MA Schedule of Classes

All students are required to verify their personal information prior to registering each term. This is also how you get your specific time to register. To access the Hamilton Holt Check-In, log into FoxLink and select the Holt Student tab. You may check-in once you have activated your account. You will automatically receive your registration time on the screen and by email (your Rollins Account). You will not be able to register until this process is complete.

Please see the individual calendars for registration periods and term start dates.

Counseling

Education

Human Resources

Liberal Studies

Planning & Civic Urbanism

Important Dates

Start/End Dates:
Please see the individual calendar

Grades Due 9am:
Senior: May 9
Others: May 14

Spring Graduation Date
May 12, 2012

Summer Start:
May 14

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General Information

MA Schedule of Classes

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- Financial Aid
- Building Key
- Campus Map
- Student Consumer Information
- Tuition Deadline
- Tuition Deferment Form
- Payment Plan

Rollins College holds a distinctive place in higher education. From its founding in 1885, the College has grown from a small liberal arts undergraduate institution to a comprehensive college with more than 3,000 students. The College has master's degree programs in liberal studies, business, education, human resources and counseling. Rollins also has a traditional, residential undergraduate program of about 1,400 full-time students and unique evening bachelor's degree programs at the Hamilton Holt School in Winter Park. The faculty are dedicated to rigorous education in a responsive environment, interdisciplinary programs, scholarship, and creative endeavor. Ninety-two percent of Rollins professors have earned the Ph.D. or highest degree in their field. Rollins has been consistently listed by U.S. News and World Report as among "America's Best Colleges."

Admission | Parking
Advising | Office Hours
Olin Library | FoxLink
Textbooks | Payment

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Admission

All new students must submit an application for admission and pay a non-refundable application fee prior to registration.

Advising

General information is available at the Graduate Studies office in the Hamilton Holt School. Students may make an appointment with an academic adviser by calling (407) 646-2232. Students may make an appointment with their graduate program director by contacting the appropriate program coordinator.

For information on financial aid, students should contact the Financial Aid Office at (407) 646-2395.

For Veteran's Affairs, students should contact Terrie Cole at (407) 646-2232.

Olin Library

The 54,000 square-foot Olin Library, a $4.7 million gift of the Olin Foundation, was dedicated in 1985. Located near the shore of Lake Virginia, Olin Library houses volumes of books and government documents, special collections, Archives, computerized services, Internet-accessible SIRSI, circulation and interlibrary loan capabilities, and numerous databases provide library users online access to thousands of publications on various subjects. The professional staff is available for individual bibliographic appointments and formal instruction in library research methods. Also available to students, the 11,000 square-foot Olin Electronic Research Information Center within the Olin Library, which is a $2.7 million gift of the Olin Foundation dedicated in 1998.

Library hours during the traditional academic year are: Monday - Thursday, 8 a.m. to 12 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9:00 a.m. to 5:00 p.m.; Sunday, noon to midnight. Hours are extended during exam weeks and shortened during holidays, spring break, and the summer. Pick up a detailed schedule at the library or call library circulation services at (407) 646-2521. And, the Olin Instructional Lab and Multimedia Center are open the same hours as the Olin Library. However, the 24-hour Late Night Study Area remains open after the library closes (from noon on Sunday until 5:00 p.m. on Friday; and from 9:00 a.m. to 5:00 p.m. on Saturday). For further information and the holiday schedule, contact the Department of Information Technology at (407) 628-6363.

Textbooks

Textbooks will be available in the Rollins College Rice Family Bookstore (407) 646-2133, located on Holt Avenue next to Carnegie Hall.

Parking and the SunTrust Garage

In order to use the College parking lots and the Rollins College SunTrust parking garage, students must have a valid parking decal for each cars. These decals are available at the Rollins College Campus Security Department, located on

the first floor of the Facilities Management Building.

The SunTrust parking garage is located between Lyman and Comstock Avenues--entrance located on East Lyman Avenue. Decals are required to use the garage. Students may park on the upper levels and in any space that is not reserved or designated for tenants.

Hamilton Holt Office Hours

8:30 a.m. - 6:30 p.m., Monday - Thursday
8:30 a.m. - 5:00 p.m., Friday

FoxLink

FoxLink is an online student resource software where students register for classes, view their financial aid requirements, view their term schedules, and connect with classmates and instructors. Access your account from anywhere by selecting FoxLink from the list of campus logins on the R-Net page. Once you login, select the “Holt Student” tab and view your academic information. Access FoxLink using your FoxID. Please contact the Student Help Desk if you encounter any difficulties at 407-628-6363.

Payment

Payments by check can be sent to:

Rollins College
Office of the Bursar
1000 Holt Ave-2715
Winter Park, FL 32789

Tuition payments may also be charged to your credit card via our online process. Rollins accepts only MasterCard, Discover and American Express. When payment is made by credit card, students will be charged a user fee. Students may make a payment via FoxLink or via the Online Billing and Payment System.

Electronic checks are also accepted. Your financial institution routing number and account number will be needed. There is no fee applied when using electronic check. Electronic checks are processed using the Online Billing and Payment System. Be sure to select "e-check" from the drop down menu.

Cash payments should be taken directly to the Campus Bursar (Cashier) on the second floor of the Warren Administration Building. Cash tuition payments will NOT be accepted at the Holt School Office.

Rollins also offers a convenient payment plan option. For more details, visit the Rollins Bursar website.

Grades

Grades are due in the Hamilton Holt School five days after the course ends. Students can access their grades via their Campus Foxlink account. Official report cards are no longer mailed to students at the end of each term. In accordance with the Family Educational Rights and Privacy Act as well as College policy, grades will not be given over the phone.

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Registration Instructions

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The Hamilton Holt School conducts all student registrations online using FoxLink. Registration is restricted to students in good academic and financial standing who have attended at least one of the previous three semesters. Students who do not have access to the internet from home or work may use the computing labs, located in the Olin Library, during normal hours of operation. There is also a student computing station located in the Holt School office.

The Student Help Desk (407-628-6363) is available during regular office hours should students encounter technical problems. Students should follow the procedures described below to report error messages received while attempting online registration.

Getting Started | Enter Registrations | Payment Submission
Log In | Complete Registrations | Wait list
Select Term | Logging Out | Elective Options for Non-Majors

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Getting Started

Select Courses from the Schedule of Courses and write down the CRN (5-digit number).

- Students will be prohibited from registering for more than the specified limit without prior approval. Graduate students should contact the appropriate coordinator for instructions.
- Absolutely no scheduling overlaps in meeting times or dates are permitted. This is non-negotiable.
- You may not register by web for courses offered in other Rollins Programs. Refer to the Graduate Studies catalog for policies and procedures.
- You will be prohibited from participating in online registration if you have an outstanding debt to the institution. Contact the College Bursar's Office at 407-646-2252.
- Students are forewarned to review prerequisite requirements reflected in the Schedule of Courses and in the course descriptions.
- The starting and ending dates of courses are not reliable in FoxLink schedule views. This is because intensive courses are built into parts of term for refund and grading purposes. These parts of term dates are not to be confused with the actual course meeting dates that are reflected in the online Schedule of Courses.

Log In

- From the Rollins Web home page, select FoxLink from the drop-down box under "Campus Logins."
- Enter Username (your FoxID) and Password (PIN).
- Click on *Holt Student* tab at top of form.
- The screen will then divide into three sections. Look at the middle section titled *Course Registration*; then select Hamilton Holt Check-in link and follow the instructions. When the Check-in form is complete, you will receive a registration time period on the screen and by email.

  NOTE: All Hamilton Holt School students must now complete Check-in prior to registration.

- Once Check-in is complete, select the *Holt Student* tab again, then the *Registration* link.

Select Term

- Select the appropriate term link from the drop-down menu. (Example: Summer 2012 A&S/CPS/Holt.)
- Click on the Submit Term button.
- Click on Add/drop Classes link.

Enter Course Registrations

- Using the scroll bar to the right of the screen, scroll to the Add Class form at the bottom of the page. Enter the CRNs (the five digit number for each course) of your course selections and click on the Submit Changes button.

- A schedule will automatically come up indicating that you have either successfully registered for your courses or that registration errors/holds prohibit registration. (If you receive error messages, refer to Section I of these instructions.)

  Note: The Holt School uses a wait-list system. If a course is filled, you are not automatically wait-listed. You must select Wait-List from the drop-down menu and submit again. Your selection will be shown again confirming that you are wait-listed. For more information, see Process to be Wait-Listed for a course.

- Clicking on the Reset button at the bottom will clear any changes you may have made as long as you have not already clicked on the Submit Changes button. You may also use the drop-down box in the action column to delete courses you may have entered in error.
- Once you have completed the registration process, scroll down to the bottom of the page and select the Registration Fee Assessment link. You will be shown the amount of tuition due. This amount does not consider any financial aid award.

Complete Registration

Select the Registration Fee Assessment link located either at the bottom of the registration page or from the Registration menu. Review the charges to your student account to ensure accuracy. This is a required step to finalize your electronic registration. This amount does not consider any financial aid award.

Logging Out

Once registration is complete, be certain to click on the Logout icon located in the top left corner of the screen. If you do not log out, anyone who uses the computer after you could view and/or access sensitive information in your records

Submission of Payment

Tuition rates vary for each graduate program. Follow this link for current tuition rates.

Full tuition payment for all students is due by 5:00 p.m. on the deadline stated in the Schedule of Classes. No exceptions will be considered or negotiated. We recommend that you not mail your payment since there is no guarantee that it will reach us prior to the payment deadline.

Students are held personally and financially responsible for the course enrollments, tuition, and fees they initiate through the registration process. We expect full and timely payment for all registrations. Students who cannot pay full tuition through one or a combination of acceptable methods of payment on or before the deadline must withdraw in writing prior to the deadline in order to avoid additional financial penalties. Late payment penalties include an initial fee of $75, and $75 per month until the end of the term or the balance is paid in full. This will be applied to all payments received after the deadline.

The Holt School does not automatically withdraw students for unpaid balances, but reserves the right to do so if such students are registered for courses that have waiting lists. In this case, the student will be withdrawn after the payment deadline, notified of the withdrawal in writing, and receive a full relevant tuition credit. Late payment fees will remain on the student account to cover incurred administrative time and costs.

- **Holt School Payment Plan:** The Holt School now offers a convenient, low cost payment plan for students.
- **Payment by Cash/Check/Credit Card**: The Holt School will not release account or payment information over the telephone. Authorized payers may access FoxLink through the Rollins Home Page at www.rollins.edu. Select FoxLink from the drop-down box options under Campus Logins.
    - Log into FoxLink, select the *Holt Student* tab, then select *Holt Bill and Payment Options* from the second column.
    - Select User Preferences to update e-mail addresses and notification preferences. A secondary e-mail address can be entered for notification when monthly statements are available. Under this option, you may also choose to receive an e-mail confirmation or notification when an authorized payer makes a payment.
    - Select Payment Profiles to enter credit card and banking information for electronic check payments. These profiles will be stored so that you will not need to enter this information each time you make a payment.
    - Select Authorized Payers to create an account for parents, grandparents, or anyone who will be responsible for paying on your account. You will need to communicate user Login Name and Password to the individual in order for that person to access your account online through the Authorized Payers link. The Authorized Payers link will be available at www.Rollins.edu.
    - Select View Accounts to review your monthly statement. You will be able to obtain this statement in printable format by clicking on the PDF option at the top left corner of the statement. You will also be able to view past statements via this option.
    - Select Make Payment to submit an online payment to your account.
    - Select Payment History to review payments made to your account via the online payment site.
    - Select Contact Us in the top right-hand corner or call 407-646-2252 (Bursar's Office) if you need assistance.
    - Log off is located in the top right-hand corner. Your FoxLink session will remain active while you are in the QuikPay site and will reappear on your screen when you log off QuikPay.

- **Payment by Financial Aid**: Financial aid recipients who have received the Rollins award letters may defer all or part of their payment (depending on the award) until the aid becomes available. Deferment of tuition for financial aid applicants is an extension of the payment due date. It is NOT a guarantee of eligibility for financial aid. Students are ultimately responsible for the full cost of tuition and fees. The amount of financial aid that is reflected on the student account on the date of registration is what the Holt School will consider when reviewing payments. Students have the responsibility to determine and pay any remaining balance prior to the payment deadline in order to avoid additional late payment fees. Students who anticipate financial aid and subsequently learn that aid has been reduced, denied, or withdrawn must either pay the full tuition balance or complete a written request to be withdrawn without financial penalty by the end of the first week of classes in order to avoid being held financially responsible for their classes and late payment fees. The Holt School is not involved or aware of decisions regarding the status of student aid and does not automatically withdraw. The student has responsibility for this. There is important Information About Making Schedule Changes for Florida Bright Futures Recipients.

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- **Payment by Corporate Sponsors**: Some employers have a billing agreement with the Rollins College Office of the Bursar. Students attending under one of these agreements must have a signed, authorized form on file in the Bursar's Office at the time of registration in order to defer tuition payment. If the original form is not on record at the time of registration, the student may register by paying 25% of tuition due plus fees.
- **Tuition Discounts:** Alumni with Bachelor's or Master's Degrees, and current adjunct faculty in academic programs are eligible for a 20% tuition discount on undergraduate course tuition. Alumni with a MA in Counseling from Rollins College are also eligible for a 20% tuition discount on graduate counseling course tuition. Proof of employment or graduation may be required in some instances.

Process to be Wait-Listed for a closed course

Should you receive a message that a course is closed, you may add your name to the waiting list by clicking on the drop-down box in the Action column and selecting Wait-Listed. Be certain to save this action by hitting the Submit button. You will be notified if a space becomes available in the course. Graduate and undergraduate programs in the Holt School administratively maintain separate waiting lists through the first week of classes. Instructor overrides are not accepted, so please do not contact the professor. Students are prohibited from attending courses without official registration.

Please note that even though you are not officially registered for wait-listed courses, they will appear on all FoxLink schedule viewing forms. Most forms reflect a status of WL (wait-listed) instead of RE (registered). The WL status is not reflected on the schedule option viewed by day and time. Please note the inclusion of wait-listed courses when using this schedule view option.

Elective Course Options for Non-Majors

A non-matriculated student who holds a baccalaureate degree from a regionally accredited college or university may enroll, as space permits, in intensive elective courses offered during the spring and summer terms (1.5 semester hours each).

To be admitted, students must complete the application form and pay the nonrefundable application fee. Students must submit an official transcript of the baccalaureate degree prior to completing the course. Normally, nonmatriculated students who wish to take a second course must earn a grade of "B" or better in the first course. Unless an exception is granted, nonmatriculated students may enroll in no more than three intensive elective courses.

Courses taken for credit by a nonmatriculated student may be counted toward the MPCU degree if the student is later admitted to degree-seeking status.

Seniors in Rollins Undergraduate Programs

Each term, as space permits, undergraduates of Rollins College who have advanced to senior standing and achieved a cumulative grade point average (GPA) of 3.0 or better may enroll in up to three intensive elective courses in the program, as long as they maintain a GPA of "B" or better in the courses. Interested students should contact their undergraduate program adviser.

MPCU courses taken by undergraduate students to fulfill requirements for a baccalaureate degree cannot be counted toward the Master of Planning in Civic Urbanism.

Undergraduate students in the Hamilton Holt School must pay graduate tuition and fees when they enroll in MPCU courses.

Schedule Changes

Rollins College reserves the right to change or cancel course offerings, as necessary. A reasonable effort will be made to inform students of such changes. Students are advised to routinely check the schedule web site and Rollins e-mail for updates. There will be no financial penalty to students enrolled in courses that are canceled.

These condensed instructions are not intended to be an exhaustive representation of institutional or program policies and procedures. Additional information is contained in the current Rollins College Hamilton Holt School catalogs. Catalogs are available on the Holt School website.

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Tuition Deadline

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Payment Due:

Summer: April 30, 2012 at 5:00 p.m.

Fall: July 31, 2012 at 5:00 p.m.

See Registration Instructions for specific information regarding payment and payment options.

Tuition for Summer 2012, Fall 2012, and Spring 2013:

Master of Arts in Counseling
$544 per credit hour

Master of Education/Teacher Certification
$473 per credit hour

Master of Human Resources
$551 per credit hour

Master of Liberal Studies
$417 per credit hour
$558.78 for Masterworks courses

Master of Planning & Civic Urbanism
$551 per credit hour
$826.50 for short course

Note: By registering, students agree to accept full responsibility for the payment of tuition and fees. If a payment is not fulfilled or returned for insufficient funds or no approval by credit, students also agree to pay all fees associated with collection of due funds, including collection costs and attorney's fees.

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Counseling Schedules

Counseling Schedules

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Fall 2012

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Rollins College
Graduate Studies in Counseling

Fall 2012 Schedule of Classes

Schedule update on: 11/28/2012 9:22:38 AM

Holt School Registration Check-in will open for all students June 12.
Each student must verify (and update if needed) their contact information to receive a registration time period. You will not be able to register if you do not complete this process. Check-in starts one week prior to registration and applies only to current Holt School undergraduate and graduate students.

To check in, Log into FoxLink and go to the Student tab and select the *Hamilton Holt Registration Check-in* link.

Calendar **Course Descriptions** **Syllabi** **Textbook Lookup**

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Filled	90432 CPY 510 1	Foundations of Mental Health	3	04:00p-06:30p	CSS 229	T	Alicia Homrich	
Filled	90433 CPY 510 2	Foundations of Mental Health	3	06:45p-09:15p	CSS 229	T	Alicia Homrich	
Open	90434 CPY 515 1	Fund Statistics & Research	3	04:00p-06:30p	CSS 226	T	Heather Horne	
Open	90435 CPY 515 2	Fund Statistics & Research	3	06:45p-09:15p	CSS 226	T	Heather Horne	
Filled	90436 CPY 520 1	Group Dynamics	3	04:00p-06:30p 04:00p 06:30p	CSS 226	M M	Valorie Thomas	Breakout Room: CSS 230
Filled	90437 CPY 520 2	Group Dynamics	3	04:00p-06:30p 04:00p 06:30p	CSS 226	W W	Kyle Baldwin	Breakout Room: CSS 231
Filled	90438 CPY 538 1	Multicul/Social Justice Cnslng	3	06:45p-09:15p	CSS 229	M	Tiffany Schiffner	
Filled	90439 CPY 538 2	Multicul/Social Justice Cnslng	3	04:00p-06:30p	CSS 232	T	Samuel Sanabria	
Filled	90440 CPY 550 1	Dynam Marr/Relatnshp/Family	3	04:00p-06:30p	CSS 229	M	Leigh DeLorenzi	
Filled	90441 CPY 550 2	Dynam Marr/Relatnshp/Family	3	06:45p-09:15p	CSS 232	T	Leigh DeLorenzi	
Open	90442 CPY 557 1	Couples & Marriage Therapy: Th	3	06:45p-09:15p 06:45p 09:15p	CSS 231	R R	Burt Bertram	This class will meet on the following dates: November 1, 8, 15, and 29
Open	91037 CPY 699 1	Master Therapists Series	0	08:00a-05:00p	HHS AUD	S	Derrick Paladino	Saturday, October 13, 2012
Filled	90443 PSY 551 1	Psychopathology	3	04:00p-06:30p	CSS 230	W	Derrick Paladino	
Filled	90444 PSY 551 2	Psychopathology	3	06:45p-09:15p	CSS 230	W	Samuel Sanabria	
Filled	90446 PSY 680 1	Practicum & Internship I	5	09:00a-12:00p		M	Alicia Homrich	
Filled	90447 PSY 680 2	Practicum & Internship I	5	06:45p-09:15p	CSS 231	M	Leigh DeLorenzi	
Filled	90448 PSY 680 3	Practicum & Internship I	5	04:00p-06:30p		T	Derrick Paladino	
Filled	90449 PSY 680 4	Practicum & Internship I	5	04:00p-06:30p	CSS 221	W	Samuel Sanabria	

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Calendar

Course Descriptions

Calendar

Fall 2012

Session Beginning and Ending Dates

Some courses are offered in an intensive format with starting and ending dates as published. Final examinations will be given during the last schedule class meeting of all courses unless otherwise stated by instructor.

Term begins:	Monday, August 27
Term ends:	Thursday, December 6

Registration and Other Important Dates

June 12	Mandatory Pre-registration Check-In opens at 12:00 pm and closes at 5:00 pm August 20. Check-in instructions provided in FoxLink.
June 19 - 20	Online registration for current students begins at 12:00 noon on he first day and ends at 5:00 pm on the last day.
July 31, 2012	Tuition payment due by 5:00 pm. NOTE: Credit Card payments (MasterCard, Discover, or American Express only) are accepted on-line only and are subject to additional fees. Late payment penalties include an initial fee of $75 and $50 per month until the end of term or the balance is paid in full.

Holidays

September 3	Labor Day
November 21 - 23	Thanksgiving Holidays

Refund and Withdrawal Policies and Deadlines

Withdrawal deadlines are strictly enforced by the Hamilton Holt School. Tuition refunds for withdrawals after the stated deadline will not be granted for:

- change in job assignment (duties, hours, travel, etc.)
- change in financial aid status and/or eligibility if not reported in writing to the Holt Office by the end of the first week of classes
- lack of prerequisite knowledge or coursework
- personal or family crisis or illness
- relocation out of the area

Withdrawal exceptions are extremely rare and may be granted only by the Director of the Graduate Education Program.

Withdrawal and refund deadlines will differ for courses offered on an intensive format. Generally, 50% for withdrawal before the second scheduled class meeting.

Tuition Refund Schedule

All withdrawals must be submitted in writing to the Holt School Office. Tuition credit is first applied to existing unpaid balance. No refunds after published dates.

Refund Schedule

100%	Refund - Before Classes Begin (Before first published meeting date)
75%	September 4
50%	September 10

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Withdrawal without Academic Penalty Date - October 22 (full-term courses only)

Deadline for withdrawal from intensive courses is the Monday following the mid-point class meeting. Withdrawals must be submitted in writing to the Graduate Coordinator in the Holt School Office.

Grades Due to Holt School

9:00 a.m. on December 12

Students may view grades through Campus Foxlink as they are received and posted in the Holt School Office. Unofficial grade reports and transcripts may be downloaded directly from Campus Foxlink. Official transcript copies may be requested in writing from the Holt School Office for a nominal fee. The Holt School will not release grades to anyone over the phone.

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Course Descriptions

Course Descriptions

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Fall 2012

Descriptions are for courses offered Fall 2012 only. Please see catalog for a complete list.

CPY 510 Foundations in Clinical Mental Health Counseling [3]
Foundations provides an overview of the field of clinical mental health counseling and the expectations of the Graduate Studies in Counseling program. Students explore historic, philosophical, and sociocultural trends in mental health counseling. Topics include: professional roles, functions, specialties, employment trends, preparation standards, credentialing, and ethical standards. An experiential portion of this course will introduce students to basic counseling skills. CPY 510 is a prerequisite for all other courses.

CPY 515 Fundamentals of Statistics, Research, and Program Evaluation [3]
This course teaches students to be informed consumers of professional research. Basic statistics, fundamentals of research design, research report development, program evaluation, needs assessment, and ethical and legal aspects of research are explored. The course focuses on interpretation of research data and appropriate application to professional practice.

CPY 520 Group Dynamics and Process [3]
This course examines group dynamics and group membership skills. Additionally, students examine various types of counseling groups and related issues such as group stages, ethical considerations, leader behavior, and appropriate groups for particular populations. Students are provided an opportunity to participate in a small group to promote self-awareness, interpersonal skills, and an understanding of group skills and techniques. CPY 520 is a prerequisite to all other courses.

CPY 538 Multicultural and Social Justice Counseling [3]
This course is designed to address the social and political context of counseling individuals, families, and groups with diverse identities and social locations. Other areas of investigation include the intersections of race, ethnicity, class, gender, sexual orientation, age, physical ability, and the impact of oppression. Intercultural communication patterns and multicultural counseling theory and practice are emphasized, along with the role of the counselor as an advocate, ally, and agent of social change. Prerequisite: CPY 525 or permission.

CPY 550 Dynamics of Marriage, Relationship, and Family Systems [3]
This course examines theoretical approaches including major systems theories, strategies, and techniques of family and relationship therapy. A survey of the development of family and relationship counseling and proponents of the field are studied. Issues of conflict and ethical considerations are examined. The impact of cultural and societal forces upon the family system are explored. Prerequisite: CPY 530 or permission.

CPY 557 Couples and Marriage Therapy: Theory and Techniques [3]
Theories and associated techniques of couples and marriage counseling will be explored. This course also explores specific developmental issues and social and political factors affecting couples. A range of therapeutic modalities will be surveyed. Prerequisites: CPY 550 and CPY 555.

PSY 551 Psychopathology: Diagnosis and Assessment of Abnormal Behavior [3]
This course focuses on providing knowledge and skills in the effective use of interview examination, systematic observation of client behavior, correct application of psychological constructs, appraisals, and empirically supported treatments, recognition and classification of major syndromes of psychopathology, diagnostic schema, and the prevalence of mental disorder. Students also learn how to diagnose dysfunctional behavior according to the current Diagnostic and Statistical Manual and accompanying treatment planning. For the purpose of identifying effects and side effects of prescribed psychotropic medications, the basic classifications, indications, and contraindications of commonly prescribed psychopharmacological medications are surveyed. Prerequisite: CPY 530 or permission.

PSY 680 Practicum and Internship I in a Clinical Mental Health Setting [3]
Course objectives are to help students develop effective individual and group counseling skills. Students are expected to demonstrate an effective counseling style based upon personal strengths, sound professional principles, and a personally defined philosophy and system of counseling. This course involves on site experience, individual supervision by faculty, and weekly seminars. Lab fee will be assessed. Prerequisites: Completion of all coursework.

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Graduate Education

Graduate Education

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Rollins College
Graduate Studies in Education

Fall 2012 Schedule of Classes

Schedule update on:
11/28/2012 9:22:38 AM

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M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Open	90531 EDU 500 1	Pre-Internship Field Experienc	1	-			John Hewit	
Open	90532 EDU 504 1	Psychological Foundations	3	04:00p-06:30p	CSS 222	T	Giovanni Valiante	
Open	90929 EDU 510 1	Teaching 21st Cent. Classroom	3	06:45p-09:15p	CSS 222	R	Trevor Honohan	
Filled	91244 EDU 510 I1	TA: 21st Century Technology	3	06:45p-09:15p	CSS 222	R	Trevor Honohan	
Open	90533 EDU 513 1	Curriculum Thry & Sch Prgm	3	04:00p-06:30p	CSS 222	W	Harry McLaughlin	
Open	90534 EDU 517 1	Teaching (Subj) Secon Schools	2	04:00p-06:30p	CSS 231	R	Jie Yu	
Open	90535 EDU 517L 1X	Field Experience Second School	1	-			Jie Yu	
Open	90536 EDU 533 1	Student Teach: Elementary	9	-			Margot Fadool	
Open	90537 EDU 540 1	Seminar in Classroom Mgmt.	3	04:00p-06:30p	CSS 229	W	Margot Fadool	
Open	90538 EDU 575 1	Diagnostic Techniq in Reading	3	06:45p-09:15p	CSS 222	W	Joyce Clark	
Filled	91061 EDU 577 I1	DIS: Reading Practicum	3	-			Margot Fadool	
Open	91219 EDU 599 I3	DIS: Hist. of Education:Rwanda	3	-				
Open	90540 EED 563 1	Teaching Mathematics in El Sch	3	04:00p-06:30p	CSS 222	M	Jie Yu	
Open	90541 EED 563L 1	Elementary Scl Mathematics Lab	1	06:45p-09:15p	CSS 222	M	Jie Yu	
Open	90542 EED 564 1	Teaching Elem Sch Science	3	07:00p-09:30p	CSS 222	T	Kelly Gooden	
Open	90543 EED 567 1	Health & PE Pgms Elem Schools	2	06:45p-08:00p	ASC 109	R	Richard Morris	

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Course Descriptions

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EDU 500 Pre-Internship Field Experience [1]
Provides an opportunity for students planning to teach to gain insight into the education process as it exists in the schools. The course consists of two components: 1) directed observation and field experience which requires a student to spend a minimum of 60 hours in an approved school; 2) development and practice of specific skills in the following areas: communication skills, analyzing classroom verbal interaction, classroom management, analyzing classroom leadership styles, writing behavioral objectives, and developing lesson plans. Prerequisite: must be in at least second full semester of M.A.T. program.

EDU 504 Psychological Foundations of Education [3]
Presents an application of psychological principles to learning by children and adolescents in school contexts. Special topics include child and adolescent development, human motivation, and implications for teaching strategies.

EDU 513 Curriculum Theory for Diverse Learners [3]
This course addresses school organization and curriculum development in elementary and secondary schools including instructional goals and basic teaching strategies. This course is a designated ESOL stand-alone course in the Department of Education and emphasizes curricular adaptations for Limited English Proficiency (LEP) and ESOL materials. The skills and competencies covered in this course are indicated on the syllabus.

EDU 517 Teaching (Particular Subject) in Secondary Schools [3]
Examines special methods for teaching at the middle or secondary level. The course covers instructional techniques and classroom materials in the designated subject and includes special problems associated with classroom testing and teaching the "at-risk" learner. To be taken the semester before student teaching and with EDU 517L.

EDU 517L Field Experience in Secondary Education [1.5]
A pre-internship field experience. A minimum of four hours a week in a middle or secondary school is required. To be taken with EDU 517.

EDU 533 Student Teaching: Elementary [9]
A student teaching internship offered at the elementary level. A nine-semester-hour experience requiring teaching in a public or private school. This course requires prior application to the Director of Field Experiences (deadlines for each term are published). This experience is fully explained in the Student Teaching Handbook available from Graduate Studies.

EDU 540 Seminar in Classroom Management [3]
A survey course, taken during the student teaching semester, helps to prepare future teachers in the planning of instruction, organization of classrooms, and the management of student learning. Beyond the day-to-day items facing the teachers, this course examines topics pertaining to teaching such as child abuse, assessments, and job-hunting skills. The ETEP portfolio based on the Florida Educator Accomplished Practices must be completed at the performance level. Concurrent with EDU 533 or EDU 534.

EDU 575 Diagnostic Techniques in Reading [3]
This course examines a variety of testing available to classroom teachers to diagnose and improve reading instruction. Students will administer diagnostic instruments and design and implement curriculum to improve the student's reading skills. Prerequisite/Corequisite: EDU 509.

EDU 590 Special Topics in Education [3]
Special topics will be covered in a seminar format to focus on a specific issue in education.

EED 563 Teaching Mathematics in Elementary School [3]
Focuses on the NCTM standards for the teaching of elementary mathematics. Major topics include the use of manipulatives, calculators, the real number system, informal and formal geometry, basic facts and algorithms, measurement and metrics, and problem solving.

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EED 563L Elementary School Mathematics Lab [1]
Problem solving sessions that utilize basic mathematical concepts introduced in EED 563. The use of manipulatives facilitates understanding of various number systems, measurements, and algorithms.

EED 564 Teaching Elementary School Science [3]
Reviews special methods of teaching science to elementary school pupils. A learning cycle approach is used stressing activity-oriented science and basic science concepts. Performance assessment will be utilized throughout the class.

EED 567 Health and Physical Education Programs in Elementary Schools [2]
Reviews special methods for physical activities for children, concepts and materials of health education, and the values underlying programs of personal fitness for children.

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Rollins College Graduate Studies
Master of Human Resources

Fall 2012 Schedule of Classes

Schedule update on: 11/28/2012 9:22:38 AM

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Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Filled	90816 MHR 500 1	Strategic HR Management	4	06:45p-09:25p		W	Donald Rogers	Course meets in Crummer 207: W 6:45-9:25 Aug 22-Dec 5
Open	90817 MHR 515 1	Recruitmnt, Selection, Retentn	4	06:45p-09:25p	PORTBL C8	T	Margaret Sheridan Jackson	Course meets: T 6:45-9:25 Aug 21-Nov 27
Filled	90770 MHR 538 1	HR Leadership	4	06:45p-09:25p	FAIRBK 116	M	Richard Bommelje	Course meets: M 6:45-9:25 Aug 20-Dec 3
Open	90818 MHR 542 1	Team Building	4	06:45p-09:15p	PORTBL C7	T	John Houston	Course meets: T 6:45-9:15 Aug 21-Nov 27
Open	90819 MHR 590 1	HR Agility	4	06:45p-09:25p	CRUM 223	R	Robert Prescott Nancy Tallent	Course meets in Crummer 223: T 6:45-9:25 Aug 21-Nov 27
Filled	91080 MHR 673 I1	Independent Research	4	-			Donald Rogers	
Filled	91081 MHR 673 I2	Independent Research	4	-			Margaret Sheridan Jackson	

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Course Descriptions

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MHR 538 HR Leadership [4]
A personal effectiveness course focusing on the cultivation of leadership attributes, skills, and knowledge. Topics include a review of leadership theory, leadership development models, and leadership education. Students will design leadership development programs.

MHR 500 Strategic Human Resource Management [4]
Provides an overview of the Human Resources (HR) profession. Emphasizes strategic thinking concepts (e.g.: human capital theory, value added, best practices, distinctive competencies, competitive advantages, return on investment) and tools (e.g.: vision, values, assessment, design, implementation, evaluation). Explores the process of Human Resource Management (HRM) from a strategic perspective using case studies.

MHR 515 Recruitment, Selection, and Retention [4]
Various methods for recruiting, selecting, and retaining employees. Topics include equal employment opportunity; human resource planning; determination of staffing needs; internal and external recruitment strategies; selection interviews, tests, and assessment procedures; placement, promotion, and transfer policies; and retention strategies.

MHR 542 Team Building [4]
Theories of cooperation, participatory decision-making, and collaborative learning are used to develop strategies for creating and improving the operational performance of work teams. The course will be taught from both the group-process and information technology perspectives.

MHR 590 Special Topics [4]
This course will be offered on an occasional basis focusing on an in-depth treatment of a special topic or current issue in human resources or organization development. Course topics might be theoretical (Critical Theories of the Firm), professional (Preparation for the PHR Exam), disciplinary (Talent Management), or practical (Managing Conflicts between EEO, ADA, INS, and Florida Workers Comp).

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Liberal Studies Schedule of Classes

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Rollins College Graduate Studies
Master of Liberal Studies

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Status	Course	Course Title	Hours	Time	Location	Days	Instructor	Pre-Reqs/Comments
Open	90810 MLS 548 1	Psychology of Love & Loss	4	06:45p-09:15p	CSS 167	T	Sharon Carnahan	Course meets: T 6:45-9:15 Aug 21-Dec 4
Open	90811 MLS 550 1	Modern & Contemporary Art	4	06:45p-09:15p	CFAC 116	W	Rachel Simmons	Course meets: W 6:45-9:15 Aug 22-Dec 5 2 Saturday field trips: Sept 22 and Oct 20
Open	90605 MLS 602 1	The Human Order	4	06:45p-09:15p	KMC 1	M	Robert Vander Poppen	Course meets: M 6:45-9:15 Aug 20-Dec 3
Open	90607 MLS 604 1	The Origins of Modernity	4	06:45p-09:15p	CSS 167	R	J Cook	Course meets: Th 6:45-9:15 Aug 22-Dec 6
Open	90606 MLS 606 1	Masterpieces Modern Literature	4	06:45p-09:15p	CSS 167	M	Gail Sinclair	Course meets: M 6:45-9:15 Aug 20-Dec 3
Filled	91050 MLS 680 I2	RSCH: Womens Survive in Novels	4	-			Emily Russell	
Filled	91052 MLS 680 I3	RSCH: India & the Infinite	4	-			Yudit Greenberg	
Filled	91018 MLS 680 I1	Musical Memoir Writing	4	-			Daniel Flick	
Filled	91058 MLS 690 I6	Thesis:The Passion of Mary	4	-			Daniel Crozier Walter Phelan	
Canceled	91183 MLS 690 I7	Thesis:	4	-				
Filled	91046 MLS 690 I3	Thesis: Democratic Landscape	4	-			Robert Stephenson Leslie Poole	
Filled	91047 MLS 690 I4	Thesis: Living a Parallel Life	4	-			Margaret McLaren Twila Papay	
Filled	91053 MLS 690 I5	Guard Optimism Cynical Fatalis	4	-			Edward Cohen Patrick Fleming	
Filled	90993 MLS 690 I1	Thesis: The Chess Players	4	-			Philip Deaver Walter Phelan	
Filled	90994 MLS 690 I2	Frankenstein; A Seminal Wrk of	4	-			J Cook Gail Sinclair	
Filled	91017 MLS 691 I1	Science's Harmful Power	4	-			Joseph Siry Robert Smither	
Canceled	91020 MLS 691 I3	Life Liberty and Money	4	-				

Filled	91044 MLS 691 I2	U2:Music, Theology,Ethical Act	4	-			Patrick Powers Eric Smaw	
Filled	91048 MLS 691 I4	Thesis Ext: Violence in Theatr	4	-			Patricia Lancaster	
Filled	91056 MLS 691 I5	Beer Through the Ages	4	-			Nancy Decker	
Filled	90991 MLS 691 I6	Thesis:Changing Face of China	4	-			Joseph Siry	
Open	90809 MLS 542M 1	Thoreau's Walden	1.34	06:45p-09:15p	CSS 167	W	Jim Norris	Course meets: W 6:45-9:15 Aug 29-Sept 26
Filled	90808 MLS 540M 1	Greek Myths:Then & Now	1.34	06:45p-09:15p	HHS AUD	T	Jana Mathews	Course meets: T 6:45-9:15 Oct 16-Nov 13

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Course Descriptions

Course Descriptions

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MLS 540M Greek Myths: Then and Now [1.34]
Based loosely on the legend of the Minotaur, the bestselling novel The Hunger Games joins legions of literary texts that are inspired by the indebted to Greek myth. This course examines the use of Greek mythology in western literature ranging from canonical works by Chaucer, Shakespeare, Milton, Tennyson, Eliot, and Joyce to popular fiction like The Hunger Games and Clash of the Titans. Topics of inquire and class discussion will include the architecture of myth and the construction of the hero; the genealogy of kinship and politics of revision; and the role of popular media in the refashioning of literary history.

MLS 542M Thoreau's Walden [1.34]
The course on Henry David Thoreau's Walden will focus on the historical developments contemporary to Thoreau writing the book (early 1850s), the intellectual currents that influenced the text, an examination of Thoreau's life leading up to his time at Walden Pond, a close reading and discussion of the text itself, and an evaluation of how the work influenced subsequent generations.

MLS 548 Psychology of Love & Loss [4]
In this course, we will examine the phenomena of love, and the loss of love, from a scientific perspective. Beginning with the parent-child relationship, we will review concepts of attachment relationships, love, and loss in Western psychological thought, from the works of Freud, Bowlby and M.S. Ainsworth. We will also consider the effects of love and loss on the brain and neurochemistry. First relationships may form a foundation and template for our later loves, so we will finish by reading research on the links between our early relationships and adults' views of friends, partners, images of God, and the experience of grief. Participants will review theoretical and empirical literature, and also make an in-depth study of their own lives of love and loss.

MLS 550 Modern and Contemporary Art [4]
Course investigates how artists, critics and philosophers categorize, criticize and engage in art. Modern and contemporary artists will be explored through visits to regional museums. Includes a visual journal project.

MLS 602 The Human Order [4]
The social and political philosophies of the ancient world reflect the effort to shape the human community according to a universal order in which human beings have a natural place and a natural purpose. In this course, students explore the social and political thought of ancient Greece and Rome in the context of the culture in which that thought arose. The course also examines the cosmology and science of the ancient world, with an emphasis on the attempt to direct the powers of reason to the discovery of a natural order.

MLS 604 The Origins of Modernity [4]
If ancient social and political thought can be characterized by the attempt to fashion a human order that reflected the order of the universe, modern thought must be characterized by the effort to establish order in the human community without the help of a divine being and without knowledge of a transcendent natural order. This course investigates the various ways in which modern social, aesthetic, and political thinkers endeavor to rest human society on purely secular foundations.

MLS 606 Masterpieces of Modern Literature [4]
This course explores the ways in which literature has come to question and define values in the modern world. As writers have endeavored to come to grips with the social, political, and spiritual dislocations of modern life, they have pursued themes of meaning, identity, community, and communication in order to examine the complexities and perplexities of the human condition.

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Planning & Civic Urbanism

Planning & Civic Urbanism

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Rollins College
Master of Planning in Civic Urbanism

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Open	90799 MPC 500 1	Urbanism:Renais to New Urbansm	3	06:45p-09:15p	BEAL 1	M	Robert Stephenson	Course meets: M 6:45-9:15 Aug 20-Dec 3
Open	90800 MPC 510 1	Plan Theory & Civic Implemtatn	3	06:45p-09:15p	REX 1	T	Richard Foglesong	Course meets: T 6:45-915 Aug 21-Dec 4
Open	90820 MPC 540 1	Green Inf: Urban Agriculture	1.5	06:45p-09:15p	KMC 1	R	John Rife	Course meets: R 6:45-9:15 Oct 11-Nov 29
Open	90801 MPC 545 1	Green Infrastruc:Ecol Lndscp	1.5	06:45p-09:15p	LODGE REEVES	R	Robert Stephenson	Course meets: R 6:45-9:15 Aug 23-Oct 4
Filled	91060 MPC 580 I1	Nonprofit Affordable Hse Devel	1.5	-			Robert Hahn	
Filled	91064 MPC 580 I2	Nonprofit Affordable Hse Devel	1.5	-			Robert Hahn	
Filled	91065 MPC 580 I3	Nonprofit Affordable Hse Devel	1.5	-			Robert Hahn	
Filled	91066 MPC 580 I4	Nonprofit Affordable Hse Devel	1.5	-			Robert Hahn	
Filled	91067 MPC 580 I5	Nonprofit Affordable Hse Devel	1.5	-			Robert Hahn	
Filled	91068 MPC 580 I7	Nonprofit Affordable Hse Devel	1.5	-			Robert Hahn	
Filled	91069 MPC 580 I8	Nonprofit Affordable Hse Devel	1.5	-			Robert Hahn	
Open	90802 MPC 608 1	Intro Place-Making 21st Cent	3	06:45p-09:15p		T	Alberto Vargas John Cunningham	Course meets: T 6:45-9:15 Aug 21-Dec 4
Open	90803 MPC 611 1	Transportation & Place	3	06:45p-09:15p	BEAL 2	M	Christopher Sinclair	Course meets: M 6:45-9:15 Aug 20-Dec 3

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Tuition Refund Schedule

All withdrawals must be submitted in writing to the Holt School Office. Tuition credit is first applied to existing unpaid balance. No refunds after published dates.

Refund Schedule

100% Refund - Before Classes Begin (Before first published meeting date)	
75%	August 27
50%	September 4

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Withdrawal without Academic Penalty Date - October 26 (full-term courses only)

Deadline for withdrawal from intensive courses is the Monday following the mid-point class meeting. Withdrawals must be submitted in writing to the Graduate Coordinator in the Holt School Office.

Grades Due to Holt School

9:00 a.m. on December 12

Students may view grades through Campus Foxlink as they are received and posted in the Holt School Office. Unofficial grade reports and transcripts may be downloaded directly from Campus Foxlink. Official transcript copies may be requested in writing from the Holt School Office for a nominal fee. The Holt School will not release grades to anyone over the phone.

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Course Descriptions

Course Descriptions
Calendar

Fall 2012

Description are for Fall 2012 term only. Please view the Graduate Studies catalog for a complete list.

MPC 500 Urbanism: From the Renaissance to the New Urbanism
Examines the interplay of urban design, republican government, and civic humanism from the Italian Renaissance to the present. Includes the study of 15th century Tuscany, 18th century urban England, 19th century Paris, early 20th century Boston, 1920s Florida, and contemporary Portland, Oregon.

MPC 510 Planning Theory and Civic Implementation
Analyzes the interplay of private interest and the public good in American city planning, focusing on the 1909 Chicago Plan and comparing it with the process that created the MyRegion.org2050 Vision.

MPC 540 Green Infrastructure: Land Preservation Ecology
A study of the landmark natural and land acquisition program; includes analysis of acquired sites, management strategies, and restoration projects.

MPC 545 Green Infrastructure: Ecological Landscape
Examines the pros and cons of how humanity manipulates raw resources and impacts the natural environment in our quest to create places for housing, work, and play.

MPC 608 Introduction to Place-Making in the 21st Century
Devoted to the design and implementation of New Urbanist projects, with a focus on the Central Florida region. This course will have a studio component that focuses on suburban retrofitting.

MPC 611 Transportation and Place
Transportation planning from a system approach, with analysis of the role transportation planning plays in creating sustainable pedestrian environments.

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