is placed on measuring the process of change and on effective decision-making.

QUAMA 727
Principles of International Quality Standards (ISO)
Three Credits
This course presents the basic principles for the establishment of international quality standards, interpretation of the different standards, requirements for different certifications, and the implantation of the programs.

QUAMA 728
Total Quality in Human Resources
Three Credits
The course presents the application of the principles and practices of total quality in human resources, with a view to using human resources management to help in the transformation of the organization.

QUAMA 729
Re-Engineering
Three Credits
The course promotes discussion, analysis, and application of tools, techniques, methods, models, and technology for transformation and re-engineering processes in the organization.

QUAMA 733 @
Quality Management Seminar
Three Credits
In this course students will use knowledge they have obtained in their concentration to carry out research in the area of Quality in the company, under the instructor’s supervision.

RESM 850
Seminar in Information Systems I
Three Credits
The course deals with principles and methods of scientific business research applied to management decision-making. Students formulate hypotheses and relevant problems related to the social context in the workplace, and integrate the research questions with an adequate design. The course presents the basic methodology in business research, including experimental, non-experimental, descriptive research, and correlation. Emphasis is placed on critical evaluation of the limitations of every design in terms of internal and external validity.

RESM 860
Seminar in Information Systems II
Three Credits
The course covers fundamental techniques in business research, integrating the most effective research design in a changing environment. Topics include design, configuration, measurement scaling, and sampling. Quantitative research using survey instruments focuses strictly on qualitative research data collection procedures. Issues of planning for data analysis, model building, and the data analysis process in light of current developments in the field of modeling will be discussed. It also deals with the issues of research reporting and evaluation, as well as contemporary ethical considerations in business research.

RESM 862
Seminar in Management I
Three Credits
The course deals with principles and methods of scientific business research applied to management decision-making. The students formulate hypotheses and relevant problems related to the social context in the workplace, and integrate the research questions with an adequate design. The course presents the basic methodology in business research, including experimental, non-experimental, descriptive research, and correlation. Emphasis is placed on critical evaluation of the limitations of every design in terms of internal and external validity.
RESM 864
Seminar in Management II
Three Credits
The course covers fundamental techniques in business research, integrating the most effective research design in a changing environment. Topics include design, configuration, measurement scaling and sampling. Quantitative research using survey instruments focuses strictly on qualitative research data collection procedures. Issues of planning for data analysis, model building and the data analysis process in light of current developments in the field of modeling will be discussed. The course also deals with the issues of research reporting and evaluation, as well as contemporary ethical considerations in business research.

RESM 866
Dissertation I
Three Credits
This is the first of two required courses on dissertation writing and was designed to help the student to produce a research proposal. This research proposal must have at least three (3) chapters as follows: Problem statement, Literature review and Methodology. This proposal should be the input for the second dissertation course.

RESM 867
Continuation of Dissertation I
Cero Credits
This is the continuation of the first of two required courses of dissertation writing and was designed to help the student to produce a research proposal. This research proposal must have at least three (3) chapters as follows: Problem statement, Literature review and Methodology. This proposal after approval by the Dissertation Proposal Committee will be the input for the second dissertation course.

RESM 868
Dissertation II
Three Credits
This is the second of the two required courses on dissertation writing. This document produced must be the result of the research developed by the student and must comply with the requirements established in the Dissertation Manual of the School of Business. This course should end with the student’s oral defense of the dissertation.

STAT 555 @
Statistics for Decision-Making
Three Credits
The course centers on the study of concepts and statistical methods useful to administrators in their decision-making processes. The course covers descriptive statistics and inferential statistics. Computer applications are part of the course.

SUMA 607
Supply Chain Management
Three Credits
This course explores the challenges of integrating the various functions under the umbrella of supply chain management into the organizations. Students learn what it is an integrated supply chain management system and how will greatly improve an organization’s profits, productivity and quality of their products and services, market share and profitability. Also, this course examines management and technical aspects of quality improvement. Specifically, will enrich the understanding of Total Quality Management (TQM) and Six Sigma concepts and techniques for managing, controlling and improving quality needed for continuous improvement of organization with an supply chain perspective.

SUMA 610
Strategic Cost Management
Three Credits
The course is designed to provide the student with an in-depth understanding of the role of management with cost reduction as a critical tool in the business strategy redirecting emphasis from price to total cost of ownership. This course starts with an in-depth presentation and understanding of direct and indirect costs of a product or system, the strategic role of purchasing, the procurement process and management with an emphasis on the role of information flow. It also considers the complexities and importance of strategic performance measurements, developing strategies on reducing/managing costs beyond the initial manufacturing cycle time and cost to make parts.

SUMA 612
Operations Management
Three Credits
This course examines the strategic, tactical and operational importance of operations management to the overall performance of the company. The course deals with the design and management of products, processes, services within the supply chains. The course addresses strategic issues like the size and location of manufacturing plants, supply chain technology; tactical issues like plant layout and structure, project management methods, and equipment selection and replacement. And Operational issues like production scheduling and control, inventory management, quality assurance, traffic and materials handling, equipment maintenance policies, capacity planning, aggregate planning, and Just-in-time.

SUMA 615
Demand Management and Forecasting
Three Credits
This course examines integrated supply chain models synthesizing demand forecasting, supply management, production, and enterprise systems. Students will explore
the integration of ERP technology utilizing information technology systems proficiently to support logistics management. The emphasis of the course is to gain exposure to specific business forecasting techniques, learn to apply statistical tools used to forecasting, evaluate supply chain performance, and design supply chain solutions. This course also reviews the strategic role of information systems, managing data resources, managing international information systems and ethical and social impact of information systems.

**SUMA 618**  
**Strategic Procurement**  
**Three Credits**

This course explains the role of purchasing and how purchasing fits into the overall structure of an organization and its importance in maintaining efficiency. Students learn how purchasing managers keep stock of inventory, work with vendors and evaluate the quality of goods. This course also addresses the art and science of negotiation learned through experience gained in simulated negotiations. Students are exposed to negotiate with vendors secure deals for supplies. This class reviews the laws and regulations that relate to purchasing. Because purchasing managers make many legally agreements with vendors, contract law is also emphasized, students learn about different types of contracts, enforcement of warranties and options for legal recourse in disputes with suppliers.
VISION

In collaboration with the broader Universidad Ana G. Méndez-Recinto de Gurabo community and the professional community in school districts, the School of Education seeks to prepare professionals who are able to meet the challenges of education in a global society that is changing, diverse, and technologically oriented.

The School of Education will provide a high quality, student-centered and innovative environment to prepare reflective, collaborative and highly effective educational leaders who can address the needs of students and communities in Puerto Rico and abroad.

MISSION

The School of Education is committed to developing reflective, collaborative and highly effective educational leaders. We view teaching both as an art and as a science, learning as a reciprocal process, and service as a responsibility. Thus, we provide a learning environment that promotes individual creativity and fosters the synthesis of theory and practice. We facilitate the development of leaders who are sensitive to individual differences, to moral and equity issues and who, in their work as educators, will actively shape educational organizations.

The School of Education offers Bachelor’s Degree programs in Elementary Education, Secondary Education, Special Education and Physical Education. The School of Education serves a diverse student body at the undergraduate and graduate levels on campus, off campus, and at several sites in the United States. We regard the diversity of our many units as a strong point which adds value to our identity.

The School of Education has a tradition of providing an educational environment that is conducive to interaction, innovation, reflection and service. The essence of our School is its people. From faculty and staff, students and alumni to community partners in private and public schools, the intense commitment and great sense of pride and responsibility in our role as educators is indicative of the core values sustained by the School of Education.

In carrying out our mission, we value:

- Excellence and innovation in teaching and learning
- Integration of pedagogical theory and practice

Goal and Objectives of the Graduate Program

- The goal of the Graduate Program in Education is to provide a diverse group of men and women with the theoretical and practical knowledge, skills, work ethic, vision and innovative spirit needed to become leaders in the educational enterprise.

- The academic experiences provided by the Graduate Program will enable the students to:
  1. Conceptualize the educational process from a broad perspective that will contribute to the fulfillment of their duties with ethics, competence and professional commitment.
  2. Apply research to the solution of educational problems in their respective programs.
  3. Acquire the theoretical and conceptual knowledge needed to be effective as educational leaders.
  4. Develop professional knowledge, technical skills and attitudes needed to design, implement and evaluate educational experiences in their particular programs

SPECIALIZED ACCREDITATIONS

Teacher preparation programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP).
FACULTY

Adlin Solá-Candelario / Assistant Professor
MEd, Universidad del Turabo

Angel M. Ginorio-Martínez / Assistant Professor
EdD, Northcentral University

Angela Candelario-Fernández / Professor
PhD, Fordham University

Carlos Guzmán / Instructor
MA, Caribbean University

David Méndez / Associate Professor
PhD, New York University

Debbie A. Quintana-Torres / Professor
EdD, University of Puerto Rico

Dennis E. Cumpiano-Carrero / Associate Professor
MA, New York University

Dulcinia Nuñez-Santos / Professor
EdD, Fordham University

Edna M. Oyola-Nuñez / Associate Professor
EdD, Universidad Interamericana de Puerto Rico

Elaine Guadalupe-Ahedo / Assistant Professor
EdD, Pontificia Universidad Católica de Puerto Rico

Evelyn Castro-Silva / Assistant Professor
MA, Universidad Metropolitana

Gladys Betancourt-Santos / Professor
EdD, Universidad Interamericana de Puerto Rico

Israel Rodríguez-Rivera / Instructor
MEd, Pontificia Universidad Católica de Puerto Rico

Juan M. González-Lamela / Professor
EdD, Nova University

Juana A. Mendoza-Claudio / Associate Professor
EdD University of Massachussets, Amherst

Luis A. Montríquez-Torres / Associate Professor
DBA, Northcentral University

Luis V. Dieppa-Roque / Assistant Professor
MS, Herbert Lehman College

Lymari Candelario-Piñeiro / Assistant Professor
EdD, Universidad Interamericana de Puerto Rico

Mayra Jiménez-Ramírez / Assistant Professor
MS, Universidad de Puerto Rico

Olga Espinosa-Dávila / Associate Professor
MA, Universidad de Puerto Rico

Pedro Rivera-Villegas / Associate Professor
PhD, Southern Illinois University

Pilar Dávila-Santos / Assistant Professor
EdD, Universidad Interamericana de Puerto Rico

Rafael Cartagena-Rodriguez / Professor
EdD, Nova University

Sayra Maldonado / Instructor
MA, Universidad de Puerto Rico
It is recommended for students to verify the Puerto Rico Department of Education Teacher Certification Regulations to make sure they are taking the right courses according to the requirements for the certification in which they are interested.

### MASTER'S DEGREE

#### EDUCATIONAL ADMINISTRATION

This specialty prepares candidates to be certified as educational administrators in public and private schools.

| Total Credits | 39 |
| Core Courses  | 6  |
| Required Specialization Courses | 24 |
| Degree Requirement | 9 |

**Core Courses** *(6 credits)*
- EDUC 501 Principles and Development of Curriculum 3
- EDUC 504 Leadership, Communication and Teamwork 3

**Required Specialization Courses** *(24 credits)*
- EDUC 503 Introduction to the Educational Enterprise 3
- EDUC 506 Conflict Resolution in Schools 3
- EDUC 510 Principles of Educational Management 3
- EDUC 520 Administration of Financial Resources 3
- EDUC 520 Educational Law and Regulation 3
- EDUC 705 Planning and Evaluation in Education 3
- EDUC 519 Human Resources Management in the Educational Enterprise 3
- EDUC 519 Practicum in School Administration and Supervision 3

**Degree Requirement** *(9 credits)*
- EDUC 600 Educational Research Methods 3
- EDUC 630 Statistics for Educational Research 3
- EDUC 602 Lecture Seminar 3
- or EDUC 617 Research Project in a School Setting 3

#### TEACHING ENGLISH AS A SECOND LANGUAGE

This specialty is designed to provide candidates with a background in the principles, theories and practice of second language acquisition, learning and teaching. It seeks to prepare educators who can assume positions of leadership in ESL education as teachers or English supervisors in public or private schools and as professors in institutions of higher education.

| Total Credits | 39 |
| Core Courses  | 9  |
| Required Specialization Courses | 24 |
| Degree Requirement | 9 |

**Core Courses** *(9 credits)*
- EDUC 501 Principles and Development of Curriculum 3
- EDUC 504 Leadership, Communications and Teamwork 3
- EDUC 619 Professional Experiences Seminar 3

**Required Specialization Courses** *(21 credits)*
- EDUC 550 Second Language Acquisition 3
- EDUC 551 Reading Processes in Second Language Settings 3
- EDUC 553 Language, Cognition and ESL Curriculum Development 3
- EDUC 554 Use of Computers in ESL Teaching 3
- EDUC 564 Applied Linguistics for ESL Teachers 3
- EDUC 566 Methods of Teaching English as a Second Language 3
- EDUC 704 Teaching of Writing: From Theory to Practice 3

**Degree Requirement** *(9 credits)*
- EDUC 600 Educational Research Methods 3
- EDUC 630 Statistics for Educational Research 3
- EDUC 602 Lecture Seminar 3
- or EDUC 617 Research Project in a School Setting 3
COUNSELING

This program has been designed to prepare candidates interested in becoming counselors in diverse occupational scenarios such as schools, universities, government agencies or private corporations.

Total Credits: 48
Core Courses: 24
Required Specialization Courses: 12
Degree Requirement: 9
Elective Courses: 3

Core Courses (24 credits)
- EDUC 580: Evaluative Psychology: Human Growth and Development 3
- EDUC 581: Introduction to Counseling 3
- EDUC 582: Legal and Ethical Issues in Counseling 3
- EDUC 583: Instruments and Techniques for Diagnosis and Assessment 3
- EDUC 584: Individual Counseling Techniques 3
- EDUC 585: Group Counseling Techniques 3
- EDUC 586: Career Counseling 3
- EDUC 587: Internship 3

Required Specialization Courses
Select one of the following options:

School Counseling (12 credits)
- EDUC 645: Introduction to School Counseling 3
- EDUC 646: Development and Management of School Counseling Programs 3
- EDUC 618: Children and Adolescents Counseling 3
- EDUC 648: Practicum in School Counseling 3

Student Affairs on Higher Education (12 credits)
- EDUC 649: Counseling in Students Affairs in Higher Education 3
- EDUC 650: Counseling for Students Development in Higher Education 3
- EDUC 651: Counseling for Prevention in Higher Education: The College Students Experiences 3
- EDUC 652: Practicum in Counseling in Students Affairs in Higher Education 3

Degree Requirement (9 credits)
- EDUC 600: Educational Research Methods 3
- EDUC 630: Statistics for Educational Research 3
- EDUC 602: Lecture Seminar 3
- EDUC 617: Research Project in a School Setting 3

Elective Courses (3 credits)

TEACHING OF FINE ARTS

This program has been designed as a professional development alternative for Fine Arts teachers. Candidates can select one of four track options: Music, Dance, Visual Arts or Theater.

Total Credits: 39
Core Courses: 6
Required Specialization Courses: 12
Additional Specialization Courses: 12
Degree Requirement: 9

Core Courses (6 credits)
- EDUC 501: Principles and Development of Curriculum 3
- EDUC 504: Leadership, Communication and Teamwork 3

Required Specialization Courses (12 credits)
- EDUC 540: Theories, Strategies & Resources for Teaching Fine Arts 3
- EDUC 541: Use of Technology in the Teaching of Fine Arts 3
- EDUC 542: Integration of Fine Arts in the Secondary School Curriculum 3
- EDUC 592: Integration of Fine Arts in the Elementary School Curriculum 3
- MSAA 701: Basic Principles of Administration of the Arts 3

Additional Specialization Requirements
Select one of the following options:

Option I – Music
- EDUC 557: Organization of Vocal Music Groups 3
- EDUC 558: Music Production Seminar 3
- EDUC 559: Techniques for the Organization of Instrumental Groups 3
- EDUC 612: Music Seminars/Workshops 3
- EDUC 613: Music Seminars/Workshops 3
- EDUC 614: Music Seminars/Workshops 3

Option II – Dance
- EDUC 571: Seminar for Dance Production: Body Movement & Expression 3
- EDUC 572: Development and Evolution of Dance 3
- EDUC 573: Methodologies and Integration of Dance to Elementary School Teaching 3
- EDUC 623: Dance Seminars/Workshops 3
- EDUC 624: Dance Seminars/Workshops 3
- EDUC 625: Dance Seminars/Workshops 3

Option III – Visual Arts
- MSAA710: Administration of Museums 3
- EDUC 543: Media, Techniques and Materials in the Visual Arts 3
- EDUC 544: Visual Arts Production Seminar 3
- EDUC 609: Visual Arts Seminars/Workshops 3
EDUC 610  Visual Arts Seminars/Workshops
EDUC 611  Visual Arts Seminars/Workshops

Track Option IV – Theater
MSAA 709  Administration of Representational Arts 3
EDUC 574  Theatrical Techniques 3
EDUC 576  Theater Production Seminar 3
EDUC 620  Theater Seminars/Workshops 3
EDUC 621  Theater Seminars/Workshops 3
EDUC 622  Theater Seminars/Workshops 3

Degree Requirement (9 credits)
EDUC 600  Educational Research Methods 3
EDUC 630  Statistics for Educational Research 3
EDUC 602  Lecture Seminar 3
or
EDUC 617  Research Project in a School Setting 3

CURRICULUM AND TEACHING

This program has been designed for candidates interested in a professional development alternative that will further enhance their teaching skills. The program allows candidates to take credits in a discipline suitable for their needs and interests. Students can choose between different options.

Total Credits 39
Core Courses 3
Required Specialization Courses 15
Additional Specialization Requirements 12
Degree Requirement 9

Core Courses (3 credits)
EDUC 504  Leadership, Communication and Teamwork 3

Required Specialization Courses (15 credits)
EDUC 500  Learning Theories 3
EDUC 501  Principles and Development of Curriculum 3
EDUC 505  Models and Systems of teaching 3
EDUC 513  Educational Measurement and Evaluation 3
EDUC 619  Professional Experiences Seminar 3

Additional Specialization Requirements
Select one of the following options:

Primary Teaching K-3 (12 credits)
EDUC 547  Language Development and Acquisition: Implications for Learning to Read and Write 3
EDUC 592  Integration of the Arts into the K-3 Curriculum 3
EDUC 593  Teaching of Science at the Primary School Level 3
EDUC 594  Mathematics in the Primary Schools 3

Elementary Teaching 4th to 6th (12 credits)
EDUC 561  Computer Applications for Teaching 3
EDUC 597  Social Sciences Curriculum and Methodology 3
EDUC 598  Science Teaching at Elementary Level 3
EDUC 599  Math Teaching at Elementary Level 3

Degree Requirement (12 credits)
EDUC 663  Curriculum and Teaching Methodology 3
EDUC 664  Learning Assessment in Science 3
EDUC 665  Technology Integration into Science Teaching 3
EDUC 666  Current Trending in Science Teaching 3

Reading/Writing (12 credits)
EDUC 521  Use of Technology in the Teaching of Reading and Writing 3
EDUC 547  Language Development and Acquisition: Implications for Learning to Read and Write 3
EDUC 590  Methods of Reading Diagnosis and Assessment 3
EDUC 595  Integration of Reading into Content Area Curriculum 3
EDUC 596  Whole Language and the Development of Reading/Writing Processes 3
EDUC 560  Principles and processes for the teaching of reading 3
EDUC 608  Special Project in Reading 3

Educational Technology and Distance Education (12 credits)
EDUC 640  Instructional Design Principles 3
EDUC 641  Educational Technology Foundations 3
EDUC 642  Instructional Media 3
EDUC 643  Distance Education Foundations 3

Degree Requirement (9 credits)
EDUC 600  Educational Research Methods 3
EDUC 630  Statistics for Educational Research 3
EDUC 602  Lecture Seminar 3
or
EDUC 617  Research Project in a School Setting 3
SPECIAL EDUCATION

This program has been designed for the professional development of special education teachers. Candidates will acquire knowledge, skills and dispositions needed to assume leadership positions as teachers, supervisors, or consultants in the field of special education.*

*To be certified as a special education teacher (alternate route) students should take 6 credits in Methodology for Teaching Reading skills and 3 credits in the Teaching of Mathematics. It is recommended that students take EDUC 596, EDUC 534 and EDUC 535.

| Total Credits | 39 |
| Core Courses | 15 |
| Required Specialization Courses | 15 |
| Degree Requirement | 9 |

Required Specialization Courses (15 credits)

| EDUC 580 | Human Growth and Development | 3 |
| EDUC 530 | Psychosocial and Educational Implications of the Birth or Upbringing of Handicapped Students | 3 |
| EDUC 535 | Inclusion and the Special Education Work Team | 3 |
| EDUC 539 | Assessment and Instructional Design for the Teaching of Students with Disabilities | 3 |
| EDUC 546 | Assistive Technology in the Special Education Field | 3 |

Additional Specialization Courses (15 credits)

Select one of the following options:

Option I – Autism

| EDUC 653 | Nature and psychosocial aspects of students with autism | 3 |
| EDUC 654 | Methods of communication in the child with autism | 3 |
| EDUC 655 | Behavior management of students with autism | 3 |
| EDUC 656 | Methodology for teaching autistics students | 3 |
| EDUC 657 | Evaluation of children with autism | 3 |

Option II – Special Education K-12

| EDUC 658 | Physical disabilities and health impairment in childhood and adolescence | 3 |
| EDUC 659 | Sensory problems in childhood and adolescence | 3 |
| EDUC 660 | The education of children and youth with cognitive | 3 |
| EDUC 661 | Emotional disorders in childhood and adolescence | 3 |
| EDUC 662 | Transitional process for special education students | 3 |

Degree Requirement (9 credits)

| EDUC 600 | Educational Research Methods | 3 |
| EDUC 630 | Statistics for Educational Research | 3 |
| EDUC 602 | Lecture Seminar | 3 |
| or | EDUC 617 | Research Project in a School Setting | 3 |

PHYSICAL EDUCATION

This program has been designed for the professional development of candidates interested in working in diverse sports and physical education scenarios. Candidates can select one of three different track options: Athletic Training, Health Promotion or Coaching.

| Total Credits | 39 |
| Core Courses | 3 |
| Required Specialization Courses | 15 |
| Additional Specialization Requirements | 12 |
| Degree Requirement | 9 |

Core Courses (3 credits)

| EDUC 504 | Leadership, Communication and Teamwork | 3 |

Required Specialization Courses (15 credits)

| PHED 500 | Advanced Evaluation and Care of Athletic Injuries I | 3 |
| PHED 501 | Physiology of Exercise I | 3 |
| PHED 502 | Applied Sports Psychology: A Bio-Psychosocial Approach | 3 |
| PHED 503 | Theory and Methodology of Coaching | 3 |
| PHED 504 | Sports Law & Physical Education | 3 |

Additional Specialization Requirements (12 credits)

Select one of the following options:

Option I: Coaching

| PHED 505 | Biomechanical and Metrological Aspects of Exercise | 3 |
| PHED 506 | Physiology of Exercise II | 3 |
| PHED 507 | Training and Competitive Sports Psychology | 3 |
| PHED 508 | Analysis and Interpretation of Data in Sports Performance | 3 |

Option II: Health Promotion

| PHED 509 | Nutrition for Health Fitness | 3 |
| PHED 510 | Critical Issues in Health Fitness Management | 3 |
| PHED 511 | Assessment and Evaluation of Health Fitness Parameters | 3 |
| PHED 512 | Strategic Planning in Health Promotion | 3 |

Option III: Athletic Training

| PHED 513 | Administrative Issues in Athletic Training | 3 |
| PHED 514 | Athletic Injuries Rehabilitation | 3 |
| PHED 515 | Athletic Training I | 3 |
| PHED 516 | Advanced Evaluation and Care of Athletic Injuries II | 3 |
Degree Requirement (9 credits)

- EDUC 600 Educational Research Methods 3
- EDUC 630 Statistics for Educational Research 3
- EDUC 602 Lecture Seminar 3
- or
- EDUC 617 Research Project in a School Setting 3

GRADUATE CERTIFICATE

AUTISM

The Autism Professional Certificate has been designed for the development of professionals in the field of education, health or other disciplines interested in the wellbeing of people with the autism spectrum. Candidates will develop or strengthen knowledge, skills and dispositions needed to interact effectively with autistic people in a professional or personal setting. It offers a formation experience that will allow candidates to assume leadership roles as teachers, supervisors, or consultants in the field of special education.

Total Credits 24
Required Specialization Courses 24

Required Specialization Courses (15 credits)

- EDUC 530 Psychosocial and Educational Implications of the Birth or Upbringing of Handicapped Students 3
- EDUC 537 Inclusion and the Special Education Work Team 3
- EDUC 546 Assistive Technology in the Special Education Field 3
- EDUC 653 Assistive Technology in the Special Education Field 3
- EDUC 654 Assistive Technology in the Special Education Field 3
- EDUC 655 Assistive Technology in the Special Education Field 3
- EDUC 656 Assistive Technology in the Special Education Field 3
- EDUC 657 Assistive Technology in the Special Education Field 3

DOCTORAL PROGRAM

The doctoral program in education has been designed to enable teachers, college professors, community advocates and educational administrators to work in their respective communities while simultaneously developing new leadership skills and acquiring postgraduate training. The program allows students to strategically confront the complex realities and challenges facing educational institutions and examine them from a broad-base systems perspective.

The School of Education takes great pride in being responsive to student initiatives and individual needs. Thus, in the doctoral programs learning is interactive, collaborative and competency-based, grounded in mutual respect among learner, faculty and the institution. The learning model of the program is based on the principles of adult learning and designed to accommodate the needs, requirements and learning styles of adult professionals.

Students in the doctoral degree programs will learn through a combination of structured course work and independent study. They will learn working collaboratively with peers and faculty. They will utilize a range of learning media, including face-to-face seminars, web-enhanced courses and electronic e-mail. This flexibility in learning modalities will emphasize academic understanding, research and writing skills and applied activities.

The faculty of the School of Education works together in presenting an integrated curriculum, involving students through research, case analysis, group projects, integrative experiences and cooperative learning. Learning is an interactive process, thus integration, student participation and teamwork will be reflected consistently in all courses.

The doctoral program includes the following specializations: Educational Leadership and Teaching, Curriculum and Learning Environment.

The curriculum consists of four elements. First, students will engage in the disciplined and critical study of the social context that has special relevance to education. Throughout the program, students will refer to this social context as background to analyze critical problems of practice. Second, students will analyze theories and acquire technical and professional skills in their respective specializations. Third, students will acquire and apply knowledge in research methodology to identify and analyze educational problems. Finally, through the dissertation, students will develop and exhibit abilities to engage in sustained research.
DOCTORAL DEGREE

EDUCATIONAL LEADERSHIP

Mission
To develop and enhance educational leaders who are dynamic, reflective, collaborative and highly effective.

Goal
To provide educational experiences that will enable individuals to develop their leadership potential and expand knowledge related to their vocational duties and aspirations.

Objectives
• Develop and enhance a body of knowledge and skills that will enable the student to study and analyze the social context of educational organizations.

• Develop the knowledge and skills to manage an educational project from the conception of an idea to its completion.

• Acquire financial knowledge and skills needed to manage an educational institution’s income and expense accounts appropriately.

• Study the current and emerging theories and applications used for the evaluation of instructional programs.

• Identify, examine and analyze different leadership styles, models and strategies.

• Study and examine current practices of instructional leadership in different types of educational organizations.

• Develop knowledge and skills that will enable the student to take a leadership role in the process of transforming educational systems.

• Develop the disposition to collaborate and establish community relations and strategies that will result in developing collaborative partnerships to transform educational organizations.

• Enrich and enhance educational technology skills to be applied in leadership roles as well as for personal development.

• Develop knowledge and skills that will enable educational leaders to successfully utilize research for solving educational situations in their organizations.

• Use statistics and methods of data collection for the interpretation and analysis of information.

• Develop the skills to conceptualize, initiate, develop and carry out research related to educational leadership.

• Use technology and information systems to improve educational processes.

• Develop the disposition to act deliberately, ethically and skillfully within the evolving realities of contemporary educational institutions.

• Develop the disposition to motivate and facilitate others to achieve educational excellence.

Total Credits 51
Core Courses 9
Required Specialization Courses 27
Degree Requirement 15
Elective Courses 3

Core Courses
Select three of the following courses:
EDUC 714 Historical and Philosophical Perspectives in Education 3
EDUC 715 Social, Cultural and Political Dimensions of Educational Organizations 3
EDUC 716 Contemporary Problems and Issues 3
EDUC 717 Legal Issues in Education 3
EDUC 718 Ethics and Education 3

*Students whose prior academic concentration is not education, should take 3 additional credits in the Social Context of Education: EDUC 717.

Required Specialization Courses 27
Select one of the following options:

Organizational Processes 9
EDUC 801 Project Management in Education 3
EDUC 802 School Finance 3
EDUC 803 Evaluation of Instructional Programs: Theory and Application 3

Leadership 12
EDUC 804 Leadership: Models and Strategies 3
EDUC 805 Instructional Leadership 3
EDUC 806 Leading Organizational Change 3
EDUC 807 Leadership, Community Relations and Partnerships 3

Elective Courses 6
The student may select any of the courses available in the Doctoral Program. In order to select a course from the Librarian and Information Systems option, students must have prior academic preparation in this concentration.

### Research Courses
- **EDUC 901** Research Methods in Education 3
- **EDUC 902** Statistics 3
- **EDUC 905** Dissertation II 3
- **EDUC 906** Dissertation II 3
- **EDUC 906** Dissertation III 3

### TEACHING, CURRICULUM AND LEARNING ENVIRONMENT

**Mission**
To develop and enhance dynamic, reflective, collaborative, and highly effective educational practitioners in various areas of expertise.

**GOALS**
- To provide a diverse group of men and women with the theoretical and practical knowledge, skills, work ethic, vision and innovative spirit needed to become leaders in the educational enterprise.
- To provide educational experiences that will enable individuals to develop further competencies of professional leadership and knowledge related to their vocational duties and aspirations.
- To prepare skilled professionals in the education professions to contribute effectively in a pluralistic society.

### OBJECTIVES
- Develop and enhance a body of knowledge and skills that will enable the student to study and analyze the social context of educational organizations.
- Examine theoretical and empirical research on human learning and information processing.
- Analyze current research on learning styles and models of teaching.
- Study and analyze principles and theoretical assumptions underlying curriculum and instructional design.
- Identify, examine and analyze the influence of interest groups on curriculum planning and development.
- Study current and emerging theories and applications for the evaluation of instructional programs.
- Utilize theory and applications of instructional systems design in the planning of instructional programs.
- Acquire new knowledge and skills that will enhance the graduate’s educational practice in a particular learning environment.
- Develop knowledge and skills that will enable the graduate to successfully utilize research for the resolution of educational situations in their organizations.
- Develop the skills to conceptualize, initiate, develop and carry out research related to his/her area of expertise.
- Develop knowledge and skills that will enable the graduate to become an effective educational practitioner in a particular learning environment.
- Develop knowledge and skills that will enable the graduate to successfully utilize research for the resolution of educational situations in their organizations.
- Use statistics and methods of data collection for the interpretation of analysis of information.
- Develop the disposition to collaborate with the community, educational institutions and agencies to promote the highest quality of education for children and adults.
- Use technology and information systems to improve educational processes.
- Develop the disposition to respect and address individual differences and diverse learning environments as integral parts of the educational experience.
- Develop the dispositions to act deliberately, ethically and skillfully within the evolving realities of contemporary educational institutions.

**Total Credits** 51
## Core Courses
- Required Specialization Courses: 9
- Research Courses: 27

### Social Context of Education Component (9 credits)
Select three of the following courses:

- EDUC 714: Historical and Philosophical Perspectives in Education (3)
- EDUC 715*: Social, Cultural and Political Dimensions of Educational Organizations (3)
- EDUC 716: Contemporary Problems & Issues (3)
- EDUC 717: Legal Issues in Education (3)
- EDUC 718: Ethics and Education (3)

*Students whose prior academic concentration is not education, should take 3 additional credits on the Social Context of Education: EDUC 715.

### Required Specialization Courses (27 credits)

#### Teaching (9 credits)
- EDUC 809: Instructional Systems Design (3)
- EDUC 812: Teaching, Learning, and Cognition (3)
- EDUC 813: Models and Styles of Teaching and Learning (3)

#### Curriculum (9 credits)
- EDUC 803: Evaluation of Instructional Programs: Theory and Application (3)
- EDUC 814: Curriculum Theory and Design (3)
- EDUC 815: Curriculum Planning and Development (3)

#### Learning Environments (9 credits)
Select three courses of one of the following options track:

#### Option A: Special Education
- EDUC 816: Creating Learning Environments for Diverse Students (3)
- EDUC 817: Behavior Modification in the Classroom (3)
- EDUC 818: Early Identification of At-Risk Students (3)
- EDUC 828*: Seminar and Practicum in University Curriculum and Teaching (3)

#### Option B: Second Language Acquisition
- EDUC 819: Language Development Issues in the Curriculum of Puerto Rico’s Public and Private Schools (3)
- EDUC 820: Teaching in Multicultural Environments (3)
- EDUC 821: Research on Second Language Acquisition and Bilingualism (3)
- EDUC 828*: Seminar and Practicum in University Curriculum and Teaching (3)

#### Option C: Technology and Education
- EDUC 808: Educational Technology (3)
- EDUC 810: Technology and Media in Education and Training (3)
- EDUC 811: Theory and Practice of distance Education (3)

### Research Courses (15 credits)
- EDUC 828*: Seminar and Practicum in University Curriculum and Teaching (3)

## Option D: Library and Information Systems
- EDUC 822: Electronic Databases and Information Systems (3)
- EDUC 823: Advanced Organization of Bibliographic Resources (3)
- EDUC 824: Seminar: Special Topics in Librarian and Information Systems (3)
- EDUC 828*: Seminar and Practicum in University Curriculum and Teaching (3)

## Option E: Arts, Culture and Education
- EDUC 825: Anthropological and Cultural Concepts in the Puerto Rican Curriculum (3)
- EDUC 826: Educational Research on the Teaching of Fine Arts and Popular Arts (3)
- EDUC 827: Artistic and Cultural Expressions in Latin America and the Caribbean (3)
- EDUC 828: Seminar and Practicum in University Curriculum and Teaching (3)

## Option F: Children, Families and Society
- EDUC 720: Contemporary Theories of Child Development (3)
- EDUC 721: Teaching at the Pre-School/Primary Level Trends & Innovations (3)
- EDUC 722: Qualitative Research in Children’s Education (3)
- EDUC 828: Seminar and Practicum in University Curriculum and Teaching (3)

## Option G: Higher Education
- EDUC 723: Organization and Governance on Higher Education (3)
- EDUC 724: Student Services on Higher Education Institutions (3)
- EDUC 800: Higher Education Leadership and Administration (3)
- EDUC 828: Seminar and Practicum in University Curriculum and Teaching (3)

## Research Courses (15 credits)
- EDUC 901: Research Methods in Education (3)
- EDUC 902: Statistical Methodology in Education (3)
- EDUC 903: Descriptive Research methods (3)
- EDUC 904: Experimental Research Methods (3)
- EDUC 905: Dissertation I (3)
- EDUC 906: Dissertation II (3)

*EDUC 828 is a one-semester course.
COURSE DESCRIPTIONS

EDUC 500
Learning Theories
Three Credits
The course centers on the study of the most important theories of learning, knowledge acquisition, and information processing. Special emphasis is given to the application of theory to enhance the learning-teaching process.

EDUC 501
Principles and Development of Curriculum
Three Credits
The course promotes the critical analysis of curriculum development theories, beginning with the various educational philosophies and their relation to the practical aspects of curriculum development. Various models exemplifying different curriculum theories are presented and analyzed. It also examines the curriculum model presently being used in the Department of Education of Puerto Rico. Students will have the opportunity to examine and evaluate specific curriculum projects.

EDUC 502
Administration of Classrooms and Schools as Academic Communities
Three Credits
The course centers on the study and critical analysis of classrooms and schools as academic communities. It emphasizes discussion of topics such as restructuring of the education system, classrooms as laboratories, decentralization, total quality management, school autonomy, open school system and instructional leadership.

EDUC 503
Introduction to the Educational Enterprise
Three Credits
The course deals with the analysis of concepts, philosophical bases, theories and research that impact contemporary educational practices. Emphasis is given to educational innovations in the U.S.A. and Puerto Rico.

EDUC 504
Leadership, Communications and Teamwork
Three Credits
The course centers on the study and analysis of leadership concepts and practices, communication and teamwork as applied to the role of educators.

EDUC 505
Models and Systems of Teaching
Three Credits
The course centers on the analysis of models and systems of teaching, instructional methods and strategies. Emphasis on cognitive development, learning styles and teaching models as adapted to students’ needs.

EDUC 506
Conflict Resolution in Schools
Three Credits
This course focuses on the knowledge, skills and abilities required to design, implement and evaluate effective conflict resolution programs in schools. Students will get acquainted with the following concepts: inter and intrapersonal conflict resolution, persuasion, problem solving and decision making in conflict in diverse organizations and will develop strategies that could address these conflicts.

EDUC 508
Total Quality Management in Education
Three Credits
The course focuses on the study and analysis of the total quality management theory applied to education. It includes the study of principles such as quality of services and product, teamwork, decentralized management, trust, and commitment.

EDUC 510
Fundamental Concepts of Educational Management
Three Credits
This is an introductory course in which the development of managerial thinking in this century is analyzed, and the new focus of managerial education for the autonomous school of the twenty-first century is discussed.

EDUC 511
Strategies and Alternatives in Educational Administration and Supervision in the Elementary School
Three Credits
The course focuses on the study of systems and methods of administration, supervision and school management. It includes experiences in case studies, simulation and role-playing in the application of various organizational theories related to areas of vital importance for school administrators and supervisors. Special emphasis is given to the role and responsibilities of the elementary school administrator.
EDUC 512
Educational Innovations and Strategies
Three Credits
The course centers on the study and analysis of educational innovations in school administration and supervision and on the teaching and learning process. It considers innovations and new educational strategies being implemented in the United States and other countries. Emphasis is also given to practices being developed in the public and private educational systems of Puerto Rico.

EDUC 513
Educational Measurement and Evaluation
Three Credits
The course focuses on the study of techniques of measurement and evaluation applied to the teaching process. Emphasis is placed on the adequate planning for evaluation and other teaching evaluation instruments.

EDUC 514
Methods and Techniques of Educational Supervision
Three Credits
The course focuses on the study of the various practices and techniques of school supervision. The course emphasizes knowledge of different supervision models and the analysis and application of instruments for evaluating the effectiveness of the teaching-learning process.

EDUC 515
Practicum in School Administration and Supervision
Three Credits
The course consists of a series of field experiences encompassing all the tasks and functions of school administrators and supervisors. This provides students with the opportunity to apply theories of school administration and supervision. The student is placed in an educational institution, which serves him/her as a laboratory to carry out the administrative tasks required of school administrators. In addition to the supervised practice in a teaching center, the student must attend meetings with the practicum supervisor.

EDUC 516
Strategies and Alternatives in Educational Administration and Supervision in the Secondary School
Three Credits
The course focuses on the study of the systems and methods of administration, supervision and school management. It includes experiences in case studies, simulation and role-playing in the application of various organizational theories related to areas of vital importance for school administrators and supervisors. Special emphasis is given to the role and responsibilities of the secondary school administrator.

EDUC 518
Special Education Practicum
Three Credits
The course is a clinical experience for the student interested in a Special Education certification from the Department of the Education. During this practicum, the student assumes responsibility for designing and administering a special education program in a school district under the direct supervision of the special education area supervisor for that district.

EDUC 519
Human Resources Management
Three Credits
The course focuses on analyzing theories and practices of human resources management in educational settings. Emphasis is placed on human resources management cycles: planning, recruitment, selection, training, development, evaluation and compensation, especially as applied in the Puerto Rico Department of Education. Other topics discussed are motivation, communication and human resources legislation that apply to educational enterprises in Puerto Rico and the United States.

EDUC 520
Educational Laws and Regulations
Three Credits
The course focuses on the study and analysis of the legal aspects that regulate the educational process in Puerto Rico.

EDUC 521
The Use of Technology in the Teaching of Reading and Writing
Three Credits
The course provides an opportunity to explore, practice and handle different technologies available for the teaching of reading and writing in elementary and secondary schools. It includes discussion of ethical and legal issues concerning the use of the available technology for teaching of reading and writing.

EDUC 522
The World of Information Sciences, Computers and the School Library
Three Credits
The course focuses on the study of information sciences and the importance of the school library in this context. It includes an introduction to the use of computers in storage handling and information access. The course includes workshops in the use of microcomputers.
EDUC 523  
School Library Management: It’s Role in Curriculum Development  
Three Credits  
The course deals with principles of school library management. It includes an overview of theories and models for curriculum development and applications for libraries. Emphasis will be placed on strategies for integrating the school library into the curriculum and to the role of the school librarian in this process.

EDUC 524  
Reference and Information Services  
Three Credits  
The course deals with processes related to reference services in the school library. Emphasis is placed on the integration of reference services to the student’s learning processes. It includes topics such as: interviews with users, information search strategies, reference sources, information and referral services and the evaluation of reference services.

EDUC 525  
Production and Use of Audiovisual Media  
Three Credits  
The course focuses on processes, equipment and materials related to the use of audiovisual media in libraries. Emphasis is placed on the integration of media to the teaching-learning process. Topics include production techniques, as well as selection and use of media.

EDUC 526  
Organization of Bibliographical Resources  
Three Credits  
The course covers principles of bibliographical organization as an important factor for locating information. Different classification systems, including computerized systems, will be studied and analyzed.

EDUC 527  
Development of Bibliographical Collections  
Three Credits  
The course deals with policies for the development of a bibliographical collection, and the process of selection, acquisition, and evaluation of the collection. Mechanisms for sharing resources, book markets, intellectual freedom and censorship are also discussed in this course.

EDUC 528  
Library Services for Children and Adolescents  
Three Credits  
The course focuses on characteristics of children and adolescents and their implications for school library services. Strategies for assessing needs and interests, as well as activities and services appropriate for this population, will be discussed. Emphasis is placed on information skills, critical thinking and reading programs.

EDUC 529*  
Clinical Experiences in the School Library  
Three Credits  
The course offers practical experience in offering school library services, in coordination with the classroom teacher. Students will coordinate reading orientation and development of information and critical thinking skills program activities. Students will apply knowledge and skills acquired in their program of studies in the coordination of reading orientation and development of information and critical thinking program activities.

*Students enrolled in the Administration of School Libraries program, who do not have experience as school librarians must take this course to comply with certification.

EDUC 530  
Psychosocial and Educational Implications of a Handicapped Student: Family, Society, Services, and Education.  
Three Credits  
The course focuses on the discussion and analysis of the impact of a student with physical, mental, emotional, and multiple handicaps in the family, society, and educational systems. Family and social systems will be studied in order to understand both systems’ bi-directional influence in the lives of students with handicaps. The course includes discussion of the different psychological processes involved in managing a student with handicaps in family and educational systems. Professional collaboration and the educational possibilities, including transition services, across a variety of handicaps, will be studied.

EDUC 532  
Special Education Administration  
Three Credits  
This course analyzes the processes and practices in the administration of special education programs. Students will examine the rendering of educational and complimentary services of special education within the context of mainstreaming and a nonrestrictive environment. Emphasis is placed on laws that regulate the rendering of such services, the problems inherent in complying with these laws, and the administrative practices related to them.

EDUC 534  
Diagnosis and Teaching Methodology of the Student with Specific Learning Disabilities  
Three Credits  
The course centers on an in-depth study of specific learning disabilities, including their incidence, characteristics, evaluation procedures, and prognosis. Research regarding
learning disabilities diagnosis procedures and teaching strategies will be presented and analyzed as the scientific basis for educational program preparation. Students will learn multidimensional assessment techniques and procedures available for students with specific learning disabilities. Current practices in educational planning, classroom management and the processes of reading, writing, and performing mathematical procedures will be stressed. Involvement, roles, and responsibilities of family and other professionals will be discussed.

EDUC 535
Inclusion and the Special Education Work Team
Three Credits
The philosophy of inclusion is presented, studied, and analyzed. The evolution of special education laws and terms related to the interpretation of the “less restrictive environment” will be studied. The roles and responsibilities of each of the members of the special education team will be presented. The inclusion of children and youth with physical, emotional, and mental disabilities will be discussed. Environmental, routine, physical, and all other adaptations to include children and youth with disabilities in the regular education classroom will be studied. Teamwork, professional communication, and collaboration among the concerned professionals will be stressed.

EDUC 536
Contemporary Approaches in Early Intervention
Three Credits
The course focuses on the study and analysis of contemporary approaches in the early intervention field, including historical and evolutionary aspects. Philosophical, ethical, and legislative foundations will also be studied. Contemporary approaches and regulations for the provision of early intervention services in Puerto Rico will be analyzed, as they intend to reduce the future need for additional special education services. Students will become familiar with the Puerto Rico early intervention services delivery system called Avanzando Juntos, the Puerto Rico Department of Health Interagency Coordination Council (ICC), and the Puerto Rico Comprehensive System for Personnel Development (CSPD), established under IDEA.

EDUC 537
Management and Educational Strategies for the Student with Pervasive Developmental Disorders Attention Deficit or Other Psychiatric Disturbances
Three Credits
The course consists of the presentation, discussion, and analysis of different management and educational strategies and their applicability in the education of children with pervasive developmental disorders, attention deficit, or other psychiatric disturbances. Special emphasis will be given to the implementation of management and educational strategies according to the student’s academic placement along the special education continuum. Special education students and parents’ rights and responsibilities will be studied. Application of behavior modification techniques will be studied as they relate to the inclusion of children with special needs into regular education classrooms.

EDUC 539
Assessment and Instructional Design for the Teaching of Students with Disabilities
Three Credits
The course focuses on assessment as the basis for individualized instructional design. Students will work with a variety of formal and informal assessment instruments. Adaptation of assessment instruments and procedures to provide for the needs of children with disabilities will be studied. Individualized instructional design based on identified strengths and needs, will be discussed. The integration of academic, clinical, and family goals into the curriculum will be emphasized. Students will be exposed to different curricular alternatives and will gain skills that will enable them to analyze and propose curricular changes based on their students’ needs.

EDUC 540
Theories, Strategies and Resources for Teaching Fine Arts
Three Credits
The course focuses on the study, discussion and analysis of theories that sustain the teaching of music, art, dance and drama in elementary and secondary schools. Exploration of innovative strategies used to motivate students in their artistic and creative experiences will be emphasized. The course includes an inventory of resources needed for the teaching of fine arts at the different school levels, as well as the exploration of available technology resources to teach these subjects.

EDUC 541
The Use of Technology in the Teaching of Fine Arts
Three Credits
The course centers on exploration, practice and handling of different technologies available for the teaching of music, visual arts, dance and theater arts in elementary and secondary schools. It includes discussion of ethical and legal issues concerning the use of the available technology for teaching fine arts.
EDUC 542
Integration of Fine Arts into the Secondary School Curriculum
Three Credits
The course focuses on the study and analysis of contemporary theories that sustain the integration of fine arts activities in the secondary school curriculum. Emphasis is on the development of study units that integrate one or more of the fine arts into the teaching of academic subjects in the secondary school. Strategies for assessment and evaluation of students who are involved in fine arts activities in the secondary school will be examined.

EDUC 543
Media, Techniques and Materials in the Visual Arts
Three Credits
The course centers on the study and analysis of innovative media, techniques and materials available for the teaching of visual arts in elementary and secondary schools. It includes an exploration of diverse approaches, such as technological media, that contribute to the development of students' creativity and ability to communicate through the visual arts.

EDUC 544
Visual Arts Production Workshop
Three Credits
This course uses experimentation and production as a mean for the art teachers to review and enrich their own artistic abilities, while practicing strategies and techniques that may be used in their teaching. Emphasis will be placed on creation of art forms, while also reviewing artistic criticism and aesthetics.

EDUC 546
Assistive Technology in the Special Education Field
Three Credits
The course presents a general vision of disabilities and the potential benefit of assistive technology to facilitate academic performance, communication, and the independence of students with special needs. Students will learn how mobility, sensory, and communication aids, adapted computer access, and environmental controls help people with different disabilities participate and fully interact in their homes, schools, and community. Students of this course will learn about the legal, administrative, and academic bases that support the technological aids needed in and out of the classroom by people with special needs.

EDUC 547
Language Development and Acquisition: Implications for Learning to Read and Write
Three Credits
The course deals with processes involved in the acquisition and development of language in children from birth to 8 years of age. Theories and curricular models that promote maximum development of language skills are also studied. Emphasis is placed on the study of the whole language approach and reading-writing skills development.

EDUC 550
Second Language Acquisition
Three Credits
The course focuses on the analysis of theories related to the process of language development, learning, and second language acquisition. The influence of language acquisition on learning and literacy will be studied.

EDUC 551
Reading Processes in the English as a Second Language Classroom
Three Credits
The course centers on the study and analysis of current theories relating to reading processes. Different approaches to the teaching of reading and their application in the ESL classroom will be discussed. Students will also become acquainted with the different skills involved in the reading process and with various teaching and evaluation strategies that can be used in the ESL classroom.

EDUC 552
Teaching the Structure of the English Language to ESL Students
Three Credits
The course is an introduction to theories of English language phonology, syntax, and semantics, and their implications for developing English language understanding, speaking, reading and writing skills to speakers of other languages. Particular emphasis will be placed on the development of related teaching and learning approaches.

EDUC 553
Language, Cognition and ESL/Curriculum Development
Three Credits
The course consists of an examination of the relationship between language and related issues of human cognition in curriculum and instruction. Students will investigate seminal and recent studies from the fields of linguistics, philosophy, and psychology as these relate to the problem of curriculum and instruction.

EDUC 554
The Use of Computers in ESL Curriculum and Instruction
Three Credits
The course focuses on the discussion of the ways in which microcomputers can be used to enhance the learning of ESL. Emphasis will be placed on strategies for integrating the use of the computer and ESL curriculum effectively. Hands-on evaluation of ESL software using tutorials, simulations, and drill and practice are also included.
EDUC 555
Development of Communication Skills in the ESL Students
Three Credits
The course focuses on the identification of activities that promote second-language acquisition, emphasizing the active language skills of listening comprehension, speaking, and writing. It includes discussion of different acquisition models and their implications and applications in the classroom. Identification, selection and development of instructional materials and strategies for the teaching of the skills will be emphasized. Areas to be studied will include aural discrimination, attention and recall; vocabulary development, oral production and pronunciation, and the mechanics and process of writing.

EDUC 556
Contrastive Analysis of English and Spanish
Three Credits
The course centers on the method of contrastive analysis as it is applied to the English and Spanish languages. The theory of language transfers on which it is based is also discussed. Instructional strategies for the teaching of selected areas of language interference will be explored. Basic research techniques for the analysis of language in naturally occurring situations will be applied. The systematic comparison of the similarities and differences between the phonological, morphological, syntactic, semantic, and pragmatic systems of English and Spanish, effective teaching practices, and exposure to basic research procedures in this field of study are the fundamental bases of the course.

EDUC 557
Organization of Vocal Music Groups
Three Credits
The course focuses on the composition and organization of vocal music groups within the elementary and secondary schools. It includes the development of work units for the different school levels, as well as appropriate musical arrangements for the different age groups and vocal music groups. Techniques and methodologies to work with vocal music groups will be examined. The role of vocal music groups in the school curriculum will be discussed.

EDUC 558
Music Production Seminar
Three Credits
The course is a musical production seminar in which principles involved in the organization of musical activities are discussed. Activities and programs appropriate to the grade level and musical competence of children are developed. Musical activities will be integrated into academic subjects and other fine arts. The course includes practice of assessment and evaluation strategies appropriate to musical productions and the academic level of students.

EDUC 559
Techniques for the Organization of Instrumental Groups
Three Credits
The course focuses on the study and analysis of different instrumental groups that may be organized in elementary or secondary schools. Techniques used to create, conduct, rehearse and develop musicality in these groups will be examined.

EDUC 560
Teaching of Reading and Writing at the Secondary Level
Three Credits
This course examines the nature of reading comprehension and writing at the secondary level. It includes discussion of strategies to teach the stages required for the development of those skills. Thinking skills and critical thinking as a basis for the development of appropriate reading comprehension and writing levels in all content areas will also be discussed.

EDUC 561
Computer Applications for Teaching
Three Credits
The course focuses on the different uses of computers in education. It includes the following applications: text processors, electronic worksheets, statistical analysis programs, database systems, tutorials, educational games, simulations, common language programs, and specialized languages for creating educational modules.

EDUC 562
Computer Applications for Educational Management
Three Credits
The course centers on the use of computers as tools for educational administration. Computer applications (word processing, graphing, spreadsheets, databases, desktop publishing and presentations, statistical packages, and computer-mediated electronic communications) will serve as tools for developing activities such as budget and inventory control, student and personnel evaluation, statistical data and mail management, as well as report generation and presentation.

EDUC 563
Principles of Bilingual Education
Three Credits
The course deals with theory, goals, and research data on bilingual education. Topics include history, development, and content of various models of bilingual/bicultural education presently implemented in the U.S., foreign countries, and Puerto Rico.
EDUC 564  
**Applied Linguistics for ESL Teachers**  
*Three Credits*  
“Applied Linguistics for ESL Teachers” provides the student with substantial knowledge of key concepts, issues, insights, and pedagogical implications of research in some of the issues related to ESL and applied linguistics. Some of the applied linguistic issues that will be examined in the course include the following: the use of phonics and phonemic awareness in learning to read, factors in teaching oral communication in social contexts, irregularities in English orthography and implications for teaching, word formation in vocabulary development and writing, and language proficiency in ESL.

EDUC 566  
**Methods of Teaching English as a Second Language**  
*Three Credits*  
The course focuses on the study of various methods for teaching a second language, as well as their principles and foundations. Topics include evaluation, design and adaptation of materials for teaching English as a second language. The critical analysis of research on ESL methods is fundamental to this course.

EDUC 567  
**Socio-cultural Aspects of Curriculum and Teaching in Bilingual Settings**  
*Three Credits*  
Sociological and cultural issues that impact the development and implementation of both curriculum and teaching of students will be examined. Emphasis will be placed on the results of research conducted in this area.

EDUC 568  
**Teaching Math and Science in Bilingual Settings**  
*Three Credits*  
The course is a review of recent research on the teaching of math and science (with emphasis on bilingual settings). It includes an intensive review of available curriculum materials and methods to teach mathematical and scientific concepts to LSP students.

EDUC 569  
**Classroom-based Assessment Methods**  
*Three Credits*  
The course is an introduction to classroom-based assessment methodologies for determining oral language proficiency, reading progress, writing skills, mathematics development, learning styles, and social development.

EDUC 571  
**Seminar for Dance Production: Body Movement and Expression**  
*Three Credits*  
The course is a seminar/workshop of dance production, in which principles involved in dance activities are discussed. The production of dance programs is central to the course; this will be accomplished according to the ability and level of competence of the students. The course also includes the theory and practice of the motor skills of the human body, from the standpoints of movement and artistic expression.

EDUC 572  
**Development and Evolution of Dance**  
*Three Credits*  
The course deals with the origin, evolution and development of dance throughout the human history. The role of dance in different cultures, from the Far East to the Western World, is discussed. The role of dance in the history of Puerto Rico is analyzed. The diverse manifestations of dance such as magical dance, social dance and representative dance are explored.

EDUC 573  
**Methodology and Integration of Dance into Elementary School Teaching**  
*Three Credits*  
The course deals with the integration of dance and corporal movement into the study and learning of other subject matters. Methodologies appropriate to this art form are identified and studied. How this art may contribute to the enrichment of the basic elementary curriculum is examined. The use of technological innovations to teach dance and corporal movement is discussed.

EDUC 574  
**Theatrical Techniques**  
*Three Credits*  
The course focuses on diverse theatrical techniques used to enhance non-dramatic literature for the observer and to present a creative challenge to the performer. In this course students will learn theatrical techniques to be used with non-dramatic literary genres as well as with other written expressions.

EDUC 576  
**Theatre Production Workshop**  
*Three Credits*  
This course uses the presentation of a one-act play or different scenes of dramatic work as a means of refreshing theatre techniques while practicing strategies and techniques appropriate for the integration of theatrical activities into teaching. Students in this course will take part in the entire process of preparing a play for production by developing a theatrical design.
EDUC 580
Educational Psychology: Human Growth and Development
Three Credits
The course deals with theories of human development as seen from different perspectives: biological, social, philosophical, historical and psychological. It examines the physical, moral, sexual, social and cognitive development of individuals from conception through the aging process. Human development is analyzed as a continuous process throughout the lifespan, giving special attention to the social and cultural context in which development occurs.

EDUC 581
Introduction to Guidance and Counseling Services
Three Credits
The course centers on a professional orientation to the counseling profession. Topics include history and philosophy, work setting and roles. Students will be introduced to theories, approaches and stages of the helping process.

EDUC 582
Legal and Ethical Issues in Counseling
Three Credits
The course deals with ethical and legal issues related to the guidance and counseling process. Emphasis is placed on legal dispositions related to the services, procedures and the rights of individuals involved in the process. Ethical codes and standards for the counseling profession will also be studied.

EDUC 583
Instruments and Techniques for Diagnosis and Assessment
Three Credits
The course focuses on instruments and techniques used for assessment, measurement, and evaluation. The purpose, characteristics and kinds of standardized tests, scales, observations and records will be analyzed. Emphasis is placed on aptitude, achievement, intelligence, and personality tests.

EDUC 584
Individual Counseling Techniques
Three Credits
The course deals with the study and analysis of the helping process of individual counseling. Emphasis is placed on the counseling process stages (establishing the relationship, assessing the problem, goal setting, initiating interventions, termination and follow-up). Topics include exposition, study and discussion of different techniques, with emphasis on the cognitive/behavioral and affective areas.

EDUC 585
Group Counseling Techniques
Three Credits
The course focuses on theories, techniques and procedures used in group guidance and counseling. Topics include: purposes and goals of group guidance and counseling, advantages/disadvantages, selection of members, roles, and leadership, as well as the different stages of the process.

EDUC 586
Career Counseling
Three Credits
The course deals with theories and principles of career counseling, combining theory and practice as they apply to career counseling. It includes knowledge and use of different occupational resources such as PROICC, standardized tests (Aptitude, Personality, and Occupational Interests) as well as other resources in a career center.

EDUC 587
Internship
Three Credits
This is supervised clinical experience in which students will put into practice the knowledge and skills acquired in the program. Students must complete 150 direct service hours in counseling activities in the selected scenario.

EDUC 590
Methods of Reading Diagnosis and Assessment
Three Credits
The course focuses on assessment as a tool in making instructional decisions about reading and writing. Topics include the uses, characteristics, interpretations, and limitations of a variety of formal and informal measures and approaches of reading/writing and related skills. A case-study approach is used. The course assists the student in becoming a knowledgeable consumer of assessment measures and of diagnostic support services.

EDUC 591
Perceptual Motor Development: Implications for Primary School Teachers
Three Credits
The course deals with the physical, social, emotional and cognitive development of children from 0 to 8 years of age and the implications for primary school teachers. It includes discussion and analysis of current development theories and their application in the child’s maturational process. Course activities include practice of skills that will contribute to an adequate perceptual motor development in young children.
EDUC 592
Integration of the Arts into the K-3 Curriculum
Three Credits
The course focuses on modern theories related to the integration of the arts into the K-3 curriculum. Study units using one or more artistic expressions as teaching strategies will be prepared. Assessment and evaluation strategies appropriate to children’s artistic performance will be discussed and analyzed.

EDUC 593
Teaching of Science at the Primary School Level
Three Credits
The course prepares teachers to engage students in science inquiry and to use constructivist teaching methodologies and new assessment strategies. Emphasis is placed on the history of science education and the analysis of the Science Education Standards.

EDUC 594
Mathematics in the Primary Schools
Three Credits
The course focuses on current methods of teaching mathematics at the K-3 level. It includes the study of an activities-based curriculum focused on problem-solving, as well as standardized instruments for curriculum and student evaluation and assessment. Emphasis is placed on the use of technology for problem-solving and decision-making.

EDUC 595
Integration of Reading into Content Areas Curriculum
Three Credits
The course deals with instructional strategies for integrating reading skills in social studies, sciences, mathematics and fine arts courses. Stress is on the acquisition of simple to complex reading skills in the school curriculum, through comprehension and critical thinking. The holistic approach in different subjects and school levels will be emphasized.

EDUC 596
Whole Language and the Development of Reading/Writing Processes
Three Credits
The course focuses on the study of the theoretical bases of the whole language approach and its implications for the teaching of reading and writing. It includes analysis of strategies and materials that can be used to integrate reading and writing to the K-3 curriculum.

EDUC 597
Social Studies Curriculum and Methodology
Three Credits
Critical analysis of current methodology trends and issues in social studies curriculum and learning. Content and professional standards of the National Council for the Social Studies and their relationship to Puerto Rico’s curriculum are analyzed. Research and the use of technology are required in this course.

EDUC 598
The Teaching of Science in the Elementary School
Three Credits
Critical analysis of scientific activities, teaching strategies, student assessment and integration of the new technologies used in the science classroom. The student will study and compare curriculums from other countries with the Conceptual Framework and the content standards for the science program designed by the Department of Education of Puerto Rico.

EDUC 599
The Teaching of Math in the Elementary School
Three Credits
Analysis and discussion of up-to-date mathematics teaching trends for grades 4th through 6th. Emphasis will be given on instructional design process focused on a constructivist curriculum view supported by the application of inquiry, discovery and problem solving. An integration of information and communication technology to the instructional process will be presented as a support tool for mathematics teaching strategies. Assessment evaluation and measurement techniques will be integrated in the teaching-learning process.

EDUC 600
Educational Research
Three Credits
The course centers on the study of educational research methodologies and theory. Emphasis is given to practical applications of research findings and teacher-conducted research. Research course for all specialties.

EDUC 601
Research Seminar for Thesis
Three Credits
The purpose of this course is to prepare students to select a research problem, submit a proposal for the study of the problem and elaborate a thesis under the direction of the advisor. It is a research course for all specialties.

EDUC 602
Seminar: Readings and Research in Educational Problems
Three Credits
The course centers on research of the literature in a topic related to the student’s major. Based on a review of recent literature and research, the student submits written work for the primary purpose of analysis of a problem. It is a research course for all specialties.
EDUC 603
Research II
Three Credits
The course geared to completing the research required to obtain the Master’s Degree in Education. As part of this course, students must complete the research study presented in their EDUC 602 proposal. They will present research findings as well as conclusions and recommendations based on the findings.

EDUC 605, 606 or 607
Special Topics Seminars
Three Credits
This is a one-credit course that provides a forum for the discussion of a specific topic or issue. Topics will be announced each semester, prior to enrollment. Students may take three seminars to complete three elective credits. These seminars will be offered to students enrolled in the Education and Public Affairs graduate programs with approval of the Program Chairperson. Professionals interested in the topic discussed may also participate through the Continuing Education Division.

EDUC 608
Special Project in Reading
Three Credits
The course centers on the application of theoretical knowledge acquired in previous courses to the teaching of reading as well as on the practical skills developed as educational practitioners. The course requires the design and development of a project geared to improving the reading abilities of elementary school students.

EDUC 609, 610, 611
Visual Arts Workshops/Seminars
Three Credits
These one-credit courses provide space for a workshop or seminar related to the visual arts. Topics may vary according to the availability of visiting lecturers or artists. Students may take up to three workshops or seminars in order to complete three credits that will be considered as an elective course. These seminars or workshops will be available to graduate students upon the authorization of the Director of the Graduate Program. Enrollment is available to graduate students, faculty of the University, and interested professionals, with the authorization of the Director of the Graduate Program.

EDUC 612, 613, 614
Music Workshops/Seminars
Three Credits
These one-credit courses provide space for a workshop or seminar related to a specific theme in music. Topics may vary according to the availability of visiting music lecturers. Students may take up to three workshops or seminars in order to complete three credits counted as an elective. These seminars or workshops will be available to graduate students upon the authorization of the Director of the Graduate Program. Enrollment is open to graduate students, faculty of the University, and interested professionals, who must have the authorization of the Director of the Graduate Program.

EDUC 617
Classroom Research Seminar
Three Credits
The course centers on the development of a classroom research project in which the student will put into practice the knowledge acquired in the required coursework. This is a research course for all specialties.

EDUC 618
Children and Adolescents Counseling
Three Credits
This course examines the theories and strategies of intervention for children and adolescents counseling at school. It includes the study of the children and adolescents counseling, students of diverse cultures and students with special needs. Studies specific situations such as the abuse of controlled substances, school violence, child abuse, self-esteem, the duel, and the divorce will be studied.

EDUC 619
Professional Experiences Seminar
Three Credits
Course designed for students to examine, analyze and reflect about issues and tendencies related to their respective disciplines and how they impact education globally as well as their professional community students will explore alternatives to address the identified issues.

EDUC 620, 621, 622
Theater Seminars/Workshops
Three Credits
These one-credit courses provide space for a workshop or seminar related to a specific theater arts theme that may vary each semester, according to the availability of visiting lecturers, dramatists, or actors. Students may take up to three workshops or seminars in order to complete a three-credit elective course. These seminars or workshops will be available to graduate students upon the authorization of the Director of the Graduate Program. Enrollment is open to graduate students, faculty of the University, and interested professionals, with the authorization of the Director of the Graduate Program.
EDUC 623, 624, 625
Dance Seminar/Workshop
Three Credits
These one-credit courses provide space for a workshop or seminar related to a specific dance theme that may vary each semester, according to the availability of visiting dance lecturers or artists. Students may take up to three workshops or seminars in order to complete three elective credits. These seminars or workshops will be available to graduate students with the authorization of the Director of the Graduate Program. Enrollment is open to graduate students, faculty of the University, and interested professionals, with the authorization of the Director of the Graduate Program.

EDUC 630
Statistics for Educational Research
Three Credits
Identification of the adequate research approach for the solution of pedagogical problems. Emphasis is made in topics related to descriptive and inferential data analysis making emphasis in results' interpretation. Other topics that will be covered include elementary notions of probability, estimation, sampling, hypothesis testing, experts' criteria and experimental design.

EDUC 640
Principles of Instructional Design
Three Credits
Analysis of instructional design as a systematic process for planning learning experiences. The general design model applied uses the identification of learning needs to design and develop an instructional system supported by information and communication technologies. Also, several instructional design models will be discussed based on their theoretical foundations and learning strategies.

EDUC 641
Foundations of Educational Technology
Three Credits
Discussion of the development of the concept and the professional field of educational technology. Study of the background, foundations, issues, modern trends and practices related to educational technology. It emphasizes the discussion of social aspects and policies regarding the use and integration of technology in the educational setting.

EDUC 642
Instructional Media
Three Credits
Study of the historical development of the media use in teaching. The basic principles for media creation, selection and use in the instructional process will be discussed. Analysis of the importance of instructional design (ASSURE Model) and the methodological aspects for the creation of learning experiences based on multimedia. Also, the comprehension of legal norms about the proper use of media and instructional materials will be emphasized.

EDUC 643
Foundations of Distance Education
Three Credits
Discussion of the theoretical and philosophical foundations of distance education. Exploration of current trends affecting distance educational and its implications for the design and development of learning experiences at a distance. Students will examine different models, theories and technologies used in the development and distribution of distance education. It will emphasize the role of internet and the learning/content management systems in the management for quality in distance education.

EDUC 645
Introduction to the School Counseling
Three Credits
Introduction to the school counseling profession. Evaluated professional aspects including history, organizational structure, and multicultural standards, legal and Ethical aspects. Explore the School Counseling as profession with emphasis in the cognitive, emotional, affective, academic and social areas in children and adolescents.

EDUC 646
Development and Management of School Counseling Programs
Three Credits
This course is designed to introduce students to the philosophy of counseling programs at the school in grades K-12 using the ASCA national model. Students must demonstrate professional knowledge, the skills needed to promote academic excellence, personal emotional development / social of all K-12 students. The emphasis in the programs of school counseling as critical components of the enterprise, education, planning, "accountability" and the assessment thereof.

EDUC 648
Practicum in School Counseling
Three Credits
This course is a formative experience in school counseling as required by the Council of Accreditation of Counseling and Related Educational Programs (CRACREP). It consisted of 100 hours of a practicum experience. The practicum must include direct service hours in individual and group interventions. If focuses on the development competencies in individual and group counseling in the school interacting with parents, students and school personnel.
EDUC 649
Counseling in Students Affairs in Higher Education
Three Credits
The purpose of this course is to provide the future counselor information about counseling roles in higher education institutions. Through the study of different theoretical perspectives students will analyze the philosophy and organizational culture of higher education institutions and their impact on counseling programs. Characteristics and profile of traditional and non-traditional students the role of student service offices and the relationship of counseling professional with the institution’s mission and goals will also be topics of discussion.

EDUC 650
Counseling for Students Development in Higher Education
Three Credits
The purpose of this course is to provide prospective counselors with the strategies needed for the development and well-being of university students. During the course, students will have the opportunity to discuss resources needed for the transition from school to a higher education institution as well as legal and ethical issues pertaining university students. Topics discussed include cultural diversity, college adaption, students’ needs and retention.

EDUC 651
Counseling for Prevention in Higher Education: The College Students Experiences
Three Credits
This course includes the study and analysis of concepts related to the prevention and promotion of mental health, use of models of prevention and risk factors and protection for the creation of prevention programs within the campus. Also includes the prevention strategies and science based prevention services, also the strategic plan and the Prevention program evaluation.

EDUC 652
Practicum in Counseling in Students Affairs in Higher Education
Three Credits
This course is a formative experience in student’s affair counseling as required by the Council of Accreditation of Counseling and Related Educational Programs (CRACREP) for a 100 hours’ practicum experience. The practicum must include a direct service hour in individual and group interventions. If focuses on the development of competencies in individual and group counseling in higher education institution interacting with faculty, students and student service personnel.

EDUC 653
Nature and psychosocial aspects of students with autism
Three Credits
This course offers students and overview and analysis of the spectrum nature of autism based on recent research. We will discuss the basic concepts and new discoveries about this condition. Be considered characteristic of the behaviors, attending and giving emphasis to the psychological aspects of a student with autism. Through the course will present the main models of intervention used to achieve effective social relations in the different environments that the student shares. Also, learning activities that emphasize the optimal development of social skills will be designed.

EDUC 654
Methods of communication in the child with autism
Three Credits
Presentation, discussion and analysis of the main methods of communication used in the intervention of students with autism as well as recommended strategies to address the problems of communication in this population. Students will analyze different etiologies related to the communication of the child with autism. The theories that have different approaches to intervene appropriately with students within the autism spectrum will be studied. This course also emphasizes the recommended techniques to work effectively the particular needs presented by each student. It also took into consideration the use of technological assistance to improve communication difficulties.

EDUC 655
Behavior management of students with autism
Three Credits
This course presents the main strategies used in the intervention and behavior management of students with autism. The basic principles of the suggested models for working with behavior modification will be discussed. Educational programs will be evaluated as well as existing approaches to intervene positively with behavioral patterns present in this population. It emphasized the application of the techniques with the purpose of evaluating their effectiveness in designing intervention plans that will lead to improved autistic behavior.

EDUC 656
Methodology for teaching autistics students
Three Credits
This course is aimed at understanding the concept of methodology and curriculum as a basis for instructional and educational design based on the strengths and needs of students with conditions that make up the autism spectrum. It presents the characteristics that describe the student with autism to emphasize the importance of adapting the procedures of assessment to meet the needs of these. The theoretical and philosophical basis and different curricular
alternatives and skills that enable them to integrate the curriculum goals according to requirements will be discussed. Educational programs will be evaluated as well as existing approaches to intervene positively with the learning process in this population. The processes of integration, inclusion, transition and independent living will be analyzed.

EDUC 657
Evaluation of children with autism
Three Credits
This course is aimed at understanding the process of evaluation of conditions that make up the autism spectrum. It presents the indicators, characteristics and behaviors that describe the student with autism with emphasis on early identification. It will also discuss aspects of alternative assessment to achieve an accurate diagnosis as an appropriate educational intervention. Students will learn about different scales of assessment and screening for autism, including those developed in Puerto Rico.

EDUC 658
Physical disabilities and health impairment in childhood and adolescence
Three Credits
The course presents an overview of the characteristics, prevalence, types and causes that can develop physical disabilities and health impairment. It emphasizes the different teaching methods and educational strategies that can be used with this population. It focuses on the intervention process and modifications to the elementary and secondary levels.

EDUC 659
Sensory problems in childhood and adolescence
Three Credits
The course presents an overview of teaching methodologies and educational strategies for people who have been diagnosed with any needs related to five senses. It's emphasizes the teaching and modifications necessary to maximize the potential of students with auditory, visual, speech and/or sensory impairments. The course provides to the professional, the knowledge and skills on strategies for teaching these students in kindergarten through twelfth grade.

EDUC 660
The education of children and youth with cognitive disabilities
Three Credits
The course offers to the professional the knowledge and intervention strategies for teaching people with cognitive disabilities throughout their school years. Although, emphasize for teaching students with intellectual disabilities, learning disabilities and autism, during his studies at the preschool, elementary and secondary level. It is proposed to enable the professional development of tools to maximize student performance and enable the professional development of tools to maximize student performance and enable it for proper integration into society.

EDUC 662
Transitional process for special education students
Three Credits
The course presents the methodology used for teaching handicap students who are in the process of entering high school. It proposes a vision for the process of transition to adulthood, emphasizing the development of activities that promote student skills in the areas of education, training, employment, independent living and other activities in the community.

EDUC 663
Transitional process for special education students
Three Credits
Study and critical analysis of the curricular content and methodological strategies used to create effective learning environments in science classrooms. Analysis and application of scientifically based literature and official documents from the PR Department of Education in the instructional design process for teaching science. Development and demonstration of instructional activities with emphasis in a constructivist learning approach.

EDUC 664
Learning Assessment in Science
Three Credits
The course explores theories and concepts underlying learning assessment for science education. Assessment topics to be discussed include theory of measurement, reliability, and validity; design, administration and use of assessment results to enhance student learning; and assessment accommodations for students with disabilities in a science classroom. It emphasizes the analysis of research identifying best practices and assessment approaches to be integrated them into the instructional process.

EDUC 665
Technology Integration into Science Teaching
Three Credits
The course discusses the integration of Information and communication technologies in the science classroom. It analyses the teacher’s role in dealing with Internet growth and current educational technology tools. Emphasis is given to teaching science in a real context where technology, pedagogy, scientific content, beliefs and information resources intertwined. Appropriate selection, planning and technology integration is discussed as part of the design of learning environments.
EDUC 666
Current Trending in Science Teaching
Three Credits
The course discusses current educational trends that affect science teaching and learning. It analyses science from the perspective of an inherent need for human beings and a field and discipline of knowledge, for which students should develop a scientific thinking process. It emphasizes the instructional trends and research to design learning environments that foster problem solving through strategies of collaboration, information exchange, constructivism and authentic based on a local and global setting.

EDUC 702
Administration of Fiscal Resources
Three Credits
The course focuses on basic knowledge related to the administration of fiscal resources. Topics include the components of an operational budget preparation, administration and control, establishing financial priorities, budget transfer, and financial forecasts.

EDUC 703
Comparative Education
Three Credits
The course deals with education policies and practices in selected societies, and includes a comparative study of the Puerto Rican System. Specific problems are analyzed from a comparative perspective. Among the problems studied are: the relationship between primary, secondary and higher education levels; the relationship between public and private education: access to education, and quality education.

EDUC 704
The Teaching of Writing: Theory and Practice
Three Credits
The course centers on the study and analysis of theoretical and practical issues related to the teaching of writing. Students will improve their own writing while learning the writing process. Strategies for teaching the thinking/writing process and their applications to ESL teaching will be emphasized. The course uses a workshop format and is designed to model the recommended strategies.

EDUC 705
Planning and Evaluation in Education
Three Credits
The course deals with the conceptualization and practice of planning and evaluation in the educational setting. It includes analysis of approaches, tendencies, strategies for planning and evaluation, and the practical application of these concepts to real situations facing the administrative and teaching personnel in the education system.

EDUC 706
CD-ROMs and Online Databases as Information Tools
Three Credits
The course focuses on processes related to CD-ROM publication, selection, and evaluation. Emphasis is placed on strategies for the use of the thesaurus as a research tool. It includes Boolean search strategies and online database topics. Emphasis will be given to workshops using CD-ROM databases.

EDUC 707
Organization of Bibliographic Resources in Automated Systems
Three Credits
The course covers principles of information resources organization in an automated environment. Different classification systems and cataloging processes will be studied and analyzed, using automated library systems. Emphasis will be placed on workshops.

EDUC 708
Skills Development in Information Literacy
Three Credits
The course centers on the study of information literacy skills. Emphasis will be on the development of an information literacy program according to the client’s needs. It includes the study of different instructional methods, including instructional design.

EDUC 709
Ethics and Professionalism in Information Literacy
Three Credits
The course deals with ethical issues pertaining to the information specialist profession. Topics include leadership, legislation related to information rights, equal informational opportunity, and the Privacy Information Act.

EDUC 710
The Use of Internet as an Information Resource
Three Credits
The course is an overview of the Internet System and its characteristics. Emphasis will be placed on Internet uses and strategies for information research. Three Internet workshops will be included.

EDUC 714
Historical and Philosophical Perspectives in Education
Three Credits
The course covers historical and philosophical bases of education in the context of Puerto Rico, the United States and other countries, and how they relate to the decisions taken by leaders in educational institutions. Special emphasis is given to defining a personal philosophy of education and identification of the philosophies that
permeate the different institutions represented by the participants in the class.

EDUC 715  
Social, Cultural and Political Dimensions of Educational Organization  
Three Credits  
This course will examine the process of learning through the ages by critically examining cross-cultural research and developmental theories designed to describe and interpret the physical, social, emotional, intellectual and psychological processes involved. Emphasis is placed on the range of individual, family, environmental and cultural factors that may enhance or inhibit human growth and development, and on the critical role that human relationships play in the lifelong interactive processes of learning and growth. Through multifaceted inquiry utilizing self-reflection, case studies, theoretical analyses and child assessment and observation, participants will consider the implications for their work as educational leaders in approaching current challenges with students, parents, community, and teachers.

EDUC 716  
Contemporary Problems and Issues  
Three Credits  
The course deals with problems and issues that relate to the present and future of public and private education. Problems are identified in a forum that brings experiences and current methodology together to address problems that course participants face as educators. Long range and short-range problem-solving strategies directed toward increasing the scope of curriculum options and expanding the broad applicability of instructional resources are addressed in terms of current situational models.

EDUC 717  
Legal Issues in Education  
Three Credits  
The course centers on the discussion of a wide variety of legal issues which arise involving teachers, administrators, school board members, parents and students. Topics will include hiring, certification, supervision, evaluation, tenure, due process rights, discipline, child abuse and special education. Students will be expected to read and discuss a wide variety of court cases and primary source materials so as to extract important principles and practices, which will then be applied to hypothetical problems.

EDUC 719  
Interpersonal Communication and Collaboration  
Three Credits  
The course focuses on theories and processes of interpersonal communication, including listening, sending and receiving messages, confrontation, problem-solving and conflict resolution. Emphasis is placed in Communication Theory, nonverbal communication, verbal communication, gender and cross-cultural communication conflicts.

EDUC 720  
Child Development Current Theories  
Three Credits  
The study of the complexity of child development through examining physical, and social theories, as well as empirical studies from conception to early years. The emphasis is on the development theories and the importance for the learning process in the child; there will be pertinent literature search, discussion and critique. Topics also include the impact of culture and diversity on learning child ecology, and family and communication media.

EDUC 721  
Preschooler/Primary Teaching in the 21st Century: Tendencies and innovations  
Three Credits  
This course examines the mainstream and innovative thought in Child Education for the 21st Century. How are we thinking about teaching, how do we put it into action in order to prepare the students for the challenges to come and how can we translate all this into an efficient curriculum. There will be lectures in a seminar setting that will provide the doctoral candidate with a solid base to analyze the different and newer tendencies in the field. This setting will also allow the student to develop their own positions, to defend them as well as appreciate and utilize viewpoints different from their own.

EDUC 722  
Qualitative Research and Practice in Child Education  
Three Credits  
This course will make the student familiar with Qualitative Research in Child Education. It will focus on methodology, analysis and data interpretation. Based on the lectures we will offer the opportunity to discuss teaching strategies as well as research/investigation related to the child that age.
EDUC 723
Organization and Governance in the Higher Education Institutions
Three Credits
This course has been designed for doctoral students who work or intend to work in higher education institutions. Themes to be discussed and analyzed will be the organizational structure, and governance procedures used in higher education in Puerto Rico. To be discussed will be the duties and responsibilities of the different governing positions and bodies; and how the incumbents are appointed. The role of accrediting agencies will be examined. Research activities related to both academic and administrative governance will be required.

EDUC 724
Student Services in Higher Education Institutions
Three Credits
The course focuses on the analysis of theories, origin and practices related to student services in higher education institutions. The theoretical background, roles and responsibilities of student services personnel, organizational structures and relevant issues of this field are some of the topics to be analyzed.

EDUC 800
Leadership and Administration in Higher Education
Three Credits
This course, Leadership and Administration in Higher Education, will explore leadership in higher education and considerations related to the future status of higher education. The primary focus of the course is the study of the complexity of governance and structures in Higher Education. Contemporary issues affecting Higher Education will also be addressed. The examination of characteristics of successful leaders will occur through readings and personal interactions.

EDUC 801
Project Management in Education
Three Credits
The course deals with skills and techniques in the project management field. With this body of knowledge, students can help educational organizations meet their goals and expectations by using strategies to manage the process of planning, development and control of projects.

EDUC 802
School Finance
Three Credits
This is a general course in school finance. It is divided into four main areas: context of school finance, strategic planning as the basis for budgeting, budget process, and financial management in education. The student will have the opportunity to view school finance as a process in which planning, budgeting and administration are integrated in order to achieve organizational goals.

EDUC 803
Evaluation of Instructional Programs: Theory and Application
Three Credits
The course focuses on an examination of evaluation strategies, techniques and models applicable to instructional programs. It includes the study of the application of objectives to evaluation, development of evaluation designs, and systematic approaches to assessment, as well as problems of implementation and accountability. The course allows students to analyze and design appropriate strategies for evaluating curriculum. Emphasis is on applications in fieldwork settings.

EDUC 804
Leadership: Models and Strategies
Three Credits
The course focuses on the development and practice of identified leadership skills. It includes comprehensive study of the theoretical basis for leadership, analysis of leadership and management processes, exploration of individual assets and liabilities of leaders, and the examination of leadership in groups.

EDUC 805
Instructional Leadership
Three Credits
This course focuses on leadership for the improvement of instruction. It covers current research on school and teaching effectiveness, instructional methodologies, staff development and school climate.

EDUC 806
Leading Organizational Change
Three Credits
The course centers on the study and analysis of theories of change and the role of the educational leader in initiating, developing, managing, and balancing processes of change in educational institutions. Emphasis will be placed on developing leadership skills for crafting a vision, mission, and strategic plans for change, as well as for aligning the work group behind the vision.

EDUC 807
Leadership, Community Relations and Partnerships
Three Credits
This course addresses the identification and utilization of community resources and the creation of partnerships, community linkages and collaboration efforts to provide for best educational practices and opportunities for students. Special attention is focused on the role of school and
community leaders in the development and improvement of networks.

EDUC 808
Educational Computing
Three Credits
The course centers on the study of multiple desktop operating environments used in education and training. Students will learn operational procedures for computer operating systems to connect to file servers, library resources, lost systems, electronic mail and Internet resources.

EDUC 809
Instructional System Design
Three Credits
The course is an introduction to the principles of instructional design with emphasis on the role of learning technology-based tools. Topics discussed include instructional design concepts that are fundamental for educators, including school psychologists, curriculum designers, special education teachers, administrators, and counselors. Students are introduced to different models of instructional design for systematic planning of learning activities in which information is transferred to a learner. Students will complete a series of instructional design assignments using both traditional teaching tools and modern technology-based tools.

EDUC 810
Technology Media in Education and Training
Three Credits
The course focuses on skills, knowledge, and hands-on experience needed to integrate educational technology into the learning environment. Emphasis is on the use of technologies to address different learning styles. Topics include the rapidly changing field of educational technology and its implications on the culture of the classroom and the roles of the teacher and the student. The development of skills necessary to make the student a competent user of computer and communications technologies will also be discussed.

EDUC 811
Theory and Practice of Distance Education
Three Credits
The course centers on the study of the theory and practice of distance education and its application to the planning, development, utilization and evaluation of distance education systems in educational environments.

EDUC 812
Teaching, Learning and Cognition
Three Credits
The course deals with theoretical and empirical research on human learning and information processing. Emphasizes is on current perspectives on the nature of mind, brain-based learning, academic learning, and implications for teaching. Analysis will center on processes underlying cognition.

EDUC 813
Models and Styles of Teaching and Learning
Three Credits
The course focuses on research findings related to effective teaching practices. Students analyze instructional models and strategies of teaching, and probe theories and research applicable to the different models. The dichotomy between the research of teaching and the practice of teaching and how it can affect diverse learning styles will also be discussed.

EDUC 814
Curriculum Theory and Design
Three Credits
The course focuses on discussion and analysis of theoretical assumptions underlying curriculum designs. Topics include decision-making skills needed to determine curriculum design, and problems related to curriculum design, as well as strategies for constructing, developing and implementing a curriculum that is consistent with specific theoretical principles.

EDUC 815
Curriculum Planning and Development
Three Credits
The course centers on analyzing the influence of contemporary society and state departments of education on curriculum planning and development. Topics include the historical context in which curriculum is developed and modified; theories related to the purposes of education and curricular expectations; learning theories as related to curriculum development and evaluation; environmental factors as they influence curriculum planning, and the impact of technological innovations on curriculum development.

EDUC 816
Creating Learning Environments for Diverse Students
Three Credits
The course focuses on an examination and discussion of the complexities of teaching. The powerful impact of classroom environment behavior and maturation upon learning will be discussed. The course examines topics such as student perceptions of the classroom and of what is required for anticipated learning to occur; ways teachers use to learn about their students; approaches to student motivation, and the concept of effective classroom instruction.
EDUC 817
Behavior Management in the Classroom
Three Credits
The course deals with approaches to classroom management and motivational strategies that will enhance student behavior and performance. Topics include applied behavior analysis, behavior analysis techniques, criteria and procedures for selecting, defining and measuring behavior, and behavior modification. Technology as a tool for behavior management is discussed and applied.

EDUC 818
Early Identification of At-Risk Students
Three Credits
This course delineates at-risk behaviors of youngsters, including substance abuse, teen pregnancy, delinquency, violence, and youth suicide. Data on the five at-risk categories, treatment approaches and prevention strategies that focus on the family, the school and the individual are presented. Legal issues and concerns for human service professionals will also be examined. This course is directed toward persons involved in counseling in education, psychology, social work, special education and other areas of human service.

EDUC 819
Language Development Issues in the Curriculum of Puerto Rico’s Public and Private Schools
Three Credits
The course deals with issues related to the teaching and learning of Spanish and English in Puerto Rico’s public and private schools. The course centers on analytic examination of education paradigms, language teaching methodologies, policies, and practices, as compared to bilingual education models in the United States and in other parts of the world. The course will also examine language teacher education and teacher training, in addition to the sociopolitical climate for language teaching on the island.

EDUC 820
Teaching in Multicultural Environments
Three Credits
The course deals with issues related to paradigms of the teaching and learning of Spanish, language teaching methodologies, policies, and practices, as well as English teaching in Puerto Rico’s public and private schools. The course examines education analytically, as compared to bilingual education models in the United States and other parts of the world. The course will also examine language teacher education and teacher training, in addition to the sociopolitical climate for language teaching on the island.

EDUC 821
Research on Second Language Acquisition and Bilingualism
Three Credits
Research on second-language teaching and learning in classrooms will be examined critically. Theoretical issues, research methodology, and substantive findings will be discussed, with a view to examining implications for the conduct of future research, research directions and teaching practices in the second-language classroom.

EDUC 822
Electronic Database and Information Services
Three Credits
The course focuses on development and use of online, e-books and CD – ROMS information services. The study of available databases in different fields is included. Emphasis is placed on strategies for the use of the thesaurus as a research tool. It includes Boolean search strategies and online database topics. Topics covered also include conducting online and CD-ROMS searches, client interview, developing, promoting and evaluating online services, as well as current trends.

EDUC 823
Advanced Organization of Bibliographical Resources
Three Credits
The course centers on the study of information resources organization in automated environments. Different classification systems and cataloging processes will be studied and analyzed, using automated library systems and electronic resources. Emphasis will be given to workshops using computerized systems in information centers.

EDUC 824
Seminar: Special Topics in Library and Information Services
Three Credits
The course focuses on advanced topics, trends, and problems in library and information services. Students will be required to investigate selected topics related to their field and education in Puerto Rico.

EDUC 825
Anthropological and Cultural Concepts in the School Curriculum of Puerto Rico
Three Credits
Study and analysis of the most outstanding themes of cultural anthropology, folk arts and their relationship with the elementary and secondary school curriculum in Puerto Rico. Emphasis will be given to themes related to culture, religion, religious beliefs, myths, time and space, and the occurrence of these themes in folk arts of Puerto Rico.
EDUC 826
Research in Folk Arts and Fine Arts Education
Three Credits
The course is designed to provide doctoral students tools to develop research projects in themes related to the use of folk and fine arts in teaching other subjects, such as ethnomusicology, new discoveries of the effects of teaching arts on cognitive learning, folk arts as teaching strategies, the aesthetic and educational quality of artistic expressions, implications of high technology for teaching arts, and others. The student will design and complete a research paper related to one of the areas discussed in the class.

EDUC 827
Artistic and Cultural Expressions in Latin American and Caribbean Education
Three Credits
Study of one or more cultures of the Caribbean and/or Latin America from the perspective of popular arts and their effect on the education of each country studied. A one week or longer trip to one of the countries selected will be organized so share experiences with teachers, students and artisans. Cultural and educational materials from Puerto Rico will be shared with the host country. A web of communication with other cultures and educational systems will be established. Upon returning, a conference will be organized to share experiences and knowledge with the students on campus. Each student will be responsible for trip expenses, unless as a group they have been able to raise funds to pay for the trip. Students who are not able to make the trip, will develop a virtual trip/investigation to be presented at the conference held by the group.

EDUC 828
Seminar and Practicum in Higher Education
Three Credits
This course has been designed to offer the doctoral student the opportunity to apply his/her knowledge and skills by being exposed to higher education experiences at the undergraduate and/or graduate level. The doctoral candidate will have the support and technical assistance of a professor, an expert in the field, to teach, design a new course, evaluate a program, design a proposal for external funding and/or design and carry out a research project for the School of Education. This experience will prepare the doctoral student to work in the higher education environment. Eligibility for this course will be determined by the Dean and the recommendation of at least two doctoral degree faculty members.

EDUC 901
Research Methods in Education
Three Credits
Basic concepts, methods, and problems in educational research are considered in this course, such as discovering the periodicals in one’s fields, steps in the research process, developing research questions, design of instruments, methods of data collection and analysis, interpreting results, and writing research reports.

EDUC 902
Statistical Methods in Education
Three Credits
The course is designed to equip doctoral students with the essential statistical concepts for developing statistical designs in their own research. In addition to the fundamental principles of descriptive and inferential statistics, students will learn to use computers to compute data and to interpret computer-generated results produced by statistical software (SPSS). Course topics include measurements of central tendency, variability, relative position, and correlation; sampling and probability distributions; tests of significance; t-tests; analysis of variance; chi-square tests; and regression analysis. Analysis of data with SPSS is emphasized.

EDUC 903
Descriptive Research Methods
Three Credits
The course centers on the structure and process of descriptive research in education. The content includes the concepts of relationships, correlations and descriptive paradigms, descriptive sampling techniques, collection and organization of data, reliability and validity standards, descriptive methodology, and statistical analysis. The course provides advanced doctoral students with the theoretical foundations necessary to understand qualitative inquiry and to enhance their abilities to conduct qualitative research and evaluation.

EDUC 904
Experimental Research Methods
Three Credits
The course deals with the structure and process of experimental research in education. It presents the concepts of probability, cause-effect relationships, and experimental or true experimental research studies that have internal and external validity. Students will learn to utilize correct experimental sampling techniques, collect and organize data systematically, adhere to acceptable reliability and validity standards in measurement, apply appropriate experimental methodology, perform inferential statistical analysis including t-tests with unmatched groups, analysis of variance (ANOVA) and analysis of covariance (ANCOVA), and infer cause-effect relationships. The student will master the language of experimental research, distinguish among various methodologies, conduct literature surveys that provide the foundation of investigation, critique experimental research, review the dissertation research process, and construct effective research proposals.
Computer applications, logistical issues, and ethical considerations will also be examined.

EDUC 905
Dissertation I – Education
Three Credits
The first of three required courses of dissertation writing is designed to aid the student in producing a sound proposal that will include the review of the literature. The proposal will then be submitted to the dissertation committee, who must notify the doctoral candidate and the Faculty of the School of Education, in writing, that the proposal has been accepted.

EDUC 906
Dissertation II – Education
Three Credits
The second of three required courses of dissertation writing is designed to aid the student in producing an introduction, a review of the literature, a conceptual framework that will justify his/her investigation and a description of the methodology for the dissertation. Students should have started the collection of data for the investigation proposed. It is completed with the successful completion of the first three chapters of the dissertation, with the approval of the candidate’s dissertation committee.

EDUC 907
Dissertation III – Education
Three Credits
The third of the three required dissertation courses is designed to produce a completed dissertation which includes the results of the data search, the conclusions, any editing of previous chapters, and the successful oral defense of the entire dissertation before the committee.

EDUC 908
Practicum in Research and Evaluation
Three Credits
The course is a planned intensive experience that integrates theory and practice through the conduction of evaluation studies. Prior to registration, the student should prepare a proposal for approval by the instructor and the Dean of the School of Education.

EDUC 909
Research Independent Study
Three Credits
The course is a planned intensive research experience in an area related to education and is designed to meet the students’ interests. Prior to registration, the student should prepare a proposal for approval by the instructor and the Dean of the School of Education.

EDUC 910
Planning, Research and the Grantsmanship Process
Three Credits
This course provides in-depth practical training in grant proposal writing in education. Through hands-on experience, students explore different types of funding sources, identify a funding source, develop a plan of action, and write a proposal according to the selection criteria or requirements of an identified funder. Intensive use of electronic methods (Worldwide Web, E-mail) to identify and obtain requests for funding and other information pertinent to grant writing is encouraged. Writing skills are also emphasized.

PHED 500
Advanced Evaluation and Care of Athletic Injuries I
Three Credits
The course deals with the theory and practice of procedures and techniques of evaluation, assessment and value of acute and chronic athletic injuries in the lower extremities. Non-traumatic pathology will be studied, as well as mechanical injury, muscular, skeletal and dermatological disorders.

PHED 501
Physiology of Exercise I
Three Credits
The course focuses on the study of mechanisms involved in the physiological and biochemical response to exercise.

PHED 502
Applied Sports Psychology: A Bio-Psychosocial Approach
Three Credits
The course centers on the study of psychology applied to the sports setting from a bio-psychosocial approach. Basic definitions and concepts of psychology are discussed at different levels. Socio-political implications of sports will be discussed, as well as the benefits of sports integration.

PHED 503
Theory and Methodology of Sports Training
Three Credits
The course centers on the analysis, interpretation, and application of data obtained from athletic performance during competition.

PHED 504
Sports Law and Physical Education
Three Credits
The course deals with important topics in sports law. The course will focus on legal aspects of education, sport training, health promotion and sports coaching. Analysis of articles and legal cases will be emphasized.
PHED 505
**Biomechanical and Metrological Aspects of Exercise**
Three Credits
The course focuses on qualitative and quantitative analysis of data of human movement during exercise processes. Analysis of mechanical and biological causes of movement under different conditions will be emphasized.

PHED 506
**Physiology of Exercise II**
Three Credits
The course deals with the study of the mechanisms that act upon the physiological and biomechanical responses to exercise and their relationship.

PHED 507
**Training and Competitive Sports Psychology**
Three Credits
The course focuses on analyzing psychological factors that affect positive outcomes in competitive sports. Topics include psychological preparation of athletes before a competition, the role of the coach and other professionals related to the training process, and the competition itself.

PHED 508
**Analysis and Interpretation of Data in Sports Performance**
Three Credits
The course prepares the candidate to analyze, interpret and apply data obtained in real sports situations and to analyze the individual’s sports performance from a research perspective.

PHED 509
**Nutrition for Health Fitness**
Three Credits
The course deals with the role of nutrition in maintaining health and physical fitness. Topics include dietary guidelines, the role of carbohydrates, fats and protein in a healthy diet, and special needs for overweight individuals, children and athletes. Current research studies will be discussed.

PHED 510
**Critical Issues in Health Fitness Management**
Three Credits
This is a graduate seminar that comprises both formal and informal instructional elements. The professor, together with the class members, will select the key topical issues to the discussed. Additionally, expert guest speakers will be invited to share their knowledge on particular topics.

PHED 511
**Assessment and Evaluation of Health Parameters**
Three Credits
The course centers on the analysis of validity, reliability and objectivity as they relate to measurement techniques in health promotion programs. The primary focus is on assessment instruments used to determine health risks, as well as on understanding epidemiological and evaluation concepts in health and fitness.

PHED 512
**Strategic Planning in Health Promotion**
Three Credits
The course focuses on the introduction and development of critical skills necessary for effective planning, marketing and managing of strategic activities related to health promotion programs.

PHED 513
**Administration and Issues in Athletic Training**
Three Credits
The course deals with administrative and organizational processes of the athletic training profession. Candidates will analyze and discuss administrative, legal, financial and organizational issues. Emphasis will also be given to medical-legal aspects of athletic training.

PHED 514
**Sports Injuries Rehabilitation**
Three Credits
The course centers on analysis, discussion and research of topics related to the rehabilitation of athletic injuries. Emphasis will be given to recent studies and techniques in the athletic training field. The course includes a laboratory practice.

PHED 515
**Athletic Training Practicum**
Three Credits
This is an academic experience that integrates theoretical knowledge with actual practice under the direct supervision of a certified athletic trainer. It includes practice in the prevention and treatment of acute and chronic athletic injuries as well as active participation in administrative and organizational areas of athletic training programs.

PHED 516
**Evaluation and Care of Athletic Injuries II**
Three Credits
The course focuses on theory and practice of identification, evaluation and treatment of acute and chronic athletic injuries. Topics include non-traumatic pathology, mechanisms of injuries, muscle-skeletal and dermatological disorders, mechanical principles of physical activities that cause trauma, and injuries due to overuse. The course includes laboratory practice.
José Domingo Pérez School of Engineering

School of Engineering Distinguished Professor:
William R. Dawes, Jr., Ph.D. in Physics
University of Arizona

Recognizing the need for engineering professionals in Puerto Rico’s accelerating economic environment, the AGMUS Board of Trustees approved in August, 1990, the establishment of a School of Engineering at Universidad Ana G. Méndez-Recinto de Gurabo.

The School of Engineering started with an initial enrollment of 75 students in Academic Year (AY) 1990/91 and currently offers associate degrees in technology, baccalaureate programs in Mechanical Engineering, Electrical Engineering, Computer Engineering, Civil Engineering (as of 2013) and Industrial and Management Engineering, and a Master’s degrees in Administration of Telecommunications and Network Systems and in Mechanical Engineering (with specializations in Alternative Energy and Aerospace Engineering), Computer Engineering, and Electrical Engineering.

The School is committed to the success of every student and pursues this goal by offering small classes taught by highly qualified faculty, a wide range of student services, modern facilities and equipment, and opportunities for undergraduates to participate in faculty-directed research, special design projects and industrial internships.

The School of Engineering is housed in the modern Sandia National Laboratories Engineering building, named in recognition of the support provided by the U.S. Department of Energy. This facility includes classrooms, instructional and research laboratories, offices for faculty and staff, meeting and conference rooms, a student study room, and offices for Student Association Chapters. It was occupied in August, 1992. The building was expanded in 1998 to house seven Electrical Engineering laboratories designed for instructional and research use. The building is equipped with 62,000 square feet including a 13,000 square foot expansion completed in 2009. In 2012, the main computer center of the SOE was remodeled to include four office spaces for tutoring as well as 50 new computers. In 2014 a new 1,800 ft² facility was built adjacent to the machine shop to provide premium spaces for student projects such as the SAE Minibaja, SAE Formula, and capstone projects. In addition, construction started on a new 5,000 ft² civil engineering wing to accommodate its laboratories and classrooms.

The School of Engineering has four academic departments:

- Department of Electrical and Computer Engineering
- Department of Industrial and Management Engineering
- Department of Civil Engineering
- Department of Mechanical Engineering

Specialized Accreditations

Baccalaureate programs in Mechanical Engineering, Electrical Engineering, Computer Engineering, Industrial and Management Engineering and Civil Engineering are accredited by the Engineering Accreditation Commission of ABET, [http://www.abet.org](http://www.abet.org).

Mission

To provide our students at all degree levels, associate, bachelor and graduate, with an excellent education that allows them to become competitive at a national level in their chosen field of expertise, and responsive to the needs of their communities.

To serve the community through scholarly activities at the pre-college and college levels, through research and development, and through programs that serve the needs of industry.

Vision

The vision of the School of Engineering is to become the school of choice for all students interested in a technology or engineering degree, and to be recognized for its excellence in teaching and research.

Faculty

Albert Espinoza / Instructor
Ph.D., University of Texas, Austin
Three faculty members from external institutions have expressed their support to enrich the program through exchange of faculty and students, summer research activities for students, course development, and course teaching through non-traditional delivery modes. In alphabetical order (last name), the faculty members are:

Dr. Raúl Bayoán Cal
Assistant Professor, Department of Mechanical and Materials Engineering at Portland State University

Dr. Luciano Castillo
Don-Kay-Clay Distinguished Engineering Chair in Wind Energy at Texas Tech University
President and Director of the National Wind Resource Center (NWRC)

Dr. Zvi Rusak
Professor, Department of Mechanical, Aerospace and Nuclear Engineering at Rensselaer Polytechnic University

INSTITUTE OF TELECOMMUNICATIONS AND INFORMATION TECHNOLOGY

Rafael M. Rivera, PhD / Director

Recognizing the importance of telecommunications in the modern enterprise, the Universidad Ana G. Méndez-Recinto de Gurabo has established a unique organization within the School of Engineering, dedicated solely to the development of graduate and undergraduate degrees and certifications in this important discipline. The Institute of Telecommunications and Information Technology (IT+) has established the most advanced laboratory facilities in the Caribbean, dedicated to investigation and the learning and advancement of all disciplines comprised within, and related to, telecommunications.

VISION

The vision of IT+ is to become the most advanced center for education and investigation in the telecommunications area in Puerto Rico and the Caribbean, and therefore become the prime choice of students considering education in this area.

MISSION

The mission of the Institute of Telecommunications and Information Technology (IT+) is:

• To provide our students at all degree levels -associate, bachelors, and graduate- with an excellent education that will allow them to be competitive at a national level in the fields of telecommunications and information technology and responsive to the needs of the communities they serve.
• To serve the business and academic communities through scholarly activities at all levels, through research and development activities, and programs addressing the needs of these communities, industry and government.

OBJECTIVES

The objectives of this graduate program are:

1. To develop professionals in the telecommunications field who will have the necessary skills to effectively perform in the process of designing, implementing and administering telecommunications systems in the modern enterprise.
2. To produce a graduate who will conduct him/herself with the highest sense of ethics and responsibility.
3. To develop a professional capable of directing the multiple and essential changes required by modern enterprise in the area of telecommunications and networking systems, thus contributing to the success and advancement of the corporation in the Americas.

TELECOMMUNICATIONS CURRICULUM

The School of Engineering offers academic programs leading to a master’s of science degree in administration of telecommunications and network systems. The program curriculum consists of 33 credit hours distributed among four terms.

Full-time students who follow the recommended course schedules can complete the M.S. in telecommunications in two years. Program duration for part-time and transfer students will vary based upon course load and previous course work.

The School of Engineering reserves the right to make changes in course offerings, curricula, and other policies affecting its programs. In the specific case of a curriculum revision, current students will be moved horizontally to the new curriculum. Students will be required to take new courses at a level higher than that at which the student is currently enrolled but never courses at a lower level. All current and former students enrolled in the School of Engineering are subject to these conditions.

GRADUATING STUDENT PROFILE

Students who complete the MS in Telecommunications at the Universidad Ana G. Méndez-Recinto de Gurabo develop, as a minimum, the following profile:

• An ability to design and implement telecommunications and networking systems.
• An ability to design and implement voice and convergence systems.
• An ability to design, implement and maintain wireless communication systems.
• An ability to administer and participate in strategic management and decision-making processes as related to telecommunications and networking support systems.
• A recognition of the need for, and an ability to engage in life-long learning.
• An understanding of professional and ethical responsibility.
• An ability to maintain quality of service in telecommunications and networking systems.
• An ability to translate business needs into technical solutions that can support the overall business process.
• An ability to create plans for future deployment of technology that could significantly contribute to enhance and solidify the position of the enterprise in the business sector it serves.
• An ability to provide guidance, leadership and management to those under his/her supervision as well as direction in terms of activities and projects, both future and current.
• An ability to assist management in the preparation of the strategic budget plan in the areas of technology deployment.

The Faculty of the Institute of Telecommunications, through a set of measurable outcomes, and with the input of students and an Industry Curriculum Advisory Board, systematically measures the effectiveness of the program in satisfying its educational objectives and continuously strives to improve.

MASTER’S DEGREES

TELECOMMUNICATIONS AND NETWORK SYSTEMS ADMINISTRATION

Description
The Masters of Science with specialization in Telecommunications and Network Systems Administration provides students with an in depth knowledge of the principles of a Converged Networks including design, implementation, security and management with a strong hands-on approach.

The master degree consists of 33 credits distributed as follows:

1. Core and specialization courses: 21 credits
   The core component includes introductory courses in telecommunications principles, local area networks, wide area networks, TCP/IP and convergence networks. Specialization courses expand into telephony and network design of both voice and data. It also includes a strong management component, concentrating on IT project management and telecommunications governance for information systems professionals. The graduate must design a complete convergence network under QoS parameters and prove its design in a laboratory environment.

2. Elective courses: 6 credits
   The student will take two additional courses from the Network Security, Governance, Internet or Telecommunications electives.

3. Thesis or Network Project: 6 credits
   The thesis dissertation will be on a research topic related to the effective implementation of telecommunications systems and its impact in the organization as directed by the appointed advisor. The project will cover all aspects of Network Design and Implementation.
INTRODUCTION

Mechanical engineers adapt the principles of science, mathematics, and art to create useful machinery for the benefit of humankind. The applications of mechanical engineering range from sophisticated systems; for example, aircraft, wind turbines and automobiles, to a simple stapler. It is currently positioned among the top ten careers with the highest demand in the labor market. This is due to the versatility of the profession which allows mechanical engineers to work in different environments such as design, manufacturing, construction, operations, agriculture, maintenance, consulting, and management, among others.

In order to provide cost-effective options within the profession, the School of Engineering at Universidad Ana G. Méndez-Recinto de Gurabo (UT) added to its academic offerings the Master’s degree in Mechanical Engineering with two specialties to choose from: Renewable Energy and other alternative sources of energy (Alternative Energy), and Aerospace Engineering. You may also opt to not declare an area of specialization and follow a more traditional master’s degree curriculum in mechanical engineering. All the options are approved by the Board of Education of Puerto Rico (CEPR).

ALTERNATIVE ENERGY SPECIALIZATION

UT becomes the first institution in Puerto Rico to offer the specialty in Alternative Energy as a graduate engineering program. In times of great relevance in energy issues, this curriculum will provide the student an excellent background to understand the needs, the technology and the future of the alternative energy industry. This specialization will benefit from an excellent collaboration with the Puerto Rico Energy Center (PREC), located on the grounds of the School of Engineering of UT. The collaboration aims to develop research, development, and design projects that will have a direct impact on Puerto Rico, an island that is blessed with renewable energy sources such as solar, Aeolic (wind), and oceanic. Given the multidisciplinary nature of the specialization in alternative energy, UT will accept applications for admission from students with Bachelor’s degrees in any engineering discipline, the natural sciences, and mathematics. Non-mechanical engineers will be accepted on a conditional basis as explained below.

AEROSPACE ENGINEERING SPECIALIZATION

The specialization in aerospace engineering is motivated by the significant growth in the number of aerospace industries that have settled in Puerto Rico in the past 10 years. This specialization will provide the necessary tools in design, computational analysis, and fundamentals of aerospace engineering to advance the interests of this sector. Elective courses are divided into two areas: 1. Structures/Mechanics, and 2. Aerodynamics/Propulsion. You may select courses from both branches. This specialization requires a Bachelor’s degree in mechanical engineering or aerospace engineering.

Undeclared Specialization

If an area of specialization is not declared, a student will have the opportunity to collaborate with a professor in research in other areas of interest in mechanical engineering. There is currently an ongoing effort in the area of biomechanics which may be of high interest to many students.

CURRICULUM

The broad curriculum, which is based on 30 credits, provides the student the opportunity to achieve depth in the different theories and practices within this field. The student may choose to complete a research thesis (Plan 1) or a design/development project with report (Plan 2). These are graduation requirements for the degree of Master of Science (M.S.). The M.S. is the preferred choice if the student wishes to pursue interesting projects and perhaps continue doctoral studies. A third option is to only take courses (Plan 3) to

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obtain the degree of Master of Engineering (M.Eng.). The M.Eng., which does not require a thesis or project report, is particularly attractive for professionals who are primarily interested in obtaining high-level knowledge in their field to become more competitive and successful in the workplace.

Four compulsory courses are required in all modes: Finite Element Analysis, Advanced Mathematics for Engineers, and Aerodynamics I. The fourth required course depends on the selected specialty. Please refer to the curricula of each specialty to see the entire course offerings.

### FACULTY

The master’s program is founded on a solid Bachelor of Science degree in Mechanical Engineering program that is accredited by ABET since 2003. The full-time faculty that will teach regularly in the master’s program consists of a core of nine full-time professors from Mechanical Engineering and the PREC Research Director, from Electrical Engineering, who will teach some courses in the Alternative Energy specialization.

### SCIENCE IN MECHANICAL ENGINEERING

#### GENERAL PROGRAM

The Master of Science with specialization in Mechanical Engineering provide an excellent educational environment that fosters the technical and professional development of students. Also, promote the application of new knowledge in the design and development of new products and processes and broaden the technical knowledge base of students’ through advanced courses in mechanical engineering.

**Plan 1 (M.S. degree-Thesis)**  
Plan 1 is an excellent option for full-time students with a strong interest in research

| Total Credits | 30 |
| Core Courses | 12 |
| Specialization Courses | 12 |
| Degree Requirement | 6 |

| Core Courses (12 credits) | |
| MEEN 501 | Finite Element Analysis | 3 |
| MEEN 601 | Advanced Mathematics for Engineers | 3 |
| MEEN 602 | Advanced Mechanics of Materials | 3 |
| MEEN 604 | Aerodynamics 1: Incompressible Flow | 3 |

| Specialization Courses (12 credits) | |
| MEEN 603 | Advanced Fluid Mechanics | 3 |
| MEEN 671 | Advanced Heat Conduction | 3 |
| MEEN 674 | Micro & Nano Heat Transfer | 3 |
| MEEN 678 | Advanced Topics | 3 |
| MEEN 679 | Independent Study | 3 |
| MEEN 502 | Aircraft Design | 3 |
| MEEN 611 | Composite Materials | 3 |
| MEEN 616 | Introduction to Aeroelasticity | 3 |
| MEEN 617 | Dynamics of Rotating Machinery | 3 |
| MEEN 623 | Multi-Scale Turbulence: Aeronautics | 3 |
| MEEN 630 | Engineering Internship I | 1 |
| MEEN 631 | Engineering Internship II | 1 |
| MEEN 672 | Mechanical Vibrations | 3 |
| MEEN 673 | Computational Fluid Dynamics (CFD) | 3 |
| MEEN 675 | MEMS and Energy Harvesting | 3 |
| MEEN 676 | Design Optimization | 3 |
| MEEN 681 | Introduction to Biomechanics | 3 |
| MEEN 682 | Systems Engineering | 3 |
| MEEN 683 | Friction, Wear and Lubrication | 3 |
| MEEN 684 | Advanced Tribology | 3 |
| MEEN 685 | Applied Modern Control | 3 |

* (Also available in other specialization areas)

**Degree Requirements**  
6 credits

| MEEN 697 | MS Thesis | 6 |

**Plan 2 (M.S. degree-Special Project)**  
Plan 2 is ideal to conduct design and development in an area of particular interest

**Total Credits**  
30 credits

| Core Courses | 12 |
| Required Specialization Courses | 15 |
| Degree Requirement | 3 |

| Core Courses (12 credits.) | |
| MEEN 501 | Finite Element Analysis | 3 |
| MEEN 601 | Advanced Mathematics for Engineers | 3 |
| MEEN 602 | Advanced Mechanics of Materials | 3 |
| MEEN 604 | Aerodynamics 1: Incompressible Flow | 3 |

| Required Specialization Courses (15 credits) | |
| MEEN 603 | Advanced Fluid Mechanics | 3 |
| MEEN 671 | Advanced Heat Conduction | 3 |
| MEEN 674 | Micro & Nano Heat Transfer | 3 |
| MEEN 678 | Advanced Topics | 3 |
| MEEN 679 | Independent Study | 3 |
| MEEN 502 | Aircraft Design | 3 |
| MEEN 611 | Composite Materials | 3 |
| MEEN 616 | Introduction to Aeroelasticity | 3 |
| MEEN 617 | Dynamics of Rotating Machinery | 3 |
| MEEN 623 | Multi-Scale Turbulence: Aeronautics | 3 |
| MEEN 630 | Engineering Internship I | 1 |
| MEEN 631 | Engineering Internship II | 1 |
| MEEN 672 | Mechanical Vibrations | 3 |
| MEEN 673 | Computational Fluid Dynamics (CFD) | 3 |
| MEEN 675 | MEMS and Energy Harvesting | 3 |
MECHANICAL ENGINEERING IN ALTERNATIVE ENERGY

The Master of Science in Mechanical Engineering with specialization in Alternative Energy prepare students for careers in the energy industry, including careers in research and development, to satisfy the emerging need of finding viable substitutes to the energy provided by fossil fuels. Also, provide basic and advanced knowledge of the computational and analytical tools used in the energy industry.

Plan 1 (M.S. degree-Thesis).
Plan 1 is an excellent option for full-time students with a strong interest in research

Total Credits 30
Core Courses 12
Required Specialization Courses 12
Degree Requirement 6

Core Courses (12 credits)
MEEN 501 Finite Element Analysis 3
MEEN 601 Advanced Mathematics for Engineers 3
MEEN 604 Aerodynamics 1: Incompressible Flow 3

Required Specialization Courses (12 credits)
MEEN 642 Grid Integration & Sustainable Systems 3
MEEN 643 Energy Management, Practice, Policy & Ethics 3
MEEN 644 Photovoltaic Energy Conversion 3
MEEN 645 Wind Energy 3
MEEN 646 Solar Refrigeration and Air Conditioning 3
MEEN 648 Advanced Topics in Alternative Energy 3
MEEN 651 Ocean Energy 3
MEEN 652 Biofuels 3
*MEEN 611 Composite Materials 3
*MEEN 615 Introduction to Aeroelasticity 3
*MEEN 617 Dynamics of Rotating Machinery 3
*MEEN 623 Multi-Scale Turbulence: Aeronautics 3
*MEEN 630 Engineering Internship I 1
*MEEN 631 Engineering Internship II 1
*MEEN 672 Mechanical Vibrations 3
*MEEN 673 Computational Fluid Dynamics (CFD) 3
*MEEN 675 MEMS and Energy Harvesting 3
*MEEN 676 Design Optimization 3
*MEEN 685 Applied Modern Control 3
* (Also available in other specialization areas)

Degree Requirements
MEEN Thesis 6

Plan 2 (M.S. degree-Special Project).
Plan 2 is ideal to conduct design and development in an area of particular interest

Total Credits 30
Core Courses 12
Required Specialization Courses 15
Degree Requirement 3

Core Courses (select 4 courses: 12 cr.)
MEEN 501 Finite Element Analysis 3
MEEN 601 Advanced Mathematics for Engineers 3
MEEN 604 Aerodynamics 1: Incompressible Flow 3

Required Specialization Courses (select 5 courses: 15 cr.)
MEEN 642 Grid Integration & Sustainable Systems 3
MEEN 643 Energy Management, Practice, Policy & Ethics 3
MEEN 644 Photovoltaic Energy Conversion 3
MEEN 645 Wind Energy 3
MEEN 646 Solar Refrigeration and Air Conditioning 3
MEEN 648 Advanced Topics in Alternative Energy 3
MEEN 651 Ocean Energy 3
MEEN 652 Biofuels 3
*MEEN 611 Composite Materials 3
*MEEN 615 Introduction to Aeroelasticity 3
*MEEN 617 Dynamics of Rotating Machinery 3
*MEEN 623 Multi-Scale Turbulence: Aeronautics 3
*MEEN 630 Engineering Internship I 1
*MEEN 631 Engineering Internship II 1
*MEEN 672 Mechanical Vibrations 3
*MEEN 673 Computational Fluid Dynamics (CFD) 3
*MEEN 675 MEMS and Energy Harvesting 3
*MEEN 676 Design Optimization 3
*MEEN 685 Applied Modern Control 3
* (Also available in other specialization areas)

Degree Requirements
MEEN 694 Special Project 3

Plan 3 (M. Eng. degree)
Plan 3 caters primarily to working professionals who seek highly specialized knowledge.

**Total Credits** 30
**Core Courses** 12
**Required Specialization Courses** 18

**Core Courses (select 4 courses: 12 cr.)**
- MEEN 501 Finite Element Analysis 3
- MEEN 601 Advanced Mathematics for Engineers 3
- MEEN 604 Aerodynamics 1: Incompressible Flow 3

**Required Specialization Courses (select 6 courses: 18 cr.)**
- MEEN 642 Grid Integration & Sustainable Systems 3
- MEEN 643 Energy Management, Practice, Policy & Ethics 3
- MEEN 644 Photovoltaic Energy Conversion 3
- MEEN 645 Wind Energy 3
- MEEN 646 Solar Refrigeration and Air Conditioning 3
- MEEN 648 Advanced Topics in Alternative Energy 3
- MEEN 651 Ocean Energy 3
- MEEN 652 Biofuels 3
- MEEN 611 Composite Materials 3
- MEEN 616 Introduction to Aeroelasticity 3
- MEEN 617 Dynamics of Rotating Machinery 3
- MEEN 623 Multi-Scale Turbulence: Aeronautics 3
- MEEN 630 Engineering Internship I 1
- MEEN 631 Engineering Internship II 1
- MEEN 672 Mechanical Vibrations 3
- MEEN 673 Computational Fluid Dynamics (CFD) 3
- MEEN 675 MEMS and Energy Harvesting 3
- MEEN 676 Design Optimization 3
- MEEN 681 Introduction to Biomechanics 3
- MEEN 682 Systems Engineering 3
- MEEN 683 Friction, Wear and Lubrication 3
- MEEN 684 Advanced Tribology 3
- MEEN 685 Applied Modern Control 3

* (Also available in other specialization areas)

**MECHANICAL ENGINEERING IN AEROSPACE ENGINEERING**

The Master of Science in Mechanical Engineering with specialization in Aerospace Engineering prepare students for careers in the emerging aerospace industry in Puerto Rico, as well as for careers in aerospace research and development. Also, provide basic and advanced knowledge of the computational and analytical tools used in the aerospace industry.

**Plan 1 (M.S. degree-Thesis)**
Plan 1 is an excellent option for full-time students with a strong interest in research.

**Total Credits** 30
**Core Courses** 12
**Required Specialization Courses** 12
**Degree Requirement** 6

**Core Courses (select 4 courses: 12 cr.)**
- MEEN 501 Finite Element Analysis 3
- MEEN 601 Advanced Mathematics for Engineers 3
- MEEN 604 Aerodynamics 1: Incompressible Flow 3

**Required Specialization Courses (select 4 courses: 12 cr.)**
- MEEN 612 Aerospace Structural Analysis 3
- MEEN 613 Flight Mechanics 3
- MEEN 614 Propulsion Systems 3
- MEEN 615 Aerodynamics II: Compressible Flow 3
- MEEN 621 Boundary Layers 3
- MEEN 624 Combustion 3
- MEEN 628 Advanced Topics in Aerospace 3
- MEEN 629 Independent Study in Aerospace 3
- MEEN 611 Composite Materials 3
- MEEN 616 Introduction to Aeroelasticity 3
- MEEN 623 Multi-Scale Turbulence: Aeronautics 3
- MEEN 672 Mechanical Vibrations 3
- MEEN 673 Computational Fluid Dynamics (CFD) 3
- MEEN 676 Design Optimization 3
- MEEN 682 Systems Engineering 3
- MEEN 683 Friction, Wear and Lubrication 3
- MEEN 684 Advanced Tribology 3

* (Also available in other specialization areas)

**Degree Requirements**
- MEEN 697 MS Thesis 6

**Plan 2 (M.S. degree-Special Project).**
Plan 2 is ideal to conduct design and development in an area of particular interest.

**Total Credits** 30
**Core Courses** 12
**Required Specialization Courses** 15
**Degree Requirement** 3
Core Courses (select 4 courses: 12 cr.)
MEEN 501 Finite Element Analysis 3
MEEN 502 Aircraft Design 3
MEEN 601 Advanced Mathematics for Engineers 3
MEEN 604 Aerodynamics 1: Incompressible Flow 3

Required Specialization Courses (select 5 courses: 15 cr.)
MEEN 612 Aerospace Structural Analysis 3
MEEN 613 Flight Mechanics 3
MEEN 614 Propulsion Systems 3
MEEN 615 Aerodynamics II: Compressible Flow 3
MEEN 621 Boundary Layers 3
MEEN 624 Combustion 3
MEEN 628 Advanced Topics in Aerospace 3
MEEN 629 Independent Study in Aerospace 3
*MEEN 611 Composite Materials 3
*MEEN 616 Introduction to Aeroelasticity 3
*MEEN 623 Multi-Scale Turbulence: Aeronautics 3
*MEEN 672 Mechanical Vibrations 3
*MEEN 673 Computational Fluid Dynamics (CFD) 3
*MEEN 676 Design Optimization 3
*MEEN 684 Advanced Tribology 3
* (Also available in other specialization areas)

Degree Requirements
MEEN 694 Special Project 3

Plan 3 (M. Eng. degree)
Plan 3 caters primarily to working professionals who seek highly specialized knowledge

Total Credits 30
Core Courses 12
Required Specialization Courses 18

Core Courses (select 4 courses: 12 cr.)
MEEN 501 Finite Element Analysis 3
MEEN 502 Aircraft Design 3
MEEN 601 Advanced Mathematics for Engineers 3
MEEN 604 Aerodynamics 1: Incompressible Flow 3

Required Specialization Courses (select 6 courses: 18 cr.)
MEEN 612 Aerospace Structural Analysis 3
MEEN 613 Flight Mechanics 3
MEEN 614 Propulsion Systems 3
MEEN 615 Aerodynamics II: Compressible Flow 3
MEEN 621 Boundary Layers 3
MEEN 624 Combustion 3
MEEN 628 Advanced Topics in Aerospace 3
MEEN 629 Independent Study in Aerospace 3
*MEEN 611 Composite Materials 3
*MEEN 616 Introduction to Aeroelasticity 3
*MEEN 623 Multi-Scale Turbulence: Aeronautics 3
*MEEN 672 Mechanical Vibrations 3
*MEEN 673 Computational Fluid Dynamics (CFD) 3
*MEEN 676 Design Optimization 3

*MEEN 682 Systems Engineering 3
*MEEN 683 Friction, Wear and Lubrication 3
*MEEN 684 Advanced Tribology 3

COMPUTER ENGINEERING

The Master of Science with specialization in Computer Engineering provides a rigorous educational experience in computer engineering. The program affords an opportunity for practicing engineers and others to advance their technical competencies and develop professionally.

Each student is required to take five (5) designated core courses and complete the remaining coursework requirements by selecting from a wide range of electives in distributed systems, high performance computing, network security, computers, software engineering, and other department approved electives. Students may choose one of three study plans: M.S. with thesis, M.S. with project, or M.Eng. course-only. Successful completion of an M.S. degree will uniquely prepare graduates for future doctoral studies or challenging careers in industry; an M.Eng. Degree will greatly enhance professional qualifications for career advancement or future academic endeavors.

OBJECTIVES

1. To provide a solid foundation in major areas of computer engineering that will empower graduates to become intellectual explorers.
2. To produce graduates who are able to adapt to changes in technology through continuous personal and professional development.
3. To produce graduates possessing a high sense of professionalism to satisfy the needs of stakeholders.
4. To prepare graduates who are able to deliver into a specialized body of knowledge so as to produce scholarly research of high intellectual and scientific quality (thesis option).
5. To prepare graduates who are able to apply specialized knowledge to solve highly complex problems of practical importance (project option).
6. To prepare graduates who are able to apply specialized knowledge to solve highly complex problems of practical importance.

CURRICULUM

Total Credits 30
Core Courses 15
Required Specialization Courses 15

Core Courses (select 5 courses: 15 crs.)
CPEN 502 Advanced Analysis and Design of Algorithms 3
CPEN 503 Computer and Network Security 3
CPEN 504 Advanced Computer Architectures 3
CPEN 505 Database Management Systems 3
CPEN 550 Operating Systems Programming 3

Required Specialization Courses (select 5 courses: 15 crs.)
CPEN 511 Distributed Systems 3
CPEN 520 Numerical Optimization 3
CPEN 531 Secure Software Systems 3
CPEN 552 Computer Graphics 3
CPEN 640 Embedded Systems 3
CPEN 696 M.S. Project 3
CPEN 697 M.S. Thesis 6

MECHANICAL ENGINEERING

The Master of Science with specialization in Mechanical Engineering provides a rigorous educational experience in electrical engineering. The program affords an opportunity for practicing engineers and others to advance their technical competencies and develop professionally.

Each student is required to take five (5) designated core courses and complete the remaining coursework requirements by selecting from a wide range of electives in power systems, control systems, electronics, computers, digital signal processing, and other department approved electives. Students may choose one of three study plans: M.S. with thesis, M.S. with project, or M.Eng. course-only. Successful completion of an M.S. degree will uniquely prepare graduates for future doctoral studies or challenging careers in industry; an M.Eng. degree will greatly enhance professional qualifications for career advancement or future academic endeavors.

OBJECTIVES

1. To provide a solid foundation in major areas of computer engineering that will empower graduates to become intellectual explorers.
2. To produce graduates who are able to adapt to changes in technology through continuous personal and professional development.
3. To produce graduates possessing a high sense of professionalism to satisfy the needs of stakeholders.
4. To prepare graduates who are able to deliver into a specialized body of knowledge so as to produce scholarly research of high intellectual and scientific quality (thesis option).
5. To prepare graduates who are able to apply specialized knowledge to solve highly complex problems of practical importance (project option).
6. To prepare graduates who are able to apply specialized knowledge to solve highly complex problems of practical importance.

CURRICULUM

Total Credits 30
Core Courses 15
Specialization Courses 15

Core Courses (select 5 courses: 15 crs.)
ELEN 502 Advanced Linear Systems 3
ELEN 503 Solid State Electronics 3
ELEN 505 Probability and Random Processes 3
ELEN 510 Advanced Power System Analysis 3
ELEN 550 Digital Filters 3

Required Specialization Courses (select 5 courses: 15 crs.)
ELEN 511 Power System Dynamics and Control 3
ELEN 520 Digital Control Systems 3
ELEN 551 Detection and Estimation Theory 3
ELEN 632 Quantum Electronics 3
ELEN 650 Digital Image Processing 3
ELEN 651 Adaptive Signal Processing 3
ELEN 696 M.S. Project 3
ELEN 697 M.S. Thesis 6

ENGINEERING MANAGEMENT

The program offers a combination of technical with management subjects so graduates can contribute to the economic development of their societies. The curriculum will endow students with knowledge, skills, and attitudes necessary for employment in the management of technical settings and/or admission into graduate schools to pursue advanced degrees in Engineering Management or related fields.

OBJECTIVES

1. Prepare graduates to function as effective managers, supervisors or team leaders of technical operations in manufacturing, service, or government sectors.
2. Train graduates to apply specialized knowledge to improve activities or business processes with a systems perspective.
3. Provide the opportunity to acquire specialized knowledge so that our graduates are able to solve complex management, organization, and operational
problems in technical settings, allowing them to pursue careers in their areas of specialization.

**CURRICULUM**

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>30</th>
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<tbody>
<tr>
<td>Core Courses</td>
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<tr>
<td>Specialization Courses</td>
<td>12</td>
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<tr>
<td>Elective Courses</td>
<td>6</td>
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</tbody>
</table>

**Core Courses** (select 5 courses: 15 crs.)
- IMEN 510 Engineering Management 3
- IMEN 551 Advanced Engineering Project Management 3
- TCOM 513 Information Technology (IT) Project Management 3
- IMEN 610 Statistics for Decision Modeling 3
- IMEN 620 Advanced Enterprise Continuous Improvement 3

**Required Specialization Courses** (select 5 courses: 15 crs.)
- IMEN 630 Supply Chain Management for Engineers 3
- IMEN 635 Logistics Methods and Strategies 3
- IMEN 640 Design and Operation of Logistics Networks 3
- IMEN 645 Analytics for Decision Making 3

**Elective Courses** (select 2 courses: 6 crs.)
- IMEN 660 Thesis I 3
- IMEN 650 Graduate Project 3
- ACCO 501 Managerial Accounting 3
- INBU 610 The International Business Environment 3
- HURM 710 Human Resources Management 3
- MANA 501 Organizational Behavior 3
- MSPA 520 Administrative Law and Ethics 3
- MEEN 642 Integración a la Red y Sistemas Sostenibles 3
- MEEN 643 Energy Management Policy & Ethics 3
- MEEN 644 Photovoltaic Energy Conversion 3
- MEEN 645 Wind Energy 3
- MEEN 646 Solar Refrigeration and Air Conditioning 3

**GRADUATE CERTIFICATES**

**NETWORK SECURITY**

The program provides an in-depth introduction to key topics of network security and provides a balanced teaching philosophy with each class containing both a theory component and hands-on practice. The curriculum was specifically designed to cover the ten (10) core areas of Network Security as defined by the (ISC)2 – International Information Systems Security Certification Consortium. This will provide a solid background for obtaining widely-recognized industry-standard CISSP (Certified Information Security System Professional Certification). To complete the certificate program the student must take a total of 5 classes: one (1) introductory networking class and four (4) Network Security classes for a total of nineteen (15) credits. The Network Security classes will each follow the (4) credit-hour integrated Lecture/Lab class format. Since these classes are designed for working professionals, they will be offered in the regular evening sessions.

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>15</th>
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<tbody>
<tr>
<td>Required Courses</td>
<td>15</td>
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</tbody>
</table>

**Required Courses** (15 credits)
- TCOM 521 Introduction to Networking 3
- NSEC 501 Network Security I 3
- NSEC 502 Computer Security I 3
- NSEC 521 Network Security II 3
- NSEC 522 Computer Security II 3
COURSE DESCRIPTIONS

CPEN 502
Advanced Analysis and Design of Algorithms
Three Credits
Three credit-hours. Three hours of lecture per week. This course covers the fundamentals of analysis and design of algorithms, complexity of algorithms, searching, sorting, pattern matching, combinatorial problems, and graph algorithms.

CPEN 503
Computer and Network Security
Three Credits
Three credit-hours. Three hours of lecture per week. This course covers the basics of computer and network security. Topics in computer security include cryptography; security of computer programs, databases, operating systems; and multi-level security. Topics in network security include confidentiality, authentication, secure electronic transactions, IP security, intrusion detection, and firewalls.

CPEN 504
Advanced Computer Architectures
Three Credits
Three credit-hours. Three hours of lecture per week. This course provides an overview of high-performance computing: processor architectures, memory, input/output devices, interfaces, and storage area networks; parallel computing, grid and cluster computing, and Beowulf systems.

CPEN 505
Database Management Systems
Three Credits
Three credit-hours. Three hours of lecture per week. This course introduces techniques for building relational database management systems (DBMS): database architectures, storage, buffer management, indexing, algorithms, concurrency, query optimization, benchmarking, object-oriented databases, data warehousing, and data mining.

CPEN 511
Distributed Systems
Three Credits
Three hours of lecture per week. This course covers several topics in distributed systems: operating system architectures, network, distributed, and autonomous systems; design, concurrent programming, client/server models, synchronization, distributed process communication, time and resource scheduling, distributed/shared files and memory.

CPEN 520
Numerical Optimization
Three Credits
Three hours of lecture per week. This course introduces the central ideas behind the algorithms for the numerical solution of both unconstrained and constrained optimization problems.

CPEN 531
Secure Software Systems
Three Credits
Three credit-hours. Three hours of lecture per week. This course introduces the approaches and tools used to build secure software systems. The course covers architectural approaches to building secure software, software analysis, language-based approaches to building secure software, and run-time enforcement of security policies.

CPEN 550
Operating Systems Programming
Three Credits
Three credit-hours. Three hours of lecture per week. This is an advanced course in operating systems (OS). It focuses on the design and construction of a modern OS kernel. Topics include booting, system calls, process and thread abstractions, scheduling, synchronization, inter-process communication, memory management, file systems, device drivers, and network management.

CPEN 552
Computer Graphics
Three Credits
Three credit-hours. Three hours of lecture per week. This course is a hands-on class on advanced computer graphics. It covers major aspects of digital image generation: geometric modeling, computer animation, and rendering.

CPEN 640
Embedded Systems
Three Credits
Three hours of lecture per week. This is an introductory course in embedded systems. The course is project-oriented and emphasizes application issues, system specifications and modeling, system languages, synthesis, and verification.

CPEN 696
M.S. Project
Three Credits
Three credit-hours. Comprehensive study of a computer engineering problem and presentation of a project.
CPEN 697
M.S. Thesis
Six Credits
Six credit-hours. Research in an area of computer engineering and presentation of a thesis.

ELEN 502
Advanced Linear Systems
Three Credits
Three credit-hours. Three hours of lecture per week. This course provides the mathematical foundations of system theory that play an important role in control, communications, signal processing, information theory, networks and Internet applications, among others. Specifically, this course will delve into the theory of linear dynamical systems in both continuous and discrete time. A strong background in linear algebra is required.

ELEN 503
Solid State Electronics
Three Credits
Three credit-hours. Three hours of lecture per week. This course covers the physics of solid-state electronic devices, including p-n junctions, MOS devices, field-effect transistors, and bipolar transistors. In addition, principles of optoelectronics, integrated circuits, and high frequency and high power devices will be discussed.

ELEN 505
Probability and Random Processes
Three Credits
Three credit-hours. Three hours of lecture per week. This course introduces a broad range of topics such as random vectors, random sequences, and random processes, filtering of random processes, correlation, power spectrum density, and response of linear systems to random inputs.

ELEN 510
Advanced Power System Analysis
Three Credits
Three credit-hours. Three hours of lecture per week. This course introduces the theoretical framework associated with short circuit, power flow, and stability analysis. The course presents the models, techniques, and tools used for these types of studies with a practical perspective by emphasizing their application to the comprehensive analysis of a typical test system.

ELEN 511
Power System Dynamics and Control
Three Credits
Three credit-hours. Three hours of lecture per week. This course covers the dynamic processes in power systems including regulation of turbines, voltage control, system stability, and protection of transmission lines.

ELEN 520
Digital Control Systems
Three Credits
Three credit-hours. Three hours of lecture per week. This course introduces the student to the fundamental theory of digital control and sampled data control systems.

ELEN 550
Digital Filters
Three Credits
Three credit-hours. Three hours of lecture per week. This course presents the analysis and design techniques of modern digital signal processing for a wide variety of applications. The course will cover discrete-time signal analysis, fast Fourier transforms, and the design and implementation of digital filters.

ELEN 551
Detection and Estimation Theory
Three Credits
Three credit-hours. Three hours of lecture per week. This course introduces two fundamental problems in statistical signal processing, namely, detection and estimation. The first part of the course covers statistical decision theory, hypothesis testing, and performance analysis. The second part of the course deals with parameter estimation theory and optimal estimators.

ELEN 632
Quantum Electronics
Three Credits
Three credit-hours. Three hours of lecture per week. This course introduces the basic principles of quantum mechanics as they apply to semiconductor laser devices.

ELEN 650
Digital Image Processing
Three Credits
Three hours of lecture per week. This is an introductory course in digital image processing. It emphasizes general principles and presents the most common techniques for image processing. It covers image acquisition and display, color representations, sampling and quantization, point operations, contrast/color enhancement, image restoration/reconstruction, and feature extraction.

ELEN 651
Adaptive Signal Processing
Three Credits
Three hours of lecture per week. This course introduces some practical aspects of signal processing as they relate to adaptive systems. Applications of adaptive systems can be encountered in communications, radar, sonar, seismology, navigation systems, and biomedical engineering. This course
will present the basic principles of adaptation, adaptive signal processing algorithms, and application examples.

**ELEN 696**  
**M.S. Project**  
**Three Credits**  
Comprehensive study of an electrical engineering problem and presentation of a project.

**ELEN 697**  
**M.S. Thesis**  
**Six Credits**  
Six credit-hours. Research in an area of electrical engineering and presentation of a thesis.

**IMEN 510**  
**Engineering Management**  
**Three Credits**  
Three hours of lecture per week. This course focuses on key engineering management functions, providing conceptual frameworks for an engineer to transition into a management position. The systems approach, orientation to business applications, the integration of multiple knowledge domains, and value creation perspectives traverse the contents to be covered.

**IMEN 551**  
**Engineering Project Management**  
**Three Credits**  
Three hours of lecture per week. Advanced concepts, methodologies, and tools for the management of engineering projects. Coverage of the Project Management Body of Knowledge, focusing on practical aspects of project planning, organizing, scheduling resources management, and project’s life cycle. Application of project management software.

**IMEN 610**  
**Statistics for Decision Modeling**  
**Three Credits**  
Three hours of lecture per week. Concepts of probability, statistical analysis, and forecasting to support decision making, under conditions of uncertainty and risk, with emphasis on engineering management applications. Provide skills for effective spreadsheet model building and data analysis using Excel. The course covers analytics focusing on practical applications, via cases, of data analysis and decision modeling.

**IMEN 620**  
**Enterprise Continuous Improvement**  
**Three Credits**  
Three hours of lecture per week. Advanced concepts and applications of contemporary quality management systems (e.g., ISO and GMP) and Lean Manufacturing. Integration of quality and management. Strategies to manage quality projects using quality management systems and methodologies. Six Sigma and other contemporary engineering management methodologies to designing or redesigning enterprise operations to maintain a competitive edge.

**IMEN 630**  
**Supply Chain Management for Engineers**  
**Three Credits**  
Three hours of lecture per week. Concepts, framework, and analytical approaches for the management of supply chains. Through this course student will develop and understanding of the strategic role of a supply chain, the key strategic drivers of supply chain performance, and analytic methodologies for supply chain analysis.

**IMEN 635**  
**Logistics Methods and Strategies**  
**Three Credits**  
Principles, strategies and decision rules for the business practice and operations of logistic systems. View of logistics as an interdisciplinary science. Systematic planning of efficient logistic systems and solution alternatives of practical problems and tasks are presented. Configuration, structure and organization of logistic processes and performance systems. Foundation for analytical logistics: rules and methods for planning and scheduling of specific logistics tasks and algorithms for mathematical modeling and optimization of logistic processes and networks. The economics of logistics, logistic costs and logistic pricing, are presented.

**IMEN 640**  
**Design and Operation of Logistics Networks**  
**Three Credits**  
Elements, structures and processes of logistics networks and its most important subsystems: storage systems, commissioning systems, and transport systems. Functions and specification of performance requirements of these subsystems. Methods and strategies for design, selection and operation of logistic networks. Analysis of characteristics of logistic service providers and transport systems.
IMEN 645
Analytics for Decision Making
Three Credits
Three hours of lecture per week. Use of predictive modeling and optimization methods to support engineering management decision making, under conditions of risk and uncertainty. Students will build analytical, Excel-based, end-user models and perform analysis in support of the decision making process. The course includes spreadsheet modeling (with Excel), monte-carlo simulation, stochastic decision making, queuing modeling, and optimization.

IMEN 650
Graduate Project
Three Credits
Development of a comprehensive study, reporting the solution of an engineering management problem, where different topics covered in the master program are used. The report includes a literature review of research or applied research related to the project.

IMEN 660
Thesis I
Three Credits
Development and presentation of a research-based thesis proposal. Specific topic within the field of Engineering Management must be selected in consultation with thesis advisor.

MEEN 501
Finite Element Analysis
Three Credits
Three hours of lecture/studio per week. Immersion into the use of the finite element method (FEM) to solve complex, real-world structural analysis and heat transfer problems. Applications using special-purpose finite element programs with emphasis on general-purpose (commercial) finite element software.

MEEN 502
Aircraft Design
Three Credits
Three hours of lecture per week; 45 hours per semester. Required introductory course for the aerospace engineering specialization. The objective of the course is to familiarize mechanical engineering master’s students with aeronautical engineering fundamentals and their application in aircraft design. Focus on steps in preliminary design of general aviation aircraft with emphasis on the iterative aspects of design.

MEEN 601
Advanced Mathematics for Engineers
Three Credits
This advanced course in mathematics analyzes the functions of a complex variable and the calculus of residues. It also covers subjects such as ordinary differential equations, partial differential equations, Bessel and Legendre functions, and the Sturm-Liouville theory. Applications to engineering problems are presented.

MEEN 602
Advanced Mechanics of Materials
Three Credits
The present course presents an overview of stress analysis, strain analysis, the generalized Hooke’s law, plain stress and strain, energy methods, unsymmetrical bending, torsion of thin walled beams and elastic stability.

MEEN 603
Advanced Fluid Mechanics
Three Credits
This course studies the mass conservation, momentum, and energy equations for continua. Exact solution to the Navier-Stokes equations is presented. Circulation and vorticity theorems, potential flow, surface waves and an introduction to turbulence and compressible flow are also covered.

MEEN 604
Aerodynamics I: Incompressible Flow
Three Credits
Three hours of lecture per week; 45 hours per semester. Required introductory course for all mechanical engineering master’s students. Review of incompressible fluid mechanics. Aerodynamic performance of wings and bodies in sub-sonic regime. The contents divided into three components: subsonic potential flows, including source/vortex panel methods; viscous flows, including laminar and turbulent boundary layers; aerodynamics of airfoils and wings, including thin airfoil theory, lifting line theory, and panel method/interacting boundary layer methods.

MEEN 611
Composite Materials
Three Credits
MEEN 612
Aerospace Structural Analysis
Three Credits

MEEN 613
Flight Mechanics
Three Credits

MEEN 614
Propulsion Systems
Three Credits
Analysis of thrust generation: propeller theory, combustion, reciprocating engines, gas turbines. One-dimensional compressible flow, Prandtl-Meyer expansions and oblique shock waves; application to diffusers and rocket nozzles. Linearized supersonic flow.

MEEN 615
Aerodynamics II: Compressible Flow
Three Credits
Three hours of lecture per week; 45 hours per semester. This course studies the aerodynamic performance of wings and bodies in compressible flow. Study the theory of supersonic and hypersonic airfoil.

MEEN 616
Introduction to Aeroelasticity
Three Credits
Three hours of lecture per week; 45 hours per semester. Introduction to aeroelasticity and loads. Static aeroelasticity. Effect of wing flexibility on lift distribution, divergence, aileron reversal and control effectiveness. Unsteady aerodynamic oscillation of airfoil in incompressible flow. Dynamic aeroelasticity, flutter calculations. Testing techniques.

MEEN 617
Dynamics of Rotating Machinery
Three Credits
This course introduces students to the field of rotor dynamics. The course initially covers basic concepts in machinery vibration using simplified models for single-mass rotor systems and then progresses to the analysis of realistic multi-mass rotor-bearing systems using advanced analytical techniques. Throughout the course, an emphasis will be placed in the calculation of critical speeds, the calculation of lateral forced response, and the determination of dynamic stability in rotor-bearing systems. The analytical techniques will be complemented with a laboratory experience in rotor balancing. At the end of the course the students will be introduced to the torsional analysis of rotor systems.

MEEN 621
Boundary Layers
Three Credits

MEEN 622
Compressible Flow
Three Credits
This course describes the fundamental concepts and results for the compressible flow of gases. Topics to be covered include: appropriate conservation laws; propagation of disturbances; isentropic flows; normal shock wave relations, oblique shock waves, weak and strong shocks, and shock wave structure; compressible flows in ducts with area changes, friction, or heat addition; heat transfer to high speed flows; unsteady compressible flows, Riemann invariants, and piston and shock tube problems; steady 2D supersonic flow, Prandtl-Meyer function; and self-similar compressible flows.

MEEN 623
Multiscale Turbulence: Aeronautics
Three Credits
Derivations of conservation laws for velocity field, temperature for turbulent flow from the perspective of multiscale applications including wind energy, the atmospheric turbulent boundary layer & aerodynamics (re-entry, transonic flow, turbines). Asymptotic method & similarity transformations for high Reynolds number will be a major focus of the applications. The course will also deal with incompressible & compressible flow.
MEEN 624
Combustion
Three Credits
The present course covers the fundamentals of combustion, flame structure, flame speed, flammability, ignition, stirred reaction, kinetics and nonequilibrium processes, and pollutant formation. Also it is presented some applications to engines, energy production and fire safety.

MEEN 628
Advanced Topics in Aerospace
Three Credits
Study of advanced topics in aerospace.

MEEN 629
Independent Study in Aerospace
Three Credits
Individual study of specific topics in aerospace of academic and research interest.

MEEN 630
Engineering Internship I
One Credit
This practice-oriented course is intended to provide students with an internship in industry (work practicum) or academia (research experience in another university), within their academic discipline.

MEEN 631
Engineering Internship II
One Credit
This practice-oriented course is intended to provide students with an additional internship in industry (work practicum) or academia (research experience in another university), within their academic discipline.

MEEN 641
Sustainable Energy: Solar, Nuclear, Wind Energy Fuel Cell & Geothermal
Three Credits
The present course study the current and potential future energy systems, and it includes topics on resources, extraction, conversion, and end-use, with emphasis on meeting regional and global energy needs in the 21st century in a sustainable manner. Different renewable and conventional energy technologies will be presented and their attributes described within a framework that aids in evaluation and analysis of energy technology systems in the context of political, social, economic, and environmental goals.

MEEN 642
Grid Integration & Sustainable Systems
Three Credits
Students will learn a variety of alternative energy sources, along with energy processing technologies required for power system connection. System integration issues will be addressed, with consideration given to impacts on current design philosophies and operating procedures. Topics will be covered at a level suited to establishing a broad understanding of the various technologies, and of the associated system implications.

MEEN 643
Energy Management Policy & Ethics
Three Credits
Three hours of lecture/studio per week. The course will address efficient use and management of energy in wide range of industrial, commercial and domestic applications. The course will address recent government incentive and policy for renewable energy.

MEEN 644
Photovoltaic Energy Conversion
Three Credits
This course explain how solar cells convert light into electricity, how solar cells are manufactured, how solar cells are evaluated, what technologies are currently on the market, and how to evaluate the risk and potential of existing and emerging solar cell technologies. The present course scrutinizes what limits solar cell performance and cost, and the major hurdles — technological, economic, and political — towards widespread substitution of fossil fuels.

MEEN 645
Wind Energy
Three Credits
Main features of energy conversion by wind turbines. Emphasis on characterization of the atmospheric boundary layer, aerodynamics of horizontal axis wind turbines, and performance prediction. Structural effects, power train considerations, siting, and wind farm planning.

MEEN 646
Solar Refrigeration and Air Conditioning
Three Credits
This course offers fundamental knowledge on Radiant energy transfer and its application to solar exchangers; energy balances for solar exchangers, review of theory, economics, and practice of solar energy applications. Special attention is given to refrigeration and air conditioning systems.
MEEN 648
Advanced Topics in Alternative Energy
Three Credits
Study of advanced topics in alternative energy.

MEEN 649
Independent Study in Alternative Energy
Three Credits
Individual study of specific topics in alternative energy of academic and research interest.

MEEN 651
Ocean Energy
Three Credits
Three hours of lecture per week; 45 hours per semester. Learn ocean renewable energy technology principles and applications as well as the design considerations. Model and quantify the ocean energy sources and economic viability.

MEEN 652
MEEN 652 Biofuels
Three Credits
Three hours of lecture per week; 45 hours per semester. Learn principles on the generation, production and use of biofuels. Understand the challenges and merits of using biofuels.

MEEN 657
Advanced Heat Conduction
Three Credits
Analytical methods in conduction; Bessel functions, separation of variables, Laplace transforms, superposition, oscillating solutions; computer methods; finite differences, finite elements.

MEEN 671
Mechanical Vibrations
Three Credits

MEEN 672
Computational Fluid Dynamics
Three Credits
The present course study focuses on computational approaches to solve Navier-Stokes equations; which govern fluid flow in most engineering applications. Fundamental issues related with implementation of finite difference methods (FDM), finite volumes (FVM) and finite element methods (FEM) will be discussed. These issues include: the discrete formulation, non-linear equation iterated (steady)/marcher (time-accurate), linear equation formulation, boundary condition prescription and linear equation solution.

MEEN 673
Micro and Nanoscale Heat Transfer
Three Credits
This course explores the methods and observations of thermophysical phenomena in size-affected domains. A study of various modern engineering applications, such as microchannel heat sinks, micro heat exchangers, and micro heat pipes is presented. Additionally the course covers methods that range from discrete computation to optical measurement techniques for microscale applications. The fundamental of nanoscale thermal phenomena in fluids is also studied.

MEEN 674
MEMS and Energy Harvesting
Three Credits
Three hours of lecture per week; 45 hours per semester. Discussion of micromachining and microfabrication techniques (including planar thin-film process technologies, photolithographic techniques, deposition and etching techniques, and other technologies) used for MEMS fabrication. Since MEMS encompasses a multi-domain approach, this course will cover the fundamentals of mechanical, electrical, fluidic, and thermal energy/signal domains for the design and analysis of devices and systems. Basics of sensing and transduction mechanisms will be covered (conversion of non-electronic signals to electronic signals, including capacitive and piezo-resistive techniques). Multiple examples of sensors and actuators and their applications will be reviewed. Energy harvesting applications from MEMS technology will be discussed as well.
MEEN 678  
Advanced Topics  
Three Credits  
Study of advanced topics in mechanical engineering.

MEEN 679  
Independent Study  
Three Credits  
Individual study of specific topics in mechanical engineering of academic and research interest.

MEEN 681  
Introduction to Biomechanics  
Three Credits  
Three hours of lecture per week; 45 hours per semester. The course provides an overview of the function and structure of the musculoskeletal system. It reviews the kinematic and kinetic concepts to be applied to biological tissues, and the strength of materials concepts for biological materials. Time dependent and independent mechanical behavior will be considered.

MEEN 682  
Systems Engineering  
Three Credits  
Three hours of lecture per week; 45 hours per semester. The course covers the theory and practice of the discipline of systems engineering, the system life cycle and stakeholder involvement, as well as the explanation of the systems design process. It provides the knowledge and skills to engineer multidisciplinary systems.

MEEN 683  
Friction, Wear and Lubrication  
Three Credits  
Three hours of lecture per week; 45 hours per semester. The objective of the course is to familiarize fundamental wear mechanisms of adhesive, abrasive, corrosive and surface fatigue; boundary and hydrodynamic lubrication; friction theories; surface topography characterization; applications in journal and ball bearings, clutches and brakes.

MEEN 684  
Advanced Tribology  
Three Credits  
Three hours of lecture per week; 45 hours per semester. The objective of the course is to be in depth study of selected topics in tribology, which includes wear and friction theories, oil film thickness calculations, contact mechanics, materials for tribology, and application in bearing and gear.

MEEN 694  
Special Project  
Three Credits  
Comprehensive study of a mechanical engineering problem.

MEEN 697  
MS Thesis  
Three Credits  
Research in the field of Mechanical Engineering and presentation of a thesis.

NSEC 501  
Network Security I  
Three Credits  

NSEC 502  
Computer Security I  
Three Credits  
Overview of Windows and UNIX operating systems including Microsoft Windows 2003 Server and SUN Solaris. Topics to be covered include the following: concept of domains and domain controllers, trust relationships, users and password administration, the active directory, Access Control Lists (ACLs), security audits, data backup and restoral, file encryption, shared drives and folders, Microsoft Exchange security, Kerberos, Radius servers, Remote Access Service, system event log, Network Monitor and Trusted Solaris.

NSEC 521  
Network Security II  
Three Credits  

NSEC 522  
Computer Security II  
Three Credits  
scanning. Use of the Registry Editor to remove specific viruses such as the backdoor subseven virus.

TCOM 503
Introduction to TCP/IP
Three Credits
Underlying applications, components and protocols of TCP/IP and its necessary link to the Internet. How to identify TCP/IP layers, components and functions. Navigation tools, TCP/IP services and troubleshooting methodologies are also covered in this course.

TCOM 507
Convergence of Technologies
Four Credits
The course deals with functional requirements of a converged network and how various technologies make convergence possible by providing each of those functions. Emphasis is placed on the critical need for increased bandwidth by reviewing the standard LAN and WAN protocols used in the most common networking configurations. Several emerging protocols and technologies that promise to provide the quality of service necessary for the transmission of time-sensitive information will be introduced. Practical applications of convergence will also be discussed.

TCOM 508
Implementation of Data Networks
Three Credits
The course focuses on the process of designing and implementing a new network or network upgrade. This complex process has four major phases, each with its own inputs, tasks, and outputs: concept, development, implementation and termination. This process mirrors the engineering phased approach to design disciplines.

TCOM 509
Protocol Analysis
Three Credits
This is an advanced course for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of the processes and protocols used in today’s networks. Network architectures will be discussed from an OSI model perspective of the networking protocol stack, and a detailed analysis of the protocol will ensue using traces taken with protocol analyzers.

TCOM 511
Internet Technologies
Three Credits
The course is an overview of the Internet, its history, organization and structure. Different ways to access the Internet, both as an individual user and as a group of users will be discussed. Areas such as copyrights issues, bandwidth considerations, portal development, practical research using the internet, FTP and electronic mail, XHTML, web servers, graphics, scripts, tables, audio, video and security are covered.

TCOM 512
Internetworking Devices
Three Credits
This is an advanced course for networking professionals and other participants who grasp the general concepts of data communications and networking, but would like a more detailed understanding of internetworking and internetworking devices. The course focuses on issues encountered with network growth and the internetworking components that offer solutions to these problems. The components covered in this class include repeaters, hubs, bridges, switches, routers and gateways. Network Management and the Simple Network Management Protocol (SNMP) are also discussed.

TCOM 513
Information Technology (IT) Project Management
Three Credits
Information Technology (IT) Projects are major organizational investments. In today’s Global Economy the level of success of these projects is paramount to Enterprise Sustainability and continued business. This class will concentrate on providing not only the basic PM skills but will concentrate on the particular techniques designed for technology based projects, ITPM. It will discuss and explain PMBOK techniques (Project Management Body of Knowledge), the ITPM cycle, tools and processes, scope definition, verification and control. ITPM estimation techniques, risk management, analysis, assessment, monitor and control methods will be covered also. Implementation, closure and evaluation techniques specifics for ITPM projects will also be presented and discussed.

TCOM 514
Telecommunications Governance I
Three Credits
IT governance is an integral part of the business and an integral part of corporate governance. IT governance consist of the leadership, organizational structures and processes that ensure that the organization’s IT sustains and extends the organization strategies and objectives. The key goal of technology governance is enterprise sustainability. This series of two courses will cover the framework elements,
areas of focus, risk management, strategic alignment, performance measures, IT value delivery and resource management in the design of an effective IT governance plan and strategy. This first course will focus on the basics of IT governance including the legal framework, global standards and considerations, governance archetypes and will study practical cases in various organization types.

**TCOM 515**
**Telecommunications Governance II**
**Three Credits**
IT governance is an integral part of the business and an integral part of corporate governance. It governance consist of the leadership, organizational structures an processes that ensure that the organization’s IT sustains and extends the organization strategies and objectives. The key goal of technology governance is enterprise sustainability. This series of two courses will cover the framework elements, areas of focus, risk management, strategic alignment, performance measurements, IT value delivery and resource management in the design of an effective IT governance plan and strategy. This second course will focus on the mechanisms for implementing IT governance, linking strategies and performance, leadership principles, business intelligence, real time business intelligence, changing landscape of the telecommunications industry. Multiple cases will be presented and the students will create a BI based strategy and roadmap.

**TCOM 516**
**Telecommunications Management & Policy**
**Three Credits**
This course presents and discuss the most relevant aspects of the telecommunications sector from policy, business and technology perspectives. It presents and studies the driving forces behind the changes in the telecommunications policy and the significant impact of legal and regulatory changes on business operation. It focuses on the globalized enterprise challenges, opportunities and threats. Such key issues as global economy and its impact on information and communications technologies (ICT’s), enterprise strategy and telecommunications, standards, ISO’s and good practices, challenges and risk involved in information and telecommunications management are thoroughly covered. The role of ICT’s in innovation, value creation and global strategic positioning are also presented through actual cases.

**TCOM 521**
**Introduction to Networking**
**Four Credits**
This course introduces participants to the key concepts of data communications, telecommunications and networking. It provides an introduction to networking fundamentals including key acronyms, protocols, and components that are essential to understanding how networks operate. Students will gain a high-level understanding of the OSI model, networking protocols, networking components, local area networks and wide area networks. Upon completion, the participant will have a basic understanding of how information travels from a source computer to a destination computer across a complex network.

**TCOM 556**
**IP Telephony & Design and Implementation of Voice Networks**
**Four Credits**
The course presents and explains the many and varied techniques, solutions, principles, and challenges both carriers and end users utilize, experience, and overcome in implementing voice-over IP services. This course explores the various protocols involved, the QoS challenges we face and their solutions, engineering principles to consider when designing a VoIP solution, market drivers and applications, security issues, and carrier options. The course deals with structure and design of telecommunication networks, both large and small. Topics include an overview of the public telephone network, and a description of the large networks and transmission facilities that switch telephone calls. PBX switching systems and an introduction to the science of traffic engineering will also be presented. The three most common methods of estimating the optimum trunk capacity of a phone system will be discussed, as well as practical advice for gathering the raw data necessary for traffic engineering calculations.

**TCOM 606**
**Network Design Project**
**Six Credits**
Development, analysis, simulation and implementation of a significant design project related to the area of Computer Networks. Discussion of design constraints and manufacturing cost, compatibility with the environment, aesthetics, safety, possible social, political, or ethical implications. Development of a prototype including discussion of the design cycle and experimental verification or simulations. A detailed written report and final presentation are required.

**TCOM 607**
**Thesis Advisory**
**Three Credits**
The purpose of this course is to establish the relationship and working environment between the student and thesis advisor. The student must select a subject matter and obtain advisor’s approval. The thesis advisor will provide feedback and guide the student through the process of writing his thesis including guiding the student through the investigation proposal and process and is course studies the principles and methods and techniques of scientific investigation and proper academic redaction. At the end of
the course the student will have the written thesis proposal. Of not finishing it he will be to register the course again to culminate properly his proposal. For more details on the matter the student will have to be read to the Graduate Catalog and Academic Norms.
The School of Health Sciences is the place where excellent health professionals are prepared. Our students are prepared to serve with high integrity and professional ethics, patients of all ages and different conditions in the health areas. With academic offers that cover all academic levels and a variety of educational areas, the School is positioned as the first option for studies in health in Puerto Rico and the Caribbean. The School offers a balanced and unique combination between the academy, research, and clinical services.

**MISSION**

The School of Health Sciences prepares professionals with specialized curriculums that are regulated by specialized accreditation agencies standards. Our graduates are entrepreneurs leaders committed to prevention, holistic health, and research; prepared to serve Puerto Rico and other countries and to perform their duties with strong ethical and moral principles from an interdisciplinary and global perspective.

**VISION**

Being a school recognized for excellence in its academic programs, its specialized accreditations, their contributions to research, and high standards in community services framed within an entrepreneurship, interdisciplinary, and international perspective.

**ACCREDITATIONS**

**Speech-Language Pathology**
Accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700.

**Nursing Programs: Graduate and Undergraduate**
Accredited by the Commission on Collegiate Nursing Education (CCNE) from the American Association of Colleges of Nursing. One Dupont Circle, NW Suite 530 Washington, DC 20036.

**Nutrition and Dietetics**
Probationary Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) from the Academy of Nutrition and Dietetics. 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995.

**Council on Naturopathic Medical Education**

**Naturopathic Medicine**
Candidate by the Council on Naturopathic Medical Education (CNME). PO Box 178, Great Barrington, MA 01230.
Technology Veterinary
Initial accreditation by the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) since 2018 (Main Campus)

FACULTY

Alana Marrero / Instructor
MS, Universidad de Puerto Rico

Alexandra García / Assistant Professor
DNP, University of Northern Colorado

Angel L. Rivera / Assistant Professor
MD, Universidad de Puerto Rico

Arysdelis Figueroa / Assistant Professor
ND, Southwest College of Naturopathic Medicine

Awilda Rosa Morales / Assistance Professor
EdD, Universidad del Turabo

Carmen L. Martínez / Instructor
MSN, Universidad de Puerto Rico

Carmen Santiago / Instructor
MSN, Pontificia Universidad Católica de Puerto Rico

Charmaine Alfonso / Adjunct Faculty
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MS, Universidad del Turabo

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MS, Universidad de Puerto Rico

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Nydia Bou / Professor
EdD, Universidad Interamericana de Puerto Rico

Piyali Bhattacharya / Associate Professor
PhD, Jadavpur University of Calcutta, India

Rosalyn Vega / Instructor
MS, Universidad Metropolitana

Shaiana Negrón Pagán / Assistant Professor
DVM, Ross University

Tania Maldonado Mena / Assistant Professor
DVM, Universidad Nacional Pedro Heriçe Ureña
MASTER’S DEGREE

FAMILY NURSE PRACTITIONER

Description

Students are taught through a holistic perspective with a multidisciplinary and collaborative focus throughout the life span of the patient. Students are exposed to educational activities that will prepare them to increase health promotion, preventive health, and provide primary care services. Students will contribute to decrease morbidity and mortality in medically underserved, low-income populations, both globally and in Puerto Rico.

OBJECTIVES

1. Utilize national primary care guidelines and standards to promote high quality health care services.
2. Participate in the generation, application, and dissemination of research.
3. Participate in planning, development, and implementation of community health programs.
4. Utilize research to enhance the quality of health care.
5. Provide health promotion and disease prevention.
6. Maintain collaborative relationships with other health care professions.
7. Participate in continuing education through different methodologies, including online courses.
8. Maintain proficiency in computer skills and information technologies.
9. Participate in legislative and policy-making activities which influence health care.
10. Develop grant/proposal writing skills.

SPEECH-LANGUAGE PATHOLOGY

The Master’s degree in Science with specialization in Speech-Language Pathology Program follows the highest standards of quality and professional ethics for the professional preparation of future SLP’s. The curriculum prepares the student for prevention, evaluation, differential diagnosis and treatment activities. The curriculum prepares the student to take care of infants, children, adolescents and adults with communication, feeding and swallowing disorders.

MASTER’S DEGREE IN NURSING WITH SPECIALIZATION IN FAMILY NURSE PRACTITIONER

Total Credits 51
Core Courses 17
Advanced Practice Core Courses 15
Specialization Courses 16
Elective Courses 3

Core Courses (17 credits)

NURS 500 Theoretical Foundations of Advanced Practice Nursing 3
NURS 501 Public Health Policies, Ethics and Systems 3
NURS 502 Nursing Science & the Research Process 3
NURS 503 Nursing Research Project: From Proposal to Publication 3
NERS 504 Advanced History-Taking and Physical Assessment 3
NERS 505 Health Promotion and Disease Prevention: Transcultural Considerations 2
HESC 500 Statistics Applied to Clinical Research 3
NERS 506 Advanced Pathophysiology 3
NERS 507 Advanced Pharmacology 3
NERS 508 Diagnostics & Differential Diagnosis 3
NERS 509 Pharmacology for FNP’s 3

Specialization Courses (16 credits)

NERS 510 Primary Care I 4
NERS 511 Primary Care II 4
NERS 512 Primary Care III 4
NERS 513 Residency 4

Elective Course (3 credits)

(select from this group)
CRJU 600 The Victim: Crime, Practices and Society 3
CRJU 640 Addiction Problems: Legal and Psychosocial Aspects 3
HURM 732 Occupational Health and Safety 3
MANA 501 Organizational Behavior 3
MANA 505 Informatics Systems 3
MANA 715 Supervision and Leadership 3

Total Credits 64
Core Courses 46
Supervised Clinical Practicum 6
Specialization Project 9
Elective Courses 3

Core Courses (46 credits)

MSLP 500 Phonology 3
MSLP 510 Language Disorders in Children 3
MSLP 520 Audiology for the Speech-Language Pathologists 3
MSLP 535 Neuroscience Applied to SLP 3
MSLP 530 Fluency Disorders 3
MSLP 540 Voice Disorders 3
MSLP 630 Language Disorders in Adults 3
MSLP 525 Seminar: Multicultural Issues in SLP 2
MSLP 545 Seminar: Contemporary Professional Issues in SLP & Audiology 2
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MSLP 570 Augmentative and Alternative Communication 3
MSLP 550 Clinical Assessment Skills 3
MSLP 590 Neurogenic Speech and Language Disorders 3
MSLP 580 Aural Rehabilitation 3
MSLP 620 Oral Motor and Swallowing Disorders 3
MSLP 555 Clinical Intervention Skills 3
MSLP 680 Knowledge Integration in SLP 3

Research Courses (6 credits)
MSLP 559 Research in SLP I 2
MSLP 569 Research in SLP II 2
MSLP 669 Research in SLP III 2

Clinical Courses (9 credits)
MSLP 595 SLP Clinical Practicum Workshop 3
MSLP 600 Clinical Internship I 3
MSLP 610 Clinical Internship II 3

Electives (3 credits)
(Select one)
MSLP 505 Early Intervention 3
MSLP 515 Seminar: Administration of School Based SLP Programs 3
MSLP 517 Deaf Culture & Sign Language Foundations 3
MSLP 560 Acoustics 3
MSLP 565 Language, Reading and Writing 3
MSLP 575 Emergent Literacy 3
MSLP 585 Supervisory Process 3
MSLP 615 Craniofacial Disorders 3
MSLP 625 Related Conditions to Speech-Language & Hearing Disorders 3
MSLP 635 Qualitative Research for SLP 3
MSLP 640 Counseling Strategies for SLP 3
MSLP 645 Computers in SLP 3
MSLP 650 Traumatic Brain Injury 3
MSLP 675 Auditory Disorders 3

Notes:
1. All MSLP Courses must be approved with A or B grades
2. Effective August 2010
3. Students need to complete a minimum of 400 clinical practicum hours. A minimum of 375 hours must be accrued while the student is engaging in direct client-patient contact. Up to a maximum of 25 clinical observation hours will be counted toward the grand total.
4. Students need to approve the PRAXIS examination in Speech-Language Pathology with 600 points. If a passing score of 600 in the PRAXIS examination is not achieved, the student must take and approve the MSLP Program Comprehensive Examination. The passing score of the MSLP Program Comprehensive Examination is 70 points. The test is given as part of the requisites of the MSLP 680 Knowledge Integration in Speech-Language Pathology course.
5. Students need to complete a research project under the guidance of a faculty mentor. The project requirements include all chapters bind and ready for submission to UT library, a poster presentation, a publishable article, and a CD including everything handed in paper.
6. Students need to complete the Knowledge and Skills Acquisition (KASA) Summary Form for Certification in Speech-Language Pathology. Students must complete the form and obtain the Clinical Coordinator, Academic Advisor, and Program Director signatures.

NUTRITION SCIENCES

This program is designed for students who are interested in advanced academic training in food and nutrition in order to enhance their health-related profession. Program graduates will be able to assume a variety of careers in health care, community, entrepreneurship, as well as education.

Total Credits 36
Core Courses 15
Required Specialization Courses 12
Practicum 6
Elective Courses 3

Core Courses
MSNT 500 Sports and Exercise Nutrition 3
MSNT 510 Lifecycle Nutrition 3
MSNT 520 Health Communication 3
MSNT 530 Nutrition for Health 3
ENTR 602 The Business Plan 3

Specialization
ENTR 603 Organizational Structure and Design for PYMES 3
MSNT 550 Epidemiology of Public for Health Professionals 3
MSNT 560 Nutrition and Disease Prevention 3
MSNT 570 Nutrition in Alternative and Complementary Medicine 3

Practicum
MSNT 590 Nutrition Practicum 6

Elective (choose one) *(Elective chose one)
PSYC 510 Motivation and Learning 3
MHSA 674 Human Development 3

GRADUATE CERTIFICATES

CLINICAL TRIAL COORDINATION AND MANAGEMENT

The Graduate Certificate in Clinical Trial Coordination and Management is designed to meet the needs of management and coordination of clinical trials. The graduate will serve as auditor and executor of the state and federal laws for compliance in clinical trials. This will allow graduates to keep up with market demands, both locally and internationally.
Total Credits 21
Required Specialization Courses 21

Required Specialization Courses (21 credits)
CTCM 501 Biomedical Ethics in Research 2
CTCM 502 Introduction to Clinical Research 3
CTCM 503 Epidemiology in Clinical Research 3
CTCM 504 Introduction to Administration and Management of Clinical Trials 3
CTCM 505 Regulatory and Legal Issues in Clinical Trials 1
CTCM 506 Regulatory and Legal Issues in Clinical Trials 3
CTCM 507 Design and Protocol Development 3
CTCM 508 Advanced Clinical Trial Administration and Management 3

1.4 Develop excellent clinical skills to diagnose the causes of disease.
1.5 Develop excellent clinical skills to treat patients who have diseases effectively, using naturopathic therapeutics.

2. Empower graduates as primary-care physicians who demonstrate:
   2.1 Well developed sense of personal wellness.
   2.2 Knowledge of their unique skills as healers.
   2.3 Knowledge of the scope of the practice and its limitations.
   2.4 Responsibility in finance and business.
   2.5 Clinical competence and confidence.
   2.6 Clinical research and evidence-based practice skills.

3. Foster a high degree of professionalism as a key member of the interdisciplinary health care team.
   3.1 Become a provider of excellence and consistent patient care.
   3.2 Demonstrate the ability to carry out a systematic approach to naturopathic medical diagnosis and treatment.
   3.3 Practice the principles of Naturopathic Medicine as adopted by the American Association of Naturopathic Physicians.
   3.4 Advocate for professional standards and political processes.
   3.5 Recognize the importance of professional ethics.
   3.6 Apply knowledge in global health care systems and policies.
   3.7 Respect cultural differences and an appreciation of human diversity.

4. Produce graduates committed to continuous improvement with the ability to:
   4.1 Apply practical knowledge in their practice setting.
   4.2 Continuously develop skills throughout their career as naturopathic physicians.

DOCTORAL DEGREE

NATUROPATHIC MEDICINE

Description
The Doctorate in Naturopathic Medicine is a four-year program to train holistic primary care physicians and prepare them to sit for examination in states and provinces that license N.D.’s (naturopathic physicians).

The curriculum includes holistic and non-toxic approaches to healing with a strong emphasis on disease prevention and optimizing wellness. This four year program requires hands-on clinical experience with the different modalities and biomedical sciences.

Mission
To prepare excellent naturopathic physicians in the tradition of medical science and art of natural healing who can respond to the needs of local and global communities.

Vision
An innovative educational setting for doctors in naturopathic medicine with balanced efforts among academic offerings, clinical services, and research endeavors.

ND Goals and Objectives
1. Provide comprehensive education in naturopathic medicine by integration of knowledge in the Basic Sciences and Clinical Services.
   1.1 Acquire a broad and in-depth knowledge of health promotion, risk reduction and disease prevention.
   1.2 Acquire an in-depth study of the human body.
   1.3 Integrate didactic and clinical experiences on illness and disease management.
   1.4 Develop excellent clinical skills to diagnose the causes of disease.
   1.5 Develop excellent clinical skills to treat patients who have diseases effectively, using naturopathic therapeutics.

2. Empower graduates as primary-care physicians who demonstrate:
   2.1 Well developed sense of personal wellness.
   2.2 Knowledge of their unique skills as healers.
   2.3 Knowledge of the scope of the practice and its limitations.
   2.4 Responsibility in finance and business.
   2.5 Clinical competence and confidence.
   2.6 Clinical research and evidence-based practice skills.

3. Foster a high degree of professionalism as a key member of the interdisciplinary health care team.
   3.1 Become a provider of excellence and consistent patient care.
   3.2 Demonstrate the ability to carry out a systematic approach to naturopathic medical diagnosis and treatment.
   3.3 Practice the principles of Naturopathic Medicine as adopted by the American Association of Naturopathic Physicians.
   3.4 Advocate for professional standards and political processes.
   3.5 Recognize the importance of professional ethics.
   3.6 Apply knowledge in global health care systems and policies.
   3.7 Respect cultural differences and an appreciation of human diversity.

4. Produce graduates committed to continuous improvement with the ability to:
   4.1 Apply practical knowledge in their practice setting.
   4.2 Continuously develop skills throughout their career as naturopathic physicians.

NATUROPATHIC MEDICINE

Total Credits 278
Clinical Science Education courses 58
Basic Science Courses 49
Naturopathic Clinical Practice Courses 51
Naturopathic Clinical Science Courses 34
Oriental Medicine Courses 21
Physical Medicine Courses 12
Clinical Nutrition Courses 12
Botanical Medicine Courses 11
Homeopathic Education Courses 8
# Graduate Catalog 2018

## Health Sciences Courses
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<td>Laboratory Diagnosis I with Laboratory</td>
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<td>BASC 704</td>
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## Naturopathic Clinical Practice Courses
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## Naturopathic Clinical Science Courses
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<td>Intraoperative Therapies with Laboratory</td>
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<td>ORME 702</td>
<td>Traditional Chinese Medicine Diagnosis</td>
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<td>ORME 704</td>
<td>Meridians and Points I with Laboratory</td>
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<td>ORME 706</td>
<td>Meridians and Points II with Laboratory</td>
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<td>ORME 708</td>
<td>Traditional Chinese Medicine Pathology</td>
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<td>ORME 710</td>
<td>Acupuncture Techniques with Laboratory</td>
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<td>ORME 712</td>
<td>Chinese Botanical Medicine</td>
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<tr>
<td>ORME 714</td>
<td>Fundamentals of Ayurvedic Medicine</td>
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<td>PHMD 702</td>
<td>Introduction to Physical Medicine and Orthopedics</td>
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<td>PHMD 704</td>
<td>Physical therapy Modalities with Laboratory</td>
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<td>PHMD 706</td>
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<td>Naturopathic Manipulative Therapy II</td>
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<tr>
<td>PHMD 710</td>
<td>Sports Medicine &amp; Orthopedics</td>
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## Clinical Nutrition Courses
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## Botanical Medicine Courses
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<td>Botanical Medicine I</td>
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<tr>
<td>BOTM 703</td>
<td>Botanical Medicine II</td>
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<td>BOTM 705</td>
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<tr>
<td>BOTM 707</td>
<td>Botanical Medicine IV</td>
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</table>
### Homeopathic Education Courses (8 credits)
- HOME 700  Homeopathy I  2
- HOME 702  Homeopathy II  2
- HOME 704  Homeopathy III  2
- HOME 706  Homeopathy IV  2

### Health Sciences Courses (7 credits)
- HESC 700  Clinical Research Methods  2
- HESC 702  Health Promotion and Disease Prevention: Transcultural Considerations  2
- HESC 704  Evidence-Based Practice Project  3

### Naturopathic Medicine Philosophy and Practice Courses (6 credits)
- NPMP 701  History of Medicine  2
- NPMP 703  Naturopathic Medicine Principles and Philosophy  1
- NPMP 705  Business Practice  2
- NPMP 707  Medical Jurisprudence and Naturopathic Ethics  1

### Mind and Body Medicine Philosophy and Practice Courses (6 credits)
- MBME 701  Fundamentals of Mind and Body Medicine I  2
- MBME 703  Fundamentals of Mind and Body Medicine II  2
- MBME 705  Fundamentals of Mind and Body Medicine III  2

### Electives (3 credits)

#### COURSE DESCRIPTIONS

(Courses marked with @ could be offered in both modalities, traditional or on-line.)

**CTCM 502**

**Introduction to Clinical Research**

**Three Credits**

The course explores the clinical discovery process from a broad perspective and as an introductory reference. It does include a historical perspective on clinical research, researching bioethical questions, institutional review boards, and the unanticipated risks in clinical research, technology transfer, the clinical researcher and the media, a patient perspective of clinical research. The difference between clinical research and clinical trials will be discussed.

**CTCM 503**

**Epidemiology in Clinical Research**

**Three Credits**

This course presents the principles and methods used in epidemiology applied to clinical research with a focus on clinical trials methods. A historical perspective of epidemiology and topics related to the etiology, natural history of the disease, data sources and forms of measurement is presented. The most common designs used in epidemiology are studied and how to get a better understanding of the quality of the data collection in clinical research.

**CTCM 504**

**Introduction to Administration and Management of Clinical Trials**

**Three Credits**

The course analyzes the form and functions commonly associated with leadership and management of the research enterprise at the university or independent research institutions. The functions described include research initiation and proposal development and ends up with the audit from and internal or external unit. The model developed in this course place the function in one central unit. The course emphasizes the organization of the structure for research administration including strategic planning, human source management, policies and procedures, clinical trials, and performance evaluation.

**CTCM 505**

**Introduction to Industry Practice**

**One Credit**

This course will introduce the practical aspects of clinical research coordination in the industrial milieu. This course will cover topics in clinical research guidelines and regulations, the drug development process, the study protocol, before study activities, during study activities and after study activities. It will familiarize the student with the following documentation: Statement of the Investigator, Financial Disclosure Forms, Trial Serious Adverse Events, Data Collection Form, Subject Screening Log, VSMD Regulatory Compliance Worksheet for the Clinical Trials Records Binder, Physician Examination Forms, Master Study Drug Accountability Carton Log, Pre-existing Conditions and
Adverse Events Forms, Concomitant Medication Form and the Query Log.

CTCM 506
Regulatory and Legal Issues in Clinical Trials
Three Credits
This course is an exploration of ethical issues, including ethics review boards, current national and international standards and guidelines, legal principles and issues related to informed consent, liability, and regulatory and legal issues related to clinical trials. Laws relating to clinical trials as HIPAA law will be presented. Audit processes and information disclosure as opposed to the provisions of the statutes will be discussed.

CTCM 507
Design and Protocol Development
Three Credits
This course examines the development and implementation of clinical research. Emphasizes aspects of the research questions, sample size, participants and data collection measures and quality controls. Also exposes research such as medical test, clinical trials and research with existing data. Possible design approaches to perform an ethic, efficient and effective research are exposed.

CTCM 508
Advanced Clinical Trial Administration and Management
Three Credits
The course describes and analyzes the most important elements of sponsored programs in pre-award and post-award activities. It does introduce the topics of proposal development and submission the preparation of a budget for a research project and for, and function of contracts. The course also deals with the post-award activities including the determinants of facilities and administrative costs, financial reporting and audits, human research management, welfare of research animals, environmental health and safety, industrial research collaboration and patent earn copyrights, trademarks and trade secrets.

HESC 500
Statistics Applied to Clinical Research
Three Credits
The student has the opportunity to study and apply statistical methods useful in quantitative and qualitative analysis of clinical research. The course includes a review of descriptive and inferential statistics with simple invariable procedures. Statistical analyses of multivariable and complex hypotheses testing procedures are also discussed. The material is presented to facilitate students’ application of the concepts learned in research courses and is focused on research utilization.

MSLP 500
Phonology
Three Credits
The course centers on the study and analysis of phonology. Topics include phonological analysis, distinctive features assessment, and manner, place, and voice analysis among other key elements for speech sample analysis. Linguistic treatment approaches as well as traditional approaches will be discussed. Issues related to students reading and writing performance will be presented and analyzed including phonological awareness theories and principles. Multidimensional analysis and interpretation of speech samples will be stressed as well as therapy stimulus selection.

MSLP 505
Early intervention
Three Credits
Assessment and intervention strategies for children birth to three with or at risk for specific language impairment are studied. The family-centered services model is studied and described. The early intervention team roles and responsibilities are discussed as well as current law mandates for early intervention.

MSLP 510
Language Disorders in Children
Three Credits
This course discusses the nature of language disorders in children from a developmental perspective to achieve a functional definition of what constitutes language disorders. Related conditions such as Autism, mental retardation, attention deficit disorder and sensory impairments are discussed as they relate to language disorders in children. Assessment procedures are studied including formal and norm reference tests.

MSLP 515
Seminar: Administration of School-Based SLP Programs
Three Credits
This course will provide the students with the knowledge and skills necessary to plan, initiate and maintain a collaborative program that enhances the student’s communication skills in all educational related tiers. Legal, ethical and clinical components for functioning successfully in Puerto Rico and United States educational system will be discussed.

MSLP 517
Deaf Culture & Sign Language Foundations
Three Credits
The course is designed for the health science student who does not have previous Sign Language experience or knowledge of Deaf culture. The purpose of the course is to develop primarily receptive skills as well as expressive skills guided to the development of basic dialogue instructed in a
functional scenario. Students will also learn about the Deaf community and their culture. Legal aspects and related services will be discussed.

**MSLP 520**  
*Audiology for the Speech-Language Pathologists*  
*Three Credits*  
Study of the standard and special audimetric procedures including the interpretation of audiograms, use of hearing aids, and diagnostic clinical audiometry. This course is directed toward audiological issues as they relate to the practice of Speech-Language Pathology.

**MSLP 525**  
*Seminar: Multicultural Issues in Speech-Language Pathology*  
*Two Credits*  
Study of bilingualism, second language acquisition, and its relation to normal language development. Study of minority groups’ difficulties in the access to appropriate clinical and health services in Puerto Rico and abroad, including the legal aspects involved.

**MSLP 530**  
*Fluency Disorders*  
*Three Credits*  
This course presents the theory, diagnosis and treatment of fluency disorders in children, adolescents, and adults. We will study the symptomatology of stuttering, survey theories of stuttering, and examine normal versus abnormal fluency development. It will focus on diagnosis of fluency disorders and differential diagnosis of stuttering and related disorders of fluency. A central focus will be placed on the design and application of appropriate treatment programs for young children, school-aged children and adults.

**MSLP 535**  
*Neuroscience Applied to SLP*  
*Three Credits*  
Study of the nervous system across the lifespan in terms of the organization of the brain, descending motor and ascending sensory pathways, cranial nerves and muscles. The neural mechanisms of language, learning and memory are described. Diagnostic techniques in the field of neurology are presented. The effects of specific localized disease processes and brain injury on human speech and communication such as aphasia, alexia, agnosia, apraxia, dysarthria and dysphonia are discussed. Strategies for patient and family education are presented.

**MSLP 540**  
*Voice Disorders*  
*Three Credits*  
Study of the speech mechanism as it relates to voice production. Analysis of voice and voice problems in children and adults, such as phonotrauma, psychogenic voice problems, neurogenic disorders, laryngeal cancer, and problems of professional voice are addressed. Diagnostic procedures and clinical intervention, prevention and remediation of voice disorders are studied.

**MSLP 545**  
*Seminar: Contemporary Professional Issues in Speech-Language Pathology & Audiology*  
*Two Credits*  
Study of the issues related to the profession of speech-language pathology, service delivery, ethics, and legal considerations, funding issues, program administration, credentialing and professional issues. Content is in accordance with the American Speech-Language-Hearing Association Scope of Practice, Code of Ethics, Preferred Practice Patterns and guidelines for credentialing. The course also includes topics like certification standards, professional legislation, licensure, and liability. We will present information and resources that can be used for a professional lifetime. Professional activity, including advocacy for the profession and the clients/patients one serves, will be encouraged.

**MSLP 550**  
*Clinical Assessment Skills*  
*Three Credits*  
During this course the students will study the aspects related to Speech Language Assessment clinical skills. Principles of observation, interviewing, effective interpersonal communication, self-evaluations, and theories in Language Assessment will be study and analyzed. The students will be able to select and administer Speech and Language Test and criterion tasks in Speech and Language. The students will describe the assessment report format and the writing process. Clinically related academic activities and practical experiences with children and adults will be provided. Assessment principles in each area will be studied according to the guiding principles and the fundamental components of preferred practice patterns of the American Speech-Language and Hearing Association.

**MSLP 555**  
*Clinical Intervention Skills*  
*Three Credits*  
Study and analysis of the contemporary issues and techniques of treatment, observation, counseling, teamwork in speech-language pathology. Current legal issues and aspects in the practice of intervention in speech-language pathology are discussed. Introduction to interdisciplinary
treatment techniques are studied and exercised. Basic principles of speech language intervention and information reporting systems are analyzed and discussed. Therapy strategies are described. Methods for effective parent and family counseling are modeled.

**MSLP 559**  
**Research in Speech-Language Pathology I**  
**Two Credits**  
This is the first course offered as part of the research track of the MSLP Program. Students will be introduced to all aspects and steps necessary to conduct responsible research. The course will take students from identifying a research problem and formulating research questions all the way through sampling methods, reviewing literature, and selecting the research design. Students will work with their research mentors in the development of their research proposal chapters I and II.

**MSLP 560**  
**Acoustics**  
**Three Credits**  
A study of clinical research with special attention to the relationship between research outcomes and clinical practice. This course enable students to critically appraise research literature. Students learn how to critique a research study, formulation of research questions and research strategies, measurement, and ethics. Qualitative, observational, descriptive, single-subject, and case studies methodologies reviewed. It is the purpose to prepare the student as a future consumer of research output and to teach the basics for conducting and participating in research. Topics dealt with are: research topics and research questions, non-experimental designs, experimental designs, reporting research results, evaluating research, and research ethical aspects.

**MSLP 565**  
**Language, Reading and Writing**  
**Three Credits**  
Study of language development and its influence on the acquisition of literacy skills. Examines contextual influences on language and literacy development and growth, reading and writing as integrated processes, and models appropriate practices to foster language and literacy.

**MSLP 569**  
**Research in Speech-Language Pathology II**  
**Two Credits**  
This is the second course offered as part of the research track of the MSLP Program. In this course students will work with their mentors finishing the literature review and in the development of the methodology of their proposal. Human subjects in research, compliance, and SUAGM Institutional Review Board (IRB) requirements will be discussed.

**MSLP 570**  
**Augmentative and Alternative Communication**  
**Three Credits**  
This course aims to develop an understanding of the strategies available to compensate the functional communication needs of children and adults with moderate and severe speech-language impairments. Basic principles of assistive technology (AT) and augmentative alternative communication (AAC) will be introduced, in particular the components of an AAC system and symbolization skills and levels. The principles of evidence-based practice are the focus of both the assessment process as well as the intervention phase.

**MSLP 575**  
**Emergent Literacy**  
**Three Credits**  
This course focuses on the research based principles and practices for early literacy development of children aged birth to eight. Current law mandates related to the services of helping professionals such as Speech Language Pathologists on preventing reading and writing disabilities are described and analyzed. The use of appropriate materials and activities to promote early literacy skills on preschool children in collaboration with teachers and family are studied.

**MSLP 580**  
**Aural Rehabilitation**  
**Three Credits**  
Discussion of the effects of a hearing impairment on speech and language development. The theoretical and methodological aspects of remediation are studied. Visual and manual communication, auditory training, and assistive listening devices are discussed and studied.

**MSLP 585**  
**Supervisory Process**  
**Three Credits**  
This course presents conceptual and empirical literature on supervision including models, approaches, techniques, relationship, and process issues as well as ethical and legal considerations. The course provides the student with knowledge and skills for successful supervision. Comprehensive models of clinical supervision, self-assessment and developmental assessment of supervisees are included as well as intervention techniques in the supervisory relationship. Guidelines for developing a supervision contract are also reviewed.
MSLP 590
Neurogenic Speech and Language Disorders
Three Credits
Study of neurologically-based disorders of speech and language in children. Differential diagnosis and treatment of speech-language disorders in children with cerebral palsy, dysarthria, apraxia of speech, and all other acquired neurogenic disorders are studied and analyzed.

MSLP 595
SLP Clinical Practicum Workshop
Three Credits
An initial graduate clinical practicum experience supervised by Universidad Ana G. Méndez-Recinto de Gurabo in-house supervisors and carefully selected external supervisors. The experience emphasizes planning and conducting an emergent literacy program, preparing and selecting therapy materials, taking case histories, conferring with parents, writing therapy notes and plans, and making recommendations. A weekly one hour staffing will be held with students. Intervention management, professional organization, and service delivery issues will be discussed.

MSLP 600
Clinical Internship I
Three Credits
Hands-on clinical experience including observation, interviewing, basic assessment, clinical diagnosis, and intervention experiences.

MSLP 610
Clinical Internship II
Three Credits
This course is the continuation of MSLP 600. Students will complete the required 400 supervised clinical practicum hours during this course. Diagnostic and identification techniques along with intervention strategies, therapy techniques, record keeping, and report writing will be stressed.

MSLP 615
Craniofacial Disorders
Three Credits
Study of the anatomical, physiological, and psychosocial aspects of craniofacial disorders. Development, disorders, assessment, and intervention of speech, language, and hearing in patients with craniofacial disorders is analyzed. Basic anatomical information pertinent to craniofacial growth and development is described. Genetic and embryological information is studied. Specific protocol for observing orofacial structures are discussed.

MSLP 620
Oral Motor and Swallowing Disorders
Three Credits
Analysis 012121 of the assessment and management of oromotor swallowing disorders in children and adults with an emphasis on a neurodevelopmental approach. Oral-motor development and swallowing physiological anatomy is described. Etiology and classification of dysphagia is studied. Medical and nonmedical management issues in dysphagia are addressed in children and adults.

MSLP 625
Related Conditions to Speech-Language and Hearing Disorders
Three Credits
This course expose students to the range of genetic, developmental, social and psychological conditions associated with speech, language, hearing and communication impairments and their disabling consequences. Methods of speech and language assessment and interventions including the intervention of a multidisciplinary team will be discussed. Alongside, theoretical background and current research, practical and clinical aspects are considered.

MSLP 630
Language Disorders in Adults
Three Credits
Study of the theoretical bases of acquired language disorders in the adult population. Diagnostic tools and treatment approaches based on theories of the nature of aphasia, apraxia, dysarthria and other adult language and cognitive disorders. Current trends in language and cognitive treatment in response to changes in the health care environment. Areas to be covered are acquired communication problems, traumatic brain injury, apraxia of speech, dysarthria and Alzheimer’s disease among other language disorders. Adaptation of the environment, particularly home is studied.

MSLP 635
Qualitative Research in Speech-Language Pathology
Three Credits
Study, analysis, and application of the qualitative research paradigm for conducting research in speech-language pathology. Several approaches within the qualitative research paradigm will be discussed. Basic data collection procedures, analysis, and presentation will be studied.

MSLP 640
Counseling Strategies for SLP
Three Credits
Psychosocial and humanistic existential adapted theories such as psychoanalytic theories, cognitive-behavior and experiential approaches are studied to facilitate the
development of intervention skills for the speech pathology student. Emphasis is placed on the models of Alfred Adler, Albert Ellis and Carl Rogers. Self-evaluation and understanding of the student’s feelings and attitude which develop during the therapeutic process is analyzed. The role of counseling in treating children and adults with communication disorders is discussed and relevant strategies are described. Multicultural considerations in counseling communicative disordered persons and their families are also included. This course is a complement to the technical and professional knowledge of the speech pathology student.

MSLP 645
Computers in SLP
Three Credits
All aspects of technological advancements have become increasingly present in the clinical applications of Speech-Language Pathologists. At present, computer and digital technology in general are tools that impact patient care in a very direct way both in the assessment and intervention processes; and this is a trend that will only increase in the future. Speech-Language Pathologists need to stay current in the skills needed to incorporate the technology that is increasingly available to improve the service delivery to patients.

MSLP 650
Traumatic Brain Injury
Three Credits
Neuropsychological, cognitive, neuropsychological, and social/emotional issues associated with traumatic brain injury are studied. Demographic information describing occurrence patterns and at-risk populations is provided. Primary and secondary mechanisms of injury are described. Stages of recovery are studied and family adjustment issues are discussed. Principles of language and cognitive assessment and intervention are analyzed.

MSLP 669
Research in Speech-Language Pathology III
Two Credits
This is the third course offered as part of the research track of the MSLP Program. The course includes the development phase of a research project. Students will conduct their research along with their research mentors. At the end of the course students will prepare a publishable paper about the research and will conduct a research poster presentation.

MSLP 670
Special Research Project
Three Credits
The course emphasizes the development phase of a clinical speech-language pathology research project focused on evidenced-based practice. Students organize a research proposal using well-organized research paradigm. Ethical conduct of research with human subjects and research staff is discussed. Students demonstrate the implementation of a study that has received institutional approval including the AGMUS IRB. Students prepare, at the end of the course, a paper about the research and submit the paper for publication.

MSLP 675
Auditory Disorders
Three Credits
Auditory disorders through the lifespan will be the focus of this course. The etiology and onset of genetic disorders will be discussed. The development of acquired disorders will also be explained. Audiological results including audiometric configuration and middle ear function test will be presented. The type of hearing loss and the main manifestations of the auditory problem will be described. Clinical intervention strategies as well as the most established methodologies used to treat the conditions in children as well as in adults will be addressed. Implications for the speech-language pathologist and the communicological management of the disorders will also be presented.

MSLP 680
Knowledge Integration in Speech-Language Pathology
Three Credits
Integration, analysis, and application of all Master level Speech-Language Pathology courses (MSLP code courses). The course provides a means to guide students in their preparation for the Speech-Language Pathology local and national board exams.

MSNT 500
Sports and Exercise Nutrition
Three Credits
The course integrates nutrition principles, standards and guidelines, focusing on understanding how dietary needs have implications in sports and exercises. The content gives students comprehensive knowledge of nutrition and how it supports training, recovery and performance in sports and exercises, taking into account diet plans, supplements, eating disorders and exercise patterns, among others.

MSNT 510
Lifecycle Nutrition
Three Credits
The course will enable students to explore the role of nutrition from preconception until the older adult stage. Each life cycle is discussed taking into account physiological changes, as well as lifestyle factors and nutritional requirements. The content includes the study of special nutritional needs, aspects about physiology, and health concerns. Physical growth, eating problems and other nutrition-related conditions are examined for each stage of
life. Recommendations for improving the nutritional well-being of individuals throughout the life cycle will be discussed.

**MSNT 520**  
**Health Communication**  
Three Credits  
Comprehensive overview of health communication that addresses different forms of delivering high quality health promotion messages at the individual, family, professional, organizational and societal level. Discussion includes various communication methods, mass media, the art of public speaking and social marketing, in order to persuade, influence, empower and support. Health communications includes how messages from interpersonal, organizational, cultural and media sources affect health behaviors, attitudes, actions of individuals and beliefs, in a variety of settings.

**MSNT 530**  
**Nutrition for Health**  
Three Credits  
This course emphasizes the role of nutrition and lifestyle choices in promoting optimal health. Discussion of how dietary intake influences health and wellbeing. The content integrates aspects of food choices and health, and nutrition principles in the life cycle.

**MSNT 550**  
**Epidemiology of Public for Health Professionals**  
Three Credits  
This course presents the basic tenets of epidemiology of public health for health professionals. Emphasis will be on definition, identification and prevention of nutrition related disease, as well as improving health of a population by improving nutrition. Malnutrition will be discussed on an environmental, economic and societal level to equip students with the necessary knowledge to explain, communicate and apply the basic principles of epidemiology in their professions and how their disciplines contributes to public health goals.

**MSNT 560**  
**Nutrition and Disease Prevention**  
Three Credits  
Discussion of the etiology of major nutrition problems in different populations, the role of the diet in disease prevention and treatment, and the promotion of health through nutrition. The course focuses on improving food choices, dietary intake, and nutritional status. Students will examine nutrition issues facing at-risk populations, including pregnant and lactating women, infants, children, adolescents, adults and the elderly.

**MSNT 570**  
**Nutrition in Alternative and Complementary Medicine**  
Three Credits  
This course discusses the role of nutrition in alternative and complementary medicine. Evidence based recommendations will be presented for the use of alternative and complementary medicine the wide range of approaches to health and well – being will be emphasize. The most commonly used therapies will be discussed as an adjunct to conventional medical care.

**MSNT 590**  
**Nutrition Practicum**  
Three Credits  
This course is designed to provide students with practical experiences in the field of nutrition. Students eligible to enroll in this course must have completed a B.S. in Nutrition and Dietetics. Students will be supervised by licensed nutritionists and dietitians and registered dietitians in diverse settings. Settings may include but are not limited to nutrition programs, private practice, community programs, hospitals, academia, and wellness programs. Additionally, the interdisciplinary approach will allow the opportunity for students to collaborate with health professionals other than the licensed nutritionist and dietitian. A total of 150 hours is required to complete this course.

**NURS 500**  
**Theoretical Foundations of Advanced Practice Nursing**  
Three Credits  
The course focuses on the discussion and analysis of a wide range of theories from nursing and other sciences. Scientific knowledge of care is presented as the central concept and essence of nursing. Emphasis is given to clinical care and research focused on a comprehensive and holistic approach. The practice of nursing is viewed as directly related to the development and revision of nursing theory, where advanced practice nurses can make important contributions.

**NURS 501**  
**Public Health Policies, Ethics and Systems**  
Three Credits  
The nature of the U.S. health care delivery system, including Puerto Rico, is explored. The social, economic, cultural and political forces that impact the delivery of primary health care are discussed, with emphasis on how they influence nursing. The course includes discussion and analysis of professional aspects of advanced practice nursing, including how to implement the role. Public policies and legislation are discussed at local, national and global levels. The student examines health care policy development and analyzes the effects of policy on the health status of Puerto Rican communities. This course provides an opportunity for the student to design innovative strategies that may influence the direction of public policy to improve health care locally.
and advance the profession of nursing in Puerto Rico. Factors influencing human essential moral status and the ethics of the health care systems will be discussed and analyzed. Different dilemmas are selected and analyzed in order to justify the most appropriate decisions and actions for their solution in an ethical manner.

NURS 502
Nursing Science and the Research Process
Three Credits
Discussion of professional nursing practice that is based on evidence to achieve optimal outcomes. Pragmatic considerations of scientific inquiry in the use and conduct of research in practice. The scientific method is presented as it relates to nursing research. Experimental and non-experimental methods of conducting clinical research are examined, with their ethical implications. Emphasis is given to the writing of a research proposal as the plan for a scientific project. Successful grantsmanship is presented as an art that requires sound planning for the project development of a well-written proposal, and selection of an appropriate funding source.

NURS 503
Nursing Research Project: From Proposal to Publication
Three Credits
The research proposal for this course must have been approved in the previous course (NURS 502). This is the implementation phase of a clinical nursing research project focused on evidence-based research. This phase is presented as requiring a set of thoughtful, careful, organized and sequential activities to conduct a research project focused on improving the quality of care. Ethical conduct of research with human subjects, animal subjects and research staff is discussed. In this course, the student demonstrates the implementation of a study that has received institutional approval and contributes to the advancement of nursing practice. Emphasis is given to preparation of a scientific paper about the research and its submission for publication, as an essential step of the research process. The course aims to contribute to the development of a foundation for practice, to provide visionary leadership, and to achieve personal satisfaction.

NURS 504
Advanced History-Taking and Physical Assessment
Three Credits
The course focuses on discussion, performance and interpretation of the theoretical knowledge and development of psychomotor skills for advanced health assessments and techniques with clients of all ages and cultural backgrounds. Students will develop a client database and a differential diagnosis of common client complaints encountered in primary health care practice settings. They will demonstrate the ability to obtain and record a comprehensive adult, elderly, adolescent, and well-client database.

NURS 505
Health Promotion and Disease Prevention: Transcultural Considerations
Two Credits
The course centers on discussion of health priorities according to Healthy People 2010. It includes the analysis of human caring as an essential dimension of advanced practice nursing work, especially when dealing with life crises, health maintenance problems, and change in health practices. Demands made by changing life-styles and disease patterns, new and complex technologies, shifting demographics, global economies, and sociological and environmental threats to health and safety will be discussed. Development of culturally competent holistic plans of care that address the health promotion and disease prevention needs of client populations will be emphasized. Theoretical models are presented as the means by which health care practitioners can give structure and organization to disease prevention and health promotion programs.

NURS 506
Advanced Pathophysiology
Three Credits
The course focuses on analyzing the complex interrelationships and interdependence of pathophysiological concepts that produce alterations in human functioning across the life span. This serves as a primary component of the foundation for clinical assessment, decision-making, and management for advanced nursing practice. Topics include an interpretation of natural history and clinical manifestations for specific illnesses, in terms of their etiology and pathogenesis. A description of the relationship between pathological changes in body defense and the illness experience is also included. The features of pathophysiological processes involved in the body’s reactions to injury and infection, the immune response, circulatory disturbances and abnormalities of cellular growth will be emphasized. Topics also include a description of the relationship between pathophysiological processes and alterations in body fluids and the pathophysiological processes involved in altered endocrine, exocrine and neuromuscular functions.

NURS 507
Advanced Pharmacology
Three Credits
The course centers on an analysis of the essential pharmacotherapeutics for advanced nursing practice. Study of actions and effects of drugs on human systems across the life-span. Analysis of the scope of legal professional nursing responsibilities related to pharmacology in an expanded role.
will be emphasized. Topics include description and identification of the actions, effects, uses and potential interaction of the major categories of drugs. The pharmacological processes of absorption, distribution, metabolism, excretion and the factors that influence the pharmacokinetics of drugs will also be emphasized. Topics also include an analysis of the physiological effects of drugs on the individual across the life-span and the factors which influence the patient response to therapeutic agents, adverse drug reactions and appropriate interventions. The controversies related to the biodisponibility and bioequivalence of drugs will be discussed.

**NURS 508**
*Diagnostics & Differential Diagnosis*
*Three Credits*

The course focuses on a presentation of the critical thinking process necessary to form differential diagnoses. These differential diagnoses are established after analyzing the findings from the history, physical assessment, and results of laboratory findings (diagnostic findings). This course emphasizes the importance of ordering the correct diagnosis. It includes discussion and practice of proper specimen collection, handling of specimens, analysis of microscope slides, and radiologic examinations.

**NURS 509**
*Pharmacology for FNPs*
*Three Credits*

The course center on practical exposure to the general principles of providing and monitoring drug therapy for FNP’s. Topics include identification of a disease, review of the drugs used to treat the disease, selecting treatments, special patient considerations and therapy adjustment. Finally, students will learn how to provide primary therapy, as well as second and third line therapy when the first line fails. The course also includes discussion of the prescription, monitoring and evaluation of pharmacological agents utilized to treat common disease states. The teaching needed by individuals and families to properly adhere to prescribed pharmacology therapy will be discussed. The roles and responsibilities of the FNP in prescribing pharmacological agents, monitoring and evaluating patient responses will also be discussed. The collaborative role of the FNP with the physician when consulting in providing, monitoring and evaluating the pharmacologic agents is identified and discussed.

**NURS 510**
*Primary Care I*
*Four Credits*

This course is the first of a three part series focusing on established primary care evidence based guidelines. Provides advanced practice knowledge of standard protocols through discussion in conference sessions and clinical experience. Emphasizes wellness, illness prevention, treatment of chronic and acute diseases throughout the life span. Builds upon the advanced practice core courses of advanced pathophysiology, advanced pharmacology, advanced history taking, and physical assessment. Integrates theories of collaborative practice, cultural competencies, ethical and legal issues. Covers: Health Maintenance Issues, Skin Disorders, Infection diseases, general symptoms, behavioral problems, mental health and HEENT. The clinical portion of the course will consist of 19 hours per week for the duration of this 8 week course making a total of 150 hours.

**NURS 511**
*Primary Care II*
*Four Credits*

This course is the second of a three part series focusing on established primary care evidence based guidelines. Provides advanced practice knowledge of standard protocols through discussion in conference sessions and clinical experience. Emphasizes wellness, illness prevention, treatment of chronic and acute diseases throughout the life span. Builds upon the advanced practice core courses of advanced pathophysiology, advanced pharmacology, advanced history taking, and physical assessment. Covers: Pulmonary and Cardiovascular Disorders, Gastrointestinal Diseases, Metabolic and Endocrine Disorders. The clinical portion of the course will consist of 19 hours per week for the duration of this 8 week course making a total of 150 hours.

**NURS 512**
*Primary Care III*
*Four Credits*

This is the third course of a three part series focusing on established primary care patient care evidence based guidelines. Provides advanced practice knowledge of standard protocols through discussion in conference sessions and clinical experience. Emphasizes wellness, illness prevention, treatment of chronic and acute diseases throughout the life span. Builds upon the advanced practice core courses of advanced pathophysiology, advanced pharmacology, advanced history taking, and physical assessment. Covers: Genitourinary Disorders, Prenatal Care, Postpartum and Family Planning, Women’s Health Issues, Sexually Transmitted Diseases, Hematologic Disorders, Musculoskeletal Disorders and Ambulatory Emergencies. The clinical portion of the course will consist of 19 hours per week for the duration of this 8 week course making a total of 150 hours.
NURS 513
Residency
Four Credits
Culminating clinical experience consisting of 240 hours of clinical practice in an ambulatory setting providing comprehensive primary care services to underserved communities. Students will be paired with qualified and credentialed nurse practitioners or physicians who will be oriented and trained and certified to serve as preceptors. Provides a depth of practice during 8-hour clinical days. Students develop and refine FNP competencies through clinical hours/experience. Weekly seminar conferences provide a forum for clinical case study discussions, case presentations and preparation for the mock FNP certification test, which is required to be taking and passed in order to approve the course.

NURS 514 @
Nutrition in Nursing
Three Credits
This is a course offered to nursing graduate students as an elective option. The course is designed to fill the need for primary care and clinical nutrition education for advanced practice nursing students. Discussion of the fundamentals of nutritional care including assessing nutritional status, identifying risk factors, determining nutrient requirements, and selecting appropriate intervention. Life cycle nutrition, functional elements of nutrition support, pharmacologic considerations, trends in nutritional care, and nutritional considerations in specific disease states are also covered.

NURS 515
Concepts and Issues in Occupational and Environmental Health Nursing
One Credit
Concepts and issues in occupational and environmental health (OEHN) are discussed. Discussion of the implications for the OEHN and the changing population and work force, changes in health care benefits and their influence in the type of services available to workers. Work-related factors, workers in Labor Unions, work environment and its implications for OEHN as the legal concepts relevant to OEHN practice are described. The Acts of Occupational Safety and Health, the American with disabilities, family and medical leave. The professional issues advancing the specialty including the credentialing in nursing, ethics and ethical conflicts and the competencies in OEHN are also discussed with an overview and discussion of the economic, political and business forces and how they affect OEHN practice.

NURS 516
Application of Epidemiology in Occupational & Environmental Health
Two Credits
Principles of epidemiology and the application of the epidemiology model, to understand the relationship between work and health. This course will focus on the health and safety of the employed population. Describes the host as any susceptible human being, the agents, factors associated with illness, and injury as occupational exposures, and their classifications. The external conditions that influence the interaction of the host and agents in the environment are discussed and analyzed. The exposures, associated work-related diseases and conditions according to selected job categories. The student analyzes and use, findings from epidemiologic studies of worker populations and epidemiologic studies of work-related problems, to identified and prevent hazardous work-site exposures and to provide high-quality health services in their clinical practice.

NURS 517
Environmental Health and Toxicology
Two Credits
In this course the student is introduced to an effective community health practice, which requires a concentration of efforts and actions on specific parts of the environment. The development of knowledge based in the nursing process to the practice of environmental health and the principles of environmental practice are incorporated throughout this course. The student learns how the health personnel cope with risk conditions in the environment. The mechanisms and pathways of exposures to environmental health hazards and the basic prevention and control strategies, the interdisciplinary nature of effective interventions, and the role of a nurse in research and advocacy in the environmental health are discussed. The specific aspects of the toxic environment that must be addressed in health protection are discussed with emphasis to methods of assessing community risks to environmental exposures and potential health problems. Federal agencies which manage affairs related to toxic environment are discussed, including safety and health at the workplace.

NURS 518
Health, Ergonomics & Safety Hazard of the Workplace
Two Credits
This course prepares the student to manage factors associated with worker’s increased risk to adverse responses to hazardous workplace exposure. The biologic, chemical, environmental/mechanical, physical, and psychosocial workplace hazards and the appropriate control measure for illness and injury are discussed. Description of the elements of a comprehensive ergonomics program, regulations of ergonomics, and its relationship with workers compensation law. Effective disaster planning and management according
to legislation are analyzed. Prevention strategies in eliminating or reducing exposure to risk factors are described. The student learns how to identify the strategic processes that are essential to the development, implementation, and evaluation of comprehensive occupational health and safety programs. Specific components of these programs and examples of programs that can be used as models in the occupational health setting are discussed. The student will be familiarized with OSHA Standards and programs that impact the health and productivity of the worker population.

NURS 519
Adult Care I
Four Credits
First part of a three part series course in Adult Nurse Practitioner Practice. Competencies in the diagnosis and treatment focused on Adult Nurse Practitioner practice. Presentation of the critical thinking process necessary to form differential diagnoses emphasizing the importance of ordering the correct diagnosis. Discussion, performance and interpretation of the theoretical knowledge and development of psychomotor skills for advanced health assessments and techniques with clients of adolescents and young, middle and older adults. This first part focuses on health maintenance, behavioral, metabolic, infections skin and problems of the eyes. The clinical portion of the course will consist of 15 hours per week for the duration of this 8 week course making a total of 120 hours.

NURS 520
Adult Care II
Four Credits
Second part of a three part series course in Adult Nurse Practitioner Practice. The student synthesizes theoretical, scientific and contemporary clinical knowledge for the assessment and management of both health and illness states. Development of competencies incorporating the concepts of health promotion, health education and disease prevention. Discussion of health priorities according to Healthy People 2010. Analysis of human caring as an essential dimension of advanced practice nursing work, especially dealing with workers crisis at the workplace, injury, health maintenance problems and change in occupational health practices. This second part focuses on the following: genitourinary, gynecology, sexually transmitted diseases, HIV/AIDS, musculoskeletal, neurologic, and minor emergencies. The clinical portion of the course will consist of 15 hours per week for the duration of this 8 week course making a total of 120 hours.

NURS 521
Adult Care III
Four Credits
Third part of a three part series course in Adult Nurse Practitioner Practice. The student synthesizes theoretical, scientific and contemporary clinical knowledge for the assessment and management of both health and illness states. Development of competencies incorporating the concepts of health promotion, health education and disease prevention. Discussion of health priorities according to Healthy People 2010. Analysis of human caring as an essential dimension of advanced practice nursing work, especially dealing with workers crisis at the workplace, injury, health maintenance problems and change in occupational health practices. This third part focuses on the following: genitourinary, gynecology, sexually transmitted diseases, HIV/AIDS, musculoskeletal, neurologic, and minor emergencies. The clinical portion of the course will consist of 15 hours per week for the duration of this 8 week course making a total of 120 hours.

NURS 522
Residency
Four Credits
Culminating clinical experience consisting 270 hours of clinical practice. Sixty (60) hours are urgent care evaluations where students complete injury assessments and treatment. Forty (40) hours in orthopedics focused on common injuries, forty (40) hours at occupational medicine clinics, forty (40) hours distributed in pulmonary, dermatology, and neurology patient care. Ninety (90) additional hours in the occupational health unit industry, focused on program planning and role immersion. Students will be paired with qualified and credentialed nurse practitioners or physicians who will be oriented and trained and certified to serve as preceptors. Weekly seminar conferences provide a forum for clinical case study discussions and case presentations.

NURS 523
Epidemiology and Biostatistics
Three Credits
This course presents the principles and methods of epidemiology and biostatistics applied to clinical practice. Seminar discussions are focused on the knowledge and skills needed for the clinical leader to assume accountability for client outcomes. This can be reached through the assimilation and application of research-based data to design, implement and evaluate health care.

NURS 524
Evidence-Based Practice
Three Credits
This course presents evidence-based practice (EBP) as an approach that enables the clinical leader to provide excellent quality of care in meeting the multifaceted needs of their
patients and families. Emphasis is given to the fact that when the healthcare provider knows how to find, critically appraise, and use the best evidence, and when patients are confident that their healthcare provider is using evidence-based care, optimal outcomes are achieved for all. The course includes weekly seminars and 50 hours of clinical experience where the student conducts a project applying the EBP model.

**NURS 525**  
**Health Care Systems and Organization**  
**Four Credits**  
This course focuses on the role of the Clinical Nurse Leader in modern organizations which are presented as complex adaptive systems. Management implications of complex adaptive system theories are analyzed, giving particular attention to the specific prescriptions for information systems that emerge from these theories. Students are expected to participate in weekly seminar discussions based on key managerial approaches and to complete a total of 150 hours of clinical experience.

**NURS 526**  
**Clinical Nurse Leader I**  
**Four Credits**  
This course is the first of a two part immersion experience in full-time practice on the Clinical Nurse Leader role. Each student has a designated clinical preceptor and a faculty member over a period of 8 weeks. The full-time immersion experience also includes weekly seminars for discussion of theoretical concepts. This first part focuses on the development of nursing leadership skills by providing knowledge and practice in: horizontal leadership, effective use of self, conceptual analysis of the CNL role and lateral integration of care. Students are expected to participate in weekly seminar discussions and to complete a total of 150 hours of clinical experience.

**NURS 527**  
**Clinical Nurse Leader II**  
**Four Credits**  
This course is the second of a two part immersion experience in full-time practice on the Clinical Nurse Leader role. Each student has a designated clinical preceptor and a faculty member over a period of eight (8) weeks. The full-time immersion experience also includes weekly seminars for discussion of theoretical concepts. This second part focuses on care management and resource management. Students are expected to participate in weekly seminar discussions and to complete a total of 150 hours of clinical experience.

**DESCRIPTION OF DOCTORAL COURSES**

**BASIC SCIENCES**

Basic science courses within the naturopathic medicine program emphasize anatomy, physiology, and biochemistry as the foundation for further basic sciences and all clinical courses. Emphasis is also given to histology, pathology, pharmacology, immunology, infectious diseases, embryology, neuroscience and research methods. Students advance beyond the simple learning of scientific facts and integrate systematically the information from basic science disciplines into a unified model of human organization and function. This educational style requires students to assume an active role in the learning process and encourages them to adopt this inquisitive behavior for a lifetime. Problem-solving, clinical cases and examples are an integral part of the basic science curriculum. The laboratory facilities at Universidad Central del Caribe in Bayamón will be utilized for the Human Gross and Developmental Anatomy (BASC 700) course. This course will be taught by faculty from Universidad Central del Caribe.

**BASC 700**  
**Human Gross and Developmental Anatomy**  
**Ten Credits**  
This course includes the normal structure of the human body as the primary Requisite for the disciplines of physiology, pathology and all other clinical sciences. Embryology is an integral part of medical anatomy in that it provides a basis for understanding normal adult anatomical relationships as well as congenital malformations and gynecological problems. Designed to teach the principles of human morphology through classical methods and more recent techniques of visualization, emphasizing the importance of those principles to clinical practice. A study of the regional, functional and developmental anatomy of the human body with emphasis on the anatomical correlates of clinical medicine. The study and visualization of the different components of the human body is accomplished through a complete dissection of the human body. The course includes a laboratory in addition to lectures. The laboratory is conducted using prosecution demonstration and dissections of the cadaver by the students supervised by faculty members.

**BASC 702, 708, 712**  
**Medical Physiology and Organ Systems Anatomy I, II, III**  
**(One and Two 6 credits each and Three 7 credits)**  
This is a three-term course sequence in which students are exposed to major principles, agents, and processes governing human physiology. An in-depth exploration of the anatomy, physiology, and development of the internal organs; muscle and bone; blood and the immune system; cardiovascular, pulmonary, renal, gastrointestinal, endocrine...
physiology, and autonomic nervous system. Emphasis is
given in the first course to homeostasis as a framework for
human physiology, cell structure and protein functions. The
second course includes discussion and clinical application of
cardiovascular, pulmonary, and renal physiology. The third
course focuses on gastrointestinal and endocrine physiology.
Application of the content presented on previous courses to
specific body systems.

**BASC 706**
**Medical Histology**
**Four Credits**
Microscopic anatomy of all major body tissues, including an
introduction to histopathology. The purpose of this course is
to lead the student to understand the microanatomy of cells,
tissues and organs and to correlate structure with function.
Includes theory and laboratory experience.

**BASC 704, 710, 714**
**Biochemistry and Cellular Systems I, II, III**
**Three Credits each**
This is a three-part course series covering biochemical
structures and pathways of metabolism including the role of
vitamins and minerals, the basic functions of the immune
system with emphasis on its role in protecting against
microbial infections and tumors; and immune deficiency
states, autoimmunity, and psychoneuroimmunology. Patient
cases are presented to the students as the biochemistry is
discussed. This strengthens the link between biochemistry
and medicine and allows the student to learn about this
interaction as the biochemistry is presented. The first course
begins with an introduction and an overview of fuel
metabolism. Chemical and biological foundations of
biochemistry are discussed. The rest of the course is
dedicated to gene expression and protein synthesis. The
second course begins with a discussion of fuel oxidation and
the generation of ATP. The rest of the course is dedicated to
carbohydrate metabolism. The third course covers lipid and
nitrogen metabolism.

**BASC 711**
**Neuroanatomy**
**Four Credits**
This course is intended to supply the basic knowledge of the
structure and organization of the human central nervous
system together with some understanding of its functional
and clinical significance. For this purpose, it presents both
neuroanatomy and neurophysiology as a single integrated
discipline. Clinical correlations throughout the course are
presented in a concise form to furnish some insight of the
abnormal changes in function that go hand in hand with
structural lesions of the nervous system.

**BASC 716**
**Microbiology and Public Health**
**Three Credits**
This course presents the major concepts in microbiology and
infection diseases in a pathobiological framework and within
the context of clinical cases. This framework allows for
students to actively participate through problem-based
learning. The basic concepts of microbiology, immunology
and pharmacology are first introduced and how these
disciplines relate to infections. The course progresses to a
description of major infections agents and the diseases they
cause with a discussion on how the major systems of the
body are affected by infection. Also includes the etiology,
prevention, and control of communicable diseases from a
public health point of view. Emphasis is given on the
interaction between the health professional and public
health agencies.

**BASC 718**
**Immunology**
**Three Credits**
This course teaches the basic functions, concepts and
physiology of the immune system with emphasis on its role
in protecting against microbial infections and tumors,
immune deficiency states, autoimmunity, allergies, viruses
and psychoneuroimmunology. Patient cases are presented to
the students as the immunology is discussed. This
strengthens the link between immunology and medicine and
allows the student to learn about this interaction as the
immunology is presented.

**CLINICAL SCIENCE EDUCATION**

The clinical science courses teach the knowledge and skills
necessary to understand and diagnose disease. To prepare
for the role of primary-care physician, the student of
Naturopathic Medicine must become skilled in correlating
and presenting histories, subjective symptoms, physical signs
and appropriate laboratory tests with a detailed evaluation
of the body’s level of health and the patient’s mental balance
and well-being.

**CLSE 701, 709, 717, 723**
**Human Pathology I, II, III, IV**
**(3 credits each)**
A four-course series of Human Pathology offered for the
development of diagnostic and assessment skills. During this
sequence the normal and abnormal changes that occur in the
human body when confronted with internal and external
stressors that create an imbalance in homeostasis and the
development of disease are studied. They also learn the
foundations of general and systemic pathology and gain a
solid understanding of pathogenesis and its relevance to
clinical practice. The textbook used for this course includes a
CD supplement containing “virtual slides”- digitized pathology specimens that students can use using state-of-the-art viewer software on their computers. This sampling is taken from a larger and complete Virtual Pathology Slide Set, available for students purchase. The first course includes the study of medical terminology, definitions, concepts, and the basic mechanisms of pathological change. The process of immunopathology, cell injury, inflammation, necrosis, cancer, and healing are considered in depth. Also included are the immune and genetic disorders. The second course covers hemodynamic disorders; environmental and nutritional pathology; infectious and parasitic diseases. Also a discussion of the blood vessels and heart; the pathology of the respiratory, hepatobiliary systems, pancreas and gastrointestinal tract. The third course includes the kidney; the lower urinary tract and male reproductive system; the female reproductive system; the breast; hematopathology; the endocrine system; and diabetes mellitus. The fourth course covers the amyloidoses, the skin, the head and neck, bones and joints, skeletal muscle, nervous system, the eye and cytopathology.

CLSE 703, 711, 719
Clinical and Physical Diagnosis I, II, III
Six Credits each
This course is the first of a three part series. This clinical exposure is their first at the university and in many ways will set the tone and pace for their future growth. Students put into practice their basic physical exam skills in the taking of vital signs (blood pressure, pulse, temperature, and respiration). The clinical portion of each course will consist of 24 hours. This first part of the clinical rotation expands on the academic technical instruction received during the Clinical and Physical Diagnosis I class. Emphasis is given to communication skills and interaction with patients on a one-to-one basis. This second part of the clinical rotation expands on the academic technical instruction received during the Clinical and Physical Diagnosis II class. Emphasis is given to heart and bowel sound diagnosis. Discussion, performance and interpretation of the theoretical knowledge and development of psychomotor skills for advanced health assessments and techniques with clients of all ages and cultural backgrounds. Development of a client database and a differential diagnosis of common client complaints encountered in primary health care practice settings. Emphasis is given to the development of skills necessary to obtain and record a comprehensive adult, elderly, adolescent and well-client database.

CLSE 705, 713, 721
Laboratory Diagnosis I, II, III
Two Credits each
This three course sequence is coordinated with pathology and clinical and physical diagnosis courses. Students are taught indications for specific tests and evaluation of test results. Includes theory and laboratory experience. In the lab portion of class, students learn medical laboratory techniques used in physicians’ offices. The first course provides an overview of diagnostic testing, fundamentals of diagnostic tests and explains the theoretical framework of diagnostic testing. Abstract concepts such as sensitivity, specificity and prevalence are discussed and how theory influences a test’s reliability. The rest of the course is dedicated to a detailed discussion of laboratory guidelines to diagnostic tests, from patient preparation and education to post-test care. The second course provides an in-depth look at more than 300 diagnostic tests that reflect the current trends in clinical pathology and laboratory medicine. Each discussion starts with a general description of the test, its purpose and relative cost, patient preparation, normal findings and reference values, abnormal findings and their significance, and factors that can interfere with proper test administration and accuracy. The third course moves the student forward with test selection and process. The student is guided through the use of patient’s primary sign or symptom as a starting point and advancing through various test findings until reaching an accurate differential diagnosis.

CLSE 707, 715
Pharmacology I, II
Three Credits each
This course consists of two parts were the principles of pharmacodynamics and pharmacokinetics (absorption, metabolism, distribution, excretion) of drug are discussed. Students are expected to classify and describe the pharmacodynamics, side effects, and the therapeutic uses of drug prototypes from the contemporary drug classes. The first course includes the study of drugs acting at synaptic and neuroeffector junctional sites; central nervous system; drug therapy of inflammation; drugs affecting renal, cardiovascular, and gastrointestinal function The second course includes the study of chemotherapy of parasitic infections, microbial disease, neoplastic disease, immunomodulation, drugs acting on the blood and the blood forming organs, hormones, dermatology, opthalmology and toxicology.

CLSE 725
Environmental Medicine and Toxicology
Two Credits
Concepts of toxicology are discussed with the major groups of environmental toxins. Methods of human metabolism and excretion of toxins and the obstacles to excretion are included. Specific toxin-overload-related illnesses are discussed. Assessment and treatment includes of specific case studies.
CLSE 727, 729, 731
Diagnostic Imaging I, II, III
Two Credits each
This three part course sequence presents the radiographic
anatomy and findings of common disorders, with emphasis
on differential diagnosis and clinical correlation. Students
also learn about the operation of x-ray equipment and how
to order imaging studies. Other basic methods covered are
ultrasonography, nuclear medicine, computerized
tomography, magnetic resonance imaging, and their proper
use in diagnosis. The first course focuses on the basic
principles of how major imaging modalities function. A
discussion is presented on how radiologic images are
produced by the various imaging modalities in order to help
the student understand what their images portray. The
second and third courses systematically examine anatomic
areas and major organ systems, including normal anatomy,
normal anatomic variants, and commonly encountered
pathology. The second course focuses on diagnostic
radiology of the following: chest, abdomen, pediatric
imaging, musculoskeletal system, and spine and pelvis. The
third course focuses on diagnostic radiology of the following:
brain, head and neck, nuclear imaging, mammography, and
interventional radiology.

CLSE 733
Minor Surgery
Three Credits
This course teaches students to diagnose conditions that are
safely treated by minor surgery in the office, and the
principles and practical techniques involved in the
performance and follow-up of office surgical procedures. The
basics of performing minor surgery are discussed and
practiced which include selection of proper instruments,
equipment and supplies needed for a procedure, sterile
technique and sterile field, proper selection and use of local
anesthesia, lesion removal, suturing, wound care, report
writing and insurance coding. Theory and practice are
included.

CLSE 735
Medical Genetics
Two Credits
This course covers the basis, diagnosis, and transmission of
genetic disorders. Provides the student with an up-to-date,
concise, and clinically relevant content in genetics. This
content is presented by starting with a molecular discussion
of inheritance, then focusing on the integration of the basic
sciences with genetics. The discussion progress to the
integration of genetics with the practice of clinical medicine.

NATUROPATHIC CLINICAL SCIENCE
These courses present the naturopathic perspective on
diagnosis, prevention and treatment of disease by system
and region. They integrate multiple treatment forms with the
principles of naturopathic philosophy into case management
and criteria for referral. Guest lecturers discuss their
specialty areas in each course. Classes focus on learning how
to gather clinically relevant information, the importance of
physical exams and laboratory findings, creating a
differential diagnosis and choosing appropriate therapeutics,
both conventional and Naturopathic. Because of time
element and large quantity of material, lecture is utilized as
the main teaching methodology combined with a study guide
for each course. The study guide points each student to
information that is of particular importance for
understanding the course and in preparation for the written
exams. Specific areas of the course are illustrated with
weekly case presentations.

NPCS 701
Gynecology
Two Credits
This course focuses on the diagnosis, management, and
treatment of gynecological problems. Effective naturopathic
treatment protocols are discussed. Criteria for referral to
specialist and integration of naturopathic medicine with
conventional medicine are also covered.

NPCS 702
Obstetrics
Two Credits
This course prepares the student to provide basic healthcare
appropriate for the pregnant woman. The student is
prepared to screen for risks and to offer patients referrals
and informed choices related to hospital or out-of-hospital
birthing options.

NPCS 703
Cardiology
Three Credits
This course focuses on the pathophysiology, diagnosis and
treatment of conditions affecting the heart, and circulatory
system. Students are taught to assess and treat common
vascular conditions with naturopathic therapeutic modalities
and to refer effectively when necessary.

NPCS 705
Pediatrics
Two Credits
This course presents a thorough review of physical
examination, recognition of normal variations, and diagnosis
of the pediatric conditions encountered in a general family
practice. Discussion of the treatment management of
pediatric disorders. Appropriate use of naturopathic
therapeutic modalities and referral is stressed. Guest lecturers discuss their specialty areas.

NPCS 707
Eyes, Ear, Nose and Throat
Two Credits
Upon completion of this course, students will have the knowledge required for diagnosing, treating, and referring most common ophthalmologic and otolaryngeal problems. Emphasis is placed on integrating naturopathic and conventional therapeutics according to naturopathic philosophy and evidence-based practice.

NPCS 709
Rheumatology and Pain
Two Credits
The inflammatory conditions involving the connective tissue structures of the body, including muscles and joints are discussed. Emphasis is placed on autoimmune disorders and their treatment, with both conventional and naturopathic therapeutics.

NPCS 711
Emergency Medicine
Two Credits
In this course, the students learn how to recognize and respond to medical emergencies with conventional and naturopathic techniques, while making appropriate decisions for referral. The course provides a brief history of emergency medicine, and basic principles of resuscitation and shock. Clinical case studies are utilized as a tool to help students find ways to relate the basic science content from other courses to its clinical application in the emergency medicine setting.

NPCS 713
Oncology
Two Credits
Discussion of the diagnostic, etiologic, prognostic, preventive, and epidemiologic information for cancers of common sites. Conventional, naturopathic, integrative, and innovative treatment approaches are included.

NPCS 715
Dermatology
Two Credits
This course includes the diagnosis of common skin disorders. The principles of no suppressive and curative therapies are discussed. Conventional medical treatments and naturopathic therapies are presented.

NPCS 717
Endocrinology
Two Credits
The course focuses on the complex interactions of the body’s hormonal systems. The causes and effects of hormonal imbalance are also covered. Diagnosis and treatment of common endocrine disorders are presented.

NPCS 719
Geriatrics and Aging
Two Credits
This course covers the process of aging and the psychosocial and physical problems of older populations. Diagnostic and therapeutic techniques are discussed. Emphasis is placed on preventing, reversing, or retarding degenerative changes and on maximizing health.

NPCS 721
Gastroenterology and Proctology
Two Credits
This course presents the disorders of the digestive tract and associated organs. Physical exam, lab and x-ray studies, management and treatment of GI diseases; and optimization of digestive function are explored through lecture and case discussions. Also included is the diagnosis, assessment, and treatment with naturopathic modalities of conditions of the anus and rectum. The use of office surgical techniques is emphasized.

NPCS 723
Urology
Two Credits
This course covers conventional diagnosis and the naturopathic treatment of diseases affecting the urinary tract and the male genital system. The students are exposed to knowledge to diagnose, manage and treat urological disorders. Lecture is utilized as the main teaching methodology combined with a study guide for the course. The study guide points each student to information that is of particular importance for understanding the course and in preparation for the written exams. Specific areas of the course are illustrated with weekly case presentations.

NPCS 725
Pneumology
Two Credits
This course focuses on common respiratory disorders including those conditions related to cardiovascular disease. Naturopathic and conventional medical therapies of acute and chronic respiratory problems are covered.
NPCS 727  
Neurology  
Two Credits  
This course covers the neurological assessment, diagnosis, management of neurological disorders. Naturopathic and conventional treatments of the nervous system diseases are discussed. Appropriate collaboration with specialists is stressed.

NPCS 729  
Mental Health and Psychiatry  
Two Credits  
This course focuses on the diagnosis, management, and treatment of psychiatric disorders. Emphasis on the principles of medical ethics in mental health and psychiatry. Students are expected to familiarize with the official nomenclature used by psychiatrists and other mental health professionals as contained in DSM-IV-TR. Discussion of different treatment modalities utilized in psychiatry. Focus is given to history taking and mental health status, treatment with naturopathic modalities, examination and making referrals when appropriate.

NPCS 731  
Intravenous Therapies  
Two Credits  
This course presents the basic clinical rationale for intravenous (IV) therapy. Students gain the skills of IV catheter insertion procedure through laboratory practice. Treatment of complications and management of common emergencies that can occur during IV therapy are discussed.

PHYSICAL MEDICINE

These courses focus orthopedic assessment and therapeutic modalities such as touch and palpation, a variety of soft-tissue and osseous manipulation techniques, hydrotherapy and sports medicine.

PHMD 700  
Principles of Hydrotherapy  
One Credit  
In this course, students are introduced to the principles and practices of historical and modern therapeutic use of the application of water. Included are alternating temperature, colon hydrotherapy, constitutional hydrotherapy, cleansing, steam and sweat.

PHMD 702  
Introduction to Physical Medicine and Orthopedics  
Two Credits  
This course introduces the study of physical medicine as a diagnostic and therapeutic tool. Students have the opportunity to compare therapies such as soft-tissue techniques, muscle energy technique, and cranial therapy. Regional and physical assessment and etiology are also discussed. The theories of injury, inflammation and fibrosis of repair are emphasized. Orthopedic biomechanisms and goals of varying therapeutic treatments of acute and chronic joint dysfunctions are examined.

PHMD 704  
Physiotherapy Modalities  
Two Credits  
Students gain knowledge related to the application of physiotherapy modalities within naturopathic medical perspective. Student will learn through theory and laboratory experience, the treatment of diseases with physiotherapy modalities. Emphasized are exercise, soft-tissue therapies, physiotherapy, manipulative techniques and medicines.

PHMD 706, 708  
Naturopathic Manipulative Therapy I, II  
Two Credits Each  
This two-course sequence covers the evaluation of normal and abnormal findings of the spine and extremities through assessment of positional deviations, assessment of joint mobility through static and motion palpation, grading of orthopedic muscular strength and joint range of motion, differential diagnosis of common and special disorders, and evaluation of disease and injury of the musculoskeletal system. Emphasis is on regional orthopedic physical assessment and osseous manipulation. Manipulative treatment includes the sacro-iliac, lumbo-sacral, lumbar, thoracic, ribs, cervical and occipital spinal areas, extremities and visceral manipulative techniques. During the second course student are expected to formulate a Naturopathy Manipulative Therapy Treatment Protocol.

PHMD 710  
Sports Medicine and Orthopedics  
Three Credits  
Principles of using exercise as a preventive and therapeutic tool are discussed. Diagnosis and treatment of sports injuries likely to be seen by a general practice naturopathic physician are covered. Methods of fitness testing, exercise prescription and the use of exercise as therapy are studied. Students evaluate sports and orthopedic injuries and analyze the appropriate treatments.

PHMD 712  
Palpation  
Two Credits  
In this course, students are introduced to the techniques and concepts of palpation plus learning and developing skills to live human anatomy.
**ORIENTAL MEDICINE**

The focus of this curriculum is to train students to practice safely and competently while providing basic competency in oriental medicine for the diagnosis and treatment of common disorders using traditional Chinese medicine, acupuncture techniques, Chinese botanical medicine, and ayurvedic medicine.

**ORME 700**  
**Fundamentals and Theory of Chinese and Oriental Medicine**  
**Three Credits**  
This course introduces the fundamental concepts of Oriental Medicine, including Yin Yang, Five Elements theory, Zang-Fu organ systems, Qi, blood and body fluid, Meridian systems, TCM etiology, treatment Principles and Eight Phases Theory. The content lays a foundation for other courses.

**ORME 702**  
**Traditional Chinese Medicine Diagnosis**  
**Two Credits**  
The basic concepts of Traditional Chinese Medicine (TCM), history and diagnosis are studied. TCM case-history taking, including the classic ten questions and significance of elucidated symptoms are explored. TCM classic diagnostics techniques such as tongue and pulse diagnosis and the syndrome differentiation based on Eight Principles are also discussed.

**ORME 704, 706**  
**Meridians and Points I, II**  
**Three Credits Each**  
This series of two courses includes a comprehensive study of acupuncture meridians and points of the human body with reference to traditional Chinese locations. The traditional indications, precautions and physiological responses according to modern research are emphasized. Labs, lectures and illustrations are coordinated to provide students with hand-on skills and a thorough understanding of points and meridians. During the first course palpation skills are introduced, demonstrated and practiced by the students with faculty supervision. Palpation skills are further developed during the second course.

**ORME 708**  
**Traditional Chinese Medicine Pathology**  
**Two Credits**  
In TCM, treatment plans are based on symptom patterns. In this course, students are exposed to the theoretical concepts which will enable them to identify key symptoms of the Zang-Fu organ patterns and the method of syndrome differential diagnosis of TCM according to Zang-Fu organ system theory. Therapeutic principles and acupuncture treatments for individual patterns are also discussed.

**ORME 710**  
**Acupuncture Techniques**  
**Two Credits**  
This course covers basic needling techniques used in acupuncture, such as needle insertion, tonification, reduction, moxibustion, auriculotherapy, laseracupuncture, electroacupuncture and scalp acupuncture. Practical experience in needling technique occurs under the supervision of an experienced acupuncturist. Aseptic measure and safe needling techniques are emphasized.

**ORME 712**  
**Chinese Botanical Medicine**  
**Two Credits**  
An introduction to Chinese herbal medical history, botanical classification and taxonomy, medicinal properties of herbs, major groups and formulation principles, and 55 commonly used herbs. Also commonly used commercially available herbal preparations which are often used as therapies in Traditional Chinese Medicine.

**ORME 714**  
**Fundamentals of Ayurvedic Medicine**  
**Three Credits**  
This course presents the fundamental principles and practices of ayurveda as an introduction to Ayurvedic medicine. It considers concepts of recognizing Ayurvedic body-type and psychological personality, customizing the health plan to suit the unique constitution, ayurvedic nutrition and diet therapy, Ayurvedic herbology and gentle detoxification through Ayurvedic Pancha-Karma therapy.

**BOTANICAL MEDICINE**

The botanical courses provide training in the use of plant medicines in naturopathic practice, including their prescription, manufacture, and field recognition.

**BOTM 701, 703, 705, 707**  
**Botanical Medicine I, II, III, IV**  
**(One, Two and Three 3 credits each and Four 2 credits)**  
This is the first of a four-course series on Botanical Medicine. These courses are designed to prepare students for the use of botanicals in a naturopathic practice. Traditional, historical, and scientific uses of plants are explained. Students are encouraged to develop an appreciation for plants. Each course includes outdoor field trips to enhance the plant study. The first course is an introduction and covers the basics of botanical medicine. Other topics are the study of specific herbs use for first aid and those commonly used for gastrointestinal and musculoskeletal conditions. The second course continues the discussion on Materia Medica with a focus on organ systems including the liver, and the
gallbladder; as well as the Urinary, and Endocrine systems. Emphasis is given to clinical applications of the herbs studied. The third course continues the discussion on Materia Medica with a focus on the reproductive and cardiovascular systems. Emphasis is given to clinical application of the herbs studied. The fourth course Materia Medica continues to be discussed with a focus on respiratory and immune systems. This last course includes laboratory experience with the purpose of applying and integrating the content covered on the previous three courses. Emphasis is given to clinical application of the herbs studied.

**BOTM 709**  
**Medicinal Plants PR & Caribbean**  
**Three Credits**

Review the history, ethnopharmacy, pharmacognosy, clinical and basic science, and healing properties of most common medicinal plants of Puerto Rico and the Caribbean. Theory will be complemented with fold trips and making of herbal preparations in order to learn and apply this herbs in a safety, effective and economic matter.

**CLINICAL NUTRITION**

The nutrition courses are designed to provide the student with a comprehensive knowledge of clinical nutrition. Emphasis is given to the use of diet and nutritional supplements to treat and prevent a wide variety of diseases.

**NUTR 700, 702, 704, 706**  
**Clinical Nutrition I, II, III, IV**  
**Three Credits Each**

This is the first of a four-course sequence on clinical nutrition. Students learn to use diet and nutritional supplements to treat and prevent a variety of diseases. This course provides a discussion of the foundation for a working knowledge of the actions, recommended intake, and therapeutic uses of macronutrients (carbohydrates, fats, proteins) and micronutrients (vitamins, minerals, accessory nutrients). Dose, toxicity, and deficiency issues for each vitamin and mineral are also discussed. This course explores diet and its relationship to health and disease. Emphasis is on the health effects of different foods and special diets. Students develop skills in diet assessment and counseling. This course integrates Nutrition 700 and 702 content and application in the clinical setting. Students learn to critically evaluate various nutritional therapies for the prevention and treatment of specific diseases. The course provides an evidence-based approach to clinical nutrition, with an emphasis on dietary manipulation, vitamin and mineral supplementation, and the use of accessory nutritional factors. The third course focuses on cardiovascular, musculoskeletal and neuropsychiatric disorders. The fourth course focuses on disorders of the gastrointestinal, integumentary, ENT and genitourinary systems.

**MIND AND BODY MEDICINE EDUCATION**

These courses emphasize the patient’s ability to learn how to listen to their body for signs of health or imbalance. The
naturopathic physician needs to listen closely for clues to the patient’s health found in symptoms from the body, the mind, and the spirit. The patient collaborates in learning about self-care and how to experience a sense of well-being which comes from a state of health.

MBME 701, 703, 705
Fundamentals of Mind and Body Medicine I, II, III
Two Credits Each
These three courses sequential comprises the foundations necessary to understand the dynamics, medical science, psychobiology of mind and body healing, psychoneuroimmunology and spiritual dimensions in healing. The basic concepts related to different approaches such as meditation, imagery, hypnosis, biofeedback, prayer, yoga therapy, music therapy, shamanism and relaxation. A discussion of available research and critical analysis of these therapeutic approaches is presented. The role of behavioral diagnosis, healing and appropriate indications and referrals are addressed. Also included in this course is the role of behavioral assessment and diagnostic healing, appropriate indications, and referrals. The third course continuing discussing the practice of different therapeutic approaches, indications and referrals.

HEALTH SCIENCES

The courses of the health sciences curriculum address the fundamentals of advanced scientific method in medicine; health promotion and the practices and policies; and evidence-based research. Students learn scientific literature review and evaluation of reliability of published studies. They also select an area of interest and conduct an evidence-based clinical research project.

HESC 700
Clinical Research Methods
Two Credits
This is the first research course required from Naturopathic Medicine students. Specific attention is given to the relationship between research outcomes and clinical practice. This course prepares students to critically analyze research literature in the health sciences. Students also have the opportunity to apply the scientific method to clinical research. Funding opportunities available to develop research studies in health sciences are presented and discussed.

HESC 702
Health Promotion and Disease Prevention: Transcultural Considerations
Two Credits
Discussion of health priorities according to Healthy People 2010. Analysis of human caring as an essential dimension of the clinical practice of health professionals, especially dealing with life crises, health maintenance problems, and change in health practices. Discussion of demands made by changing life-styles and disease patterns, new and complex technologies, shifting demographics, global economies, dramatic health system changes and sociobiological and environmental threats to health and safety. Development of culturally competent holistic plans of care that address the health promotion and disease prevention needs of client populations. Theoretical models are presented as the means by which health care practitioners can give structure and organization to disease prevention and health promotion programs.
HESC 704
Evidence-Based Practice Project
Three Credits
This course presents evidence-based practice (EBP) as an approach that enables the clinical leader to provide excellent quality of care in meeting the multifaceted needs of their patients and families. Emphasis is given to the fact that when the healthcare provider knows how to find, critically appraise, and use the best evidence, and when patients are confident that their healthcare provider is using evidence-based care, optimal outcomes are achieved for all.

SPECIALIZATION COURSES

NATUROPATHIC CLINICAL PRACTICE

NPCL 765
Diagnostic Imaging Practicum
Two Credits
This practicum gives students practical insight into the appropriate x-rays to order for a variety of common conditions as well as a clear understanding of the information they can get from having a professional take and interpret x-rays for them. This course takes the material taught in CLSE 727, 729 & 731. Diagnostic Imaging and makes it practical and accessible to the students.

NPCL 770
Clinical Field Observation Seminar I
Two Credits
These are three independent study courses where students complete up to a total of 180 of preceptorship clinical experience with licensed doctorate-level clinical professionals (ND, MD, DO, DC, DPM). Of those hours 90 must be with a licensed naturopathic physician. The clinical field observation hours will not count until the Preceptor Agreement letter has been submitted and approved. Students will play an observation role with only minor assistance to their preceptor. Students must show current CPR certification. Evidence of observations signed by preceptors is submitted by students. The clinical portion of the course will consist of 5 hours per week for the duration of this 12 weeks course making a total of 60 hours. Covers: Homeopathy, Chinese Medicine and Botanical Medicine.

NPCL 775
Clinical and Physical Rotation I
Two Credits
Students enter clinic during their second year of training. This clinical exposure is their first and in many ways will set the tone and pace for their future growth. During the first rotation students put into practice their basic physical exams skills in the taking of vital signs. They also continue developing heart and bowel sounds diagnosis. Emphasis is placed on learning how to interact with patients on a one-basis.

NPCL 780
Clinical Field Observation Seminar II
Two Credits
Students will play an observation role with only minor assistance to their preceptor. The clinical field observation hours will not count until the Preceptor Agreement letter has been submitted and approved. Preceptor will also evaluate students, based on questioning of their understanding of the cases seen. Evidence of observations signed by preceptors is submitted by students. The clinical portion of the course will consist of 5 hours per week for the duration of this 12 week course making a total of 60 hours. Covers: Obstetrics/Midwifery, Gynecology and Physical Medicine.

NPCL 785
Clinical and Physical Rotation II
Two Credits
Students enter clinic during their second year of training. This clinical exposure is their first and in many ways will set the tone and pace for their future growth. This 36 hours Clinical rotation expands on the Clinical and Physical Diagnosis I class and laboratory. During the second rotation students practice their physical assessment skills through history taking and physical exams among each other. Emphasis is placed on learning how to interact with patients on a one-basis.

NPCL 790
Clinical Field Observation Seminar III
Two Credits
Students will take on a more active role. Students will assist in the physical examination and research for the case. Preceptors will expect students to come prepared to discuss cases in conference and to provide input into diagnosis and treatment. The clinical field observation hours will not count until the Preceptor Agreement letter has been submitted and approved. Evidence of observations signed by preceptors is submitted by students. The clinical portion of the course will consist of 5 hours per week for the duration of this 12 week course making a total of 60 hours. Covers: IV Therapies, Surgeons and Chiropractors.
NPCL 795
Laboratory Results Practicum
Two Credits
Twelve hours of small group discussions of actual laboratory results. Each student receives a packet of laboratory report forms and questions about the reports. Students review the material and discuss the reports and questions in detail. In addition, students can discuss other lab results about which they may have questions.

NPCL 800, 802, 804, 806, 808, 810
Clinical Secondary Shifts I to VI
(2 credits each for a total of 12 credits)
Clinical Secondary Shift (I to VI) are clinical courses that students take in their third year. Secondary function as integral members of the treatment team, primarily observing, under the direction and supervision of the physician and in cooperation with the primary, who leads the student team. As the primary takes the patient’s case, the secondary listens and observes, asking questions and performing physical exams when appropriate. Students practice the clinical laboratory skills they learned in the second year laboratory diagnosis classes, including phlebotomy, microscopy, urine analysis, and wet prep examination. The intent is for students to become more familiar and comfortable with all of the clinical laboratory’s operations, requirements, and machinery. Students must pass a phlebotomy practical examination in order to enter the clinic as a primary. A minimum total hours required is 288 (minimum of 50 hours per course). Also students must pass GPA-2 to enter as a primary.

NPCL 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832 & 834
Clinical Primary Shift I to XII
(2 credits each for a total of 24 credits)
Clinical Primary Shift (I to XII) are a series of clinical courses that students take in their fourth year, which provide a realistic look at the development of a naturopathic practice, as well as expose students to the options in prescribing naturopathic medicines. These courses include working shifts in the different clinics, with the goal of presenting students with the realities of stocking and maintaining an office medicinary among other clinical skills. A minimum total hours required is 624 a minimum of 50 hours per course except NPCL 834 100 hours.

NPCL 838
Knowledge Integration
Two Credits
This is a capstone course where students are provided with the opportunity to integrate theoretical and clinical practice knowledge and skills. Competencies are reviewed and a variety of practice exam are provided in preparation for the Naturopathic Physicians Licensing Examination (NPLEX) test. The course finalizes with a mock test.
The mission of our architecture program is to diversify the architectural practice through a multi-disciplinary approach. We intend to graduate well-rounded professionals capable of reinventing their practice within the local and global field demands. The diversity of academic backgrounds of our students will guarantee, in turn, diversity of professional execution, both in industry and in the private sector. This variety of perspectives will enable our students to become fundamental pieces in the roles of integrating a collaborative contemporary architecture practice both locally and globally.

The program has been designed in two areas. The first part of our proposed architectural program is based on a design studio in which a group of people will work together in a large open studio space developing their own individual design projects. Projects are developed through problem-based learning. This type of interaction provides the ideal environment for our students to understand where they are coming from, to individually develop their ideas, and to acquire all the knowledge needed for later collaboration processes while at also providing an opportunity for students to share ideas, learn from one another and contribute to each other productively. This strategy responds to the International School of Design and Architecture interdisciplinary and holistic approach to the development of our students.

The second part of the program is a design studio that begins with the selection of one project from all student projects. The studio, using the method of learning-by-doing, transforms into a design-build firm where students work in collaboration to achieve a hands on project. The students will work on every phase of the design, development and construction project, including all the methods and practice phases, as are viability study, concept and schematic design, design development, contract document, construction procurement and construction administration stages.

The mission of our program is to develop well-rounded professionals that can achieve different roles in the design and construction industry. By offering a problem-based learning and learning-by-doing education, the students will be prepared with a better understanding of the diverse knowledge and skills portrayed in an architect’s work.

**CURRICULAR GOALS AND CONTENT**

The 3.5 year Master of Architecture (M. Arch) is the proposed professional degree to be offered by the International School of Design and Architecture. The prerequisite for the entry of the Master’s Program is a Bachelor’s Degree in any other concentration than architecture. Students, once evaluated, may be required to enroll in additional preparatory courses, as Art or Architectural History, Physics and Calculus courses. The curricular goals for this program are:

- To create an architectural professional that balances theory and practice.
- To provide our graduates with the knowledge, skills and experience to practice architecture in the design and construction industries.
- To prepare our graduates to participate, in a collaborative manner, in professional teams of architecture and related disciplines.
- To promote diversity in the development of the professional that emerges from approaching different perspectives on economical, technological, cultural, and social issues but maintaining a consistency in actions, values, methods, and principles for the professional integrity.

**SPECIALIZED ACCREDITATIONS**

The master degree in Architecture obtain the Candidacy status with the National Architectural Accrediting Board (NAAB) on January 2016.

**GRADUATES**

Graduates from the Master’s Degree in Architecture will:

1. Be critical thinkers demonstrating knowledge in architectural history and theory discourses.
2. Be able to understand and develop the fundamentals issues pertaining the creation of buildings.
3. Be able to communicate graphically a representation of two- and three- dimensional design.
4. Understand and describe technological, environmental and structural systems affecting buildings.

5. Apply the laws, codes and standards that regulate the profession.

6. Apply the ethical principles that rule the profession.

7. Have the competence to viable a project accommodating needs of the client and general public.

8. Collaborate with other professionals and be able to assume a leadership role in the design and construction industry.

SPECIALIZED ACCREDITATION

Candidate status was granted in January 2016 for the Master Degree in Architecture by the National Architectural Accrediting Board (NAAB).

FACULTY

Ana Cristina Quiñones/ Instructor
MA, University of the Arts London, London, UK

Ana Rebecca Campos / Instructor
MA Domus Academy, Italy

Aurorisa Mateo / Associate Professor
MArch, Architectural Association, London, UK

Elizabeth Castrodad / Instructor
MArch, Universidad de Puerto Rico

Eugenio Ramírez/Instructor
MArch, Virginia Polytechnic and State University

José Ramírez Rivera / Instructor
MArch, Universidad de Puerto Rico

Josué Oquendo/ Instructor
BA, Escuela de Artes Plásticas y Diseño de Puerto Rico

Lorena González/ Instructor
BDes, Universidad del Turabo

María Gabriela Flores Kearns/ Instructor
MArch, Rice University

Rudy Casillas/ Instructor
BDes, Universidad del Turabo

Teresita Del Valle/ Instructor
MArch, Universidad de Puerto Rico
MLArch, Universidad Politécnica de Puerto Rico

MASTER’S DEGREE

ARCHITECTURE

The Master of Architecture degree program is intended to provide our graduates with the requisite educational background and practice experience to enter the profession of architecture. The program’s focus balances historical, theoretical, technical, practice and design knowledge in the economic, social, and professional realms of architecture. Students will also work in a design-build studio with a community-oriented project that includes research, schematic design, design development and construction of an innovative solution containing all practice phases, as are viability study, contract document, construction procurement and building administration stages. The program has being designed to fit the needs of a highly focused student that intends to complete architecture licensing process and to become fundamental pieces in the roles of integrating a collaborative contemporary architecture practice both locally and globally.

Total Credits 114
Core Courses 48
Specialization Courses 54
Elective Courses 12

Core Courses (48 credits)
ARCH 500 Architectural Design I 6
ARCH 501 Introduction to History and Theory 3
ARCH 505 Visual Thinking and Communication 3
ARCH 510 Architectural Design II 6
ARCH 511 Architectural History I 3
ARCH 512 Building Design + Construction Systems I: Materials + Technology 3
ARCH 513 Structural Systems I 3
ARCH 515 Computer Studio 3
ARCH 520 Architectural Design III 6
ARCH 521 Architectural History II 3
ARCH 522 Building Systems I 3
ARCH 523 Structural Systems II 3
ARCH 524 Codes and Regulations 3

Specialization Courses (54 credits)
ARCH 600 Architectural Design IV 6
ARCH 601 Theory in Architecture 3
ARCH 602 Building Systems II 3
ARCH 604  Project and Practice Management I: Contracts and Legal Issues  3
ARCH 610  Design/Build Studio I  6
ARCH 612  Building Design and Construction System II: Environmental Issues  3
ARCH 614  Project and Practice Management II: Cost  3
ARCH 615  Methods: Surfaces  3
ARCH 700  Design/Build Studio II: Construction Drawings and Project Manual  9
ARCH 704  Project and Practice Management I: Scheduling and Coordination  3
ARCH 710  Design/Build Studio III: Construction Field Hours  12

Elective Courses  (12 credits)
Students may select six credits among specific professional interest courses.

COURSE DESCRIPTIONS

ARCH 500  Architectural Design I
Six Credits
This course is a requirement in this program. It introduces students to fundamental architectural issues — form, program, site, materials, and structure — through projects that emphasize exploration and conceptual dimensions of architectural design and research.

ARCH 501  Introduction to History and Theory
Three Credits
This course is a requirement in the program. It is an introductory survey of the history and theory of the western architectural tradition. The course intends to help the student develop an understanding of the social, cultural, political and economic context in which architecture is produced and interpreted. The students will also become familiar with basic terminology and theoretical approaches.

ARCH 505  Visual Thinking and Communication
Three Credits
This is a required course in the program. It will cultivate the ability to communicate through drawing, thus enhancing visual, perception, and simultaneous thinking while developing the student’s representational skills.

ARCH 511  Architectural History: 1700-1900
Three Credits
This course is a requirement in the program. It focuses its discussions in the architectural production of the 18th and 19th Century, and examines the importance of this particular period in the formation of the Modern Movement.

ARCH 512  Building Design and Construction Systems I: Materials and Technology
Three Credits
This course is a requirement in the program. It incorporates the content of Architect Registration Examination 4.0 Building Design and Construction Systems and as stated in NCARB, develops the application of knowledge and skills in the selection of systems, materials, and methods related to building design and construction.

ARCH 513  Structural Systems I
Three Credits
This course is a requirement in the program. It incorporates the content of Architect Registration Examination 4.0 Structural Systems and as stated identifies and incorporates the fundamental principles of general structures in the design and construction of buildings.

ARCH 515  Computer Studio
Three Credits
This course is a requirement in the program. It emphasizes architectural representation and encourages the use of CAD process for exploration and documentation generating three-dimensional renderings and models with Rhino.

ARCH 520  Architectural Design III
Six Credits
This course is a requirement in the program. It will explore the conditions that define mixed-use space in a context defined by the inclusion of public space and the city and the interrelationship of site with structure.

ARCH 521  Architectural History: 1900 – Today
Three Credits
This course is a requirement in the program. It observes the development of western modernity in the transition between the 19th Century into the 20th Century, to the euphoric utopianism of the Avant Garde, on to Corporate Modernism in the Americas.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 522</td>
<td>Building Systems I</td>
<td>Three</td>
<td>This course is a requirement on the program. It incorporates the content of Architect Registration Examination 4.0 Building Systems and, as stated, emphasizes on the evaluation, selection, and integration of plumbing and mechanical systems in building design and construction.</td>
</tr>
<tr>
<td>ARCH 523</td>
<td>Structural Systems II</td>
<td>Three</td>
<td>This course is a requirement in the program. It incorporates the content of Architect Registration Examination 4.0 Structural Systems and as stated identifies and incorporates the fundamental principles of general structures emphasizing on lateral force in the design and construction of buildings.</td>
</tr>
<tr>
<td>ARCH 524</td>
<td>Codes and Regulations</td>
<td>Three</td>
<td>This course is a requirement in the program. It incorporates the content of Architect Registration Examination 4.0 in various exams, and incorporates building and specialty codes, zoning, and other regulatory requirements in building design, construction systems and programming and planning in site developments.</td>
</tr>
<tr>
<td>ARCH 600</td>
<td>Architectural Design IV</td>
<td>Six</td>
<td>This course is a requirement in the program. It focuses on the role of the architectural object as a component of the urban whole. The studio provides for the conception of architecture, not only as an objectified existence, but also as a intrinsic element of an urban system. The course's investigation will begin as an analysis of a localized urban context and will advance its investigations into a second stage, by the selection of a specific site included in the devised master plan. &quot;</td>
</tr>
<tr>
<td>ARCH 601</td>
<td>Theory in Architecture</td>
<td>Three</td>
<td>This course is a requirement in the program. It offers an overview of the role of treatises in architectural history. It approaches a critical review of influential texts and excerpts that shaped architectural thought, and serves as an intellectual scaffolding to scrutinize their further interpretation and application.</td>
</tr>
<tr>
<td>ARCH 602</td>
<td>Building Systems II</td>
<td>Three</td>
<td>This course is a requirement in the program. It incorporates the content of Architect Registration Examination 4.0 Building Systems and, as stated, emphasizes on the evaluation, selection, and integration of mechanical, electrical, and specialty systems in building design and construction.</td>
</tr>
<tr>
<td>ARCH 604</td>
<td>Project and Practice Management I: Contracts and Legal Issues</td>
<td>Three</td>
<td>This course is a requirement in the program. It incorporates the content of Architect Registration Examination 4.0 in various exams, and introduces students to the legal and strategic characteristics of the design industry in contemporary professional practice and ethics.</td>
</tr>
<tr>
<td>ARCH 610</td>
<td>Design/Build Studio I</td>
<td>Six</td>
<td>This course is a requirement in the program. It is the first course of the design/build studio: the application of knowledge and skills required for the schematic design and development of construction documents for a 1,000f² structure. This course will integrate ARCH 612 and ARCH 614 in the studio.</td>
</tr>
<tr>
<td>ARCH 612</td>
<td>Building Design and Construction Systems II: Environmental Issues</td>
<td>Three</td>
<td>This course is a requirement in the program. It incorporates the content of Architect Registration Examination 4.0 Building Design and Construction Systems and, as stated, develops the application of knowledge and skills by applying sustainable design principles to the selection, design and construction of building systems.</td>
</tr>
<tr>
<td>ARCH 614</td>
<td>Project and Practice Management II: Costs</td>
<td>Three</td>
<td>This course is a requirement in the program. It will introduce the student with different types of estimates, estimating software, and the construction estimating process, and estimating the various parts of a project to consider cost implications of design decisions.</td>
</tr>
</tbody>
</table>
| ARCH 615     | Methods: Surfaces                                | Three   | This course is a requirement in the program. The course investigates materials, methods and strategies for making
innovative building forms and systems. It incorporates the learning of computer programs to emphasize in the research and development of digitally fabricated prototypes.

**ARCH 700**  
Design/Build Studio II  
Nine Credits  
This course is a requirement in the program. It is the second course of the design/build studio: the programming and planning of the 1,000f2 structure to begin construction. This course will integrate ARCH 702 and ARCH 704 in the studio.

**ARCH 704**  
Project and Practice Management III: Scheduling and Coordination  
Three Credits  
This course is a requirement in the program. It complements ARCH 700 and covers the programming and management process of the design/build project, including the scheduling and coordination of the construction phase.

**ARCH 710**  
Design/Build Studio III  
Twelve Credits  
This course is a requirement in the program. It is the last course of the design/build studio: the construction phase of the 1,000f2 structure. This course will integrate ARCH 712 and ARCH 714 in the project execution.
SCHOOL OF LIBERAL ARTS AND GENERAL EDUCATION

The Office of the Deanship of General Education was created in February 2012 to address particular needs of new students admitted to the University. In addition to offering first-year and second-year courses in the General Education Component (GEC), the Deanship of General Education provides an array of support services to students in their first and second year. Additionally, advanced undergraduate courses in English, Spanish, and History are offered as a service to Education majors or those interested in pursuing further study in those areas. In August 2017, the Deanship became the School of Liberal Arts and General Education. It continues working closely with all the schools and offices of the university to promote the success of all students.

MISSION

The mission of the School of Liberal Arts and General Education (SLAGE) of the Universidad Ana G. Méndez-Recinto de Gurabo is to provide students with fundamental intellectual and critical thinking skills to ensure that students are equipped to be responsible members of a global and technological society.

In such, the SLAGE aims to prepare students with the necessary skills in oral and written communication, knowledge of global and historical issues, mathematic and scientific reasoning, technological competencies, and biological and social aspects of humans.

VISION

The vision of SLAGE is to provide students with a breadth of knowledge and experiences to think and reason across disciplines so that they are successful both inside and outside the academic world.

LEARNING OUTCOMES

The School of Liberal Arts and General Education aims to develop the following knowledge, skills, and attitudes in all students:

1. Identify and understand global issues from the social, economic and political perspectives
2. Comprehend the biological, behavioral and social aspects of human beings
3. Analyze the importance of historical and current world events
4. Understand and explain the multi-disciplinary nature of learning and problem solving
5. Explain the relationship and contribution of the arts and the humanities in the development of society
6. Apply ethical values and principles as a responsible citizen
7. Recognize the importance of the conservation of nature and the environment
8. Respect human rights, tolerance, diversity, and individual and cultural differences
9. Develop and apply critical thinking skills to solve problems
10. Communicate effectively in oral and written Spanish and functionally as English language learners
11. Develop and apply mathematical, reasoning skills and scientific inquiry methods
12. Achieve basic literacy in technology

FACULTY

Beatriz Cruz Sotomayor / Associate Professor
PhD, Universidad de Puerto Rico

Carmen Mercado Villafañe / Associate Professor
MA, Universidad Interamericana de Puerto Rico

Carmen Y. Rosado Sánchez / Instructor
MA Universidad de Puerto Rico

Cristóbal E. Santiago Berríos / Instructor
JD, Universidad Interamericana de Puerto Rico

Daniel Tapia Santiago / Assistant Professor
PhD, University of Illinois at Urban-Champaign

Doris Rivera Benítez / Associate Professor
MA, Universidad de Puerto Rico

Edwin Calderón Santana / Assistant Professor
EdD, Nova Southeastern University

Evelyn Martínez Sanabria / Professor
EdD, Universidad del Turabo

Evelyn Pérez Mass / Assistant Professor
EdD, Universidad Interamericana de Puerto Rico

Félix R. Huertas González / Professor
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

Gloria Maldonado-Pérez / Professor
MA, Universidad de Puerto Rico

Hiram Marrero Rosario / Instructor
JD, City University of New York

Ileana Canetti Mirabal / Associate Professor
MA, New York University

Javier Alemán Iglesias / Assistant Professor
PhD, Universidad Interamericana de Puerto Rico

Jennet Rodríguez Betancourt / Professor
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

José Calderón Rivera / Assistant Professor
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

José M. Castro de León / Professor
MA Ed, Universidad de Puerto Rico

José Orlando Sued / Assistant Professor
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

José R. Gómez Blanco / Assistant Professor
PhD Centro de Estudios Avanzados de Puerto Rico y el Caribe

Juan E. Roque Rivera / Assistant Professor
PhD, Universidad de Puerto Rico

Juanita Rodríguez Betancourt / Professor
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

Judith Soto Ledesma / Associate Professor
MA, Universidad de Puerto Rico

Julio Vélez Ortiz / Assistant Professor
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

Lata M. Pérez Sánchez / Assistant Professor
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

Lorna Polo Alvarado / Associate Professor
PhD, Universidad de Puerto Rico

Lourdes Encarnación Conde / Assistant Professor
EdD, Universidad Interamericana de Puerto Rico

Luz N. Lebrón Delgado / Assistant Professor
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

Maia Sherwood Droz / Assistant Professor
PhD, Universidad Complutense de Madrid

M. Elinor Medina Callarotti / Associate Professor
MEd, Harvard University

Philip R. Murray Finely / Assistant Professor
EdD, Universidad del Turabo

Rafael Pabellón Rivera / Professor
MEd, Universidad de Puerto Rico

René Rodríguez Ramírez / Associate Professor
PhD, Rutgers University

Sandra Pulliza Polo / Professor
EdD, Universidad Interamericana de Puerto Rico

Sylvia M. Casillas Olivieri / Instructor
MA, San Francisco State University

Zoran Vujisic-Jovovic / Assistant Professor
PhD, Rhodes University
MASTER’S DEGREE

CULTURAL STUDIES

Total Credits 30
Core Courses 21
Elective Courses 6
Research Courses 3

Core Courses (17 credits)
MACS 500 Modernism and Post-modern Culture 3
MACS 505 Introduction to Cultural Studies 3
MACS 520 Theory and Practice of Postcolonial Studies 3
MACS 600 Cultural Perspectives in the Mass Media Communications 3
MACS 625 Ethnicity and Race: Issues 3
PRCS 610 Introduction to Gender Studies 3
MACS 675 Research Methods 3

Elective Courses (6 credits)
SOHS 605 Ethno psychology in the Postmodern Era 3
MACS 630 Open Seminar for Cultural Studies Topics 3
Electives 6

Research Courses (3 credits)
MACS 640 Master’s Dissertation Seminar 3

COURSE DESCRIPTIONS

(Courses marked with @ could be offered in both modalities, traditional or online.)

MACS 500
Modernism and Post-modern Culture
Three Credits
Analytical account of the canons of modern philosophy, and the challenges raised by the philosophy of postmodern culture. The course will present and contrast the ideas and values of both currents through the examination of their respective icons. There will be analyzed how, from 1990, the agendas of the postmodernism and the cultural studies interbred allowing an enrichment of both intellectual and cultural movements.

MACS 505
Introduction to Cultural Studies
Three Credits
Analysis of Cultural Studies and the interpretation of cultural production (literature and art) as a text in the study of society. It explains the new paradigms and ideologies of modern and postmodern discourse in the context created by the postcolonial, multicultural and humanists studies of cultural criticism. It examines the relationship of key concepts such as: identity, Diaspora, gender, popular culture, diversity and globalization; relation between knowledge, language and power within the construction of cultural discourse.

MACS 520
Theory and Practice of Postcolonial Studies
Three Credits
Analysis of the discourses generated in the formerly colonized Third World. It discusses the discourses, original or derivative, of national affirmation in the former colonies. It explores the theorists; the new models of postcolonial history and the discourses of domination and hegemony. It studies the role of nationalism after the Algerian war to the present, tricontinentalism and the future of the Postcolonial Studies as a method of analysis for the Twenty First Century.

MACS 600
Cultural Perspectives in the Mass Media Communications
Three Credits
The courses analyzes culture as a concept in mass media communications from different perspectives. It is a historical reflection on the development on the multiple perspectives and theories in mass media communications. It analyzes media as cultural industries and power entities. It promotes a critical and interdisciplinary analysis of mass media in the Puerto Rican social reality.

MACS 625
Ethnicity and Race: Issues
Three Credits
The course explores the categories of Ethnicity and Race and its historical relationship. It will promote and engage the active participation of Graduate Students in the clarification and understanding of controversial issues related both to Ethnicity and Race. A goal to be achieved will be to make a contribution to the process of the construction Ethnic identity and to the role attributed to race in that context.

MACS 630
Open Seminar for Cultural Studies Topics
Three Credits
An open space for seminars on special topics in Literature and Cultural Studies, created by the program’s faculty or other invited academics and intellectuals, from Puerto Rico or abroad. The seminars will be thematically in line with the areas of research of the program.

MACS 640
Master’s Dissertation Seminar
Three Credits
This is an advanced writing seminar that continues examining the different investigation modes in Cultural Studies. It equips the student for academic writing and research that focus on publishing. The student develops analytical and critical thinking skills in order to produce coherent and ethical scholarly papers. In addition, the
seminar includes the technical aspects for effective academic writing and publication.

**MACS 675**  
**Research Methods**  
**Three Credits**  
Interdisciplinary experience that emphasizes historical and cultural aspects from a Qualitative perspective. A general exposition about the qualitative research in the modern scientific world. The paradigmatic bases of the quantitative and qualitative approaches will be contrasted and differentiated. Students will be related with different qualitative designs within Cultural Studies.

**PRCS 610**  
**Introduction to Gender Studies**  
**Three Credits**  
It introduces gender studies in an interdisciplinary manner. It explores key concepts and definitions in gender studies such as the construction of gender identities and sexuality, its ideologies, policies and representations. The course uses biological, theoretical, and historical perspective concepts in order to analyze the construction of gender and sexual identities.

**SOHS 605**  
**Ethno psychology in the postmodern era**  
**Three Credits**  
A general exposition of ethno psychology in the postmodern era is examine in this course. Different postmodern psychological orientations will be cover, as well as different paradigms that rule scientific activity. Topics appertain to the modern discourse will be exposed and discussed, from a postmodern perspective. Theoretical and research contributions of different Puerto Ricans ethno psychologists will be considered, especially, the work of Dr. Eduardo Seda Bonilla.
The School of Science and Technology at Universidad Ana G. Méndez-Recinto de Gurabo responds to the educational needs of a society undergoing rapid economic growth and technological development. The School provides a rich learning environment in which students may pursue programs of higher education that will advance their career objectives while at the same time instilling the motivation to continue to learn and grow intellectually throughout life.

Mission
It is the mission of the School to foster liberal education, to encourage the generation of knowledge, and to contribute to the good of the community. The School promotes lifelong learning, research, social and professional responsibility, and growth. To these ends, the School challenges students to think critically and intuitively, to recognize and value diverse perspectives, and to solve problems creatively and with perseverance.

The objectives of the School are to:
1. Develop within graduates a broad proficiency in scientific knowledge and professional competence.
2. Provide high quality academic and practical training that will enhance the learning experience.
3. Develop in graduates the ability to think and analyze solutions for contemporary scientific problems using the scientific method.
4. Promote and develop research at all levels.
5. Prepare students to use modern technology and instruments in their careers.
6. Establish joint research projects with other institutions, national laboratories, and industries promoting diversity among students and faculty.
7. Foster lifelong learning and intellectual growth.
8. Instill in graduates a sense of values, which will foster responsible participation in civil and public affairs.

SPECIALIZED ACCREDITATION
The bachelor’s degree in Sciences with concentration in Chemistry is member of de American Chemical Association since September 2016.

FACULTY

Adrinel Vázquez / Associate Professor
PhD, Universidad de Puerto Rico

Agustín Ríos-Ramos / Professor
PhD, Universidad de Puerto Rico

Anastacio Emiliano-Sosa / Professor
PhD, Universidad de Puerto Rico

César M. Lozano-Paulino / Professor
PhD, Universidad de Puerto Rico

Claribel Báez Felix / Associate Professor
PhD, Universitat Valencia (España)

Eileen Rodríguez / Associate Professor
PhD, Michigan State University

Eva L. Cáceres-Roure / Associate Professor
MS, Universidad de Puerto Rico

Francisco Márquez-Linares / Professor
PhD, Universidad de Valencia

Fred Schaffner Gibbs / Professor
PhD, University of Miami

Ileana González / Associate Professor
PhD, Universidad de Puerto Rico

Johanna Hudo / Instructor
MS, Universidad de Puerto Rico-Ciencias Médicas

José E. Sánchez-Villafañe / Associate Professor
The graduate program in environmental sciences at Universidad Ana G. Méndez-Recinto de Gurabo is scientific-technological in its nature. It seeks to develop professionals that will assume responsibility and leadership in their fields. They will be prepared to provide alternatives for the conservation of the environment and to present solutions to environmental situations in our society, enabling them to conserve, manage and restore natural systems. The program adopts the position of sustainable development formation, an approach we hope to instill in our graduates.

By participating in our interdisciplinary program, the student will develop a global vision of environmental situations and the possible alternatives originating from different perspectives.

**Goals and Objectives**

The goal of the program is to train professionals with research and academic skills, which enable them to work successfully in jobs that require natural resource conservation, environmental problem-solving and decision-making.

The Graduate Program has as its goal the pursuit and dissemination of knowledge in the interdisciplinary field of environmental science. The program offers a master's degree in environmental sciences with two specializations; one in Environmental Management, with a focus on the management and disposal of solid waste; and the other in
Environmental Analysis, emphasizing research on chemical processes and effects.

The graduate student of Environmental Analysis will be able to: suggest the best method and technology; characterize and classify environmental contaminants; evaluate chemical results; and apply the state and federal regulations.

The graduate student in Environmental Management will be able to: apply or establish the procedures for handling and disposal of waste; develop and work with the stability of the evaluation programs and the environmental management in private or public enterprises.

Curriculum
By using an interdisciplinary approach throughout the curriculum, this program gives the students the necessary theoretical and technical tools to develop successfully in the world of applied environmental sciences. The coursework will provide the student with the necessary environmental literacy to work toward a sustainable future.

The program has two specializations: environmental analysis and environmental management, with four basic components: the core courses, the specialization courses, the elective courses, and the research project.

The core courses are designed to offer our students the basic concepts in environmental sciences, law, waste, and quality standards. With the environmental research project, the graduate student continues learning how to evaluate the information, to establish the parameters for research, to write and defend a proposal, and to evaluate the results and offer scientific reasoning for them.

Students must have undergraduate courses in the Fundamentals of Environmental Sciences and Statistics for Environmental Sciences. These courses will be offered as leveling courses (ENSC 500 and STAT 505) and will not be considered for graduation purposes.

**MASTER OF ENVIRONMENTAL SCIENCES WITH SPECIALIZATION IN ENVIRONMENTAL ANALYSIS**

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>35*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>17</td>
</tr>
<tr>
<td>Required Specialization Courses</td>
<td>12</td>
</tr>
<tr>
<td>Research Courses</td>
<td>6</td>
</tr>
</tbody>
</table>

**Core Courses**

<table>
<thead>
<tr>
<th>(17 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 750</td>
</tr>
<tr>
<td>ENSC 751</td>
</tr>
</tbody>
</table>

**Required Specialization Courses**

<table>
<thead>
<tr>
<th>(12 credits)</th>
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</thead>
<tbody>
<tr>
<td>Biology</td>
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<tr>
<td>ECON 700</td>
</tr>
<tr>
<td>ENSC 706</td>
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<td>ENSC 844</td>
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</table>

| Chemistry     |
| ECON 700      | Environmental Economics | 3 |
| ENSC 707      | Environmental Geology   | 3 |
| ENSC 730      | Solid Waste Management  | 3 |
| ENSC 737      | Renewable Energy Sources and Issues | 3 |
| ENSC 763      | Environmental Evaluation| 3 |
| ENSC 770      | Classification and Characterization of Hazardous Wastes | 3 |
| ENSC 790      | Special Topics in Environmental Sciences | 1-3 |
| ENSC 839      | Issues in Environmental Public Health | 3 |
| ENSC 841      | Environmental Remediation | 3 |
| ENSC 865      | Environmental Toxicology | 3 |
| CHEM 735      | Environmental Chemical Analysis I | 3 |
| CHEM 736      | Environmental Chemical Analysis II | 3 |
| CHEM 850      | Environmental Catalysis  | 3 |
| CHEM 852      | Materials for Pollution Control | 3 |

**Research Courses**

| 6 |
| ENSC 810 | Research Thesis | 6 |

*Students are recommended to enroll in elective courses beyond the required academic degree load.*

**MASTER OF ENVIRONMENTAL SCIENCES WITH SPECIALIZATION IN ENVIRONMENTAL MANAGEMENT**

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>17</td>
</tr>
<tr>
<td>Required Specialization Courses</td>
<td>12</td>
</tr>
<tr>
<td>Special Project or Internship</td>
<td>6</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>(17 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENSC 752</td>
<td>Water Quality Management</td>
</tr>
<tr>
<td>ENSC 753</td>
<td>Soil Management</td>
</tr>
<tr>
<td>ENSC 754</td>
<td>Air Quality Management</td>
</tr>
<tr>
<td>ENSC 755</td>
<td>Graduate Seminar I</td>
</tr>
<tr>
<td>ENSC 756</td>
<td>Graduate Seminar II</td>
</tr>
</tbody>
</table>
The joined BS/MS program in Food Technology and Safety allows students to understand the processes, regulations and science related to the manufacturing of foods and food preservation. Alumni will be able to work in the food industry or in the government as inspectors or analysts and will be able to make decisions regarding the safety of food products. Students will apply the best available technology in their graduate research to propose solutions to contemporary problems of public health concern.

Total Credits 154
Undergraduate Level 114
General Education 36
Core Courses 40
Concentration Courses 38
Elective Courses 8
Graduate Level 32

Undergraduate Level 114
General Education Courses* (36 credits)
DOCTORAL DEGREE

ENVIRONMENTAL SCIENCES

Environmental science as a distinct academic discipline has assumed an ever-increasing role in the race to understand the link between human activities and the natural environment, as well as the related impacts of humanity on individual species, ecological systems, and human health.

The study of environmental science draws heavily upon the biological, chemical, geological, and health sciences. To this basic core of knowledge, environmental scientists add a systems approach to examine issues, problems, and solutions as part of a larger ecologically connected continuum.

As human beings in this era, we are beginning to understand some of the results and repercussions of our activities. It becomes more apparent that the scientific community needs to devote much more effort to environmental baseline studies, ecological characterization, toxin bio-concentration studies, and in the development of remediation technologies.

The demand for doctoral degree-level researchers, scientists and educators with a firm grounding in the environmental sciences is high, and with renewed global focus on the improvement of environmental conditions and industrial and agricultural processes that demand will increase over the next several decades.

Mission
The mission of the program is to stimulate pure and applied research that will improve the quality of life in the institution, the community, and the island. Our students will acquire the extensive academic and research foundations necessary to evaluate, prevent, and remediate environmental problems to safeguard our natural resources.

Ultimately, our graduates will supply their scientific expertise to industries and governments on environmental issues as well as in the development of new methodologies, technologies, and strategies to protect the environment through research in academia. Universidad Ana G. Méndez-Recinto de Gurabo (UT) will demonstrate excellence in environmental science through the success of its graduates in the institution, the community and the island.

Objectives
1. To provide graduate students with knowledge, skills and aptitudes needed for successful careers in environmental science at academic institutions, government agencies, and in industry.
2. To graduate professionals with scientific research training, high ethical values, and commitment to their society, environment, and culture.
3. To establish collaborative relationships between the University and the external community by promoting research, cultural and community development projects that will enhance the quality of life.
4. To facilitate and encourage international initiatives that will enhance scientific communication and exchange of scientific knowledge between Universidad Ana G. Méndez-Recinto de Gurabo and the world.
5. To create a database that will turn the University into island’s leader in the understanding and solution of environmental problems as well as in the application of new technologies.

Curriculum
The doctoral (PhD) program in environmental sciences includes three specializations: chemistry, biology and pollution management. Students from each specialization will have the following characteristics:

Biology
Upon completion of the biology specialization, the student will be prepared to:

1. Evaluate, analyze, and apply the proper biotechnological techniques to a specific environmental problem.
2. Evaluate and characterize the role of microorganisms in contaminated environments.
3. Collect and evaluate experimental data using analytical instruments such as GC-MS and HPLC in conjunction with molecular and microbiological techniques such as polymerase chain reaction (PCR), protein analysis, bacterial isolations, and DNA manipulations.

Chemistry
Upon completion of the chemistry specialization, the student will be prepared to:

1. Analyze and explain the essential principles that govern the properties of contaminants and how they behave in the environment.
2. Describe properties and applications of materials for pollution control such as zeolites, active carbon, clays, and silica gel.
3. Collect and evaluate experimental data using laboratory instrumentation such as gas chromatograph-mass spectrometer (GC-MS), high performance liquid chromatograph (HPLC), Fourier-transformed infrared spectrometer, (FT-IR), and UV-V’s spectrophotometer, among others.
4. Evaluate and prevent the possibility of an occupational epidemic disease caused by industrial toxic contaminants.

The doctoral program will emphasize research and the search for solutions to environmental problems. The curriculum is divided into four major components: core courses; specialization courses; elective courses; and research courses.

Students must complete all core, specialization, and elective courses before their enrollment in dissertation courses.

The students will select a research/dissertation advisor prior to the end of their second semester of enrollment. The student should select his/her research/dissertation advisor primarily based on their common research interests. Once the research/dissertation advisor is selected, the advisor will communicate his/her commitment to the Dean of the Center for Doctoral Studies (CDS) in a formal letter that includes suggested research topics. The advisor-student team will have a period not to exceed two semesters following their agreement to assemble a dissertation committee and to notify the CDS with a formal letter signed by the student, advisor, and the selected dissertation committee members.

The students must complete a minimum of one year (full time commitment) dedicated to research under the direct supervision of the faculty advisor. This will be accomplished in two continuous semesters (Dissertation Research ENSC 997-998).

DOCTORAL DEGREE IN ENVIRONMENTAL SCIENCES (PHD)

| Total Credits | 56 |
| Core Courses | 17 |
| Research Courses | 21 |
| Specialization Courses | 18 |

Core Courses
(17 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>STAT 750</td>
<td>Experimental Design</td>
</tr>
<tr>
<td>ENSC 751</td>
<td>Environmental Laws, Ethics and Public Policy</td>
</tr>
<tr>
<td>ENSC 752</td>
<td>Water Quality Management</td>
</tr>
<tr>
<td>ENSC 753</td>
<td>Soil Management</td>
</tr>
<tr>
<td>ENSC 754</td>
<td>Air Quality Management</td>
</tr>
<tr>
<td>ENSC 755</td>
<td>Graduate Seminar I</td>
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<tr>
<td>ENSC 756</td>
<td>Graduate Seminar II</td>
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</table>

Research Courses
(21 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ENSC 997</td>
<td>Doctoral Dissertation</td>
</tr>
</tbody>
</table>

Specialization Electives Courses
(Choose one of the options: Biology or Chemistry)

Biology
(9 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 712</td>
<td>Applied Mycology</td>
</tr>
<tr>
<td>BIOL 713</td>
<td>Microbial Ecology</td>
</tr>
<tr>
<td>BIOL 843</td>
<td>Environmental Microbiology</td>
</tr>
<tr>
<td>BIOL 844</td>
<td>Environmental Biotechnology</td>
</tr>
<tr>
<td>ECON 700</td>
<td>Environmental Economics</td>
</tr>
<tr>
<td>ENSC 706</td>
<td>Wildlife Management</td>
</tr>
<tr>
<td>ENSC 707</td>
<td>Environmental Geology</td>
</tr>
<tr>
<td>ENSC 730</td>
<td>Solid Waste Management</td>
</tr>
<tr>
<td>ENSC 737</td>
<td>Renewable Energy Sources and Issues</td>
</tr>
<tr>
<td>ENSC 763</td>
<td>Environmental Evaluation</td>
</tr>
<tr>
<td>ENSC 790</td>
<td>Special Topics in Environmental Sciences</td>
</tr>
<tr>
<td>BIOL 839</td>
<td>Issues in Environmental Public Health</td>
</tr>
<tr>
<td>ENSC 841</td>
<td>Environmental Remediation</td>
</tr>
<tr>
<td>ENSC 865</td>
<td>Environmental Toxicology</td>
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</table>

Specialization Courses
(9 credits)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL 903</td>
<td>Ecology and Conservation of Natural Resources</td>
</tr>
<tr>
<td>BIOL 914</td>
<td>Applied Tropical Botany</td>
</tr>
<tr>
<td>BIOL 995</td>
<td>Advanced Studies in Environmental Biology</td>
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<tr>
<td>ENSC 901</td>
<td>Environmental Risk Assessment and Management</td>
</tr>
<tr>
<td>ENSC 902</td>
<td>Environmental Quality Indicators</td>
</tr>
<tr>
<td>ENSC 960</td>
<td>Biodiversity Conservation and Management</td>
</tr>
<tr>
<td>ENSC 992</td>
<td>Experimental Methods in Remediation</td>
</tr>
<tr>
<td>ENSC 995</td>
<td>Advanced Studies in Environmental Sciences</td>
</tr>
</tbody>
</table>

Chemistry
(9 credits)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ECON 700</td>
<td>Environmental Economics</td>
</tr>
<tr>
<td>ENSC 706</td>
<td>Wildlife Management</td>
</tr>
<tr>
<td>ENSC 707</td>
<td>Environmental Geology</td>
</tr>
<tr>
<td>ENSC 709</td>
<td>Environmental Management and Planning</td>
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<tr>
<td>ENSC 730</td>
<td>Solid Waste Management</td>
</tr>
<tr>
<td>ENSC 737</td>
<td>Renewable Energy Sources and Issues</td>
</tr>
<tr>
<td>ENSC 790</td>
<td>Special Topics in Environmental Sciences</td>
</tr>
</tbody>
</table>
BIOL 839  Issues in Environmental Public Health  3
ENSC 840  Aquatic Environment Management  3
ENSC 841  Environmental Remediation  3
CHEM 850  Environmental Catalysis  3
CHEM 852  Materials for Pollution Control  3
CHEM 861  Nanotechnology  3

Specialization Courses  (9 credits)
BIOL 903  Ecology and Conservation of Natural Resources  3
CHEM 953  Environmental Electrochemistry  3
ENSC 901  Environmental Risk Assessment and Management  3
ENSC 902  Environmental Quality Indicators  3
ENSC 960  Biodiversity conservation and Management  3
ENSC 992  Experimental Methods in Remediation  3
ENSC 995  Advanced Studies in Environmental Sciences 1-6

COURSE DESCRIPTIONS

BIOL 560  General Mycology  
Three Credits
The course focuses on the study of fungi from the standpoint of their mycological characteristics. Emphasis is on collection, culture, identification, characterization, ecology, diversity, and biological and economic importance. Includes the Oomycetes, Chytridiomycetes, Zygomycetes, Ascomycetes, Basidiomycetes and Fungi Imperfecti. Theory presented through lectures will be tested during the laboratory period.

BIOL 615  Environmental Industrial Microbiology  
Three Credits
The course deals with industrial application of microorganisms in antibiotic production and production of other chemicals. Topics include environmental biotechnology, transformation, product stability, protection against impairment of spoilage, as well as environmental impact of solid and liquid waste management.

BIOL 619  Microbial Ecology  
Three Credits
The course centers on the study of microorganisms and their interaction with the biotic and abiotic environment, which includes bacteria, fungi, algae and protozoan and cellular molecules. Emphasis is on the role of microorganisms in the global ecosystem and the preservation of environment quality.

BIOL 620  Applied Tropical Botany  
Three Credits
The course is an introduction to the structure and function of the plant body. It includes establishing theoretical and practical bases for the study of plant diversity and principles of plant conservation.

BIOL 625  Topics in Biology  
Three Credits
The course deals with modern topics related to biology. Each semester a topic will be discussed using recent literature. Topics such as conservation, biodiversity, evolution, applied ecology, biotechnology, bioinformatics, contamination, ecosystem management, hydrology, and remote sensing will be covered.

BIOL 683  Special Topics in Biology  
One to Three Credits
The course will cover special topics in biology that may become available from time to time, including specific topics in environmental biology, ecology, zoology, botany, microbiology, or cellular and molecular biology. The format may include traditional classroom study, intensive workshops, and field courses, given by visiting professors or regular faculty. Students will take exams, submit reports and give oral presentations. Content may vary by semester. The specific content of a given semester will be indicated in a subtitle in parenthesis following the title “Special Topics in Biology” in the course calendar (programming) and student transcripts. The student may repeat the course under different subtitles for a total of 9 credits.

BIOL 684  Advanced Master’s Level Study in Biology  
One to Three Credits
Advanced study in Biology. Content may vary by semester. The student may register for a total of 1-3 credits in any semester. The specific content of a given semester will be indicated in a subtitle in parenthesis following the title “Advanced Master’s Level Study in Biology” in the course calendar (programming) and student transcripts. Permission from instructor and approval of the Graduate Program are required before the student may enroll. The student may repeat the course under different subtitles for a total of 9 credits.

BIOL 712  Applied Mycology  
Three Credits
This course covers the characteristics of fungi, their diversity and their importance in the environmental and in
biotechnology. This includes the role of fungal communities, succession, decomposition, nutrient cycling, pollution and fungal interactions. In addition, we discuss the importance of fungi in biotechnology such as the production of medicine, food, generic engineering and remediation. The course includes practical techniques for isolation, cultivation and identification of fungi, physiological tests, enzyme assays and fermentation.

BIOL 713
Microbial Ecology
Three Credits
Study of the microorganisms and their interaction with the biotic and abiotic environment. Includes bacteria, fungi, algae and protozoan and cellular molecules. Emphasis will be given to the role of the microorganisms in the global ecosystem and the preservation of the environment quality.

BIOL 843
Environmental Microbiology
Three Credits
The course covers general principles in environmental microbiology, and describes the different taxonomic groups and their importance in terrestrial and aquatic systems. The role of microorganisms in terrestrial and aquatic systems will be discussed. Other topics include principles of biodegradation and bioremediation, describing how microorganisms can be used to eliminate or decrease organic and metal pollutants in the environment. Aereomicrobiology, microbiology in deep surface, waste water treatments and drinking water will also be discussed.

BIOL 990
Experimental Microbiology
Three Credits
The course focuses on hands-on research that introduces students to the strategies, instruments and challenges associated with microbiology research. The student will take on independent and original research projects. The areas of attention are the following: (1) isolation and identification of microorganisms based on traditional and modern techniques; (2) analytical imaging and microscopy techniques for identification and characterization of microorganisms, and (3) bioinformatics. Since communication is an especially important component of scientific research, this course also helps improve the written and oral communication skills of the students. One hour of lecture and three laboratory hours.

BIOL 994
Practical Course in Microbiology in Extreme Conditions
Three Credits
This is a practical course that describes the interrelations of microorganisms with non-biotic factors and biogeochemical cycles. Topics include the effect of non-biotic factors on microorganisms that thrive in extreme conditions (e.g. acidity, alkalinity, salinity, pressure, temperature, oxidation-reduction potential, oxygen variability, as well as tolerance of microorganisms to organic compounds and metals). Emphasis is on organic contamination. Comparative bioenergetics of microorganisms that inhabit extreme environmental conditions and the ecology and genetics (genes) that have enabled them to survive will be discussed. The course also includes a study of the use of extremophiles in biotechnological applications and their possible exploitation by this industry. The practical laboratory includes the application of diverse techniques for sampling, chemical analysis and estimation of microbial diversity. One hour of lecture and two laboratory hours.

CHEM 504
Food Chemistry
Three Credits
An in-depth coverage of the chemical structures of major food components and the chemical reactions occurring during storage and processing. Relationship of chemical composition to properties and to physical and chemical stability of foods. Chemical reactions will be covered extensively. Special attention will be given to dairy and poultry products, red meats, vegetables, and cereal grains.

CHEM 504L
Laboratory of Food Chemistry
One Credits
Application of the chemical structures of major food components and the chemical reactions occurring during storage and processing. Relationship of chemical composition to properties and to physical and chemical stability of foods. Chemical reactions will be covered extensively. Special attention will be given to dairy and poultry products, red meats, vegetables, and cereal grains. Practical laboratory activities will emphasize the concepts.

CHEM 735
Environmental Chemical Analysis I
Three Credits
This is the first of two semesters of Environmental Chemical Analysis. The course emphasizes the theoretical study of origin, destination, control and analysis of environmental pollutants in air, water, soil and sediments. Several sampling methods are described; and quantitative analytical methods for several pollutants in air, water, soil, sediments, and other environmental matrices are discussed. The fundamentals of environmental data acquisition, basics of environmental sampling and analysis, and environmental sampling design are also discussed. Furthermore, several analytical techniques and instrumental descriptions are also discussed.
CHEM 736  
Environmental Chemical Analysis II  
Three Credits  
This is the second of two semesters of Environmental Chemical Analysis. It emphasizes the application of several methodological techniques for the analysis of environmental samples. It includes the theoretical discussion of specific analytical methods, and the practical applications of such methods through laboratory experiences.

CHEM 761  
Forensic Chemistry  
Three Credits  
The course covers theoretical bases and the application of laws and methods to the chemical analysis of organic and inorganic matter in forensic research. Methods of analytical and instrumental chemistry in the preparation of samples, the logistic of and analytical process, and the complements of instrumental techniques to the usual problems encountered in forensic investigation will be discussed. Interpretation of results in a scientific, statistically representative and judicially verifiable manner will also be included.

CHEM 850  
Environmental Catalysis  
Three Credits  
The course deals with fundamentals of catalytic processes for purification of exhaust gases. Catalysis for clean production will also be an important part of the course. Topics covered include the following: crystallography and chemistry of the solid surface, adsorption sites, catalysis by acids, metals and semiconductors; bi-functional catalysis, reactions of combustion, oxidation, reduction, photolysis; selective catalytic reduction on zeolites, and thermal decomposition over metals; oxidation over heavy metals oxides, combustion catalysts, and sulfur reduction with Cu on alumina catalysts; heterogeneous photo-catalysis on semiconductor catalysts.

CHEM 852  
Materials for Pollution Control  
Three Credits  
The course deals with pollution control materials, ionic, covalent and metallic bonding, Van der Waals interactions, the molecular orbital theory, the atomic bonding theory, crystallography, crystal chemistry of materials, phase diagrams, phase transformations, synthesis and modification of zeolites, active carbon preparation, pillared clays preparation, and silica gel preparation. Polymers, polyethylene, polyvinyl chloride, polystyrene, teflon, polyurethane, phenol-formaldehyde resins, ionic exchange resins, and catalytic air will also be discussed.

CHEM 853  
Environmental Electrochemistry  
Three Credits  
The course focuses on the following topics: electrolyte solutions, electrochemical potential, electrochemical equilibrium, Donnan equilibrium, activity coefficients, Debye-Huckel theory, cell potential, Nernst equation, Faraday laws, the electrochemical cell, half-cell potential, redox reactions, charge and mass transport, electrolysis and electrodeposition, kinetics of the Electrochemical reactions, the Tafel equation, electrochemical technology and the environment, electroanalytical chemistry, instrumentation, electrode design, electrochemical reactor design, electrochemistry of organic pollutants, electrochemistry of inorganic pollutants, and potentiometric sensors.

CHEM 854  
Adsorption and Ionic Exchange in Solid Materials  
Three Credits  
The course deals with the theory and practice of adsorption in solids materials and ionic exchange. The theoretical topics include the description of the solid surface and the interactions between the surface and the adsorbate, microporous and mesoporous adsorbents, thermodynamics
of adsorption, adsorption in the liquid-solid surface, as well as thermodynamics and kinetics of ionic exchange. Experimental methods in adsorption and ionic exchange in solids are also covered. Measurements of adsorption and ionic exchange isotherms, breakthrough curves, diffusion coefficients in micro porous solids are presented through lectures and experiments.

**CHEM 881**  
**Experimental Methods in Adsorption and Ionic Exchange in Solid Materials**  
**Three Credits**  
The course centers on measurement of adsorption isotherms, thermo-programmed desorption, calorimetry of adsorption, and measurement of the diffusion coefficient of molecules in microporous solids. Topics include measurement of ionic exchange isotherms, calorimetry of ionic exchange, and measurement of the diffusion coefficient of cations during ionic exchange. Determination of the breakthrough curves during dynamic adsorption and ion exchange will be presented. Two hours of lecture and two laboratory hours.

**CHEM 885**  
**Instrumental Methods for Materials Characterization**  
**Three Credits**  
The course focuses on methods for characterizing the structure and properties of materials, principally solid materials. The fundamentals of the different techniques existing to identify solids and their importance from the environmental point of view will be discussed. Structure characterization techniques including optical, X-ray and electron microscopy, magnetic resonance and electrocalorimetric methods applied to solids will be covered.

**ECON 700**  
**Environmental Economics**  
**Three Credits**  
The course focuses on analysis and study of the economic principles associated with renewable and non-renewable resource management, pollution, environmental protection and regulations, from a global perspective. The course emphasizes the application of economic principles to the environmental economy.

**ENSC 500**  
**Fundamentals of Environmental Sciences**  
**Three Credits**  
The course is an introduction to the environmental sciences. Structure and function of natural ecosystems, types of environmental contaminants and the effect of contaminants on human health and the environment will be covered.

**ENSC 520**  
**Applied Environmental Legislation**  
**Three Credits**  
The course focuses on the study of laws and regulations established to control activities that affect the quality of the environment and natural resources. It includes analysis of the relationship between government agencies and how laws and regulations are used to establish environmental policy. Emphasis is on sustainable development and its importance for the protection of the environment.

**ENSC 530**  
**Solid Waste Management**  
**Three Credits**  
The course deals with fundamental concepts required for the adequate management of solid waste. It includes discussion of regulations and solutions related to the generation, transportation, storage and disposal of solid waste.

**ENSC 540**  
**Aquatic Environment**  
**Three Credits**  
The course deals with sources of supply, contamination, and disposal of waste. It includes study of physical-chemical characteristics of water, supplies, contamination, disposition of its contaminants, management of rainwater, importance of the environmental laws that regulate aquatic wastes, the local situation, and involvement of public and government agencies.

**ENSC 541**  
**Air Pollution and Standards of Quality & Control**  
**Three Credits**  
The course focuses on principal sources of contamination; topics include nature, transformation, motion, removal and effect of contaminants on public health an natural ecosystems. Quality standards and programs for the control of the contamination will be discussed, as well as the local situation and the importance of laws and regulations that have been established.

**ENSC 550**  
**Hazardous Waste Management**  
**Two Credits**  
The course focuses on selection of parameters and methods for waste characterization and classification. It includes selection of sampling procedures and an introduction to evaluation.

**ENSC 563**  
**Environmental Evaluation**  
**Three Credits**
The course focuses on the study of the procedures established for the preparation of environmental auditing, assessments and impact statements.

**ENSC 582**  
Seminar I  
One Credit  
The course consists of presentations and discussion by scientists and researchers on recent topics in environmental sciences. Topics include thesis results, design of new equipment, application of new technology, new efforts and advances of government agencies and private companies, and local and international issues in environmental science. Special guests and faculty members will present topics.

**ENSC 600**  
Environmental Planning and Management  
Three Credits  
The course deals with theoretical components of the environmental planning processes. Important topics for the development of an implementation plan and the essential components of a monitoring plan are discussed.

**ENSC 610**  
Hazardous Waste Operations, Emergency Response and Hazard Communication  
Three Credits  
The course focuses on fundamental concepts required for the development and implementation of a hazard communication program, adequate management of chemical substances and hazardous waste, and management of environmental emergencies.

**ENSC 635**  
Environmental Chemical Analysis I  
Three Credits  
The course focuses on the theoretical and experimental study of the chemical analyses that are used to characterize inorganic environmental contaminants found in soil, water, and air samples. Analyses will include toxic metals, gases, and cyanide.

**ENSC 636**  
Environmental Chemical Analysis II  
Three Credits  
The course deals with theoretical and experimental chemical analyses of water, soil, and air samples, in order to characterize environmental contaminants. Analyses will include oxygen demand, chemical and physical properties of water, and organic contaminants such as pesticides, solvents and aromatics.

**ENSC 640**  
Wastewater Treatment  
Three Credits  
The course focuses on microbiology and characteristics of waste waters, as well as their treatment processes. A brief introduction to the control of activated sludge plants will also be presented.

**ENSC 645**  
Remediation  
Three Credits  
The course focuses on state-of-the-art treatment technologies applicable to industrial waste and hazardous waste site remediation. Several types of chemical and biological treatments will be discussed. Emphasis will be on those technologies that have proven to substantially diminish the toxicity of hazardous constituents and/or have reduced the likelihood of migration of such constituents from the waste of concern.

**ENSC 646**  
Bioremediation  
Three Credits  
The course deals with general concepts in bioremediation in soil and aquatic systems. This includes the use of microorganisms and their function and interaction in the environment, phyto remediation, abiotic and biotic parameters that affect the bioremediation processes, anaerobic processes in bioremediation, molecular techniques in bioremediation, and risk assessment.

**ENSC 650**  
Special Topics in Environmental Chemistry  
Three Credits  
The course focuses on theoretically and practically advanced chemical techniques for environmental analyses. Specific methods to measure organic and inorganic pollutants are discussed, in particular novel methodologies for trace and in situ measurements. The theoretical fundamentals of the techniques are presented, together with the instrumental and applications.

**ENSC 665**  
Industrial Toxicology  
Three Credits  
The course centers on the study of toxic agents that affect humans. Chemical reactions and their effects on normal physiological activities of the organism will be analyzed.

**ENSC 682**  
Seminar II  
One Credit  
Students will learn to write proposals about research topics. Topics to be considered are as follows: design of equipment, application of new technology, new efforts and advances of government agencies and private companies, and local and international issues in environmental science. Students will present their analyses.
ENSC 683
Special Topics in Environmental Science
Three Credits
The course will cover special topics in Environmental Science that may become available from time to time, including specific topics in. The format may include traditional classroom study, intensive workshops, and field courses, given by visiting professors or regular faculty. Students will take exams, submit reports and give oral presentations. Content may vary by semester. The specific content of a given semester will be indicated in a subtitle in parenthesis following the title “Special Topics in Environmental Science” in the course calendar (programming) and student transcripts. The student may repeat the course under different subtitles for a total of 9 credits.

ENSC 684
Advanced Master’s Level Study in Environmental Science
One to Three Credits
Advanced study in Environmental Science. Content may vary by semester. The student may register for a total of 1-3 credits in any semester. The specific content of a given semester will be indicated in a subtitle in parenthesis following the title “Advanced Master’s Level Study in Environmental Science” in the course calendar (programming) and student transcripts. The student may repeat the course under different subtitles for a total of 9 credits.

ENSC 691
Master’s Thesis Research I
One to Three Credits
A supervised independent scientific research project in environmental science, leading to the completion of the master’s thesis requirement. The student will enroll for the number of credits determined by the student’s Committee and Chair (Research Advisor/Supervising Professor), but not for less than a cumulative total of 6. No more than 3 credits (cumulative total) may be used for preparation of the master’s thesis proposal. No more than 3 credits of ENSC 691 may be taken in a regular semester, nor more than 3 in a summer session. Requires permission from the student’s Committee and Chair (Research Advisor and Supervising Professor) and approval of the Coordinator for Graduate Studies and Research.

ENSC 692
Master’s Thesis Research in Residence (continuation)
One to Three Credits
Used to establish research in residence status for the Master of Science in Environmental Science, after the student has been enrolled for the permissible cumulative total in master’s thesis research (ENSC 691). The student will be regarded as in full-time residence (study) as determined by the University. Requires permission of the student’s Thesis Committee and Chair (Research Advisor and Supervising Professor) and approval of the Coordinator for Graduate Studies and Research.

ENSC 703
Ecology and Conservation of Natural Resources
Three Credits
The course centers on the study and analysis of topics in ecology and conservation of renewable natural resources, including their multiple uses for timber, water, range, recreation, and wildlife.

ENSC 706
Wildlife Management
Three Credits
This course is designed to strengthen knowledge and skills in specific techniques used for wildlife and habitat management and research. The course focuses on how to collect, record, analyze, apply, and report ecological and environmental data by critically understand, evaluate and assess wildlife management. Field trips will allow student to observe and practice techniques application.

ENSC 707
Environmental Geology
Three Credits
Study of earth history, processes and resources. Relationship between geologic factors, society, and environmental pollution.

ENSC 721
Topics in Biodiversity
Three Credits
Students will explore data and discuss its importance, investigate threats, research issues, review values, and examine solutions in biodiversity and conservation biology. The effects that economics, education, politics, and lifestyle have on biodiversity are also considered.

ENSC 730
Solid Waste Management
Three Credits
Study of the fundamental principles and technological trends of solid waste management, and the physical, chemical and biological methods for solid waste disposal and processing (composting, recycling, landfilling and thermal treatments). Emphasis is given on the advantages of reduction of waste generation. The statutory framework and the strategies for waste will also be addressed.
ENSC 737
Renewable Energy Sources and Issues
Three Credits
The course is an introduction to energy resources and the environmental impacts of their use. Basic energy concepts, global resources, environmental issues and applications will be discussed. The economic and environmental advantages of alternative energy sources vs. traditional sources are discussed.

ENSC 751
Environmental Laws, Ethics and Public Policy
Three Credits
Study of the laws and regulations established to control the activities that affect the quality of the environment and the natural resources. Analysis of the theory and application of environmental ethics and the public policy to the environment.

ENSC 752
Water Quality Management
Three Credits
Study of the microbiology of waste waters, the conventional water and wastewater treatment operations, process fundamentals, hydraulic design of water and wastewater treatment operations, mass transfer, mass balance flow and batch reactors. Other topics to be covered are: screening and sedimentation, aeration, coagulation and flocculation, water softening, disinfections, aerobic biological treatments, anaerobic treatments, wetlands, ponds and systems, sludge processing and effluent disposal.

ENSC 753
Soil Management
Three Credits
The course will cover the principal soil properties including genesis, dynamic and development, soil physical and chemistry properties, soil fertility and fertilizers; dynamic role of clay and oxide material; organic material; role and dynamics of the major microorganisms; soil transformation in tropical soils, soil and water conversation; drainage and irrigation; soil pH and salinity; plant nutrition; new techniques for soil sampling and testing; pH and organic amendments: tillage and cropping systems: soli uses; advances in soil classification and survey, techniques for soil conversation and use in urban development; government agencies and programs; study cases in soil management.

ENSC 754
Air Quality Management
Three Credits
Analysis of air quality management with a focus on the causes and effects of air pollution and how it effects the environment. The effects on humans, plants and animals will be studied. Meteorology, climatology, chemistry, air pollutants, air quality assessment and control of emissions from stationary sources along with measures to prevent and control will be emphasized along with the regulations and laws established.

ENSC 755
Graduate Seminar I
One Credit
During this course the student will learn how to conduct a scientific research, will received a general orientation on the procedures to complete the thesis or dissertation, and will learn how to write a scientific paper. The course will cover the fundamentals of scientific research, technical writing using CSE, and the fundamentals of a research proposal.

ENSC 756
Graduate Seminar II
One Credit
Student will learn to write the thesis or dissertation proposal following the format specifications established by the Graduate Environmental Science Program. The students will presents their preliminary thesis or dissertation proposal.

ENSC 763
Environmental Evaluation
Three Credits
Study of the procedures established for the preparation of environmental auditing, assessment and Impact Statements.

ENSC 790
Special Topics in Environmental Sciences
One to Three Credits
The course will cover special topics in Environmental Science that may become relevant from time to time. The format may include traditional classroom study, intensive workshops, and field courses, given by visiting professors or regular faculty. Student will take exams, submit reports and give oral presentations. Content may vary by semester. The specific content of a given semester will be indicated in a subtitle in parenthesis following the title "Special Topics in Environmental Science" in the course calendar (programming) and student transcripts. The student may repeat the course under different subtitles for a total of 6 credits.

ENSC 770
Classification and Characterization of Hazardous Waste
Three Credits
Study of the current statutes, guides and regulations for the characterization, classification and management of hazardous waste. The significance of the responsibility of
"candle to grave" regulation will be explained. The role of science will be emphasize, describing physical and chemical properties of the hazardous waste, as the analytical methods to be applied when doing an environmental analysis. Also the evaluation for site remediation will be covered.

**ENSC 790**

**Special Topics in Environmental Sciences**

**One to Three Credits**

The course will cover special topics in Environmental Science that may become relevant from time to time. The format may include traditional classroom study, intensive workshops, and field courses, given by visiting professors or regular faculty. Student will take exams, submit reports and give oral presentations. Content may vary by semester. The specific content of a given semester will be indicated in a subtitle in parenthesis following the title "Special Topics in Environmental Science" in the course calendar (programming) and student transcripts. The student may repeat the course under different subtitles for a total of 6 credits.

**ENSC 801**

**Environmental Risk Assessment and Management**

**Three Credits**

Various methodologies for evaluating and managing risks from environmental contaminants and technological hazards will be examined. Topics include basic concepts of environmental risk assessment, risk assessment methods, and risk perception, including characterization and quantification of human health impacts, and evaluating ecological risk. Legislative and regulatory initiatives that are attempting to base decisions on risk assessment, along with the controversy that surrounds such approaches will also be discussed.

**ENSC 802**

**Environmental Quality Indicators**

**Three Credits**

The course deals with the following topics in microbiology: bacteria, algae, fungi, protozoa, viruses, worms, metabolism and growth, pathogens, indicators of fecal contamination, coliforms, streptococci, clostridiums, and coliphages. Other topics include chemical contaminants, acids, ammonium, heavy metals, nitrate, nitrite, fluoride, sulfides, cyanide; selenides, arsenic, asbestos; hydrocarbons, VOC, PAHs, PCBs and dioxins, pesticides, trihalomethanes, mercaptans, amines, ethers, aldehydes, soap and detergents, radioactive contaminants, turbidity, pH. Air quality: SO\textsubscript{2}, NO\textsubscript{x}, CO\textsubscript{y}, ozone, lead, VOC, particulate matter, emission survey, ambient air monitoring. Meteorology and contaminant distribution will be discussed. The following will also be discussed: biogeochemical cycling; N, S, P cycling; microbial evolution; soil microbiology, N-cycling; Soil-borne & water-borne diseases; indicator organisms; C-cycling; K-cycling; air quality and water quality.

**ENSC 803**

**Water Treatment Systems**

**Three Credits**

The course deals with conventional water and wastewater treatment operations, process fundamentals, hydraulic design of water and wastewater treatment operations, mass transfer, mass balance, and flow and batch reactors. Other topics to be covered are the following: screening and sedimentation, aeration, coagulation and flocculation, filtration, water softening, disinfections, aerobic biological treatments, anaerobic treatments. Wetlands, ponds, land systems, sludge processing and effluent disposal will also be discussed.

**ENSC 805**

**Solid Waste Management**

**Three Credits**

The course deals with basic principles and trends in solid waste management. Physical, chemical and biological methods for solid waste disposal and processing, such as composting, thermal technologies and land filling, are discussed. Emphasis is on the advantages of reduction of waste production. Characterization, storage and transport of solid wastes will be also covered.

**ENSC 806**

**Air Quality Management**

**Three Credits**

The course presents an overview of the field of air quality management, with emphasis on the causes and the effects of air pollution and how it affects the environment, including the effects on humankind, plants and animals. Air pollution meteorology, climatology, chemistry, atmospheric pollutants, air quality, and emissions assessment, control of emissions from stationary sources, prevention and control measures will be emphasized.

**ENSC 810**

**Research Thesis**

**Three Credits**

A supervised independent scientific research project in environmental science, leading to the completion of the master’s thesis requirement. The student will enroll for the number of credits determined by the student’s Committee and chair (Research Advisor/ Supervising Professor), but not for less than a cumulative total of 6. No more than 3 credits (cumulative total) may be used for preparation of the master’s thesis proposal. No more than 3 credits of ENSC 810 may be taken in a regular semester, no more than 3 in a summer session. Requires permission from the student’s Committee and Chair (Research Advisor/ Supervising
Professor) and approval of the Coordinator for Graduate Studies Research.

**ENSC 839**  
Issues in Environmental Public Health  
Three Credits  
The course focuses on major concepts and principles relevant to environmental health. Emphasis is on the chemical, biological and physical agents and factors that are environmentally mediated and constitute a risk to humans. Sources, environmental pathways of transmission, exposure dose relationships, and adverse health effects are discussed, giving special attention to susceptible populations. The principles and methods of risk assessment and risk management are identified and applied throughout the course as a unifying theme.

**ENSC 841**  
Bioremediation Processes  
Three Credits  
The course covers biogradation and the bioremediation process in soil, sediments, aquatic systems and air. Emphasis is on metabolic study of the microbiological process to degrade xenobiotic substances and of bio-transformation of inorganic compounds. Interaction of microorganisms with non-biotic factors in soil, water and air will be discussed. Topics include growth-linked associations to acclimatization, activation, detoxification, kinetic thresholds and sorption. Other topics covered include chemical structure and prediction of biodegradation products, and co-metabolism, as well as in-situ and ex-situ bioremediation. Phytoremediation and plants used as bio-indicators, genetic pools, bioengineering and new technologies will also be discussed.

**ENSC 844**  
Environmental Biotechnology  
Three Credits  
The course focuses on the emerging role of biotechnology in human society and the global environment. Basic concepts in genetic engineering are introduced in a relatively non-technical way as a foundation for studying the implications of biotechnology in agriculture, food, medicine, industry, and ecology. Concepts of microbiology, microbial ecology, and environmental chemistry will be introduced and synthesized to provide an understanding of bioremediation and other areas of environmental biotechnology. Controversial aspects of biotechnology are addressed.

**ENSC 845**  
Soil Management  
Three Credits  
The course deals with principal soil properties including genesis, dynamic and development; soil physical and chemistry properties, soil fertility and fertilizers; dynamic role of clay and oxide material; organic material; role and dynamics of the major microorganisms; soil transformation in tropical soils; soil and water conservation; drainage and irrigation; soil pH and salinity; plant nutrition; new techniques for soil sampling and testing; pH and organic amendments; tillage and cropping systems; soil uses; advances in soil classification and survey; techniques for soil conservation and use in urban development; government agencies and programs; study cases in soil management;

**ENSC 860**  
Biodiversity Conservation and Management  
Three Credits  
The course deals with conservation of biological diversity “in situ” and “ex situ”. Topics discussed include the following: policy, environmental impact and strategies regarding the conservation and management of biological diversity; local and international norms and legislation about the conservation and management of biological diversity; commercialization and economic regulations in the conservation and management of biological diversity; evaluation and solutions of environmental impact and practices in the conservation and management of biological diversity; sustainable work of protected areas; tourist management; science and biotechnology for the conservation and management of biological diversity; education, environmental conservation, spreading and international cooperation from the conservation and management of the biological diversity.

**ENSC 865**  
Environmental Toxicology  
Three Credits  
The course emphasizes the effects of environmental contaminants in the living organisms starting from the molecules and ending with the ecosystem. It will emphasize the possible link between environmental exposure at sub-lethal doses of those contaminants and their molecular interactions at the individual level with alterations of function of the ecosystems and human health. We will study how the knowledge in the field is used for the making of risk assessment.

**ENSC 906**  
Environmental Science Seminar  
Three Credits  
The course centers on contemporary issues in environmental sciences. The student is expected to review, discuss, and present an oral report on a topic related to contemporary environmental issues. Topic areas for selection include environmental biology, environmental chemistry, environmental microbiology, environmental toxicology, and water quality management, as well as solid and hazardous waste management.
ENSC 907
Special Topics in Environmental Science
Three Credits
The course will cover special topics in environmental science that may become available from time to time. The format may include traditional classroom study, intensive workshops, and field courses, given by visiting professors or regular faculty. Students will take exams, submit reports and give oral presentations. Content may vary by semester. The specific content of a given semester will be indicated in a subtitle in parenthesis following the title “Special Topics in Environmental Science” in the course calendar (programming) and student transcripts. The student may repeat the course under different subtitles for a total of 12 credits.

ENSC 992
Experimental Methods in Bioremediation
Three Credits
The course focuses on application of recent innovative technology in bioremediation. The following topics will be discussed: microbiological treatment of various environments (soil, sediments and water) contaminated with organic and inorganic compounds; microbial nutrition and environmental requirements; microbial destruction of environmental pollutants; the bioremediation laboratory; applied bioremediation; anaerobic biodegradation; surface bioremediation of soils and sludges; bioreactors; aquifer bioremediation; lagoon bioremediation; vadose zone bioremediation, and developing bioremediation technologies. Two hours of lecture and two laboratory hours.

ENSC 993
Rotation
One credit per rotation for a maximum of three rotations
This is a practical course in which the doctoral student selects a topic related to current research in the School of Science and Technology. With the approval of the advisor research can be done in industry and/or at another local or international university. A minimum of 10 hours per week of research is required. The student will write the results in scientific publication style. This work must be presented orally in the seminar class and the written paper will be submitted to the PhD coordinator.

ENSC 995
Advanced Study in Environmental Science
One to Three Credits
Advanced study in Environmental Science. Content may vary by semester. The student may register for a total of 1-3 credits in any semester. The specific content of a given semester will be expressed in a subtitle in parenthesis following the title “Advanced Doctoral Level Study in Environmental Science” in the course calendar (programming) and student transcripts. Permission from instructor and approval of the Graduate Program (Assoc Dean) are required. The student may repeat the course under different subtitles for a total of 9 credits.

ENSC 997
Doctoral Dissertation Research
One to Six Credits
A supervised independent scientific research project in environmental science, leading to the completion of the doctoral dissertation requirement. The student will enroll for the number of credits determined by the student’s Committee and Chair (Research Advisor/Supervising Professor), but not for less than a cumulative total of 15. No more than 6 credits (cumulative total) may be used for preparation of the dissertation proposal. No more than 6 credits of ENSC 997 may be taken in a regular semester, nor more than 3 in a summer session. Requires permission from the student’s Committee and Chair (Research Advisor) and approval of the Coordinator for Graduate Studies and Research.

ENSC 997-98
Dissertation Research I & II
Six Credits
Proposed student’s advisory committee members must approve research. Original research must be carried out on a selected topic in environmental science in the student’s chosen specialization. The student must complete a minimum of one year (full time commitment of at least 135 hours per semester) dedicated to research, under the direct supervision of the faculty advisor. Each doctoral student is expected to consult with members of the dissertation committee at frequent intervals throughout the progress of the research, and shall be required to submit a progress report to each committee member at least once each semester. Student must produce, present and defend a
ENVM 690
Special Group Project in Environmental Management
Three Credits
Special Group Project in Environmental Management is an integral part of the total education of the professional student in the Environmental Management program. It is intended to represent the student's major academic focus, and demonstrate the student's competence in that area. Students will work collaboratively in small groups to develop an applied issue environmental management or an applied or basic research problem. Special projects may originate with a faculty member, with students, in collaboration with partners or sponsors from industry, a government agency or program, or other institution or foundation, and are conducted with guidance and participation of a faculty mentor. Student teams may create budgets, develop timelines, and describe deliverables. Maximum enrollment is seven (7) students per section.

ENVM 695
Internship in Environmental Management
Three Credits
Students participate in an internship suited to the student's career interest in an industry, government agency, or program, or other institution or foundation directly related to his/her area of study. Internships require the approval of the student's academic advisor (internship supervisor) and the School's Office of Graduate Studies and Research, and approval of a written proposal (prepared and prior to the semester of the internship) that documents the justification, goals, objectives, specific activities and expected outcomes of the internship must be presented to the academic advisor. The internship must last at least one semester following a minimum of 24 credits. The university will maintain communication and coordination with both the student and the sponsor.

ENVM 501
Food Safety Toxicology
Three Credits
Study of toxic kinetics and toxic dynamics in consumption animals or plants; include dose response relationships, absorption, distribution, storage, biotransformation and elimination of toxicants. Emphasis in the study of natural toxins in animals, plants and fungi, toxics molds and mycotoxins, marine toxins in food, naturally occurring toxics, toxicants forms during food processing, pesticides residues in food marine toxins in food, bacterial toxic genesis and evaluations of target organ toxicity.

ENVM 581
Graduate Seminar
Three Credits
Students will learn to write proposals about research topics. Topics to be considered are as follows: design of risk assessment plan, application of new technology for the food industry, new efforts and advances of government agencies and private companies in the protection of food chain and food services, food science research, and local and international issues in food science. Students will present their proposals.

ENVM 811
Special Group Project in Management
Three Credits
Special group project in Environmental Management is a integral part of the total education of the professional student in the Environmental Management Program. It is intended to represent the student's major academic focus and demonstrate student's cognitive competence and skill in that area. Students will work collaboratively in small groups to develop basic problem solving experience in environmental research and management. Special projects may originate with a faculty member, with students, or in collaboration with partners or sponsors with participation of a faculty member. Student teams may create budgets, timelines, and describe deliverables. A research paper and public seminar about the project are required. Maximum enrollment is seven (7) students per section.

FOOD 503
Comparative Food & Agriculture Systems
Three Credits
This course analysis the different pathways of food production systems. Include the European, Asian and
American techniques for culture and production food. Emphasis in economic issues, soil, hydrologic and waste management systems of bioengineering for food productions. Include the study of cells and tissues techniques, aquaculture techniques processing with aseptic elements of processing.

**FOOD 605**  
**Food Safety Disease Control**  
**Three Credits**

The food safety disease control course is aimed for students interested in the study of diseases from a population-based perspective. The course begins with an overview of globalization and epidemiology of foodborne diseases. The course will describe the biotic and abiotic factors that affect disease rates and the distribution of disease prevention. The course will also include up-to-date information and statistical analysis of emerging foodborne disease from around the world.

**FOOD 606**  
**Food Packaging & Processing**  
**Three Credits**

FOOD 606 covers important topics for the packaging and food processing. The course begins with the history of proper processing and packaging of food and regulators. Among the most important issues to be discussed are the different types of packages, packaging equipment, factors involved in the choice of package, aseptic packaging, shelf life studies, modified atmosphere packaging, active packaging for e-commerce and provisions, fasteners, seal integrity, tamper evidence. The course will also cover labeling and distribution issues including: automatic identification and data capture, graphic design printing, proper labeling and distribution. The combination of up-to-date topics will help students understand the importance of aseptic packaging and processing of food and techniques to ensure that kind of quality.

**FOOD 607**  
**Food Safety Risk Assessment**  
**Three Credits**

This course starts with the basic principles of risk assessment and where it fits in to the risk analysis process. It also looks at resource, strategy and communication issues that management face in risk assessment. In-depth focus on the applications of first hazard analysis and the identification of food safety hazards, as well as the emerging importance of risk assessment. Include risk assessment of food additive, food irradiation, animal drug residues, and food allergy response assessment, human health risk assessment of lead, arsenic and mercury in the human food chain.

**FOOD 611**  
**Quality Management in the Food Industry**

**Three Credits**

The course discusses hygienic practices, requirements for sanitation programs, and modern sanitation practices in food processing facilities. At the end of this course, students will have the knowledge to develop and maintain a sanitation program.

**FOOD 691**  
**Graduate Project I**  
**Three Credits**

A supervised independent scientific project in food safety, food management or food science, leading to the completion of the master’s requirement. The student will enroll in this course once his advisor gives authorization and has an approved proposal.

**FOOD 692**  
**Graduate Project II**  
**Three Credits**

Continuation of a supervised independent project in food safety, food management or food science, leading to the completion of the master’s requirement. The student will enroll in this course once his advisor gives authorization and has approved FOOD691.

**GEOL 607**  
**Environmental Geology**  
**Three Credits**

The course focuses on the study of earth history, processes and resources. The relationship between geologic factors, society and environmental pollution are emphasized.

**PHIL 700**  
**Environmental Ethics and Public Policy**  
**Three Credits**

The course centers on the study and analysis of ethical and public policy principles applied to the environment. The major issues in environmental ethics, such as ecocentric ethic, biocentric ethics, anthropocentric survival ethics, deep ecology, ecofeminism, social ecology and other traditional ethical theories will be discussed, as they relate to environmental policy.

**STAT 505**  
**Statistics as a Research Tool**  
**Three Credits**

The course focuses on work with statistics software. It includes the following topics: experimental design, sampling, data collection, descriptive analysis, and statistical inference. The student will carry out a small research project in which these concepts and skills will be applied.

**STAT 700**  
**Statistical Procedures for Analysis of Environmental Data**  
**Three Credits**
The course focuses on the relationship between probability and statistics. It emphasizes the characteristics of environmental quality data, statistical measures and distributions, system changes and outliers, control charts, regression and correlation (simple and multiple), and software applications.

**STAT 750**  
Statistics and Experimental Design  
Three Credits  
The course focuses on hypothesis testing of environmental quality. It covers sampling distribution, hypothesis testing, designed experiments (completely randomized design, randomized complete block design, Latin square design, and factorial experiments), parametric and non-parametric analyses, as well as statistical software applications.
The School of Social Sciences and Communications of Universidad Ana G. Méndez-Recinto de Gurabo offers degree programs which enable students to compete optimally in the workplace. At the undergraduate level, the School offers a Bachelor of Arts degree in social sciences, with majors in criminology, psychology, social work and communications. It also offers a Bachelor’s Degree in Humanities, with majors in socio-humanistic studies and graphic arts. In addition, the school offers a Master’s Degree in Public Affairs, with specialties in criminal justice, human services, arts administration, and forensic sciences, as well as a Master’s Degree in Psychology, with a specialty in counseling psychology.

VISION

To develop productive and effective members of the global community with a professional, social, ethical and humanistic foundation.

MISSION

The school provides high quality academic programs at both the undergraduate and graduate level in the social sciences and communications. The School undertakes this in a setting where excellence in teaching and learning are encouraged in the classroom, in practical internships, in the use of technology, in research, in communication media and in community projects. The basic goal is to provide our graduates not only competency in their chosen field, but also the diversity of experience needed to understand and appreciate the relationship between social sciences, communication and other disciplines.

The general objectives in all School curricula and programs are to:
1. Maintain academic excellence through study, teaching and social research.
2. Promote the knowledge and preservation of Puerto Rican and universal cultural values.
3. Develop the understanding that collaboration is necessary to achieve the sharing of ideas within disciplines, institutions, communities and nations.
4. Develop the capacity to analyze problems and seek solutions.
5. Promote understanding of the human condition, helping students to view the world with compassion and promoting responsible and ethical behavior.
6. Provide the student with interdisciplinary knowledge that makes it possible to understand modern society and its primary social problems.
7. Help the student to obtain a scientific and philosophic education, analytical and observant of human and organizational behavior.
8. Foster critical analysis and research of the economic, social and political situation in Puerto Rico today, and encourage interest in searching for alternative models and solutions.
9. Prepare the student to pursue graduate studies in the social sciences and communication fields.

SPECIALIZED ACCREDITATIONS

The Doctoral Program in Counseling Psychology is accredited by the American Psychological Association (APA) since September 27, 2016.

The bachelor degree in Arts in Social Work is accredited by the Council on Social Work Education (CSWE) since 2012.

The bachelor’s degree in Communications and Film Production, Video and Multimedia are accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC) since 2018.
FACULTY

Alice M. Del Toro-Ruiz / Associate Professor  
PhD, Centro de Estudios Avanzados de Puerto Rico y del Caribe

Carlos M. Cordero / Associate Professor  
PhD, University of Minnesota

Carmen C. Ortiz-Velázquez / Associate Professor  
MS, University of London

Carmen T. Ruiz de Fischler / Associate Professor  
PhD, Florida State University

Cristobal Santiago Berrios / Instructor  
JD, Universidad Interamericana de Puerto Rico

Delza Canto / Instructor  
MA, Universidad Interamericana de Puerto Rico

Edward H. Fankhanel-Seda / Associate Professor  
EdD, Argosy University

Efraín Torres Montalvo / Assistant Professor  
PhD, Universidad Computense de Madrid

Francisco Millán / Instructor  
PsyD, Universidad del Turabo

Ivette Soto / Adjunct Faculty  
PhD, Universidad de Málaga

Jessica Velázquez Rodríguez / Assistant Professor  
PsyD., Universidad del Turabo

Joaquín Vázquez / Instructor  
MA, Universidad de Puerto Rico

Jorge Berrios / Assistant Professor  
PhD, Escuela de Medicina de Ponce

Katia Gil de Lamadrid / Associate Professor  
PhD, Centro Caribeño de Estudios Postgraduados

Luis Rosario Albert / Assistant Professor  
PhD Universidad de Navarra

Lydael Vega / Instructor  
MA, Universidad Interamericana de Puerto Rico

Marco A. Gil de Lamadrid-Gautier / Professor  
PhD, Centro de Estudios Avanzados de Puerto Rico y el Caribe

María Del C. Santos-Gómez / Professor  
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María E. Ortiz / Instructor  
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María Mercedes Ortiz Rivera / Associate Professor  
Ph. D., Universidad de Puerto Rico

María Vera / Instructor  
MA, Universidad del Sagrado Corazón

Migdalia Camacho-Hernández / Associate Professor  
Ph.D., Universidad de Puerto Rico

Paulina Lebrón López/ Instructor  
MSW, Universidad de Puerto Rico

Pedro Rodríguez / Instructor  
MA, Universidad de Puerto Rico

Ricardo Izurieta-Ortega / Associate Professor  
JD, Universidad de Puerto Rico

Ricardo Fernández-Díaz / Associate Professor  
JD, Universidad Interamericana de Puerto Rico

Silma Quiñónez-Roldán / Assistant Professor  
PhD, Professional School of Psychological Studies

Sylvia Burgos Marrero / Instructor  
M.S.W. Universidad de Puerto Rico

Tomasita Pabón Delgado / Associate Professor  
JD, MAP, Universidad de Puerto Rico

Ursula Aragunda-Kohl / Associate Professor  
PsyD, Carlos Albizu University

Víctor Manuel García / Professor  
PhD, Universidad de La Habana

Vidamaris Zayas Velázquez / Assistant Professor  
PsyD, Universidad Carlos Albizu

William T. Casper-Quíñones / Professor  
PhD, Universidad Complutense de Madrid
MASTER’S DEGREE IN PSYCHOLOGY

The Graduate Program in Psychology is designed to train competent professionals with a solid academic, theoretical and practical preparation, which enables them to qualify for the psychology licensing examination (as established by Law 96 of 1983, as amended, which regulates the practice of psychology in Puerto Rico.)

This program began in 2000 with a specialization in counseling psychology. Counseling psychology is a branch of psychology which focuses primarily on problems of social, educational and vocational adaptation.

Objectives

• Expose students to the principal ethical and professional issues in psychology.
• Demonstrate knowledge of the basic principles of research, including statistical, descriptive and inferential analysis.
• Develop the ability to evaluate and revise the instruments of psychological measurement and of counseling psychology.
• Demonstrate a general knowledge of human development.
• Present the theoretical and ethical fundamentals of counseling for career development particularly in diverse or heterogeneous groups.
• Develop knowledge of the factors which affect personality development.
• Develop knowledge of the physical, emotional, intellectual and emotive context of children and adolescents.
• Develop the capacity to recognize developmental crises and to diagnose mental disorders.
• Articulate treatment strategies related to counseling psychology.
• Recognize problems of an intercultural nature in counseling and the appropriate techniques to treat them.
• Develop knowledge of the theories and techniques of counseling psychology of addiction.
• Recognize the dynamics of the evolution of the family as an institution and the critical junctures of its development.

Curriculum

The curriculum provides the student with the required knowledge and skills to practice as a psychologist. The courses are grouped into three categories: core courses, specialization courses, and electives.

The core courses include 8 three-unit courses which study the topics covered on the licensing examination in psychology in Puerto Rico.

The twenty-five credits in the specialization consist of five courses in counseling psychology and four courses (10 credits, 400 hours) of practice.

In the elective courses, the student chooses three credits in courses which discuss specific areas in counseling psychology, such as: psycho-counseling in cases of drug/alcohol abuse, and cognitive therapy, among others.

MASTER’S DEGREE

COUNSELING PSYCHOLOGY

The master’s degree in psychology, with specialization in counseling psychology, requires a minimum of 52 graduate hours, distributed in the following manner:

| Total Credits | 51 |
| Core Courses | 28 |
| Specialization Courses | 17 |
| Elective Courses | 6 |

Core Courses (28 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 500</td>
<td>Human Growth and Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 501</td>
<td>Social Basis of Behavior</td>
<td>3</td>
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<tr>
<td>PSYC 506</td>
<td>Research Methods and Statistics</td>
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<td>PSYC 503</td>
<td>Theories of Personality</td>
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<td>PSYC 504</td>
<td>Psychopathology</td>
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<td>PSCY 505</td>
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<td>Motivation and Learning</td>
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<tr>
<td>PSYC 520</td>
<td>Biological Basis of Behavior</td>
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<td>PSYC 508</td>
<td>Test Constructions: Theory and Application</td>
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<td>PSYC 507-V</td>
<td>Introduction of Professional Issues in Psychology Seminar</td>
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Specialization Courses (17 credits)

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<td>CPSY 601</td>
<td>Foundations and Techniques in Counseling Psychology</td>
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<tr>
<td>CPSY 602</td>
<td>Counseling Models and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PSTC 730</td>
<td>Advance Group Counseling</td>
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Specialization Courses (17 credits)

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<td>Practicum II</td>
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<td>PSYC 574</td>
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Elective Courses (6 credits)

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<td>CPSY 607</td>
<td>Counseling Psychology: a Reflective Practice</td>
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<td>CPSY 615</td>
<td>Cognitive Therapy</td>
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GRADUATE PROGRAM IN PUBLIC AFFAIRS

The Graduate Program in Public Affairs is committed to an efficient rendering of services by private and public institutions.

This program began in 1990 in response to an existing need to train professionals to assume a multiplicity of roles such as analysts, evaluators and planners in the public administration field as well as in the administration of human services in both the public and private sectors.

The academic and professional orientation of the program enables the students to analyze the doctrines and principles of public administration which are involved in the implementation and evaluation of public policy.

Because the program prepares students for positions of high responsibility in the field of public affairs, the seminars and field projects emphasize application of concepts and analytical tools to the real problems of our present-day society.

It also focuses on the political, economic and organizational aspects of developing, implementing and evaluating public policy.

Students who are presently in the program are working in various government agencies and in private corporations.

The program has several distinct characteristics:

1. A core curriculum in public affairs (public administration), with specializations in:
   a. Criminal Justice
   b. Human Service Administration
   c. Art Administration
   d. Forensic Sciences
   e. Conflict Mediation
2. A close student-faculty interaction.
3. A student body which comes from various public and private agencies.
4. A distinguished faculty which has practical experience in public administration.

Objectives

The primary objective of the program is to:

1. Offer students the professional tools to meet the challenges of public administration.
2. Develop competent professionals with effective leadership in the implementation of programs and services in Puerto Rico.
3. Upgrade the professional preparation of administrative personnel in public and private agencies, enabling them to explore and utilize effective strategies in the decision-making process.

Curriculum

The curriculum is interdisciplinary, focusing on analysis of administrative processes, decision-making and the organization of public and private institutions at the local, national and the international levels.

It provides students with a solid education, which will enable them to plan, design and evaluate programs and services in the public administration field and particularly in the areas of criminal justice, human services, conflict mediation, and the arts. It fosters broad and programmatic responsibility and leadership.

The master’s degree in Public Affairs will normally require the completion of a minimum of 39 – 42 semester hours of approved graduate study. In addition to credit-hour requirements, students must develop a basic familiarity with computers, submit a research paper while registered in the research seminar course, pass a comprehensive examination, and have maintained a grade point average greater than 3.00.

This study is to be undertaken in two phases, the public administration core and a selected area of specialization. Students will take the core courses during their first year. These core courses provide students with fundamental knowledge on public policy and organization theory as well as with the theoretical and conceptual basis for the study of public administration. The courses in research methods, quantitative methods and the research seminar provide the student with the tools needed to carry out research in the area of specialization.

The public affairs core consists of 7 courses (21 semester hours). Students must also complete the requirements of one of the following specializations, thus permitting the
development of expertise in a particular field of academic and professional interest.

1. Human Services Administration
   This specialization consists of an intensive review of fundamental problems in the development and administration of human services programs.

2. Arts Administration
   The specialization in arts administration is designed for students interested in arts management, marketing, and planning, and students who have an interest in artistic organizations (such as museums and theatres). Emphasis is on analysis of cultural policy and public and private subsidy of the arts. Students will be expected to complete a research seminar in arts administration or an internship at an approved practice center.

3. Criminal Justice
   This specialization prepares students to function effectively in administrative roles within the criminal justice system. The program prepares the student to understand the nature and methods of effective leadership, and to be able to identify problems and institute procedures for studying and solving them.

4. Forensic Sciences
   The specialization in forensic sciences is designed to prepare professionals in criminal investigation techniques to identify and analyze the physical evidence located at the crime scene.

5. Conflict Mediation
   Graduates from the specialization in Conflict Mediation are prepared to work as neutral interveners or mediators in family and labor conflicts in administrative and judicial procedures. Students will develop attitudinal, cognitive and attitudinal skills to facilitate obtaining agreement of parties in conflict.

   Students will develop skills needed to conduct conflict resolution in an ethical and confidential process, so as to assist parties in talking about their disagreements.

   Students will be qualified to encourage face-to-face dialogue, discuss concerns and issues, build understanding, and search for win/win solutions.

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**CRIMINAL JUSTICE**

Graduates of the Master of Public Affairs with specialization in Criminal Justice will be trained to administer, design and evaluate service programs within the components of the Criminal Justice System of Puerto Rico related to prevention, security, protection and investigation of crime and delinquency.

**Total Credits** 39
**Core Courses** 21
**Specialization Courses** 15
**Elective Courses** 3

**Core Courses** (21 credits)
- MSPA 500: Theory, Practice and Change in the Administration of Public Policy 3
- MSPA 505: Computer Education for Public Administrators 3
- MSPA 510: Research and Quantitative Methods in Public Administration 3
- MSPA 520: Administrative Law and Ethics 3
- MSPA 530: Planning and Evaluation: Theories, Methods, and Techniques 3
- MSPA 540: Seminar: Planning, Development and Evaluation of Human Resources 3
- MSPA 550: Fiscal Resources Management 3

**Specialization Courses** (15 credits)
- CRJU 500: Foundations, Practice and Changes in the Administration of the Criminal Justice System 3
- CRJU 520: Philosophy of Punishment 3
- CRJU 565: Seminar: Program Design and Evaluation in the Criminal Justice System 3
- CRJU 715: Seminar: Special Situations in the Administration of Correctional Programs 3
- MSPA 710: Research Seminar 3
  or
  MSPA 720: Internship or Practice 3

**Electives** (3 credits)
- CRJU 505: Fundamental Principles of Law 3
- CRJU 510: Law and Society 3
- CRJU 540: The Police and Juridical Changes 3
- CRJU 575: Rehabilitation and Delinquent Treatment Programs 3
- CRJU 600: Seminar: Crime, Victims and Society 3
- CRJU 630: Organization and Administrative Techniques of the Police System 3
- CRJU 635: Mental Health and the Law 3
- CRJU 640: Addiction: Legal and Psycho-Social Aspects 3
- CRJU 645: Comparative Correctional Systems 3
- CRJU 650: Special Laws in Criminal Justice Administration 3
- CRJU 730: Criminality, Crime Control and Criminal Justice 3
- MSPA 600: Seminar: Special Topics in Public Affairs 3

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**HUMAN SERVICES**

Graduates of the Master of Public Affairs with specialization in Human Services will be able to manage, design, plan and evaluate programs of services related to personal and social
development of individuals, families and communities to improve the quality of life of society. In addition, they will develop leadership skills that will enable them to organize communities and thus become agents of social change. They will be able to participate effectively and efficiently in the processes of public policy formulation. They will know strategies for the search of funds, preparation and administration of proposals for the operationalization of objectives and programmatic goals.

Required Core Courses 21
Specialization Courses 15
Elective Courses 3

Core Courses (21 credits)
MSPA 500 Theory, Practice and Change in the Administration of Public Policy 3
MSPA 505 Computer Education for Public Administrators 3
MSPA 510 Research & Quantitative Methods in Public Administration 3
MSPA 520 Administrative Law and Ethics 3
MSPA 530 Planning and Evaluation: Theories, Methods and Techniques 3
MSPA 540 Seminar: Planning, Development and Evaluation of Human Resources 3
MSPA 550 Fiscal Resources Management 3

Specialization Courses (15 credits)
MHSA 604 Human Services Administration: Organizations, Policies and Alternatives 3
MHSA 608 Leadership and Community Development 3
MHSA 612 Seminar: Program Design in Human Services 3
MHSA 622 Grant-Writing and Fundraising 3
MSPA 710 Research Seminar 3
MSPA 720 Internship or Practice 3

Elective Courses (3 credits)
MSPA 600 Seminar: Special Topics in Public Affairs 3
MHSA 652 Seminar: Contemporary Issues in Human Services Management 3
MHSA 654 Legal Aspects in Human Services Administration 3
MHSA 655 Counseling Techniques and the Help Process 3
MHSA 656 Grants Management 3
MHSA 658 Intergovernmental Relations 3
MHSA 668 Seminar: Human Behavior in Organizations 3
MHSA 672 Labor Law 3
MHSA 674 Human Development 3
MHSA 676 Total Quality Management in Human Services Organizations 3

Total Credits 39
Core Courses 21
Specialization Courses 15
Elective Courses 3

Core Courses (21 credits)
MSAA 701 Basics Fundamentals of Art Administration 3
MSAA 703 Arts Marketing 3
MSAA 707 Grant-Writing and Fundraising for the Arts 3
MSAA 709 Administration in Representational Arts 3
MSPA 710 Research Seminar 3
MSPA 720 Internship or Practice

Elective Courses (3 credits)
MSAA 708 Museology 3
MSAA 710 Museum and Visual Arts Center Administration 3
MSAA 725 Seminar: Special Themes in Arts Administration 3

Total Credits 42
Core Courses 21

ARTS ADMINISTRATION

The graduate of the Master of Public Affairs with specialization in Arts Administration will be able to manage, design, plan, direct and evaluate artistic and cultural organizations such as museums and visual arts centers. In addition, you will learn strategies to raise funds and develop skills in writing proposals.

Total Credits 39
Core Courses 21
Specialization Courses 15
Elective Courses 3

Core Courses (21 credits)
MSAA 701 Basics Fundamentals of Art Administration 3
MSAA 703 Arts Marketing 3
MSAA 707 Grant-Writing and Fundraising for the Arts 3
MSAA 709 Administration in Representational Arts 3
MSPA 710 Research Seminar 3
MSPA 720 Internship or Practice

Elective Courses (3 credits)
MSAA 708 Museology 3
MSAA 710 Museum and Visual Arts Center Administration 3
MSAA 725 Seminar: Special Themes in Arts Administration 3

FORENSIC SCIENCES

The graduate of the Master of Public Affairs with specialization in Forensic Sciences will be able to administer, design and coordinate criminal investigation projects, protection and analysis of the evidence collected and guarded at the scene of crime as well as expertise in judicial processes in the areas of physical aspects of evidence, Forensic photography and drawing of sketches, analysis of doubtful documents and for the clarification of crimes.

Total Credits 42
Core Courses 21
Graduates of the Master of Public Affairs with specialization in Conflict Mediation are prepared to work as neutral interveners or mediators in family and labor conflicts in administrative and judicial procedures. Students will develop attitudinal, cognitive and attitudinal skills to facilitate obtaining agreement of parties in conflict.

Students will develop skills needed to conduct conflict resolution in an ethical and confidential process, so as to assist parties in talking about their disagreements.

Conflict mediation is a confidential and voluntary process that aims to reach win/win solutions for people who are in conflict with one another.

**Total Credits**

**Core Courses**

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<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<td>MSPA 510</td>
<td>Research and Quantitative Methods in Public Administration</td>
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<tr>
<td>MSPA 520</td>
<td>Administrative Law and Ethics</td>
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<tr>
<td>MSPA 530</td>
<td>Planning and Evaluation: Theories, Methods and Techniques</td>
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<tr>
<td>MSPA 540</td>
<td>Seminar: Planning, Development, and Evaluation of Human Resources</td>
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<td>MSPA 550</td>
<td>Fiscal Resources Management</td>
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**Specialization Courses**

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<td>Alternate Methods in Conflict Resolution: Fundamentals, theories and Principles in Public Affairs</td>
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<td>CMED 610</td>
<td>Judicial System of Puerto Rico and Alternate Methods of Conflicts Resolution</td>
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<td>CMED 620</td>
<td>Mediation: Legal and Psychosocial Aspects Related to Violence in the Family</td>
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<td>CMED 640</td>
<td>Applied Mediation to Labor Cases</td>
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<td>CMED 660</td>
<td>Practice: Strategies and Techniques Applied to Public Affairs</td>
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**Elective Course-Select one**

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<td>The Mediation of Conflicts and Prevention of Violence in the Schools</td>
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<tr>
<td>CRJU 635</td>
<td>Mental Health and Law</td>
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<tr>
<td>MHSA 672</td>
<td>Labor Law</td>
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</table>

**CONFLICT MEDIATION**

**FORENSIC SOCIAL WORK**

The Master of Social Work with specialization in Forensic Social Work is a specialized practice that focuses on the interrelationship between social services systems and legal systems for disputes to be resolved in court. This specialization is focused on the development and application of skills as an evaluator and forensic expert.

**Total Credits**

**Core Courses**

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<td>SOWO 504</td>
<td>Social Policy and Social Welfare Services</td>
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<td>SOWO 505</td>
<td>Research in Social Work</td>
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SOWO 506 Analysis of social reality, Oppression and Social Justice 3
SOWO 507 Human Behavior and Social Environment II 3
SOWO 510 Professional Social Work Practice Fundaments I 3
SOWO 511 Professional Social Work Practice Fundaments II 3
SOWO 512 Practicum I: Social Work Practicum I 3
SOWO 513 Practicum II: Social Work Practicum II 3

Specialization Courses (27 credits)
FASW 600 Fundamentals of Forensic Social Work 3
FASW 610 Ethical and Legal Aspects and Jurisprudence in Forensic Social Work 3
FASW 612 Forensic Evaluation 3
FASW 625 Expert Report and Testimonial Expertise 3
FASW 630 Application of Diagnostic Criteria of Mental Disorders 3
FASW 635 Forensic Focus on Substance Abuse 3
FASW 650 Practicum I: Forensic Social Work Practice 3
FASW 660 Practicum II: Forensic Social Work Practice 3
FASW 675 Evaluation of the professional of Social Work 3

SOCIAL WORK WITH FAMILIES

The Master in Social Work, with a specialization in Families, is designed to prepare students to exercise advance practice with couples, families with children, adolescents and/or elderly in diverse agencies or organizations.

The curriculum allows the acquisition and application of theoretical-methodological knowledge and specialized advanced skills in the intervention process with the biopsychosocial, spiritual, cultural and relational factors that impact families. The application of research, social policies, diversity, human rights, social, economic and environmental justice, as well as the differentiated use of models for the effectiveness assessment of the practice with diverse families.

<table>
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SOWO 500 Human Behavior and Social Environment I 3
SOWO 507 Human Behavior and Social Environment II 3
SOWO 504 Social Policy and Social Welfare Services 3
SOWO 505 Research in Social Work 3
SOWO 506 Analysis of social reality, Oppression and Social Justice 3
SOWO 510 Professional Social Work Practice Fundaments I 3
SOWO 511 Professional Social Work Practice Fundaments II 3
SOWO 512 Practicum I: Social Work Practicum 3
SOWO 513 Practicum II: Social Work Practicum 3

Specialization Courses (27 credits)
FASW 642 Psychosocial and Legal Aspects of Violence in the Family 3
FASW 670 Family Therapy I 3
FASW 671 Family Therapy 2 3
FASW 672 Intervention with Diverse Couples 3
FASW 673 Intervention with children and adolescents 3
FASW 674 Intervention with the elderly adults and their family 3
FASW 675 Evaluation of the Professional Practice 3
FASW 680 Practicum III: Social Work Families Practicum 3 3
FASW 681 Practicum IV: Social Work Families Practicum 4 3

PUBL装置AL RELATIONS

The Master in Communications with specialization in Public Relations prepares comprehensive public relations, able to build and maintain relationships between organizations and their audiences, with the knowledge about the new digital platforms that exist in the field of communications. It offers students the knowledge of new trends in the field of public relations, focused on a globalized and changing world. Curriculum design focuses on theory and practice.

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<td>Elective Courses</td>
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Core Courses (15 credits)
COMM 510 Contemporary Theories of Communication 3
COMM 515 Research Methods in Communication 3
COMM 517 Communications and New Media 3
COMM 511 Development and Management of Media Enterprise 3
COMM 520 Advanced Writing for the Media 3

Specialization Courses (15 credits)
COMM 530 Identity and Corporate Image 3
COMM 535 Crisis Communication 3
COMM 537 Strategic Communication in Public Relations 3
COMM 538 Strategic Management of Public Relations and Digital Convergence 3
COMM 550 Project 3

Elective Course-Select one (3 credits)
COMM 543 Journalism and Public Affairs 3
COMM 531 Strategies for Public Relations 3
COMM 512 Legal and Ethics Aspects of Communications 3
**GRADUATE CERTIFICATES**

### HUMAN SERVICES

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<td>Leadership and Community Development 3</td>
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<td>MHSA 612</td>
<td>Seminar: Program Design in Human Services 3</td>
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<td>MHSA 622</td>
<td>Grant-Writing and Fundraising 3</td>
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<td>MSPA 710</td>
<td>Research Seminar 3</td>
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<td>MHSA 652</td>
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<td>Legal Aspects in Human Services Administration 3</td>
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<td>MHSA 655</td>
<td>Counseling Techniques and the Help Process 3</td>
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<td>MHSA 656</td>
<td>Grants Management 3</td>
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<td>Intergovernmental Relations 3</td>
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<td>MHSA 668</td>
<td>Seminar: Human Behavior in Organizations 3</td>
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### CRIMINAL JUSTICE

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<td>Fundamental Principles of Law 3</td>
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<td>CRJU 510</td>
<td>Law and Society 3</td>
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<td>CRJU 520</td>
<td>Philosophy of Punishment 3</td>
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<td>CRJU 540</td>
<td>The Police and Juridical Changes 3</td>
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<td>CRJU 565</td>
<td>Seminar: Program Design and Evaluation in the Criminal Justice System 3</td>
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<td>CRJU 575</td>
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<td>CRJU 600</td>
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<td>Addiction: Legal and Psycho-Social Aspects 3</td>
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<td>Comparative Correctional Systems 3</td>
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<td>CRJU 650</td>
<td>Special Laws in Criminal Justice Administration 3</td>
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<td>CRJU 715</td>
<td>Seminar: Special Situations in the Administration of Correctional Programs 3</td>
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<td>Criminality, Crime Control and Criminal Justice 3</td>
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### ARTS ADMINISTRATION

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<td>MSAA 708</td>
<td>Museology 3</td>
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<td>MSAA 709</td>
<td>Administration in Representational Arts 3</td>
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<tr>
<td>MSAA 710</td>
<td>Museum and Visual Arts Center Administration 3</td>
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<tr>
<td>MSPA 710</td>
<td>Research Seminar 3</td>
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<td>MSPA 720</td>
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### FORENSIC SCIENCES

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<td>FORS 730</td>
<td>Forensic Investigation and Identification Techniques 3</td>
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<td>FORS 735</td>
<td>Investigation and Gathering Evidence at Crime Scene 3</td>
</tr>
<tr>
<td>FORS 740</td>
<td>Forensic Photography and Drawing 3</td>
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<td>FORS 745</td>
<td>Expert Witness in Court 3</td>
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<td>FORS 750</td>
<td>Examination of Questioned Documents 3</td>
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<td>Forensic Chemistry 3</td>
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<tr>
<td>CRJU 600</td>
<td>Crime, Victims and Society 3</td>
</tr>
<tr>
<td>CRJU 630</td>
<td>Organizational and Administrative Techniques of the Police 3</td>
</tr>
<tr>
<td>CRJU 635</td>
<td>Mental Health and the Law 3</td>
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<tr>
<td>CRJU 640</td>
<td>Addiction Problems: Legal and Psycho-Social Aspects 3</td>
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<tr>
<td>CRJU 645</td>
<td>Comparative Correctional Systems 3</td>
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<tr>
<td>CRJU 715</td>
<td>Seminar: Special Situations in the Administration of Correctional Programs 3</td>
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### MULTIMEDIA JOURNALISM

<table>
<thead>
<tr>
<th>Total Credits</th>
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<tr>
<td>(12 credits)</td>
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<tr>
<td>COMM 540</td>
<td>Journalism and Globalization 3</td>
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<tr>
<td>COMM 541</td>
<td>Fundamentals of Multimedia Journalism 3</td>
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<tr>
<td>COMM 542</td>
<td>Journalistic Writing for Multimedia 3</td>
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<td>COMM 545</td>
<td>Investigative Journalism for Multimedia 3</td>
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<td>COMM 540</td>
<td>Journalism and Globalization 3</td>
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<td>COMM 541</td>
<td>Fundamentals of Multimedia Journalism 3</td>
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<td>COMM 542</td>
<td>Journalistic Writing for Multimedia 3</td>
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<td>COMM 545</td>
<td>Investigative Journalism for Multimedia 3</td>
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JUVENILE JUSTICE

Total Credits 21

Core Courses (18 credits)
JJUS 515 Juvenile Justice: Juridical and Criminological aspects 3
JJUS 525 Social and Psychoeducational Intervention in Juvenile Justice 3
JJUS 545 Juvenile Justice Comparative Systems 3
JJUS 555 Seminar: Research and Analysis of contemporary problems in Juvenile Justice of Puerto Rico 3
JJUS 585 Program Design for Services to Youths in Conflict with the Law 3
JJUS 595 Administration and Evaluation of Service Programs for Youths 3

Elective Course (3 credits)
MHSA 622 Grant-Writing and Fundraising 3
CRJU 575 Rehabilitation and Delinquent Treatment Programs 3
CRJU 635 Mental Health and the Law 3
CRJU 510 Law and Society 3
CRJU 520 Philosophy of Punishment 3
CMED 620 Mediation: Legal and Psychosocial Aspects Related to Violence in the Family 3

POST GRADUATE CERTIFICATE

FORENSIC PSYCHOLOGY

Students will have the option to train in civil and criminal areas, and in both Puerto Rico and Federal rules, procedures and case law. Upon completion of the three or four course sequence (11-14 credits), the student will be awarded a certificate of proficiency, which will identify specialized knowledge and supervised practice in the field of Forensic Psychology. The certification in Forensic Psychology will meet specialization requirements established by the Puerto Rico Licensing Board for Psychologists.

Total Credits 11-14

Criminal Track (11 credits)
FPSY 880 Psychology and Law: Criminal 3
FPSY 889 Forensic Mental Health Assessment 4
FPSY 891 Psychology and Law: Expert Testimony 4

Civil Track (11 credits)
FPSY 886 Psychology and Law: Civil 3
FPSY 889 Forensic Mental Health Assessment 4
FPSY 891 Psychology and Law: Expert Testimony 4

Criminal and Civil Track (14 credits)
FPSY 880 Psychology and Law: Criminal 3
FPSY 886 Psychology and Law: Civil 3

DOCTORAL DEGREE

COUNSELING PSYCHOLOGY

The Doctoral degree in Counseling Psychology will facilitate the management of personal and interpersonal functioning across the life span with a focus on emotional, social, and vocational aspects. As health services providers, counseling psychologists focus on typical, as well as atypical or dysfunctional development as it applies to humans as individuals, families, groups, and systems. Through the integration of theory, research and practice candidates will learn different techniques to help people improve their well-being, alleviate distress and maladjustment, resolve crisis, and increase their ability to live more highly functioning lives.

The doctoral program in Counseling Psychology, responding to the Institutional mission and goals, will:

- Stimulate pure and applied research, which will result in the improvement of services to the institution and the community, while at the same time maintaining the emphasis on quality learning and teaching.
- Promote ethical and cultural values, to enable students to make better use of their judgment, rights, and obligations.
- Promote the uses of technology and non-traditional delivery systems.
- Establish collaborative relationships between the University and the external community, by promoting research and cultural and community service projects that will enhance the quality of life.
Specialization (13 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CPSY 805</td>
<td>Professional Issues in Counseling Psychology</td>
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<tr>
<td>CPSY 832</td>
<td>Evidence Based Practices in Individual Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CPSY 833</td>
<td>Advanced Group Counseling</td>
<td>3</td>
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<tr>
<td>OR</td>
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<tr>
<td>CPSY 834</td>
<td>Marriage and Family Counseling</td>
<td>3</td>
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<tr>
<td>CPSY 906</td>
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Evaluation (6 credits)

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<tr>
<td>PSYC 930</td>
<td>Qualitative and Quantitative Methods and Statistical Design</td>
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<tr>
<td>PSYC 938</td>
<td>Consultation and Supervision</td>
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<tr>
<td>TEST 800</td>
<td>Doctoral Candidacy Exam</td>
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Counseling Psychology (3 credits)

Directed Electives Courses

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CPSY 738</td>
<td>Sexual Counseling and Therapy</td>
<td>3</td>
</tr>
<tr>
<td>CPSY 720</td>
<td>Psychological Counseling in Cases of Drug/Alcohol Abuse</td>
<td>3</td>
</tr>
<tr>
<td>CPSY 625</td>
<td>Sexual Assault Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CPSY 630</td>
<td>Career and Occupational Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CPSY 700</td>
<td>Atypical Sexual Behaviors</td>
<td>3</td>
</tr>
<tr>
<td>CPSY 710</td>
<td>Animals as co-therapists in health care settings</td>
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<tr>
<td>CPSY 728</td>
<td>Psychological intervention with LGBTT Individual</td>
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General Psychology Elective Courses (3 credits)

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PSYC 725</td>
<td>Neuropsychological Assessment</td>
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<tr>
<td>PSYC 936</td>
<td>Program Evaluation Methods</td>
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<tr>
<td>PSYC 730</td>
<td>Projective Personality Assessment</td>
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<tr>
<td>FPSY 880</td>
<td>Psychology and Law: Criminal</td>
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<tr>
<td>FPSY 886</td>
<td>Psychology and Law: Civil</td>
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<tr>
<td>FPSY 889</td>
<td>Forensic Mental Health Assessment</td>
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<tr>
<td>FPSY 891</td>
<td>Psychology and Law: Expert Testimony</td>
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Dissertation Courses (2 credits)

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<tr>
<th>Course</th>
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<tr>
<td>CPSY 957</td>
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<tr>
<td>CPSY 958</td>
<td>Doctoral Project II</td>
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Internship (6 credits)

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CPSY 961</td>
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</tr>
<tr>
<td>CPSY 962</td>
<td>Internship (Full time)</td>
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</table>

Free Electives (9 credits)

*Semester courses.

* All courses and the candidacy exam must be approved before internship enrollment, including a master level practicum. The internship is a one academic year experience.

COURSE DESCRIPTIONS

CMED 600
Alternate Methods in Conflict Resolution: fundamentals, theories and principles in Public Affairs
Four Credits
The course focuses on an analysis and discussion of the fundamentals, theories and principles that guide Mediation as an alternate method for conflict resolution. It includes an analysis of the mediator authority in conflicts resolution and the ethical dilemmas that guide professional behavior without prejudice.

CMED 610
Judicial System of Puerto Rico and Alternate Methods of Conflicts Resolution
Three Credits
The course consists of an analysis of the organizational structure of the Judicial System of Puerto Rico, functions and procedures pursued in referral cases by the courts, as well as alternate methods of conflict resolutions. The study of legal terminology is also included.

CMED 620
Mediation: Legal and Psychosocial Aspects Related to Violence in the Family
Three Credits
The course centers on an analysis of principles, procedures and negotiation of Mediation in family cases. It includes analysis of causes and manifestations in violence. An analysis of gender violence and other aspects related to violence in the family is also included.

CMED 640
Applied Mediation to Labor Cases
Three Credits
The course provides an analysis of theoretical and practical aspects related to the mediation process in labor relations. Emphasis is on collective bargaining, illegal practices, and procedures for claims and grievances.

CMED 660
Practice: Strategies and Techniques Applied to Public Affairs
Four Credits
The course deals with the practical application of knowledge, skills and abilities of Mediation as an alternate method of conflict resolution.
COMM 510
Contemporary Theories of Communication
Three Credits
Study of concepts, models and communication epistemology and the history of the theories of communication as foundations of contemporary communication. Application of contemporary paradigms of theories of communication to the communication disciplines. Study of the principal theories of communication in organizations and analysis of applications of the theories studied in multimedia journalism and/or public relations.

COMM 511
Development and Management of Media Enterprise
Three Credits
The course provides students with the theoretical frameworks on management of mass media; organization and behavior of firms (newspapers, magazines, radio, television, film, and music); industry analysis and market structure, and business challenges presented by the Internet and media convergence.

COMM 512
Legal and Ethics Aspects of Communications
Three Credits
The course addresses the relationship between law, ethics and communications in the context of the Information Society. The course presents the theory about information rights, intellectual property and communication rights.

COMM 515
Research Methods in Communication
Three Credits
Study of scientific knowledge and research and its applications to communication sciences. Analysis and application of different types of communication research. Development of the theoretical framework for communication research. Study of the quantitative and qualitative communication research, and the design and implementation of these techniques. Analysis of the concepts of universe, reliability and representativeness of the samples. Application of different methodologies to conduct communications research. Design of communication research projects, principally in multimedia journalism and public relations.

COMM 517
Communications and New Media
Three Credits
Study of the concepts of globalization, the information society and that of the postindustrial society as the social context of the new media. Study of the INTERNET as a communications new media and of postmodernism as the cultural logic of the information society, its postindustrial expression, globalization and the new media. Presentation of the history of the society of information and the turn of the XX Century as the catalytic of the new media and its cultural and social logics.

COMM 520
Advanced Writing for the Media
Three Credits
The course studies the particularities of traditional and new media and its impact on writing for the media. The new demands in the digital era are also explored. The course studies the structures for news, press releases, speeches and messages for social networking. It also discusses the changes in the distribution and consumption of these products by the audience.

COMM 530
Identity and Corporate Image
Three Credits
The course studies the components of identity and corporate image, as well as steps for developing the brand that distinguishes the organization are studied. The socio-historical development of the image, identity and reputation like its evolution in the digital era is analyzed. The interaction of different disciplines that interact and collaborate in the process of building identity and corporate image is also studied.

COMM 531
Strategies for Public Relations
Three Credits
The course studies the strategies and techniques for public communication. Also analyzes the platforms that exist to disseminate and project messages and efforts of the organizations, their advantages and disadvantages.

COMM 535
Crisis Communication
Three Credits
The course studies the public relations crisis experienced by organizations. Also, analyze the causes and steps to create a communication plan to run during crisis and how to learn from past crisis. The course also studies strategies to prevent crisis, including the use of digital platforms as part of the plan.

COMM 537
Strategic Communication in Public Relations
Three Credits
The course studies the components for the development of a strategic communications plan for an organization, using research and selecting targets and precise tactics to various audiences, including the media. Also studies how to identify a spokesperson for the organization as well as the skills necessary to be an effective communicator for the entity.
COMM 538  
Strategic Management of Public Relations and Digital Convergence  
Three Credits  
Study of the components of public relations and digital convergence. Audits of public relations as a basis for conventional and digital strategic direction. Application of digital techniques and traditional communication in public relations. Design and development of a strategic public relations plan, with emphasis on digital convergence.

COMM 540  
Journalism and Globalization  
Three Credits  
This course provides graduate students with the knowledge and appropriate skills to work as journalists in a globalized world. Explore this profession in global context; analyze the impact of the digital era in news and the distribution for domestic and international audiences.

COMM 541  
Fundamentals of Multimedia Journalism  
Three Credits  
The course studies the main theories about the origins of multimedia journalism, concepts and current purposes. Also studies practical concepts of multimedia journalism; converge of text and audiovisual in cyber platforms; the essential elements of ethics and law; the evolution of journalism; and the different journalistic genres applied to multimedia.

COMM 542  
Journalistic Writing for Multimedia  
Three Credits  
This course provides students with the skills to write with fluency, conciseness and coherence that require multimedia. Also studies research concepts for multimedia, development of contacts and sources, and the techniques for the emerging social media.

COMM 543  
Journalism and Public Affairs  
Three Credits  
This course studies the media coverage of public policies of the government of Puerto Rico, and the United States government. Also studies the Constitutions of both countries and them political and democratic development. Explore the current challenges for the reporter who covers government sources.

COMM 544  
Environment, Conflict and Crisis News  
Three Credits  
The course studies the practical concepts for media coverage of crisis, such as environmental disasters, strikes, war, terrorism, conflict and similar situations. Also studies the ways in which journalists should report this type of news with responsibility and ethics; the limitations and security measures.

COMM 545  
Investigative Journalism for Multimedia  
Three Credits  
The course studies the theoretical and practical concepts of investigative journalism and its history and evolution in the digital world. Studies this journalistic genre in traditional media and multimedia; and the skills required for the performance of this product.

COMM 550  
Project  
Three Credits  
In the course, students will conduct a research project according to their specialty area (Multimedia Journalism or Public Relations), integrating the knowledge, abilities and skills acquired at the University during his graduate studies.

CPSY 601  
Foundations and Techniques in Counseling Psychology  
Three Credits  
The course focuses on the historical development of counseling psychology in Puerto Rico. The student will become familiar with the principal theories used in the practice of counseling psychology. Ethical principles of the psychologist’s code of conduct and related issues in the practice of counseling psychology will be discussed.

CPSY 602  
Techniques and Models of Counseling Psychology  
Three Credits  
This course provide the link and application of the theoretical models to the Counseling Psychology practice.

CPSY 603  
Systemic Counseling Psychology  
Three Credits  
The course centers on presenting basic knowledge about group processes. Different theoretical approaches will be studied. In the same vein, ethical and professional issues related to group dynamics will be analyzed and discussed.

CPSY 605  
Counseling Psychology of Children and Adolescents  
Three Credits  
The course deals with the principal psychopathological disorders and therapeutic techniques in the treatment of children and adolescents. Due to its importance in contemporary society, a portion of the course will focus on child abuse.
CPSY 607
Counseling Psychology: A Reflective Practice
Three Credits
The course is centered on theoretical perspectives and technical tools of the helping relationship. From the reflective practice viewpoint, students will become familiar with ethical and professional implications affecting the practice of counseling.

CPSY 610
Special Issues in Counseling Psychology
Three Credits
The course deals with analysis and discussion of pertinent topics related to the foundations and practice of counseling psychology.

CPSY 615
Cognitive Therapy
Three Credits
The course focuses on principles of cognitive therapy and their applications in counseling psychology.

CPSY 612
Sexual Counseling
Three Credits
This course will present the basic concepts of human sexual conduct, including the history of sexuality, the human sexual response and sexual dysfunctions as stated in the DSM-IV TR. In addition, the basic sexual therapeutic interventions for such dysfunctions, and sexual counseling of different groups will be presented.

CPSY 620
Psychological Counseling in Cases of Drug and Alcohol Abuse
Three Credits
The course will study and analyze different counseling theories and techniques used in the treatment of alcohol and drug abuse.

CPSY 625
Sexual Assault Counseling
Three Credits
The course focuses on the study of the dynamics of sexual abuse, sexual assault and sexual harassment. It includes an introduction to the psychological counseling techniques for the treatment of children or adult victims of sexual abuse, sexual assault, or sexual harassment.

CPSY 630
Counseling Psychology for Careers and Occupations
Three Credits
Theory and practice previously acquired will be applied to different settings. Students will be exposed to numerous career counseling theories, techniques and concepts of life planning, as well as guidelines for implementing and evaluating career counseling through lifespan programs.

CPSY 700
Atypical Sexual Behaviors: Etiologies and Treatments
Three Credits

CPSY 710
Animals as co-therapists in health care settings
Three Credits
The course focuses on the study of the relationships and interactions produced between humans and animals/pets. Topics include the benefits these relationships on mental, physical and emotional well-being, as well as the history and development of this field within an interdisciplinary approach. Students will also study scientific research, models, conceptual frameworks and theories in order to broaden their knowledge. They will also review the skills used in the modality known as Animal Assisted Therapy.

CPSY 720
Psychological Counseling in Cases of Drug and Alcohol Abusers
Three Credits
This course will study and analyze the theoretical models and the techniques used in the counseling of alcohol and drug abusers.

CPSY 728
Psychological interventions with people LGBTT
Three Credits
This course provides an extensive view of the lesbian, gay, bisexual and transgendered (LGBTT) sexual orientations; emphasis is given in sexual identity development models as well as specific psychological needs of these persons. Critical analysis about assessments and evidence based psychotherapy interventions. Additionally, it will allow the student to become sensitive to the LGBTT lifestyle.

CPSY 730
Psychologists Ethical and Professional Responsibilities
Three Credits
Critical analysis of the ethical and legal standards, in the state and federal levels that regulate the professional practice of psychology in Puerto Rico. Discussion of the responsibility of the psychologists to know and observe the norms established by the regulating agencies such as the Junta Examinadora de Psicólogos de Puerto Rico, the laws that regulate the professional practice, the jurisprudence and the Codes of Ethics that professional organizations have established to practice the profession.
CPSY 738  
**Sexual Counseling and Therapy**  
Three Credits  
This course will present the basic concepts of human sexual behavior: the history of sexuality, the human sexual response and sexual dysfunctions as stated in the DSM. In addition, it will present the basic sexual therapeutic interventions for such dysfunctions as well as sexual counseling.

CPSY 805  
**Professional Issues in Counseling Psychology**  
One Credit  
The course presents a critical revision of the history of Counseling Psychology and its relationship with other helping professions. It includes an analysis of issues related to professional practice, licensing, certification, responsibility, roles, and identity of the psychological counselor. Organizations and professional journals will also be examined.

CPSY 825  
**Diagnosis and Treatment Planning in Counseling**  
Three Credits  
This course discusses the specific steps for developing an effective treatment plan based on assessment data and the recognition of the uniqueness of each client. Treatment plans will include a variety of interventions and approaches based on both behavioral problems and/or DSM IV (RT) diagnosis.

CPSY 832  
**Advanced Individual Counseling**  
Three Credits  
This course provides an advanced examination of individual counseling. Classic models of counseling are explored and their appropriateness in various case studies are evaluated. Concepts and techniques from major therapeutic approaches are explored.

CPSY 833  
**Advanced Group Counseling**  
Two Credits  
This course will provide the students with the intensive knowledge, the relevant references and the development of skills in group psychological counseling. Emphasis will be placed on the area of group’s types, group dynamics, and group psychotherapy (groups with mental conditions, among others) norms in group process, leadership styles, leaders and co-leaders and treatment plan. Confidentiality, selection procedures, ethics, and multicultural diversity are considered.

CPSY 834  
**Marriage and Family Counseling**  
Two Credits  
This course presents the foundations of marital and family counseling. The students will study the emergence and the tenets of the major theoretical constructs in marriage and family therapy, including psychoanalytic, behavioral, experiential, strategic and structural models. The specific therapeutic interventions derived from these models are evaluated.

CPSY 835  
**Advanced Practicum in Counseling Psychology**  
Three Credits  
The course is a comprehensive experience in which students under supervision see clients for individual, group, family counseling, and psychotherapy.

CPSY 841  
**Counseling in Community Settings**  
Three Credits  
This course presents early intervention therapeutic models in community settings. The focus of the course is on psychoeducational and interpersonal communication, decision-making, and developmental models. A perspective on prevention is also studied.

CPSY 900  
**Advanced Doctoral Practice II**  
Three Credits  
This advanced doctoral practicum allows students to be placed in a community site to gain additional clinical experience. They will also have weekly didactic session where they will be exposed to advanced concepts of Evidence Based Practice (EBP) and Empirically Validated Treatments (EVT) in psychology. Student will have the opportunity to discuss cases among them in group supervision and will benefit of weekly individual supervision as well. It is expected that students integrate different sources of information on EBP and EBT to psychological assessments as well as in their individual counseling and psychotherapy sessions. 250 hours of practice.

CPSY 905  
**Advanced Doctoral Practice III**  
Three Credits  
This advanced elective doctoral practicum allows students, who want additional hours of practicum, to continue to enhance their clinical skills and competencies following the same description of CPSY 900. 250 hours of practice.

CPSY 906  
**Practicum I**  
Three Credits
The course is a didactic and experiential training intended to strengthen the development and consistent application of interpersonal skills in advanced practice. Emphasis is placed on the systematic and critical analysis of interpersonal skills of students and their implications for the therapeutic relationship. The course will provide an advanced link to the graduate student with the principles of the case conceptualization to the process of psychological counseling.

CPSY 907  
Practicum II  
Three Credits  
Didactic and clinical experience approach in enhancing the skills related to case conceptualization and treatment planning based on evidence-based practices. A minimum of 300 hours of clinical practice (250 at the practicum site, 30 hours of course meeting for didactic and 20 hours of research experience) are required.

CPSY 908  
Practicum III  
Three Credits  
Didactic and clinical experience approach in enhancing the skills related to case conceptualization and treatment planning based on evidence-based practices. A minimum of 300 hours of clinical practice (250 at the practicum site, 30 hours of course meeting for didactic and 20 hours of research experience) are required.

CPSY 909  
Practicum IV  
Three Credits  
Didactic and clinical experience approach in enhancing the skills related to case conceptualization and treatment planning based on evidence-based practices. A minimum of 300 hours of clinical practice (250 at the practicum site, 30 hours of course meeting for didactic and 20 hours of research experience) are required.

CPSY 955  
Dissertation I — Counseling  
Two Credits  
The first of two required blocks of dissertation writing is designed to produce an approved proposal. The review of the literature will be the major component of Chapter 1 of this proposal, and methodology will be the major component of Chapter 2. (See Dissertation Manual)

CPSY 956  
Dissertation II — Counseling  
Two Credits  
The second dissertation block is designed to produce a completed dissertation which includes the results of Chapter 3, the conclusions of Chapter 4, any editing to previous chapter work, and the successful oral defense of the entire dissertation before the committee. (See Dissertation Manual)

CPSY 957  
Doctoral Project I  
Three Credits  
Students unable to complete any of the dissertation blocks in the stipulated time may register for an extension under this course number. (See Dissertation Manual)

CPSY 958  
Doctoral Project II  
One Credit  
This is a continuation of Doctoral Project I. The student will integrate and apply the scientific literature review and its application to a specific problem in the clinical practice of counseling psychology. The student must demonstrate the knowledge and skill necessary to integrate science in to the practice of counseling psychology. An oral defense on the project is required.

CPSY 960  
Internship in Counseling Psychology  
Six Credits  
As a requirement for all doctoral candidates in counseling psychology, students must complete a minimum of 2,000 service hours (one academic year) in an approved counseling clinic, private or public, under the supervision of a certified psychologist. (See Internship Manual)

CPSY 961  
Internship (Part time)  
Six Credits  
Required course for all Counseling Psychology doctoral candidates that will begin a part time internship. The internship should begin within the months of July or August and end after two full years from the exact date of the beginning of the internship. The student will complete a minimum of 2000 hours in two full years, in which 25% will be in direct face to face contact with clients/patients. The intern will receive a minimum of one hour of individual supervision per week by a licensed doctoral level counseling or clinical psychologist that will be responsible for the cases and actions of the intern. The intern will be at an internship center for a minimum of 20 hours per week. The intern will pay a internship fee of $2,000.00 that can be paid in four installments at the beginning of each semester. The rating will be given after the completion of all the requirements of the internship program established in the Internship Manual. A student in an internship program is classified as a full time student.
CPSY 962
Internship (Full time)
Six Credits
Required course for all Counseling Psychology doctoral candidates that will begin a full time internship. The internship should begin within the months of July or August and end after a full year from the exact date of the beginning of the internship. The student will complete a minimum of 2000 hours in a full year, in which the 25% will be in direct face to face contact with clients/patients. The intern will receive a minimum of two hours of individual supervision per week by a licensed doctoral level counseling or clinical psychologist that will be responsible for the cases and actions of the intern. The intern will be at the internship center for a minimum of 40 hours per week. The intern will pay a internship fee of $2,000.00 that can be paid in two installments at the beginning of each semester. The rating will be given after the completion of all the requirements of the internship established in the Internship Manual. A student in an internship program is classified as a full time student.

CRJU 500
Foundations, Practices and Changes in the Administration of the Criminal Justice System
Three Credits
The course deals with theoretical, judicial and practical principles inherent in the criminal justice system in Puerto Rico. Students will be involved in problem-solving situations, which will permit them to analyze, evaluate, and propose alternative solutions to practical administrative problems.

CRJU 505
Basic Legal Principles in Criminal Justice
Three Credits
The course covers constitutional rights, with an emphasis on civil rights, penal rights, and criminal procedures in Puerto Rico. It will also include the sources of positive rights, the Constitution and jurisprudential decisions.

CRJU 510
Law and Society
Three Credits
The course deals with the relationship between law and society. It centers on a theoretical and investigative vision of our legal system and procedural and substantive aspects of the legislative process. A discussion of the influence of social factors in the approval process of the law, vis-a-vis the influence of the law on societal changes will be included.

CRJU 520
Philosophy of Punishment
Three Credits
The course covers the meaning of punishment throughout history, theories on its origin, its cultural relativity, and dominant philosophies on punishment. Students will view the different arguments proposed historically to defend or reject punishment from the points of view of retribution, deferment, social protection and rehabilitation, among others, as well as alternative methods of punishment.

CRJU 540
The Police and Juridical Changes
Three Credits
The course centers on the study of the dynamics involved in police functioning, as it is impacted by changes operating at the legislative level and subsequent judicial interpretations. The course will analyze the effects that these have on criminal investigations and how they affect the rights of delinquent persons.

CRJU 565
Seminar: Program Design and Evaluation in the Criminal Justice System
Three Credits
Various aspects of administrative programming and evaluation will be examined. The course involves theoretical and research concepts and problem analysis related to programming and program evaluation in the criminal justice system. It also includes design and study of evaluation instruments for police programs. Students will engage in analysis and management of strategies for operationalizing objectives, decision-making, and problem-solving.

CRJU 575
Criminal Treatment and Rehabilitation Programs
Three Credits
The course centers on an analysis of corrective philosophy and existing public policy regarding the rehabilitation of criminals and the relevant legal and constitutional dispositions. It will also analyze the different treatment and rehabilitation programs currently in effect at the various penal institutions in response to public policy. Treatment and rehabilitation models proposed and/or currently operating in Puerto Rico, the United States and other countries; their expectations, findings, and scientific grounding will be discussed. Students will also look at trends and reforms in rehabilitation programs for inmates.

CRJU 595
Seminar: Criminal Justice Investigation
Three Credits
The course focuses on an analysis of the administrative systems and the interrelationship of functions which affect public and private organizations. Students will consider the activities of planning, organization, design and formulation and adoption of decisions. They will also study problems related to the impact of government regulation on the private sector and its effect on administrative activity, as well as theories and concepts of human relations and behavior.
The course provides the student with the tools needed for carrying out research in the specialization area.

**CRJU 596**  
**Internship**  
**Three Credits**  
This is a supervised guided experience in select organizations and programs. Students will have to complete 130 hours in administrative functions.

**CRJU 600**  
**Seminar: Crime, Victims and Society**  
**Three Credits**  
The course focuses on an analysis of the responsibility of the state in protecting the life and property of its citizens. It will examine the possibility of the state compensating the victim of a crime for damages resulting from the criminal act. It will also look at the doctrine of restitution, compensation for damages by the offender, as part of a sentence intended to alleviate the impact of the damages and as part of the rehabilitation process of the criminal. Policies and practices regarding this issue in other jurisdictions will be comparatively analyzed.

**CRJU 630**  
**Organizational and Administrative Techniques of the Police**  
**Three Credits**  
The course deals with the study of the organization and administration of the Puerto Rican police force. Emphasis is placed on organizational theory, administrative techniques, and procedures, as well as police administration and supervision programs. It analyzes alternative objectives, strategies, programs, institutional approaches, roles, perspectives and interagency relations of the police.

**CRJU 635**  
**Mental Health and the Law**  
**Three Credits**  
The course centers on an analysis of the relationship between the mental health system and the law. It includes an in-depth look at the application of behavioral sciences techniques to the legal framework. Discussions concerning aspects such as diagnosis, risk, treatment, hospitalization, and mental disability viewed from a psycho-legal perspective, as well as the rights and responsibilities of institutional clients, their employees and the state, will also be included.

**CRJU 640**  
**Addiction Problems: Legal and Psychosocial Aspects**  
**Three Credits**  
The course deals with the study of the medical-legal aspects of drug addiction and alcohol abuse. It includes an analysis of the legal structure, from the framework of state and federal laws in the use and abuse of drugs and alcohol. Legislation, treatment and prevention programs will also be discussed.

**CRJU 645**  
**Comparative Correctional Systems**  
**Three Credits**  
The course consists of a comparative study of correctional systems in Europe, the United States, Canada, Latin America and Japan. The study will be carried out from the perspectives of historical development, administrative organization, correctional philosophy, human resources, and treatment and rehabilitation programs for inmates. It will also consider the administrative and judicial mechanism to protect the rights of inmates, as well as post-prison assistance. Trends and prison reforms in each country will also be reviewed.

**CRJU 650**  
**Special Laws in Criminal Justice Administration**  
**Three Credits**  
The course centers on an analysis of the special laws which regulate our legal conduct, including the basis for their creation, enforcement techniques, and jurisprudence. Students will discuss laws relating to weapons, confiscations, explosives, controlled substances, illegal numbers games, electoral law, transit vehicles, and mortgage institutions, among others.

**CRJU 715**  
**Seminar: Special Situations in the Administration of Correctional Programs**  
**Three Credits**  
The course focuses on an analysis of the correctional scenario, including the psychological, administrative, and disciplinary perspectives. Students will explore the subculture of the penitentiary and how it is manifested. This course will focus on themes, situations, controversies, and problems inherent in this scenario, scientific findings, program dynamics and decisions or legislation which impacts the correctional system.

**CRJU 730**  
**Criminality, Crime Control and Criminal Justice**  
**Three Credits**  
The course promotes a critical analysis of criminality from a sociological perspective. Particular emphasis is placed on the relationship of public policy, and the criminal justice administration: decision-making, implementation of programs, and evaluation of police participation. Students will discuss different strategies and models to reduce crime, as well as the new tendencies toward privatization of criminal justice services.
FASW 670
Family Therapy I
Three Credits
This course aims to provide students with knowledge about the historical trajectory and theoretical foundations of family therapy. Allows the critical analysis of the models of family therapy used in family interventions, as well as the application of the postulates and techniques of each model.

FASW 671
Family Therapy II
Three Credits
This course is the continuation of the Theoretical Frameworks and Models of Family Therapy 1, and aims to continue the analysis of family therapy models based on the systemic theoretical framework. It will focus on the application of the postulates and techniques of each model according to the family context.

FASW 672
Intervention with Diverse Couples
Three Credits
The course provides knowledge on the theoretical and practical fundaments of professional intervention with diversity of partners. Focuses on the critical analysis of strategies and recommended intervening techniques with biological, social, cultural and relational factors that impact relationships. It emphasizes interpersonal skills and knowledge of human behavior and social environment necessary to establish an effective working relationship with the participants of their services.

FASW 673
Intervention with Children and adolescents
Three Credits
This course provides the students with a knowledge base, theories, models, techniques and specialized strategies required for the evaluation and intervention with children and adolescents in situations of risk and complex processes that are conflicting. Emphasis will be given to intervention with psychosocial problems, developmental and traumatic experiences, according to professional ethical principles.

FASW 674
Intervention with Elderly Adults and their Family
Three Credits
This course provides students with the knowledge base on the theoretical foundations, skills and models of professional intervention with older adults. Emphasis will be given to the critical analysis of sociodemographic, biopsychosocial and spiritual aspects related to the adult population, as well as social policies and their impact on the family, based on the commitment to diversity and ethical professional differences.

FASW 675
Evaluation of the Professional Practice
Three Credits
This course allows the application of specialized theoretical-methodological knowledge for the critical evaluation of based practice professional intervention. It allows the application of the principles and the model of the practice based on evidence as well as the scientific methodology to evaluate the effectiveness of the interventions. Emphasizes the use of quantitative and qualitative instruments, framed on the ethical principles of the profession.

FASW 680
Practicum III: Social Work Families Practicum
Three Credits
Practice III is the third practice course of the Social Work with Families Specialty. It provides the opportunity to integrate specialized theoretical-methodological knowledge and to develop advanced skills in the intervention process with couples and diverse families. It emphasizes the interdisciplinary collaboration according to the ethical principles of the profession, as well as in the differentiated use of models for the evaluation of the effectiveness of the practice. Requires 250 hours of practice.

FASW 681
Practicum IV: Practicum Social Work Families
Three Credits
Practice IV is the last practice course of the curriculum of Social Work with Families Specialty. It provides the opportunity for the application of specialized theoretical and methodological knowledge and advanced skills in the intervention process with couples and families with children, adolescents and / or older adults in various agencies or organizations. Emphasizes the different use of models for the evaluation of the effectiveness of the practice. Requires 250 hours of practice.

FORS 730
Forensic Investigation and Identification Techniques
Three Credits
The course deals with different methods and techniques used to identify and analyze physical evidence located at the crime scene. The following subjects will be discussed: elements of the crime scene and physical evidence, such as hair, fibers, paint, drugs, fires and explosives, fingerprints, DNA, firearms, and documents.

FORS 735
Investigation and Gathering Evidence at Crime Scene
Three Credits
The course focuses on responsibilities of criminal investigators to protect the crime scene, process and gather the evidence, and any other duty necessary in order to achieve the successful criminal prosecution of the accused.
FORS 740
Forensic Photography & Drawing
Three Credits
The course deals with photography techniques control of negatives, design and assembly of an index of photographs, among other topics. In reference to drawings, the student will be taught how to develop seven forensic drawing techniques in which a crime scene will be illustrated with measurements and distance between objects.

FORS 745
Expert Witness in Court
Three Credits
The course centers on the important role of the forensic investigator as an expert witness with the responsibility of working toward solving crimes. The student will learn and practice techniques related to testifying in court and responding to questions presented by the defense attorney and prosecutor. A court exercise will provide the student with practice.

FORS 750
Examination of Questionable Documents
Three Credits
The course focuses on the study and analysis of the theory and principles of handwriting and hand printing, duplicating processes, paper manufacture and fiber analysis, studies of different types of paper and methods of examining questionable documents.

FORS 755
Research Seminar
Three Credits
The course deals with the investigative study of techniques, visions, and models, and the administration, planning and formulation of the decision-making process applied to the forensic sciences.

FORS 760
Forensic Psychology
Three Credits
The course deals with theory and practical strategies which will clarify the psychological conditions involved in the different judicial and mediation processes. It includes instruction of how to organize information in a scientific manner, thus validating the results from investigations performed within the juridical scenario.

FPSY 880
Psychology and Law: Criminal
Three Credits
This course will address the skills and competencies necessary for effective legal collaboration and expert testimony in the area of criminal law. The substantive areas of criminal law to be examined are: pretrial issues (competence to stand trial, competence to plead, right to bail); trial issues (affirmative defenses of criminal responsibility, temporary insanity, diminished responsibility, duress); pre-sentencing issues (mitigating and attenuating factors at the time of sentencing, competence to be sentenced); and, death penalty issues (Atkins hearings and intellectual disability, competence to be executed, mitigation factors). Psycho-legal controversies will be addressed in criminal cases of child abuse and maltreatment, domestic violence, substance abuse, and sexually violent predators.

FPSY 886
Psychology and Law: Civil
Three Credits
This course will address the skills and competencies necessary for effective legal collaboration and expert testimony in the area of civil and family law. The substantive areas of civil law to be examined are: involuntary treatment, civil commitment, assessment of competence for legal guardianship, personal injury (tort), and, sexual harassment and hostile environment in the work place. The substantive areas of family law to be examined are: child custody, parental rights, visitation, adoption, child maltreatment. The substantive areas of juvenile law are: waiver of jurisdiction, emancipation, rights of minors to consent to treatment.

FPSY 889
Forensic Mental Health Assessments
Four Credits
This course will address the advanced skills and competency needs of students that are required for assessments performed in legal referrals. The historical development of FMHA will be discussed including the formulation of specialty guidelines and clinical procedures responsive to legal directives. The FMHA course will train students in the selection, administration, correction and analysis of psychological tests most used in forensic referrals. The FMHA will provide training in interviewing techniques; clinical observation; and, integration of documents and third party data into clinical case conceptualization. Students will be trained in the model of personality analysis of Kellerman and Burry, used by graduate clinical training programs since 1981.

FPSY 891
Psychology and Law: Expert Testimony
Four Credits
This course will address the skills and competencies necessary for effective legal collaboration and expert testimony. Students will perform a forensic mental health assessment in collaboration with a legal aid clinic, district attorney’s office, or court referrals. The assessment findings will be presented as expert testimony in a moot court in the
classroom. Should the case go to trial, the student will be expected to present the assessment findings in court.

FSWO 600
Fundamentals of Forensic Social Work
Three Credits
Study of the origin and development of Forensic Social Work in the context of administration of justice. Emphasis on analysis of social worker's functions in a judicial environment, including the main processes of the social-legal system and its relationship with the different roles in the professional practice.

FSWO 610
Ethical and Legal Aspects and Jurisprudence in Forensic Social Work
Three Credits
The study and analysis of the ethical and legal aspects of jurisprudence in the intervention of the Forensic Social Worker. Appreciation of the components of penal laws, and procedural the substantive and aspects of family rights applicable to the practice of social work.

FSWO 612
Forensic Evaluation
Three Credits
This course is based on the application of scientific methodology and critical thinking in forensic evaluation. Presents the use of differentiated types of social forensic evaluation, instruments, rating scales and assessment tools in the forensic evaluation process.

FSWO 625
Expert Report and Testimonial Expertise
Three Credits

FSWO 630
Application of Diagnostic Criteria of Mental Disorders
Three Credits
Study of the descriptive and dynamic aspects of mental disorders with emphasis in the forensic scenario and its implications in the Forensic Social Work practice.

FSWO 635
Forensic Focus on Substance Abuse
Three Credits
Study of clinical and social manifestations of substance abuse, the legal consequences and forensic scenarios of treatment and rehabilitation. Analysis of intervention models.

FSWO 642
Psychosocial and Legal Aspects of Violence in the Family
Three Credits
Analysis of the psycho-social and legal aspects of violence within the family: etiology, epidemiology, and evaluation of jurisprudence and related laws.

FSWO 650
Practicum I: Forensic Social Work Practice
Three Credits
First supervised practice experience in a non-governmental agency or organization. Allows analysis of the philosophy, values and organizational policies and performance of the roles of professional social work in the forensic interdisciplinary agency team or organization.

FSWO 660
Practicum II: Forensic Social Work Practice
Three Credits
Continuation of the supervised practice experience (FSWO 650). Demonstration of legal specialized knowledge in ethical, legal and case law Application of jurisprudence of the skills in the drafting of social reports and the process of expert testimony.

JJUS 515
Juvenile Justice: Juridical and Criminological Aspects
Three Credits
Discussion and analysis of legal and criminological aspects that regulate and explain juvenile justice. Discussion of the criminological theories related to juvenile delinquency and the functions of the Administration of Juvenile Institutions.

JJUS 525
Social and Psychoeducational Intervention in Juvenile Justice
Three Credits
Discussion and analysis of the social and psychoeducational interventions for youths. Study of the types, characteristics, processes and levels of the interventions according with the environment where the intervention will be performed. Analysis of the actions and results of the intervention.

JJUS 545
Juvenile Justice Comparative Systems
Three Credits
The course consists of a comparative study of juvenile justice systems in Europe, Mexico, Spain, Argentina and the United States. The study will be carried out from the perspectives of historical development, administrative, organization, philosophy, human recourses, and treatment and rehabilitation programs for the youth.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JJUS 555</td>
<td>Seminar: Research and Analysis of Contemporary Problems in Juvenile Justice of Puerto Rico</td>
<td>Three</td>
<td>The course focuses on research and analysis of the contemporary problems in the Juvenile Justice systems of Puerto Rico including administrative, and social perspectives. Students will explore and conduct research project about themes, issues, program dynamics and public policy or legislation which situations impacts the juvenile justice systems.</td>
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<tr>
<td>JJUS 585</td>
<td>Program Design for Services to Youths in Conflict with the Law</td>
<td>Three</td>
<td>The course is designed for students to design service programs for children in conflict with the law according to their needs. Discussion, analysis and application of principles, approaches and models in the design of programs whose services are effective, efficient and of high quality. After completing the course students will design a service program for youths in conflict with the law.</td>
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<tr>
<td>JJUS 595</td>
<td>Administration and Evaluation of Service Programs for Youths</td>
<td>Three</td>
<td>Various aspects of administrative programing and evaluation will be examined. The course involves theoretical and research concepts and problems analysis related to programming and program evaluation in the Juvenile Justice System. It also includes design and study of evaluation instruments for and juvenile justice service programs in the administration of programs. Students will engage in analysis and management of strategies for operationalizing objectives, decision-making and problem-solving in the administration and evaluation of service programs.</td>
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<tr>
<td>MHSA 604</td>
<td>Human Services Administration: Organizations, Policies and Alternatives</td>
<td>Three</td>
<td>The course centers on discussion, analysis and application of administrative procedures in the human services programs. It includes the study of the organization, policies, and alternatives for community development.</td>
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<tr>
<td>MHSA 608</td>
<td>Leadership and Community Development</td>
<td>Three</td>
<td>The course deals with discussion, analysis and application of leadership techniques for community development and human services organizations. It includes the study and application of problem-solving techniques, leadership development, and the mobilization of inter-organizational resources.</td>
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<tr>
<td>MHSA 612</td>
<td>Seminar: Program Design in Human Services</td>
<td>Three</td>
<td>The course centers on discussion, analysis and application of models, theories and scopes for program design. It includes the study of structural and programmatic designs of human services organizations.</td>
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<tr>
<td>MHSA 622</td>
<td>Grant-Writing and Fundraising</td>
<td>Three</td>
<td>The course deals with models, techniques and strategies for fundraising and grant writing.</td>
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<tr>
<td>MHSA 644</td>
<td>Research Seminar: Project in Human Services Administration</td>
<td>Three</td>
<td>The course centers on development of a research project related to administrative procedures in a human services organization.</td>
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<tr>
<td>MHSA 645</td>
<td>Internship</td>
<td>Three</td>
<td>This is a supervised guided experience for graduate students in selected human service organizations. Students will have to complete 130 hours in administrative functions in an organization devoted to human services.</td>
</tr>
<tr>
<td>MHSA 652</td>
<td>Seminar: Contemporary Issues in Human Services Management</td>
<td>Three</td>
<td>The course deals with contemporary issues in human services management. It includes an analysis of tendencies and alternatives for enriching the administration of human services.</td>
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<tr>
<td>MHSA 654</td>
<td>Legal Aspects in Human Services Administration</td>
<td>Three</td>
<td>The course focuses on an analysis of the legal aspects, by-laws, and ethical principles in human services administration.</td>
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<tr>
<td>MHSA 655</td>
<td>Counseling Techniques and the Help Process</td>
<td>Three</td>
<td>The aim of this course is to analyze from a conceptual and practical level the individual helping relationship. The necessary skills, knowledge and attitudes of an effective helping process will be analyzed. The ethical and professional development of the helping relationship will be addressed.</td>
</tr>
</tbody>
</table>
point of view as well as its implication to the practice of counseling will be considered and discussed.

MHSA 656
Grants Management
Three Credits
The course covers theories, models, scope, and techniques for effective and efficient grants administration.

MHSA 658
Intergovernmental Relations
Three Credits
The course deals with an analysis and discussion of the theoretical, constitutional, political and fiscal aspects of the intergovernmental relationships among state, federal and local governments.

MHSA 668
Seminar: Human Behavior in Organizations
Three Credits
The course deals with an analysis of the systematical relationship between human behavior, organizational objectives and clientele services. An analysis of the psycho-social system in organizations is also included.

MHSA 672
Labor Law
Three Credits
The course centers on an analysis of the constitutional principles, laws, regulations, and judicial decisions that protect public employees in Puerto Rico.

MHSA 674
Human Development
Three Credits
The course deals with theories of human development. It includes an analysis of the relationship among physical, intellectual, and social influences on all stages of human development.

MHSA 676
Total Quality Management in Human Services Organizations
Three Credits
The course centers on the application of the Total Quality Management theory in human services organizations. It includes study of the principles of teamwork, decentralized management, labor commitment, and quality manager.

MSAA 701
Basics Fundamentals of Arts Administration
Three Credits
The course presents a general view of arts administration, within which the theoretical, philosophical and practical principles of the field are analyzed to prepare students whose professional objective is a career in arts management.

MSAA 703
Arts Marketing
Three Credits
The course focuses on strategies for the exchange of goods, services and ideas in selected markets.

MSAA 707
Grant Writing and Fundraising for the Arts
Three Credits
The course deals with essential principles of fundraising and grant writing in arts administration.

MSAA 708
Museology
Three Credits
The course focuses on concepts and models of collection, conservation and communication in museology and museography. The objective is to prepare and update personnel of museums, galleries, and cultural centers.

MSAA 709
Representational Arts Administration
Three Credits
The course covers key aspects of the administration of representational arts, such as festivals, concerts, musical spectacles, dance, theater and other popular arts.

MSAA 710
Museum and Visual Arts Center Administration
Three Credits
The course centers on an analysis of the theoretical, ethical and practical principles of museum and visual arts administration.

MSAA 725
Seminar: Special Themes in Arts Administration
Three Credits
The course deals with relevant and pertinent topics in the administration of the arts. The student will explore specific information and strategies utilized by arts administrators and renowned exponents of artistic achievement. Distinguished professionals in the field will be invited as guest lecturers to discuss current tendencies in the arts administration.

MSAA 711
Research Seminar
Three Credits
The course focuses on the development of a research project related to such administrative procedures as planning, marketing, and evaluation in an arts organization.
MSAA 712
Internship in Arts Administration
Three Credits
This is a supervised guided experience in selected arts organizations for graduate students. Students will have to complete 130 hours in administration in an art organization.

MSAA 725 - 726
Special Topics on Arts Administration I and II
Three Credits Each
Analysis and discussion of relevant and pertinent topics in the administration of the arts. The student will explore specific information and strategies utilized by arts administrators and exponent of renown artistic achievement. Distinguished professionals in the field will be invited as lectured to discuss current tendencies in the administration of the arts.

MSPA 500
Theory, Practice and Change in the Administration of Public Policy
Three Credits
The course covers modern age theories and ideologies which guide and shape the development, administration, and evaluation of public policy. This course focuses on understanding the concepts of individualism, collectivity, and community development espoused by behavioral philosophers and scientists. It includes an analysis of the conceptual requirements of planning, as well as its methods and applications. The course also promotes a critical analysis of the various models which translate public policy and its application to specific approaches and concrete actions.

MSPA 505 @
Computer Education for Public Administrators
Three Credits
The course covers basic knowledge in the use of computers (computer literacy). Three basic areas are developed: (1) the ability to use the technological innovations, (2) the ability to incorporate the technological innovations into a particular area of interest, and (3) the ability to implement strategies and policies geared to the improvement of the administration team.

MSPA 510
Research and Quantitative Methods in Public Administration
Three Credits
The course deals with concepts in research methodology and statistics which are applicable to the public affairs program. A multidisciplinary approach appropriate for the public affairs professions will be presented. The course will also develop in students the capacity for objective decision-making with a minimum of prejudice and subjectivity.

Practical elements of methodology and applied statistics will be emphasized.

MSPA 520
Administrative Law and Ethics
Three Credits
Students become familiar with the set of legal norms and regulations concerning the various organizations, institutions, and public agencies, as well as with the criminal justice system, the ordinances of services legally pertaining to these agencies, and the relations between these agencies and the individuals receiving those services. It includes the dispositions which govern administrative processes, as well as ethical models in public administration.

MSPA 530
Planning and Evaluation: Theories, Methods and Techniques
Three Credits
This course prepares students to face administration problems, to find possible solutions, and to evaluate results once a particular alternative is implemented. It presents a broad view of the various planning theories in order for students to enter into the process of implementation and evaluation.

MSPA 540
Seminar: Planning, Development and Evaluation of Human Resources
Three Credits
The course will cover the following areas: (1) concepts and theories on communication, leadership, human motivation, perception, emotions, personality, mental health and the decision-making process; (2) principles of organization and administration in Puerto Rico; (3) analysis of the components which comprise the administration of human resources, such as recruitment and selection of personnel, job classification and evaluation, retribution systems, human resources evaluation, personnel training, retirement, motivation, and human relations in public administration, as well as patterns of individual and group associations in the organizational scene.

MSPA 550
Fiscal Resources Management
Three Credits
The course centers on the study of the administration and formulation of fiscal policy in the public sector and in nonprofit organizations. It includes an analysis and evaluation of concepts, theories, models, scope, and strategies in the budgetary process.
MSPA 710
Research Seminar for Public Affairs
Three Credits
The seminar offers students the opportunity to carry out an investigation integrating the knowledge obtained through the analysis of administrative systems and their contingent functions and how they affect public and private institutions. Students will analyze planning, organizational, and design activities and the decision making process in the organization.

MSPA 720
Practicum in Public Affairs
Three Credits
Supervised practicum in administrative functions in a public or non-profit organization. Students will complete 130 service hours in the application of knowledge, theories, values, methods, and administrative skills in the organization.

PSYC 500
Developmental Psychology
Three Credits
The course presents a general view of the philosophical, historical, sociological, biological, and psychological foundation of human development. It includes an introduction to different developmental theories and their exponents, as well as the different stages of human development: physical, motor, moral, sexual and cognitive. Changes during each stage will be analyzed and discussed.

PSYC 501
Social and Ethnological Aspects
Three Credits
This course is about the dynamic relationship between social psychology and ethnological foundations of personality development.

PSYC 502
STATISTICS
Three Credits
Analysis and discussion of statistical methods and its applications to Psychology.

PSYC 503
Theories of Personality
Three Credits
The course deals with the principal theories of personality formation and functioning. These theories will be critically analyzed in order to weigh their sociocultural relevance and implication in the practice of counseling psychology.

PSYC 504
Psychopathology
Three Credits
The course centers on the study of behavioral and personality disorders; considerable emphasis will be given to those disorders of higher prevalence in Puerto Rican society. Analysis of different disorder models will be considered; usage and management of the Diagnostic and Statistical Manual of Mental Disorders DSM IV (TR) will also be covered.

PSYC 505
Psychological Assessment and Measurement
Three Credits
The course covers basic topics in psychological assessment, such as its historical development, basic statistical analysis, test construction, ethical standards, evaluation as a process, and the role of computers. Different tests will be used, including the Weschler Scales, Raven, Vineland, Bender, Beery, Draw a Person and the Woodcock Muñoz Battery.

PSYC 506
Research Methods and Statistics
Three Credits
The course introduces students in behavioral research methods and statistics related to investigations in psychology. Tools to better understand the assumptions and limitations of current research will be discussed. Finally, the course promotes a learning approach to research design and statistics in line with today’s research by drawing examples from real investigations and providing students with opportunities to learn and apply concepts.

PSYC 507-V
Introduction of Professional Issues in Psychology Seminar
Three Credits
This seminar aims to help in the formation of professionals who are aware of their own values and have the capacity of respecting and for human diversity. The seminar will focus on the development of awareness of the self through the process of identifying the social and academic community of which they form part. Through the seminars it is expected that students become aware of two fundamental aspects of human experience: the interpersonal and intrapersonal reality. In interpersonal experience social and community dimension where emotional ties are built and communication skills are developed. In the intrapersonal experience the cognitive, emotional and somatic aspects in building a personal and professional identity will be worked on. Also, this course is intended to help student learn how to apply the basic rules of APA Style in writing term papers, research reports, and journal articles. The course follows the organization of the sixth edition of the Publication Manual, providing a comprehensive overview of elements of manuscript preparation.
PSYC 508
Test Construction: Theory and Application
Three Credits
Discussion and analysis of major principles and concepts of test construction in psychological measurement. Methods for determining validity and reliability will be examined by performing class exercises. The content also includes the study of scaling methods such as Guttman, Thurstone, and Likert scales. Moreover, students will apply knowledge from the course to construct their own assessment instruments.

PSYC 510
Motivation and Learning
Three Credits
This course focuses on different theories concerning motivation and learning processes. Their scope, importance and relation to human behavior will be discussed.

PSYC 520
Foundations of Neurophysiological Psychology
Three Credits
The course deals with the structure and function of the nervous system. Considerable emphasis is placed on the relationship between the organism and behavior, and the higher cortical process.

PSYC 530
Research Methods
Three Credits
The course is an introduction to research methods for behavioral sciences. This course will provide an opportunity for students to learn basic concepts and statistical analysis for data processing. Emphasis is on scientific research as a way to improve the professional practice of psychologists. It also promotes a balanced emphasis between conducting and consuming research.

PSYC 550
Practicum I – Initial Interview and Psychological Contact
Two Credit + one contact hour
Through a didactic and experiential approach, this course aims to help in the personal and professional growth of the psychologist, under supervision of a faculty member. Its rationale rests on both the intra and interpersonal development of the student (control of feelings, attitudes and prejudices towards the client and behavior), as well as on the skills and knowledge related to the initial interview associated with the establishment and development of the therapeutic relationship, and conceptualizing about the psychological relationship, decision-making, self-evaluation and the psychological contract, among others. The student will also learn and master the concepts of the Code of Ethics in Psychology of Puerto Rico.

PSYC 551
Practicum II – Diagnostic and Psychotherapeutic Intervention Plan
Two Credits + one contact hour
This course provides prospective counseling psychologists with the experience needed to deal with the diagnosis, conceptualization and development of a psychological intervention plan.

PSYC 574
Practicum III
One Credits
This practicum provides for the acquisition of basic psychotherapeutic intervention skills for individual modality. The supervised practicum encourages the development of these skills during the therapeutic process.

PSYC 575
Practicum III - Psychotherapy Intervention: Individual Modality
Three Credits
This practicum provides the student direct experience in psychological intervention. Individual, couples and family assessments and treatments allows students the opportunity to apply different theoretical models in the evidence based interventions. A minimum of 200 hours of practice and 45 hours of course reunion for supervision and didactic intervention are required.

PSYC 579
Practicum IV: Psychotherapy Intervention Group Mode
Three Credits
This practicum course provides the student the opportunity to enhance the psychotherapeutic intervention skills acquired in PSYC 574. Emphasis is given to the integration of knowledge and skills on evidence-based practices in psychological interventions, ethical issues and solving models.

PSYC 725
Neuropsychological Evaluation
Three Credits
This course includes different evaluation methods to assess the degree of damage to the central nervous system. It covers cognitive, behavioral and emotional functioning.

PSYC 730
Projective Personality Assessment
Three Credits
This course will focus on the Rorschach Inkblot Test as a perceptual-cognitive, problem solving task for the assessment of personality. The Rorschach: Comprehensive System developed by John Exner (1993) will be the approach emphasized for the test’s administration, scoring and interpretation. The main objective of the course is that
through practice, the student will be able to administer and interpret the Rorschach using Exner’s system.

PSYC 800
Ethics and Professional Standards
Two Credits
This course provides a critical examination of the codes of ethics and laws that regulate the practice of psychology in Puerto Rico. It also examines the APA Code of Ethics and the Guidelines for the Practice of Counseling and Clinical Psychology. A study of the local and federal laws that in some way protect and regulate the psychologist and the population served is also conducted.

PSYC 805
Psychopharmacology
Two Credits
The objective of this course is to study the history and use of psychotropic drugs. Emphasis is placed on understanding the uses of these drugs, their mechanisms, side effects, and the conditions under which they are used. Relationships between major DSM IV (RT) classifications and appropriate medications are presented.

PSYC 806
History and Systems in Psychology
Three Credits
The course centers on a critical analysis of the historical development of psychology, including philosophical and scientific antecedents and the systems that have impacted contemporary psychology. The relationship between psychology theories and social events and the present status of psychology in Puerto Rico will also be discussed.

PSYC 810
Advanced Psychopathology
Three Credits
This course deals with the identification, evaluation, and the descriptive psychopathology of personality disorders. The student will be able to compare different approaches to the diagnosis, understanding and treatment of personality disorders.

PSYC 815
Cognitive and Affective Bases of Behavior
Course Syllabus Medullar
Three Credits
This course will focus on the principal theories and current research regarding the fields of cognition and emotions. Discussion of historical antecedents of the main theories and concepts, the most important investigations that have shaped both fields in the past and current knowledge of the multiple cognitive and affective processes. Each will be discussed from their biological, social and psychological perspective and will likewise, explore the clinical applications and implications of the findings in counseling psychology.

PSYC 820
Advanced Assessment
Three Credits
This course focuses on the advanced study of the application of personality assessment procedures such as MMPI. Alternate methods for measuring human behavior are also studied. Laboratory practice of 30 hours is required (PSYC 820 L).

PSYC 840
Racial, Gender, Ethnic, and Cultural Diversity
Two Credits
This course is designed to analyze the impact of cultural differences in the practice of counseling psychology. It includes a discussion of the interactive effects of gender, race, and ethnicity. Cross-cultural counseling methods are also studied.

PSYC 843
Family Violence
Three Credits
This course will provide an introduction to family violence. It will include definitions, theories, and identifiable causes, relevant issues related to victims and legal aspects.

PSYC 850
Models of Clinical Supervision
Three Credits
This course examines the current definitions and applications of clinical supervision; the major models of clinical supervision will be discussed.

PSYC 930
Qualitative, Quantitative Methodology and Descriptive Statistics
Three Credits
From a pragmatic point of view, this course is meant to give the graduate students an overview of the main types of scientific approaches used in psychological research: qualitative, quantitative and mixed. The main goal of the course is to provide students the necessary information about different paradigms used in the psychological field, as well as the descriptive statistical concepts needed to understand, mainly, in the quantitative approach.

PSYC 931
Descriptive Research Methods
Two Credits
This course focuses on the structure and process of descriptive research in psychology. The concepts of relationships, correlations, descriptive paradigms and descriptive statistical analysis are presented. Computer
applications, logistical issues and ethical considerations are also examined.

**PSYC 932**
**Experimental Research Methods**
**Two Credits**
The course deals with the study of the structure and processes of experimental research in psychology. The concepts of probability, cause-effect relationships, experimental and quasi-experimental paradigms will be discussed. Ethical considerations will also be examined.

**PSYC 933**
**Consulting Psychology**
**One Credit**
Basic concepts in psychology consulting, theories and practical processes of consulting are discussed in the course. The areas of research, evaluation, education, and training are included.

**PSYC 936**
**Program Evaluation Methods**
**Two Credits**
This course emphasizes the acquisition of knowledge and skills in program evaluation methodology. Alternative evaluation approaches are surveyed with a focus on developing a management/decision-oriented evaluation plan. This seminar also serves as a practicum for the conceptualization and development of a doctoral research study that employs a program evaluation model.

**PSYC 938**
**Supervision and Consultation in Counseling Psychology**
**Three Credits**
This course will present and analyze the major supervision models and their application to psychotherapy and diverse contexts; among them, educational/training settings. It will present the differences between the supervisor and consultant role. Most common consultation settings for psychologists such as schools and organizations will be presented and discussed. Some of the contemporary strategies and techniques, such as coaching and mediation will be presented and practiced.

**SOWO 504**
**Social Policy and Social Welfare Services**
**Three Credits**
Study of social policy in the United States, Puerto Rico and Latin America. Analysis of the development and relationship with Social Work from a social, economic, historical and political perspective.

**SOWO 505**
**Research in Social Work**
**Three Credits**
Study and application of social scientific research, integrating professional ethics in the design of a research proposal in Social Work.

**SOWO 507**
**Human Behavior and Social Environment II**
**Three Credits**
The course allows the necessary knowledge to understand and analyze the factors that contextualize the practice of social work at the mezzo and social macro level. It emphasizes the critical analysis and integration of the macro theories used in the practice of social work with groups, in organizations and in diverse communities.

**SOWO 506**
**Analysis of Social Reality, Oppression and Social Justice**
**Three Credits**
Critical structural conditions that contextualize the practice of social workers in Puerto Rico analysis. Study of the manifestation of oppression and theoretical frameworks in practice with diverse populations.

**SOWO 510**
**Professional Social Work Practice Fundaments I**
**Three Credits**
The first of two courses of foundations of the professional practice of social work, of regular curriculum. It is directed to the study of the purpose, roles and the regulating organisms of the Social Work profession. It allows the acquisition of knowledge about the historical trajectory of Social Work and the ethical principles that govern the profession. It examines the practice of social work as a method and process of intervention with individuals and families (micro-systems), through a generalist perspective, with emphasis on the process of human communication and professional interview.

**SOWO 511**
**Professional Social Work Practice Fundaments II**
**Three Credits**
It is the second of two courses of foundations of the practice of Social Work, of the regular curriculum. It contributes to the student’s acquisition of essential knowledge for a generalist intervention at the mezzo and macro systemic
level (groups, organizations and communities). Emphasizes the acquisition of knowledge about concepts, methods and models of social work with groups, organizations and communities, within the ethical principles of the profession.

**SOWO 512**  
Practicum I: Social Work Practicum  
**Three Credits**  
This is the first of the courses required in the Professional Practice component and allows the student to demonstrate professional and ethical behavior by insertion into a practice setting (agency or direct service organization) under the supervision of a Social Work professional. It facilitates the development of skills in the application of the Generalist Method in the indirect and direct service with individuals and diverse families, as well as in the documentation and writing of files. Requires a minimum of 200 hours of practice.

**SOWO 513**  
Practicum II: Social Work Practicum  
**Three Credits**  
The Practicum II course is the second of the courses required in the Professional Practice component. It allows the continuation of practical experience in a social service organization under the supervision of a Social Work professional. Emphasizes the integration of knowledge acquired about human behavior and social environment, human rights, social, economic and environmental justice. The course facilitates the development of skills in the application of the Generalist Method and the application of ethical values and standards in indirect and direct service in organizations with diverse groups and communities. Requires a minimum of 200 hours of practice.

**SPSY 600**  
Psychological Services in Educational Settings  
**Three Credits**  
Analysis of the psychologist's roles and duties in the school setting as evaluator, therapist, consultant, researcher and trainer. The integration of psychological services to the school professionals, teachers, administrators, parents and students.

**SPSY 602**  
Legal and Ethical Issues of the School Psychology Services  
**Two Credits**  
Critical analysis of the codes of ethics, local and federal laws that regulate the practice of school psychology in PR.

**SPSY 604**  
Psychoeducational Diagnosis of Exceptional Persons  
**Four Credits**  
Basic evaluation methods for diagnosis of exceptional persons: psychological and educational strategies in psychoeducational assessment, Evaluation in the school setting: academic progress, basic skills, social performance and cognitive aspects.

**SPSY 608**  
Behavior Modification I: Principles and Procedures  
**Three Credits**  
Analysis of the principles and procedures of behavior modification. Will examine how environmental events influence human behavior, what behavior modification is and how it works.

**SPSY 609**  
Behavior Modification II: Discipline handling and problem solving at school  
**Three Credits**  
Approaches and technics related to different disciplinary models. Analysis and discussion of the most effective disciplinary strategies for the different problems confronted by teachers and students; consequences of each strategy; ethical and legal implications.

**SPSY 613**  
Conflict Mediation and the Prevention of School Violence  
**Three Credits**  
Critical analysis of the mediation process as a method of managing conflicts in a non-adversative way in the school setting: theoretical foundations, stages in the mediation process, strategies and technics that have proved to be effective in handling disputes among teachers, parents, and students.

**SPSY 650**  
Special Issues in School Psychology  
**Two Credits**  
Analysis and discussion of relevant topics of the principles and the practice of school psychology: consulting, traumas, short term therapies, crisis intervention, family and school interaction.

**TEST 500-1**  
Comprehensive Exam Part 1  
**Cero Credits**  
This course provides students the opportunity and time to prepare for the comprehensive exam. The examination of a master degree will be offered in writing. In this test, the student will demonstrate mastery of the specialty Forensic Social Work, through the critical analysis and application. Students will take exams after completing the required courses. The number of times you can take these tests determine the academic standards of the Institution.
TEST 800
Comprehensive Exam of the Doctorate in Counseling Psychology
Cero Credits
Comprehensive Exam of the Doctorate in Counseling Psychology.
SCHOOL OF PROFESSIONAL STUDIES

The mission of the AHORA Program of the School of Professional Studies is to provide an accelerated educational process to adult students. The program differs from traditional methods of instruction in that professional experience of participants is incorporated into the classroom to create an interactive, challenging and dynamic environment. Faculty members have professional experience and have been specially prepared to work with adults as innovative educational facilitators. AHORA is designed exclusively for the adult student; it offers a professional environment, as well as integrated, personalized and individualized services. To fulfill this mission, the School of Professional Studies intends to:

1. Promote adults to value continuous learning and increase their contribution to the world of employment
2. Facilitate adult students reaching attaining their educational goals
3. Create a learning community that facilitates building new knowledge which is based on and is applicable to the professional and personal reality of adults
4. Provide integrated student services of quality and easy accessibility to adult students
5. Recruit and develop staff who knows and are able to meet the needs of adult students effectively
6. Integrate technology into the academic, service and administrative processes
7. Develop academic offerings that respond to the present needs of the professional and business world
8. Establish a continuous process of feedback and assessment of all the processes and services.

Description of the Accelerated Program of Studies

The AHORA Program is accelerated because all of its courses are offered in five or eight week sessions. During each session, classes meet once a week for four hours. The accelerated methodology is based on a learning process shared between the professor and the student. Each student receives a module which serves as a study guide and indicates the assignments and activities that must be completed to prepare for class. Our faculty is specially selected and trained to work with adult students through the accelerated mode, facilitating a class environment where learning is built on experiences and the assignments performed by the students. This model of accelerated studies can be applied to the different academic programs of the institution, to new academic programs or any other academic program where adult students participate. The courses are offered evenings and Saturdays (morning and afternoon). The student may take a maximum of two classes per session, completing six credits every five or eight weeks. Registration is continuous, with courses beginning fourteen times a year, and the possibility of completing up to fifty-four credits in an academic year. This way, the program provides greater flexibility for students, since they can accelerate their academic progress or design a class program that conforms to the different commitments they may have during the year.

FACULTY

Edna Orta / Instructor
MBA, Universidad Metropolitana

José Sánchez / Associate Professor
DBA, Universidad del Turabo

MASTER’S DEGREE

INSTRUCTIONAL DESIGN AND TECHNOLOGY INTEGRATION WITH ELEARNING

The graduate of this program will work as a designer, consultant and evaluator of instructional materials in educational systems, and in corporate training systems. It will integrate technology, media, and elements of distance education into educational contexts. It will also promote and maintain an effective communication that will allow you to transmit the vision of the educational unit.

Total Credits 39
Core Courses 18
Specialization Courses 18
Elective Courses 3

Core Courses (18 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ETEG 500</td>
<td>Applied Instructional Design Models</td>
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<td>Fundamentals of Educational Technology</td>
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<td>Technology Immersions</td>
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<td>ETRE 525</td>
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<td>Development of Corporate Virtual Training</td>
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<td>ETEL 603</td>
<td>E-learning and Virtual Learning Communities</td>
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<td>PRTE 630</td>
<td>Instructional Design and Technological Project I</td>
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<tr>
<td>PRTE 640</td>
<td>Instructional Design Technological Project II</td>
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**Elective Courses** (3 credits)
(Select one course)
ETEL 604  Applied Instructional Designs for the Corporate World  3
ETEL 605  Applied Instructional Designs for the Corporate World  3

**STRATEGIC MANAGEMENT AND LEADERSHIP**

The graduate of this program will be a professional qualified to exercise leadership in the management of companies in a precise, efficient and ethically responsible manner. He will be a person capable of assimilating technological and market transformations to turn current and future challenges into opportunities for innovation and design of non-traditional solutions as a competitive advantage of the company. It will promote the union of thought and action of the members of the company around the projects and processes necessary to respond to the vision and business opportunities.

| Total Credits | 39 |
| Core Courses | 21 |
| Specialization Courses | 12 |
| Elective Courses | 3 |
| Grade Requirement | 3 |

**Core Courses** (21 credits)
ACCO 501  Managerial Accounting  3
ECON 519  Managerial Economics  3
FINA 503  Managerial Finance  3
MANA 501  Organizational Behavior  3
MANA 600  Research Methods  3
MARK 511  Marketing Management  3
STAT 555  Statistics for Decision-Making  3

**Specialization Courses** (12 credits)
STMG 600  Leadership and Entrepreneurial Vision  3
STMG 601  Strategic Management  3
STMG 602  Technological Applications and Information Systems  3
STMG 603  Business Communication  3

**Specialization Elective Courses** (3 credits)
(Select one course)
PRMG 530  Introduction to Program Management  3
PRMG 640  Project Management II: Project Planning  3
STMG 608  Strategies for Change, Professional and Entrepreneurial Development  3
STMG 604  Organizations in a Global Economy  3

**Grade Requirement** (3 credits)
STMG 738

The graduate from this program will be a professional leader in the health services industry. He (She) will be distinguished by the knowledge and holistic vision in the field of evaluation of health services, compliance with regulations, the quality of the services and ability to make healthy decisions in the organization. He (She) will have a complete knowledge in planning, research, legal and financial aspects, ethical values and technology. The graduate of this academic offering will be a professional, leader, expert, communicator and visionary who will contribute to the identification and establishment of models for evaluating services in health services providers.

| Total Credits | 39 |
| Core Courses | 21 |
| Specialization Courses | 18 |

**Core Courses** (21 credits)
HESM 500  Leadership and Organizational Behavior in Health Services  3
HESM 510  Strategic Planning in Health Services Organizations  3
HESM 520  Fundamentals of Accounting and Finance in Health Services  3
HESM 540  Health Services Information Systems  3
HESM 550  Research Methods in Health Services  3
HESM 560  Applied Biostatistics  3
HESM 570  Fundamentals of Epidemiology  3

**Specialization Courses** (18 credits)
HEMG 600  Fundamentals in the Evaluation of Health Services  3
HEMG 610  Legal and Ethical Issues in the Evaluation of Health Services  3
HEMG 620  Quality Management in Health Services  3
HEMG 630  Evaluation Models Analysis  3
HEMG 640  Effectives Strategies for the Evaluation of Health Services  3
HEMG 650  Development of an Evaluation Model for Health Services  3

**HEALTH SERVICES MANAGEMENT AND EVALUATION**

Graduate Catalog 2018-19
COURSE DESCRIPTIONS

ETEG 500
Applied Instructional Design Models
Three Credits
An introduction to Instructional Design (ID) theories. ID Models will be studied, such as Mayer (1999) SOI model; Merrill (1983, 1994) CD Model; Jonnassen (1999) CLEs Model, ASSURE ISD model (1985). This model integrates the Robert Gagné Instructional event, as well as, ADDIE (1975) and Dick and Cary (1990) models. This course will analyze, conduct needs assessment, improvement of performance, systematic design of materials, teaching strategies, and evaluation, both formative and summative, of instructional materials.

ETEG 501
Fundamentals of Educational Technology
Three Credits
Educational technology fundamental theories, concepts, and trends will be studied. Terminology, definitions, and development of the educational technology will be analyzed from a professional and reviewer perspective. The role of the Educational technologist and the professional practices will be analyzed in accordance to the most recent changes in technology of the 21st Century. The course will include research, case studies, and readings related to the field.

ETEG 502 @
Fundamentals of Distance Education
Three Credits
Distance Education’s fundamental theories and philosophy will be discussed. Students will evaluate the technologies that might be incorporated into distance education, as well as, teaching and learning strategies for the modality. Emphasis will be given to the Internet, video clips, videoconference, and the selection and impact of the most appropriate medium and technologies for both synchronous or asynchrony distance education instruction.

ETEG 503
Curriculum Design and Instructional Design for the Adult Learner
Three Credits
Introduction to the principles of curriculum design for an adult population, and the development of innovative strategies to be used with this population will be discussed. The use of evaluation methodology and the selection of constructivism strategies for instructional design and implementation will be emphasized.

ETEG 504
Technology Immersions
Three Credits
Study and integration of the most commonly used applications and software for Instructional design purposes.

ETEL 600
E-learning, Technology Integration and Multimedia
Three Credits
Introduction to the effective use of instructional media and e-learning strategies for promote new skills and knowledge, with the support of internet communication technologies. The planning and production, design of an instructional module that integrates the different technologies and available multimedia as learning tools will be discussed. Instructional media evaluation as teaching and learning support (video, audios, CDs, DVDs).

ETEL 601 @
Development of Corporate Virtual Training
Three Credits
This course emphasized in the design, concepts and strategic planning required for developing corporate training related to personnel professional development. Students will analyze the philosophic concepts that guide the different virtual training models. It emphasizes the selection, adaptation and practices of different methods, strategies and activities used today online in organizations.

ETEL 602 @
Distance Education Assessment
Three Credits
Study of different strategies and phases of the assessment that allows interpretations and use of the data collection related to the students learning process. A systematic approach for developing significant learning and comprehension required to develop student’s knowledge as a result of the educational experience will be emphasized. Electronic assessment techniques like e-portfolios, e-rubrics, and e-forms will be used, as well as a variety of Open Technologies that support distance education.

ETEL 603 @
E-learning and Virtual Learning Communities
Three Credits
Study of media and technology used in distance education, such as video clips, audio, blogs, wikis, and open source, among others. Classes will be conducted synchronized and asynchronous in order to promote the new virtual environment of the 21st Century. Critical analysis of the principles and theories of e-learning, communication media research, and effective teaching techniques for implementing virtual learning communities will be covered.
ETEL 604 @
Applied Instructional Designs for the Corporate World
Three Credits
An introduction to the theories and foundations of the systematic design of instruction by integrating learning strategies focused on the corporate world. Among the topics, the analysis of improving employee performance, through a systematic design of materials, learning experiences and integrating technologies for the adult learner, implementation of the ID, need of assessment, and formative and summative evaluations will be covered.

ETEL 605
Applied Instructional Designs for the Academy
Three Credits
Introduction theories and Foundations of systematic instructional design based on Dick and Carey model, focusing on the strategies for the adult learner integrating constructivism. The student will design a unit using the nine steps of this model in the instructional design including the strategies for an adult population.

ETRE 525
Applied Research
Three Credits
Analysis of research methods and the integration of methodology to the real World. Compilation, organization and analysis of data for decision making process and for the implementation of changes. Immersion of statistical data with the research methodology. Development of measurement and evaluation instruments, as well as researcher’s responsibility in relation to federal regulations of the Institutional Review Board (IRB). The course devotes special emphasis to the research skills as applied in this particular field of knowledge, but maintaining the tradition of the scientific investigation. Application of results to the distance learning discipline.

HEMG 600
Fundamentals in the Evaluation of Health Services
Three Credits
Discussion of the development of the discipline, the scope, effectiveness and efficiency of the evaluation of health services. After completing the course the student will demonstrate the added value of discipline, the importance of the specialty and the models of greater relevance in health services. We will study the components of planning, institutional goals, budget development, strategic thinking and continuous qualitative and quantitative monitoring mechanism in the healthcare scenario.

HEMG 610
Legal and Ethical Issues in the Evaluation of Health Services
Three Credits
The course will train students in the knowledge related to the legal and ethical issues in research and evaluation in the health sector in Puerto Rico and the United States. Will prepare the student to exercise control in matters relating to patient rights, risk management, ethics and compliance. Meet specific regulations, Patients’ Rights HIPAA Law, Federal Law 45 CFR 46 Parts A, B, C and D and biosafety principles. As an educational resource, case studies will be included.

HEMG 620
Quality Management in Health Services
Three Credits
After completing the course the student will integrate essential concepts and processes of Quality Management in the evaluation of health services. Students will explore trends in health services and compliance with state regulations of the Department of Health and the federal Center for Medicare and Medicaid Services (CMS). It will reinforce the skills to examine and identify solutions to existing problems in the evaluation of health services from the perspective of Total Quality Management. There will be a compilation of the most important historical events of the quality movement. Will discuss how the quality has impacted organizations, success factors, teamwork and customer satisfaction. Will present quality initiatives taken at local and international levels to ensure the quality of services.

HEMG 630
Evaluation Models Analysis
Three Credits
Analysis of the different models of program evaluation, including needs assessment, formative research, process evaluation, monitoring outcomes, impact assessment and cost analysis; as part of the course the students will be taught to develop indicators, statistical analysis, and development of an evaluation plan to measure the impact on the organization. The course last eight (8) weeks. The course includes two contact hours of laboratory weekly.

HEMG 640
Effectives Strategies for the Evaluation of Health Services
Three Credits
Analysis of processes related to Program Management. Comprehension

HEMG 650
Development of an Evaluation Model for Health Services
Three Credits
Practical application of the principles and methods of assessment in the management of health services, programs and policies. Distinction between the advantages and
disadvantages of different research methods, understanding the concepts of cost-benefit and cost-effectiveness. The approach is aimed at the development of a model for program evaluation and use of information obtained in the evaluation of programs or cases. The course is eight weeks. The course includes two laboratory contact hours weekly.

HESM 500
Leadership and Organizational Behavior in Health Services
Three Credits
The course will present how organizational behavior involved in the role, performance and leadership of the manager in health services. It will present the concepts of leadership, difference between leaders and managers, attitudes, personality traits, emotional intelligence and its importance in the environment of health services, in addition to developing successful teams and delegation of authority. The student will identify how individuals learn and how personality is involved in the process of learning and decision-making. There will be case studies.

HESM 510
Strategic Planning in Health Services Organizations
Three Credits
The students will study the components of planning, institutional goals, budget development, strategic thinking and continuous monitoring mechanisms qualitative and quantitative in healthcare scenario. Assessment methodologies will be discussed to compare different situations. Work plans will be developed, institutional goals, budget, and continuous monitoring mechanisms qualitative and quantitative healthcare scenarios.

HESM 520
Fundamentals of Accounting and Finance in Health Services
Three Credits
This course explores the essential practices of accounting and finance applied to the health sector. The student will apply the concepts learned from the environment of healthcare settings, including: costs, forecast, future costs, direct and indirect costs, "ratios", patient’s day’s costs, case mix, productivity, inventory analysis, balance sheet, EBITDA, among others. It will focus on the development and interpretation of daily and monthly financial reports as a measure of risk prevention and institutional stability. The course will include additional practice exercises and the use of computer programs.

HESM 540
Health Services Information Systems
Three Credits
Students will learn the basics of design, requirements, applications, operation, control and regulation of computer systems in the health services. Be trained in the use and benefits of electronic medical records, disclosure protocols and operation, as well as to use information management systems to enter data, analyze them and obtain information for research and evaluation purposes. Students will know and indicate links requirements for various applications such as Laboratory Information System (LIS), Picture Archiving and Communications System (PACS), Billing and Collection (Billing and Collection), and others. The course includes two laboratory contact hours weekly.

HESM 550
Research Methods in Health Services
Three Credits
Summary of research methods that apply to the management of health services, students will analyze the various research designs and conduct quantitative or qualitative studies. Students will be strengthened between the drafting process of applied research reports that help management in decision making. The course lasts eight (8) weeks. The course includes two contact hours of laboratory weekly.

HESM 560
Applied Biostatistics
Three Credits
Study of the principles and basic concepts of applied statistics and inferential analysis principles in health services. Emphasis is placed on the assessment and analysis of descriptive statistics, hypothesis testing and estimation. It covers the basics of inferential statistics applied to hypothesis testing, mean proportions and variances in the process of health management and evaluation. Identify and recognize the importance of regression and correlation analysis. The course includes two laboratory contact hours weekly.

HESM 570
Fundamentals of Epidemiology
Three Credits
It emphasizes the importance of the manager and evaluator of health services and its importance as a leader in creating solutions that meet the needs of communities. Application of the epidemiological method in the management of health services. It will take into account the principles of epidemiology as a control and eradication of diseases to solve the health problems of the population. The course describes the natural history of the disease and the inclusion of statistics strategies for health promotion and disease prevention. It also discusses the advantages and limitations of various epidemiological designs.

PRMG 640
Project Management II: Project Planning
Three Credits
Analysis, action plan development and usage of effective methods in project management. Study of processes in the planning and initial phases of projects. Critical analysis of inputs, products, tools and techniques used in project
management processes. Application of related terminology and definitions.

**PRTE 630**
**Instructional Design and Technological Project I**
**Three Credits**
Individual supervised project consisting of presenting an innovative technological instructional design as a solution to a real educational problem of practical nature. Discussions will be held to guide students in identifying the problem, present the hypothesis, research, data collection, data analysis, interpretation, presentation, and conclusions. Significant information must be presented to prove the need of the technology integration as a tool for virtual education environments.

**PRTE 640**
**Instructional Design Technological Project II**
**Three Credits**
Individual supervised project consisting of research and critical analysis of instructional design models for virtual educational environments. Study of the model’s process for distance education and e-learning will be emphasized. Discussions will be held to guide students in identifying the problem, present the hypothesis, research, data collection and data analysis, interpretation, presentation and conclusions. Significant information must be presented to prove the need of the Instructional Technologist and the performance of students’ involvement in virtual learning communities.

**STMG 600**
**Leadership and Entrepreneurial Vision**
**Three Credits**
Analysis of roles and styles of a leader as an agent of change through the articulation and construction of the organization’s vision and mission. The course includes theoretical and analytical studies of types of leadership strategies, leadership styles and organizational context in which the leader works. Human resources strategies for empowerment and their impact in the organizational culture are also explored. Application of theoretical knowledge in relation to individual, interpersonal and group behavior within the organization. The course addresses the study of leadership and organizational behavior in a continuous changing global environment.

**STMG 601**
**Strategic Management**
**Three Credits**
Analysis and application of concepts such as ethics and social responsibility. Evaluation and application of elements related to identifying opportunities and analysis of business strengths and weaknesses. Emphasis in the application of the vision, mission, goals and objectives for the development of strategies in the planning process. Development of a strategic plan that includes identification and evaluation of alternatives for its control. This course is targeted to the development and application of analytical skills related to strategic planning.

**STMG 602**
**Technological Applications and Information Systems**
**Three Credits**
The course develops strategic management skills in entrepreneurial leaders for the operational integration of different information resources. It allows for the identification, analysis and evaluation of alternatives for the improvement of the organizations’ effectiveness. The course also emphasizes the importance of technology for strategic planning and problem solving. This course focuses in the development and application of the knowledge and skills needed to understand, evaluate and make decisions related with information systems.

**STMG 603**
**Business Communication**
**Three Credits**
This course develops the needed communication skills for the efficient, effective and successful performance of the modern leader. It emphasizes the relationship between effective leadership and communication, its role, both internally and externally. Also included are the types of communication in the organization, reinforcing with the critical use of various techniques and the integration of technologies that support the management process of the effective leader. This course analyze the responsibilities and tasks inherent in properly informing management decisions, how to handle communication in times of crisis and the expectations and tendencies of the leader as a communicator. It also emphasizes the support provided by the leader in the processes of changes and challenges of communication and the leader in the entrepreneurial dynamics.

**STMG 604**
**Organizations in a Global Economy**
**Three Credits**
This course studies of the opportunities that global economy offers to management. Analyze economic principles based on problem examination and the challenges presented on a globalized economy. It includes decision making on financial, economic and stock market issues. This course evaluates strategic opportunities and risks regarding organizational development in the global context.

**STMG 608**
**Strategies for change, professional and entrepreneurial development**
**Three Credits**
Strategic analysis of topics in the areas of power relations and resistance to change, motivation, and human behavior. Tolerance and respect for diversity and group dynamics. Evaluation and design of strategies for the development of a
world-class organizational culture. Emphasis in environmental and structural forces within the organization. Appraises the different variables related to the organizational capacity for managing change and the development of plans and strategies.
Appendix A

Satisfactory Academic Progress Tables

<table>
<thead>
<tr>
<th>Postgraduate Certificate Programs</th>
<th>Master’s Degree Program Engineering Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Attempted</td>
<td>% of Credits Earned</td>
</tr>
<tr>
<td>1 – 15</td>
<td>60%</td>
</tr>
<tr>
<td>16 +</td>
<td>67%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Degree Programs (Masters and Doctorates)</th>
<th>Naturopathic Medicine Doctorate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Attempted</td>
<td>% of Credits Earned</td>
</tr>
<tr>
<td>1 – 18</td>
<td>55%</td>
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<tr>
<td>19 – 36</td>
<td>60%</td>
</tr>
<tr>
<td>37 +</td>
<td>67%</td>
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