

COLLEGE OF SOCIAL JUSTICE AND HUMAN SERVICE

Undergraduate 2014-2015 Catalog

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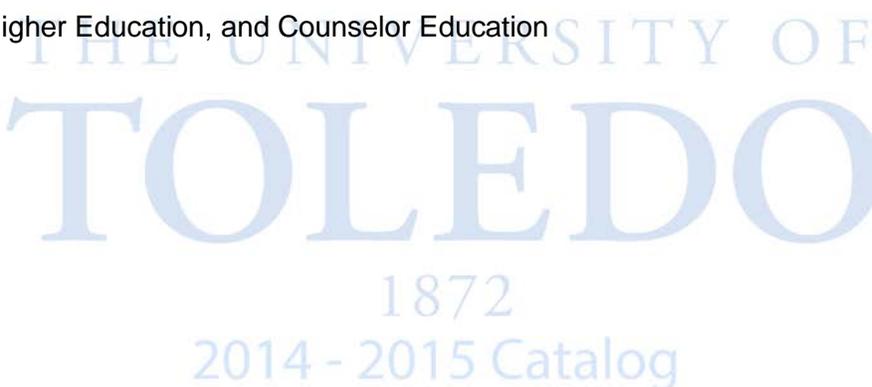
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COLLEGE OF SOCIAL JUSTICE AND HUMAN SERVICE

Degrees/Programs Offered

The college offers an array of bachelor's degrees, an associate degree and post-baccalaureate certificates.

Counseling (minor)

Criminal Justice (degree or minor)

Forensic Science Investigation (minor)

Paralegal Studies (associate degree, bachelor's degree or post baccalaureate certificate)

Legal Specialties ((minor)

Nurse Paralegal (post baccalaureate certificate)

Social Work (degree)

Admission Policies

To be admitted to the College of Social Justice and Human Service at The University of Toledo, direct-from-high-school students need a minimum cumulative high school grade point average (GPA) of 2.50 or ACT of 19.

Students not qualifying for admission to the College of Social Justice and Human Service will be admitted through The University of Toledo's YOU College. Students who want to transfer into the College of Social Justice and Human Service must earn 12 hours of college-level work with a minimum cumulative GPA of 2.2.

Selective/Limited Admission

The Social Work program requires an additional application for admission to their professional program.

Requirements for Students with an Associate's Degree

Students holding associate's degrees from accredited colleges are encouraged to enroll. Students may earn a bachelor's degree upon completion of two or more additional years of full-time study; see the adviser in the major to determine a plan of study.

The following regulations apply:

1. Students must complete the equivalent of the specified University core.
2. In all baccalaureate programs, a minimum of 64 hours must be taken at the 2000 to 4000 levels; of these a minimum of 32 hours must be taken at the 3000 and 4000 levels. Coursework from other institutions is accepted at the level at which the course was taught at that institution.

Admission with Transfer Credit /Change of College

Students with satisfactory academic records wishing to transfer into the College of Social Justice and Human Service must meet the minimum entrance requirements of The University of Toledo. After submission of official transcripts from all colleges/universities attended and acceptance by the College, transfer courses are evaluated. The evaluation process must be completed before the end of the first term of attendance.

Students in good standing who wish to change from another college within The University of Toledo to the College of Social Justice and Human Service should make an appointment with a college adviser in the Office of Student Services to discuss the transfer and have academic records reviewed. All program requirements, including University core, must be fulfilled as specified in the catalog for the year in which the student enters the College. All undergraduate hours attempted and earned at the University of Toledo, as well as the GPA, will transfer.

Number of credit hours and minimum required GPA for transfer and change of college students:

Number of credit hours transferred	Minimum required GPA
Less than 30	2.2 overall
30-59	2.4 overall
60 or more	2.5 overall

Readmission of Former Students

Undergraduate students who discontinue course work for a period of at least one academic year (not including summer) must request readmission to the University. If students have taken any course work at another institution during the time they have been away from the University (other than transient status), they must complete a new application in the Office of Undergraduate Admission and meet transfer admission requirements.

Students who have not taken course work for more than 12 months must comply with the college requirements at the time of readmission. When seeking readmission, students whose grade point average (GPA) is below 2.0 can only be readmitted on approval of the associate dean. Students with a GPA of 2.0 or higher may seek readmission in the college office.

Honors Program

The Honors College and the College of Social Justice and Human Service provide opportunities for challenging and individualized study for undergraduate students of unusually high ability, motivation and initiative. For admission requirements, see Admission to the University Honors College in the General Section of this catalog.

Academic Policies

The College of Social Justice and Human Service adheres to all of The University of Toledo policies and procedures. Please refer to the General Section of this catalog for academic policies governing all students enrolled at the University. In any case where University, college, departmental and/or program policies conflict, the most stringent policy applies. Students should consult with their program for a complete list of all policies and procedures specifically related to their program.

Academic Advising

The Office of Student Services coordinates academic advising for the College of Social Justice and Human Service. The office's mission is to provide quality, timely and comprehensive student services that will enhance student success in achieving academic goals. Although the ultimate responsibility for making personal and educational decisions rests with the student, his/her potential for academic success can improve considerably through a strong relationship with the adviser, who can provide assistance in identifying educational options and enhancing student potential.

Students in the College of Social Justice and Human Service are assigned academic advisers. Essential services provided by advisers include degree requirements, career opportunities, and interpretations of college and University policies and procedures. Student services is located in 3100 Gilham Hall.

GPA Recalculation for Repeated Courses

Students who have retaken a course and earned a higher grade may petition to have the first grade excluded from grade point average. Credit will only be awarded once for repeated courses. If a grade has been deleted that grade will not be used in determining the UT grade point average. However, all grades, including those for repeated courses, will be included in the determination of eligibility for graduation honors, fellowships, or other distinctions awarded on the basis of GPA. No more than a total of 12 semester hours of course work will be deleted. Students who have had their GPAs recomputed under the Academic Forgiveness Policy are not eligible for grade deletions. Specific programs within the college may have more rigorous requirements for grade deletions of major or related courses.

Withdrawal Policy (W Grades)

The number of credit hours of W is limited to 22 hours for all undergraduate students in degree programs in the College of Social Justice and Human Service. Once a student has accumulated 22 hours of W, further withdrawals will be counted as F's in computation of the student's GPA for the purposes of probation or suspension. In addition, students risk the loss of financial aid if they accumulate excessive hours of W.

Academic Probation and Suspension

Students with a cumulative GPA of less than 2.0 are automatically placed on probation until a cumulative GPA of 2.0 is achieved. While on probation, it is recommended students enroll for 12 or fewer credit hours. Students on probation must see an adviser.

Academic suspension means the student is prohibited from registering at The University of Toledo for a period of at least one semester. A student is subject to academic suspension if his or her GPA continues to fall below the minimum of 2.0 or if he or she fails to make sufficient progress toward attainment of the degree by accumulating excess W grades. Students may remove Incompletes while under suspension. Refer to the [UT Policy web](#) site for additional information on academic suspension.

Dismissal

Dismissed students are not eligible for readmission to the College of Social Justice and Human Service.

A student may be dismissed for:

- Failing to meet the conditions of readmission after suspension from the College of Social Justice and Human Service.
- Demonstrating patterns of behavior that are inappropriate for students preparing for professional roles or for failing to meet the morals standard as defined by the state of Ohio.

Regulations for probation, suspension and dismissal apply to both full-time and part-time students. In all matters, the dean's decision is final.

Academic Honesty

Refer to the [UT Policy web](#) site for further information on Academic Honesty.

Academic Grievance

Students have the responsibility and right to call to the attention of a professor any course grade believed to be in error. The college grievance procedure must be initiated within 60 days of the posting of the final grade. Academic grievances must follow the procedure described below:

- The student meets with the professor to attempt to resolve the problem.
- If meeting with the professor does not resolve the problem, the student must discuss the problem with the department chair of the faculty member who issued the grade. The chair attempts to resolve the problem, but may not unilaterally change the grade.
- If meeting with the chair does not resolve the issue, the student will forward the appeal to the associate dean of the College of Social Justice and Human Service.
- The college's Petition for Academic Grievance should be used for this purpose. The student must state the reasons for the appeal and the desired outcome. The student must meet with the associate dean to review and discuss the problem. The associate dean will attempt to resolve the problem by meeting with the appropriate faculty member, but may not unilaterally change the grade.
- If the student wishes to continue the appeal, he/she must forward the appropriate information relative to the problem to the Student Grievance Council. Information on this process may be found in The University of Toledo Student Handbook. **Note:** If the grievance occurs during the fall or summer semester, a grievance petition must be filed with the chair of the Student Grievance Council no later than the last day of classes in the next semester. If the grievance occurs during the spring semester, the grievance petition must be filed with the chair of the Student Grievance Council no later than the last day of classes in the final summer session.

Student Responsibilities

Students are responsible to complete the following:

- All first-year students must see an adviser each semester; all College of Social Justice and Human Service students are strongly encouraged to see a faculty or academic adviser at least once a year.
- Readmit students are responsible for degree requirements in effect at the time of readmission.
- Students are responsible for fulfilling all degree requirements.
- Students are encouraged to meet with their academic advisers as needed for assistance.
- Students must contact the Office of Student Services to schedule an advising appointment.

Degree Requirements

College of Social Justice and Human Service

Students in baccalaureate programs in the College of Social Justice and Human Service must complete a minimum of 124 hours of course work and have the proper number of credit hours as outlined in their program of study. In all baccalaureate programs, a minimum of 64 hours must be taken at the 2000 levels or above; of these, a minimum of 32 hours must be taken at the 3000 and 4000 levels.

University Core Curriculum

Students earning bachelor's or associate's degrees in all University colleges and programs are required to complete the University Core Curriculum. Those courses are distributed in the areas of English composition, mathematics, humanities/fine arts, social sciences, natural sciences and multicultural studies (see the General Section of this catalog for details). Some colleges and programs require courses in these areas over and above those required to fulfill University core requirements. The student's academic department or college office should be contacted for specific details.

Residence Requirement

Students transferring from other institutions must earn at least 32 credit hours in the College of Social Justice and Human Service at The University of Toledo to be eligible for graduation.

Full-time students transferring into Social Justice and Human Service programs must complete at least the final semester and 25 percent of their program of study in residence within the college. Part-time students must complete the last 12 credit hours and 25 percent of the program of study within the college.

Application for Graduation

See the UT Policy web site for additional information.

Department of Criminal Justice, Social Work and Legal Specialties

Degree Programs

Bachelor of Science in Criminal Justice
Minor in Criminal Justice
Minor in Forensic Science Investigation

Bachelor of Social Work
Honors in Social Work
Associate of Paralegal Studies
Bachelor of Science in Paralegal Studies
Post-Baccalaureate Certificate in Paralegal Studies
Nurse Paralegal Certificate
Minor in Legal Specialties
Honors in Legal Specialties

Criminal Justice Programs

The undergraduate programs in criminal justice include a baccalaureate degree in criminal justice and minors in criminal justice and in forensic science investigation. The program can be completed as a campus based program; the **entire undergraduate degree in criminal justice can also be completed online.**

Bachelor of Science in Criminal Justice

The Bachelor of Science (B.S.) degree in criminal justice is designed to prepare students to enter law enforcement, corrections, probation, parole, private security, juvenile justice and related careers. In addition, the B.S. program provides preparation for students who wish to attend graduate school in criminal justice, a related field, or law school.

The undergraduate curriculum consists of a liberal arts core, criminal justice core and electives, general electives and supporting courses from related disciplines to form an understanding of justice (e.g., political science, public administration, sociology, history, business and social work). Because good communication and computer skills are important to the criminal justice professional and to students planning to attend graduate or law school, courses in writing, speaking and computer use are part of the curriculum. The faculty is committed not only to teaching about criminal justice systems, but also to challenging students to explore the concept of justice and to develop their own ethical paradigms. Accordingly, course work in ethics is required. Faculty members also emphasize the development of critical thinking and analytical and problem-solving skills in their instruction.

Requirements for the Bachelor of Science in Criminal Justice

Student should follow and complete the degree requirements as displayed in the criminal justice program of study chart.

Requirement	Hours
University General Education	34
Criminal justice required courses	39
Criminal justice elective courses	12
Computer science/applications courses	3
General electives	36
Minimum total hours	124
Minimum hours at 2000/4000 level	64
Minimum hours at 3000/4000 level	32
Minimum GPA	2.0

Below is a sample curriculum for the Bachelor of Science in Criminal Justice. Sample curriculum is subject to change. Please consult the department for up-to-date information.

	Fall Semester		Spring Semester	
Year 1	ENGL 1110 or 1110 College Composition I PSY 1010 Principals of Psychology CRIM 1010 Criminal Justice CRIM 1040 Human Relations HHS 1000 Freshman Orientation Computer Science Course Total Hours	3 3 3 3 1 3 16	CRIM 1110 Penology CRIM 1240 Policing PSC American National Government SOC 1010 Intro to Sociology MATH 1180 Math for Liberal Arts (or higher) Total Hours	3 3 3 3 3 15
Year 2	CRIM 2200 Criminal Law CRIM 2230 Criminal Procedure ENGL 1130 or College Comp II (or higher) Humanities/Fine Arts General Education Elective Total Hours	3 3 3 3 3 15	CRIM 2250 Juvenile Justice CRIM 2050 Applied Criminology Humanities/Fine Arts General Education Natural Science General Education Elective Total Hours	3 3 3 3 3 15
Year 3	CRIM Electives Natural Science General Education Multicultural Course Non-US Diversity Electives Total Hours	6 3 3 6 18	CRIM 4100 Research Methods in Crim Justice CRIM 3210 Applied Psych for CJ Personnel CRIM Elective Electives Total Hours	3 3 9 3 15
Year 4	CRIM 4200 Ethics in Criminal Justice CRIM 4590 Adm of Criminal Justice Electives Total Hours	3 3 9 15	CRIM Elective Electives Multicultural Course US Diversity Total Hours	3 3 6 3 15

Courses are available in the summer. Students should consult an academic adviser or the summer course schedule to develop a program of study that includes summer courses. Please note that CRIM 4590 is a capstone class required to be taken at The University of Toledo.

Minor in Criminal Justice

The minor in criminal justice designed to give the student an overview of the criminal justice discipline; it includes an introductory course and a foundational course in each of the four areas recommended by the Academy of Criminal Justice Sciences (i.e., penology, policing, constitutional law and juvenile justice). The remaining six hours give the student freedom to explore areas of interest in criminal justice.

Required	Hours
CRIM 1010 Criminal Justice	3
CRIM 1110 Penology	3
CRIM 1240 Policing	3
CRIM 2230 Criminal Procedure	3
CRIM 2250 Juvenile Justice	3
CRIM Electives at the 3000/4000 level	6

Minor in Forensic Science Investigation

The minor in forensic science investigation is designed to provide an overview of the importance of forensic science evidence in the criminal justice system. Students learn about the rules and procedures of evidence pertaining to admissibility of scientific and physical material; the basic methods of collection, preservation and analysis of evidence; and the methods of presentation of evidence in court.

This minor is designed for students planning to work for law enforcement agencies to better understand the importance and types of forensic science evidence in criminal investigations. It is not designed for students who plan to work in a crime laboratory or in jobs requiring in-depth scientific analysis of evidence. Those students interested in forensic science will need to obtain a degree (preferably at the graduate level) in the natural sciences.

Required*	Hours
BIOL 2020 Mammalian form and function	4
BIOL 2170 Fundamentals of Life Science II	4
BIOL 2180 Fundamentals of Life Science II Lab	1
CHEM 1100 Concepts in Chemistry	3
CHEM 1150 Concepts in Chemistry Lab	1
CRIM 2210 Criminal Investigation I	3
CRIM 2220 Laws of Evidence	3
CRIM 3290 Criminal Investigation II	3
CRIM 4940 Criminal Justice Internship	3

*Students will be responsible for meeting all of the prerequisites and co-requisites for the required courses in the minor.

Social Work Programs

The program in social work consists of a baccalaureate degree that meets the educational requirements for the Licensed Social Worker level. Honors in social work is also available.

Bachelor of Social Work

The social work program offers a bachelor of social work degree. The undergraduate social work program is fully accredited by the Council on Social Work Education and prepares students for entry into the beginning level of professional social work practice as generalist social workers who work in a variety of system sizes with various population groups. Graduates of the program meet the educational requirements for licensing at the Licensed Social Worker (LSW) level in the state of Ohio.

Admission Requirements

Freshmen entering The University of Toledo with the intent of majoring in social work should declare pre-social work as their major until they complete the requirements to apply to the social work program and have been accepted to the social work program.

Prior to applying to the social work program, the student must have:

- Completed 30 semester hours of course work;
- Minimum UT GPA of 2.25; and
- Completed SOCW 1030, 2010 and 2210 with a minimum major GPA of 2.5 and a grade no less than C in each of these social work courses.

Admission to the social work program is selective; students will not be permitted to enroll in social work courses at the 3000 level or higher unless they have been admitted to the social work program. Applications are available from advisers.

Degree Requirements

Students should follow and complete the degree requirements as displayed in the social work program degree chart. Social work students enroll in BIOL 1120 as part of the natural science requirements of the College of Social Justice and Human Service. Students may not take P/NC in major courses or related courses, except SOCW 4220.

Below is a sample curriculum for the Bachelor of Social Work. Sample curriculum is subject to change. Please consult the department for up-to-date information.

	Fall Semester		Spring Semester	
Year 1	ENGL 1110 or 1110 College Composition I SOC 1010 Intro to Sociology MATH 1180 Mathematics for Liberal Arts SOCW 1030 Intro to Social Welfare Humanities/Fine Arts General Education HHS 1000 Freshman Orientation Total Hours	3 3 3 3 1 1 16	ENGL 1130 or higher College Comp II BIOL 1120 Survey of Biology PSY 1010 Principles of Psychology CMPT 1100 Comp Inform Applications General Education Total Hours	3 3 3 3 4 16
Year 2	PSC 1200 American National Government SOCW 2010 Survey of SW Profession Natural Science General Education Elective Total Hours	3 3 3 6 15	ECON 1010 or higher ECON ANTH 2100 Human Society thru Film or ANTH 2800 Cultural Anthropology SOCW 2210 SW Field Experience I Humanities/Fine Arts General Education Electives Total Hours	3 3 3 3 4 16
Year 3	SOCW 3110 Social Work Practice I SOCW 3240 Human Behav – SocEnvt I SOCW 3300 Social Policy and Legislation Elective (DST,SOC,WGST or AFST) Total Hours	3 3 3 6 15	SOCW 3120 Social Work Interviewing II SOCW 3220 Human Behavior II SOCW 3230 Human Behavior III SOCW Social Work Research Practicum II SOWC Elective Total Hours	4 3 3 3 3 16
Year 4	SOCW 4120 SW Practice II SOCW 4200 Field Lab II SOCW 4220 Field II Elective (DST,SOC,WGST or AFST) Total Hours	3 3 1 5 3 15	SOCW 4120 SW Practice III SOCW 4210 Field Lab III SOCW 4230 Field III SOC 4660 Racial/Ethnic Minorities/US or SOC 4670 African Americans in US Elective Total Hours	3 1 5 3 3 15

Entry to SOCW 4120, 4130, 4200, 4210, 4220 and 4230 require senior standing, a minimum overall GPA of 2.25, a minimum major GPA 2.5, a grade of C or better in all major courses and permission of the field director.

Departmental Honors in Social Work: Qualified juniors and seniors may apply to work for honors in social work.

The following are requirements for admission to the departmental honors program in social work:

- Minimum GPA of 3.3 in social work courses
- Minimum cumulative GPA of 3.0
- 12 hours completed work in social work, and
- Qualification as a social work major.

After being admitted to the departmental honors program in social work, the student must complete nine hours of independent work in social work. During the final semester before graduation, the student must pass a comprehensive examination or complete a research project. The honors topic and research project are to be developed in close conjunction with a faculty adviser. Students should discuss their special interests with faculty members or with an adviser who will help identify an appropriate faculty member to guide the honors work.

Legal Specialties Programs

Undergraduate programs related to the legal profession are found in this department. Programs include academic course work and practical experiences designed to develop the knowledge, critical thinking and communication skills necessary for contributing to the legal profession. All of the department faculty are licensed attorneys, judges and magistrates and are available for career advising.

Paralegal Studies Programs

A dynamic field of study, the legal specialties program in paralegal studies prepares students to be an integral part of the legal team, working under the supervision and direction of attorneys. Paralegals assist attorneys by conducting interviews and investigations, researching cases, drafting legal documents, and assisting at real estate closings, depositions and trials. All degree and certificate programs hold prestigious American Bar Association approval. Contact the program office at 419.530.7746 for more information.

Prelaw Studies

No particular degree is required for admission to law school. Successful law students must possess good communication, logic and analytical skills, and have a fundamental understanding of the legal system. The paralegal studies program provides students with an excellent "pre-law" program by teaching those important skills. Graduates with a bachelor degree in paralegal studies who meet certain criteria will receive guaranteed admission to The University of Toledo College of Law.

Associate of Applied Science- Paralegal Program Degree Requirements

Below is a sample curriculum for associate of applied science in the paralegal program. Sample curriculum is subject to change. Please consult the department for up-to-date information.

	Fall Semester		Spring Semester	
Year 1	ENGL 1110 College Composition I LGL 1010 Introduction to Law LGL 1720 Law Practice Management MATH 1320 College Algebra LGL 2120 Real Estate Transactions HHS 1000 Freshman Orientation	3 3 3 3 3 1	ENGL 1130 or higher Comp II LGL 1160 Legal Research LGL 1150 Tort Law* ENGL 1130 College Composition II Social Science General Education	3 3 3 3 3
	Total Hours	16	Total Hours	15
Year 2	LGL 2020 Civil Procedure LGL 2130 Family Law BUAD 2040 Financial Acct. Information Social Science General Education Humanities General Education	3 3 3 3 3	Law Elective Elective Humanities General Education Legal Assisting Internship CMPT 1100 Computer Applications or BUAD 1020 Micro Applications in Business	3 3 3 3 3
	Total Hours	15	Total Hours	15

Bachelor of Science – Paralegal Program Degree Requirements

Below is a sample curriculum for the Bachelor of Science in the paralegal program. Sample curriculum is subject to change. Please consult the department for up-to-date information.

	Fall Semester		Spring Semester	
Year 1	LGL 1010 Introduction to Law LGL 1720 Law Practice Management Real Estate Transactions MATH 1320 College Algebra ENGL 1110 College Composition I	3 3 3 3 3	LGL 1160 Legal Research LGL 1150 Tort Law CMPT 1100 or BUAD 1020 Social Science General Education ENGL 1130 or higher Comp II	3 3 3 3 3
	Total Hours	15	Total Hours	15
Year 2	LGL 2020 Civil Procedure LGL 2130 Family Law LGL 2700 Advocacy: Mock Trial BUAD 2040 Financial Acct. Information Social Science General Education	3 3 3 3 3	LGL 2110 Estate & Probate Administration LGL 2210 Prac & Prod of Admin Law PHIL 1020 Critical Thinking Humanities General Education	3 3 3 3
	Total Hours	15	Total Hours	15
Year 3	LGL 3030 Adv. Legal Research/Writing LGL 3050 Bankruptcy Pract & Cons Appl PHIL Elective at 3000/4000 level Legal Specialty Option Natural Science General Education Science General Education Lab	3 3 3 3 3 1	LGL 3010 Law of Business Associations LGL 3330 Litigation LGL 4130 Clinical Experience Legal Specialty Option Multicultural Non-US Diversity Natural Science General Education	3 3 3 3 3 3
	Total Hours	16	Total Hours	18
Year 4	LGL 4030 Contract Law LGL 3350 Alternative Dispute Resolution PHIL Elective at 3000/4000 level Legal Specialty Option General Elective	3 3 3 3 3	LGL 4940 Advanced Paralegal Internship Legal Specialty Option Multicultural US Diversity General Elective General Elective	3 3 3 3 3
	Total Hours	15	Total Hours	15

Post Baccalaureate Certificate in Paralegal Studies – Degree Requirements

To be accepted into this program, students must have at least a four-year bachelor degree.

Below is a sample curriculum for the certificate program. Sample curriculum is subject to change. Please consult the department for up-to-date information.

	Fall Semester		Spring Semester	
Year 1	LGL 1010 Introduction to Law LGL 1720 Law Practice Management LGL 2020 Civil Procedure LGL 2120 Real Estate Transactions Law Elective	3 3 3 3 3	LGL 1150 Tort Law LGL 1160 Legal Research LGL 2110 Estate & Probate Administration LGL 2940 Paralegal Internship Law Elective	3 3 3 3 3
	Total Hours	15	Total Hours	15

Law Electives – choose two from the list below:

LGL 2210 Practice & Procedures in Administrative Law	3
LGL 2130 Family Law (Prereq: LGL 1010 & LGL 1160)	3
LGL 2700 Advocacy: Mock Trial	3
LGL 3010 Law of Bus Assoc (Prereq: LGL 1010 & LGL1720)	3
LGL 3030 Adv. Leg Res (Prereq: LGL 1010 & LGL1160)	3
LGL 3050 Bank Prac (Prereq: LGL 1010 & LGL1160)	3
LGL 3330 Litigation (Prereq: LGL 1150 & LGL2020)	3
LGL 3350 Alt Dispute Res (Prereq: LGL 1010, 1150 & 2020)	3
LGL 4030 Contract Law (Prereq: LGL 1010 & LGL1160)	3
LGL 1130 Clinical Exp (Prereq: LGL 1010 & LGL1160)	3

Although the Paralegal Internship may be taken by post-baccalaureate certificate students during their second semester, it is strongly suggested that it be taken alone in the student's third semester.

Nurse Paralegal Certificate – Degree Requirements

The nurse paralegal certificate program prepares practicing nurses for careers in law where medical education and experience are needed. Examples of these areas of the law are medical malpractice, personal injury, workers compensation, wrongful death and social security.

Below is a sample curriculum for the certificate program. Sample curriculum is subject to change. Please consult the department for up-to-date information.

	Fall Semester		Spring Semester		Summer Sem
Year 1	LGL 1010 Introduction to Law	3	LGL 1150 Tort Law	3	LGL 2940
	LGL 1720 Law Practice Management	3	LGL 1160 Legal Research	3	Paralegal
	LGL 2020 Civil Procedure	3	LGL 2210 Administrative Law	3	Internship
	Total Hours	9	Total Hours	9	(3 Total Hours)

Minor in Legal Specialties Requirements

Below is a sample curriculum for the minor in legal specialties. Sample curriculum is subject to change. Please consult the department for up-to-date information.

	Fall Semester		Spring Semester	
Year 1	LGL 1010 Introduction to Law	3	LGL 1150 Tort Law	3
	LGL 2120 Real Estate Law	3	Law Elective	3
	Law Elective	3	Law Elective	3
	Law Elective	3		
	Total Hours	12	Total Hours	9

Law Electives – choose four from the following:

LGL 1160 Legal Research (Prereq: LGL 1010)	3
LGL 2110 Estate & Probate Administration	3
LGL 2130 Family Law (Prereq: LGL 1010 & LGL 1160)	3
LGL 2700 Advocacy: Mock Trial	3
LGL 3010 Law of Bus Assoc (Prereq: LGL 1010 & LGL1720)	3
LGL 3110 Personal Law (Prereq: Jr Standing or Instructor Permission)	3
LGL 3120 Personal Law II (Prereq: LGL 3120)	3
LGL 3350 Alt Dispute Res (Prereq: LGL 1010, 1150 & 2020)	3
LGL 4030 Contract Law (Prereq: LGL 1010 & LGL1160)	3
LGL 4230 Health Care & the Law (Prereq: Jr Standing or Instructor Permission)	3

Students will be responsible for meeting all of the prerequisites for the required courses in the minor.

Departmental Honors in Legal Specialties

To be awarded, upon graduation, the citation "Honors in Legal Specialties" an admitted student must:

1. Successfully complete 9 hours of LGL honors courses, and
2. Maintain at least a cumulative GPA of 3.5 in the student's entire paralegal studies program of study, and
3. Submit to the program director a portfolio of the student's honor's work for verification before applying for graduation.

Students should register for the honors section of 3 courses from the following list, and consult with the paralegal studies instructors regarding the honors requirements in those courses:

LGL 3010 Law of Bus Assoc (Prereq: LGL 1010 & LGL1720)	3
LGL 3030 Adv. Leg Res (Prereq: LGL 1010 & LGL1160)	3
LGL 3050 Bank Prac (Prereq: LGL 1010 & LGL1160)	3
LGL 3110 Personal Law (Prereq: Jr Standing or Instructor Permission)	3
LGL 3120 Personal Law II (Prereq: LGL 3120)	3
LGL 3330 Litigation (Prereq: LGL 1150 & LGL2020)	3
LGL 4030 Contract Law (Prereq: LGL 1010 & LGL1160)	3
LGL 4230 Health Care & the Law (Prereq: Jr Standing or Instructor Permission)	3

Department of School Psychology, Higher Education and Counselor Education

Degree Programs

Minor in Counseling
Undergraduate Certificate in Chemical Dependency Counseling

Counselor Education Program

Minor in Counseling

The Counseling Minor allows undergraduates to learn basic concepts and skills used in the counseling profession including counseling theories and skills, substance abuse treatment and prevention and case management. The minor will not lead to licensure or certification but will be a sound foundation for students wishing to pursue a master's degree in counseling or other helping professions.

The counseling Minor requires a minimum of 19 semester hours as follows:

CESP Required Core Course – 4 hours

COUN 1110 Fundamentals of Human Mental Health 4

CESP Electives – 15 hours (At least 8 hours must be at 3000 or 4000 level)

COUN 1240 Substance Abuse Issues in Mental Health	3
COUN 2120 Group and Therapeutic Approaches	4
COUN 2220 Family Theories & Cult Infl in Mental Health	3
COUN3110 Case Management in Mental Health	3
COUN 3140 Substance Abuse Pre & Com Program	3
COUN 3150 Models of Treatment for Substance Abuse	3
COUN 3220 Theories in Mental Health	3
COUN 4080 Essentials of Helping Relationships	3
COUN 4240 Substance Abuse Treatment Techniques	3

Undergraduate Certificate in Chemical Dependency Counseling

This certificate program is designed to help students meet the academic requirements for licensure as a Licensed Chemical Dependency Counselor II or Licensed Chemical Dependency Counselor III. Students must either have a degree or be working toward completion of a degree. To qualify for licensure as a LCDC II, students must have an associate's degree in a behavioral science (e.g., psychology, social work, etc.) or a bachelor's degree in any subject. To qualify for licensure as an LCDC III, students must have a bachelor's degree in a behavioral science. Students seeking a LCDC II license will need to document completion of 6,000 hours of chemical dependency counseling related work experience of which a minimum of twenty percent must be in chemical dependency counseling. This work can include paid and volunteer hours. An associate's degree in a behavioral science (e.g., psychology, social work) may substitute for one thousand hours of work experience. Students seeking a LCDC III license will need to document completion of 4,000 hours of chemical dependency counseling related work experience of which a minimum of twenty percent must be in chemical dependency counseling.

The undergraduate Certificate in Chemical Dependency Counseling requires a minimum of 22 credit hours as follows:

COUN 1240 Substance Abuse Issues in Mental Health	3
COUN 2120 Group and Therapeutic Approaches	4
COUN 2220 Family Theories & Cult Infl in Mental Health	3
HEAL 3300 Drug Awareness	3
COUN 3140 Substance Abuse Pre& Com Program	3
COUN 3150 Models of Treatment for Substance Abuse	3
COUN 4240 Substance Abuse Treatment Techniques	3

College of Social Justice and Human Service Faculty

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