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If you have been sexually assaulted or the victim of dating violence or stalking:

- Know that the assault is not your fault and you are not alone.
- Seek medical attention immediately. Not all injuries are visible following an assault.
- Preserve any physical evidence of the assault in a paper bag.
- Report the incident to the Department of Public Safety, 911, or the Title IX officer. A counselor or advocate can help you do this.
- Find a safe place to stay away from your attacker.

How to help a friend:

- Believe what has happened.
- Offer safety and support.
- Listen, but don’t press for details or judge.
- Offer information and choices and encourage them to seek help.
- Be patient. Recovery takes time.
- Take care of yourself. Supporting a survivor is hard work.
Confidential Resources
GSU Counseling Center
708.235.7334
www.govst.edu/counselingcenter

YWCA Metropolitan Chicago S. Suburban Crisis Hotline 708.748.5672
320 W. 202nd St. Chicago Heights, IL. 60411

National Sexual Assault Hotline
800.656.HOPE
Rainn.org

The Stalking Resource Center
202.467.8700
www.victimsofcrime.org

Illinois Coalition Against Sexual Assault
www.icasa.org

GSU Title IX Coordinator
Sandra Alvarado
708.534.4100, TitleIXofficer@govst.edu
www.govst.edu/TitleIX

If you are not safe, need immediate help, or wish to report a crime, immediately call GSU Department of Public Safety, 24/7, at 708.534.4900 or 911.
ACCESS SERVICES FOR STUDENTS WITH DISABILITIES (ASSD)
Student Disability Services

ASSD
• Provides reasonable accommodations to qualified students with documented disabilities
• Provides a director to work with students to determine appropriate reasonable accommodations, aids, and services
• Assists in creating an environment in which a student with a disability has the opportunity to obtain reasonable accommodations, aids, and services needed to participate in GSU classes, programs, and activities
• Assists GSU in complying with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973
• Fosters the development of self-advocacy and self-determination skills
• Maintains and protects the confidentiality of student records

Services (may vary depending on the impact of the student’s disability and include but are not limited to):
• Alternative print formats such as enlarged print and/or textbooks in alternative format (must be requested at least three weeks prior to the semester students plan to attend; if deadlines are not met, services CANNOT be guaranteed)
• Coordination of academic testing services with the Testing Center such as extended time testing and distraction-reduced testing room (for more information please refer to or contact www.govst.edu/testing-center or testingcenter@govst.edu)
• Interpreting/captioning services (must be requested at least three weeks prior to the semester students plan to attend; if deadlines are not met, services CANNOT be guaranteed)
• Consultation with faculty on classroom and learning access accommodations
• Referral to campus and community resources such as Medical and Mental Health Support through the Counseling and Wellness Center
• Tutorial assistance in math and writing, study and test-taking skills through the Academic Resource Center
• Academic, career and short-term personal counseling through Career Services

Establishing Eligibility for Services
• Students submit documentation from an appropriate qualified professional to verify the presence and impact of the disability/diagnosis and recommendations regarding accommodations (students pay any cost of professional verification)
• The ASSD director reviews the documentation and supporting materials to certify/verify eligibility for services
• The ASSD director sets up an appointment with each student to complete intake forms and to determine specific needs, academic adjustments, and/or reasonable accommodations, aids, and services

Requesting Services
• New students must register with Access Services for Students with Disabilities and meet with the director at least three weeks prior to the semester in which the student plans to attend, when possible
• Returning students must contact Access Services for Students with Disabilities to verify their accommodations at the beginning of each new semester.

NOTE – Accommodations CANNOT be provided retroactively. It is the student’s responsibility to communicate anticipated accommodations with each course instructor after registering with ASSD. Deciding to disclose a disability is a personal decision. Information regarding a disability is confidential. Contact ASSD to learn more.

Location: Student Success Commons, B1215
Academic Resource Center
To register for services and/or make an appointment, please contact 708-235-3968 or email ASSD@govst.edu
www.govst.edu/disability-services/
Math and Science Tutoring
The Writing Center

You can schedule online

www.mywco.com/govst

- Go to the website.
- Create an account.
- Choose a password that you can easily remember.
- Schedule your tutoring session.

For more information, call 708.534.4090
Be A GSU STAR Student

- Connect with faculty and staff
- Receive feedback on course progress
- Connect with resources in one place
- “Raise Your Hand” if you have questions or concerns

Go to www.govst.edu/STAR

Governors State University

SUCCESS   TEAMWORK   ACHIEVEMENT   RECOGNITION
Academic Resource Center
In the Academic Resource Center we strive to enrich each student’s academic experience. We offer an array of resources and services such as academic recovery programs, workshops, and early alert initiatives to enhance student success. For more information, contact the Academic Resource Center at arc@govst.edu or 708.534.4090.

Tutoring services are offered to all students free of charge. The following subjects are tutored, depending on tutor availability: business, math, science, and statistics. To make a tutoring appointment, please register online at www.mywco.com/govst. For more information, call 708.235.3962.

Access Services for Students with Disabilities (ASSD)
ASSD provides academic and technical assistance to students and work closely with faculty to facilitate access in the learning environment. Students with documented disabilities are encouraged to seek reasonable accommodations and services in compliance with the Americans with Disabilities Act. Contact: Angela Szczepanik-Sanchez, 708.235.3968 or assd@govst.edu.

Career Services
Career Services offers a wide range of services available to currently enrolled students and alumni, free of charge. Individual career counseling sessions, Interest inventories and assessments for career exploration, Resume and cover letter critiques, Job search strategies, and interviewing skills workshops are just a few of the many resources and services offered by Career Services. For more information, contact the Office of Career Services at career@govst.edu or call 708.235-3974.

New Student Programs
New Student Programs is here to help ease the transition of your first year. We have programs and services that will help you become familiar with campus resources, connect with other students, and provide you with opportunities to make social connections across campus. New Student Programs works with orientation for all new students and their families, offers Smart Start and Mastering College support for new freshmen, several leadership development initiatives, academic recovery programs, and provides the opportunity to become a student leader by being a ROAR leader or a Peer Mentor.

Writing Center
The Writing Center provides assistance to undergraduate and graduate students with one-on-one tutoring sessions and beginning research and documentation help in the library. The Writing Center also offers online services. To schedule a writing consultation, please register at www.mywco.com/govst. For more information, contact the Writing Center at 708.235.7337.

For more information regarding services offered in the Student Success Commons, please call 708.534.4090 • Room B1215
“Choose a job you love, and you will never have to work a day in your life.”

Confucius (551-479 B.C.) - Chinese Philosopher

Office of Career Services
Student Success Commons, B1215
8:30 a.m. to 5 p.m. Monday, Thursday, Friday
8:30 a.m. to 7 p.m. Tuesday, Wednesday

Need more information?
708.235.3974 • career@govst.edu
www.govst.edu/careerservices
Get the job you need and the career you want

Career Services provides

Skills identification and career exploration — Discover which career is right for you

Resumé and cover letter preparation assistance and critique — Both online and face-to-face assistance helps you present your skills and qualifications to create a positive first impression

Job search strategies — Information on where to find a job and how to get an interview, available online and in our office

Mock interviews — Practice for the real thing. Be prepared to make a positive impression

Resource materials — A wealth of information, from career guidance to job search resources, is available to current students and alumni in the office, on the web and in the University Library

Credential file maintenance assistance — Available for graduates of College of Education and Secondary Education programs

Career fairs — Meet potential employers at a variety of career fairs open to students, alumni and the public.

Job postings — Potential employers know the worth of a GSU education and advertise positions through our office

Internship postings — We can help you find an internship to fulfill a degree requirement and/or for valuable experience

Special workshops — Learn the skills you need to succeed, from how to dress for success to proper table manners, at informative workshops for students and alumni

Most services free of charge

Learn more about the Office of Career Services. Check out our bulletin boards located around campus; drop by our office in B1215; call 708.235.3974; or visit www.govst.edu/careerservices

“We are your resource when seeking career guidance, internship opportunities, or full or part time employment. We welcome current students, alumni and members of the community. Visit us soon and get a start on your future.”

Darcie Campos
Assistant Vice President, Office of Career Services
Junior Year: EXPERIENCE

- Set up an appointment with a career counselor for a resume review, mock interview and to discuss career plans and goals.

- Gain professional experience through on-campus employment, part-time jobs and internships.

- Volunteer, get involved in community service activities or become involved in student organizations that will contribute to your hands-on experience.

- Attend an internship and career fair to network with employers and explore potential internship options.

- Continue to build a professional network by joining professional associations.

- Find job shadowing or informational interviewing opportunities that will allow you to further explore your interests.

- Create a portfolio of your work and accomplishments.

- Attend relevant Career Services workshops such as:
  - How to Find an Internship
  - Resume and Cover Letters
  - Job Search Strategies
  - Standing Out in an Interview
  - Etiquette “Dining Tutorial” Luncheon

- If you are considering graduate school, identify and write to graduate schools for applications, program details and fellowship/assistantship information.

- Plan to register early for graduate school entrance exams. Consider taking admission prep courses or tests to prepare for the exam.
Senior Year: PRESENTATION

- Set up an appointment with a career counselor to develop a job search strategy.

- Attend relevant Career Services workshops such as:
  - Resume and Cover Letters
  - Job Search Strategies
  - Standing Out in an Interview
  - Etiquette “Dining Tutorial” Luncheon
  - Professional Image Makeover Conference

- Post your resume on Experience to market your skills and achievements to employers.

- Tailor your resume and cover letter to each position for which you apply.

- Remember, it is important to send thank you notes to employers with whom you interview and to your references.

- Attend career fairs and use your personal network to identify opportunities.

- Participate in a mock interview to polish your interviewing skills.

- Begin to build a strong online presence by developing a LinkedIn profile.

- Research market trends and salary expectations for your industry and career of interest.

- Identify at least three people (employers and professors) who are willing to serve as references and write letters of recommendation. You may want to establish a credential file with Interfolio to store and distribute your letters of reference and transcripts.

- If interested in graduate school, choose which programs you are applying to and send applications in early.

Graduation: SUCCESS
GSU Transfer Connections
Mentee Application for New Students – 2020-21

Name: _______________________________ GSU Student ID#

Preferred Email Address: ________________________________

Phone number: ________________________________

Preferred Instant Message App: ________________________________

What is your Preferred method(s) of contact:

[ ] Phone [ ] Text [ ] Instant Message App [ ] Email [ ] Other

Prairie Place Student?: [ ] Yes [ ] No

Did you earn your Associates Degree: [ ] Yes [ ] No

GSU Major: ________________________________

What would you like to meet with a mentor on (Check all that apply):

[ ] Make a connection with a GSU Student
[ ] Adjustment to GSU
[ ] Academic Support Resources
[ ] Student Life Resources and Clubs
[ ] Veterans Resources
[ ] Study Abroad
[ ] Study Skills
[ ] Major Exploration
[ ] Career Exploration and Goals
[ ] Graduate School Aspirations
[ ] Internships/Profession Shadowing
[ ] Coursework Exploration
[ ] Family Concerns
[ ] Work-Life Balance
[ ] Time Management
[ ] Help with Finding Scholarships
[ ] Other ________________________________

Please email this to Dr. David Rhea (drhea@govst.edu) to be paired with a peer mentor who will contact you.

Center for the Junior Year
Visit us in the C Wing – Room 1321
Virtual CJY Meeting Room (M-F 9a-5p Fall/Spring; M-R 11a-7p Summer)
https://us.bbcollab.com/guest/9329bfc9a28944c29337e8c60230ba7a
Open 24/7 at our website: www.govst.edu/cjy
Phone: 708/235-2855
Email: cjy@govst.edu
SUCCESS HAPPENS...

Let’s begin to work together on your academic journey. Reach out to us...

On Campus: When the university is open (C1321).

Online: www.govst.edu/cjy and complete an online request form.

On the phone: 708.235.2855

On your community college campus

WHETHER at GSU or a partner community college, the Center for the Junior Year can help you discuss the degree completion barriers of the present and prepare for your major and career goals. Here, you are at the CJY…where student affairs and academic affairs come together.

“CJY is more than just an advising office; the conversations discussed in this office are electrifying and intellectually stimulating, and the environment supportive, nourishing, and challenging. I have gained invaluable insights about myself, my life goals, and the tools that are now a part of my arsenal to reach those goals.”

— Monique Ocanas

The CJY has not only given me guidance for my interest of work but also gave me confidence. Coming into the center, you feel the warm welcoming of honesty and freedom to speak what’s on your mind. This atmosphere gives you the thought that you are accepted. I hope everybody will stop by here.

— Terrence Lee Jr.

Center for the Junior Year
C Building 1321
1 University Parkway, University Park, IL 60484
govst.edu/cjy  |  708.235.2855
cjy@govst.edu

when preparation meets opportunity.

Center for the Junior Year
Governors State University
CJY Mission

The Center for the Junior Year’s mission is to empower you to remove barriers toward degree completion. Whether the challenge is identifying career goals and key learning opportunities to help reach those goals, or finding scholarships opportunities to fund college, or finding needed resources on campus, or just connecting with other GSU students, we are here to serve you.

From new student to transferring student to graduating student, we’ll work with you to help address goals and concerns that put you on the road to a degree and career success.

Peer Mentors

Come to connect with one of our peer mentors. They offer small group and individualized mentoring experiences on topics vital to you: major exploration, transitioning to GSU, the college experience, scholarship opportunities, internship opportunities, and e-portfolio assistance. Peer mentors also can lead you to resource outlets to further the GSU experience. Whether already a Jaguar or community college student, they are here to listen to you. Connecting with them is easy:

- Sign up online: www.govst.edu/cjy or GSU Star
- Request a peer mentor during a class visit
- Visit us in the office (C1321) or at one of our pop-up spots on campus

Professional Staff

CJY also has resident faculty, a Academic and Career Success Guide, and director to serve you. These staff members can help you:

- Get a better sense of your career/vocational direction and how to build an educational program that takes advantage of all GSU has to offer
- Integrate your field of study, experiential learning, and career development
- Learn how to open doors to the “hidden job market”
- Apply for prestigious national fellowship opportunities (e.g., Fulbright, Rhodes, etc.)
- Advocate to help address student barriers to degree completion

Partnering with the Center for Junior Year is the best choice to succeed. We share a mutual goal and that is academic success. I want to work with the Center for Junior Year every year at GSU!

— Kaylan Norise
Welcome!

The faculty, staff, and administration of the College of Business are happy to welcome you to the College. We are pleased that you have made the decision to continue your education with us and look forward to getting to know each and every one of you.

This mandatory orientation is required for all part-time and full-time, degree-seeking students as a way of introducing you to the COB faculty, staff, and incoming classmates. We want you to feel comfortable in the knowledge that we are here to serve you and provide you with the tools, expertise, and resources needed to succeed in your chosen degree program.

We also want to acquaint you with the various policies and procedures of the university and the college; to answer questions before they become problems, and to introduce you to the people and places that you may utilize during your academic career here at Governors State University.

Purpose of Handbook

The purpose of this handbook is to provide you with a resource document to guide you to the appropriate person, office, website and/or policy when questions arise throughout your tenure with us.

Please take the time to familiarize yourself with the contents of the handbook. This handbook is intended to be used as a companion piece along with the Governors State University Student Handbook and the University Catalog. As a student in the College of Business, you are responsible for knowing the degree requirements for your chosen course of study and the university and college policies and procedures.

Again, on behalf of the faculty and staff, welcome to the College of Business. Best wishes for your success with this important step toward your future career goals. Your success is our success!

The College of Business Administration, Faculty, and Staff
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GOVERNORS STATE UNIVERSITY
MISSION STATEMENT
Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society.

COLLEGE OF BUSINESS
MISSION STATEMENT
The College of Business and provides an accessible, high quality education to a diverse student body primarily from the Chicago area, while actively engaging in research and service to the community. We empower our students with the knowledge, skills and ethical perspectives needed to succeed in a technologically sophisticated global society.

Core Values
**Excellence**: a commitment to excellence in teaching, research, and service to the division, the college, the university, the community, and the profession.

**Continuous Improvement**: a commitment to continuously improve our teaching, research, services, and administrative processes by combining our talents to generate original ideas and perspectives, departing from conventional views to pursue a new approach, conception, or vision.

**Diversity**: a commitment to diversity and acceptance of wide ranging perspectives, through open dialogue and respectful interaction.

**Accountability**: a commitment to individual accountability and to shared responsibility, through fair, honest, open and transparent interactions while using resources effectively and efficiently.

ACCREDITATION
At GSU, we insist on providing programs that meet the most rigorous standards. The university is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

Governors State University’s College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB International). AACSB accreditation is a mark of excellence achieved by fewer than 5% of business schools worldwide. Note: There is a hyperlink for the language in parenthesis and that hyperlink is: [http://bestbizschools.aacsb.edu](http://bestbizschools.aacsb.edu/)
### 2019 – 2020 ACADEMIC CALENDAR

Web Location: [www.govst.edu/academiccalendar](http://www.govst.edu/academiccalendar)

<table>
<thead>
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<th>FALL SEMESTER 2019</th>
<th>INTERSESSION (DEC. 2019 – JAN 20)</th>
<th>SPRING SEMESTER 2020</th>
<th>SUMMER SESSION 2020</th>
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</thead>
<tbody>
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<td>Registration</td>
<td>M 4/15/19 – M 9/19/19*</td>
<td>M 10/21/19 – M 12/9/19*</td>
<td>M 10/21/19 – M 2/03/20*</td>
<td>M 3/16/20 – M 5/26/20*</td>
</tr>
<tr>
<td>GSU Closed - Martin Luther King Holiday</td>
<td>–</td>
<td>–</td>
<td>M 1/20/20</td>
<td>–</td>
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<tr>
<td>Smart Start Classes Begin</td>
<td>M 8/12/19</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Smart Start Classes End</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Term Begins</td>
<td>M 8/26/19</td>
<td>M 12/9/19</td>
<td>T 1/21/20</td>
<td>M 5/18/20</td>
</tr>
<tr>
<td>GSU Closed - Labor Day/ Memorial Day</td>
<td>M 9/2/19</td>
<td>–</td>
<td>–</td>
<td>M 5/25/20</td>
</tr>
<tr>
<td>Graduation Applications</td>
<td>F 9/13/19</td>
<td>–</td>
<td>F 2/7/20 for both Spring and Summer term graduations*</td>
<td>–</td>
</tr>
<tr>
<td>GSU Closed - President’s Day Holiday</td>
<td>–</td>
<td>–</td>
<td>M 2/17/20</td>
<td>–</td>
</tr>
<tr>
<td>No classes - Spring Break</td>
<td>–</td>
<td>–</td>
<td>M 3/9/20 – Su 3/15/20</td>
<td>–</td>
</tr>
<tr>
<td>GSU Closed - Independence Day Observance</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>T 7/3/20</td>
</tr>
<tr>
<td>Last Day to Drop a Class/</td>
<td></td>
<td></td>
<td>Published on student class schedule in the portal for individual courses.</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>GSU open but no classes: W 11/27/19; GSU closed Th 11/28/19 – Su 12/1/19</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Term Ends</td>
<td>Su 12/8/19</td>
<td>M 1/20/20</td>
<td>M 5/11/20</td>
<td>Su 8/16/20</td>
</tr>
<tr>
<td>Final Grades Deadline</td>
<td>Classes end in semester – seven days after section ends. Full-semester classes – 12/15/19</td>
<td>Seven days after section ends.</td>
<td>Classes end in semester – seven days after section ends. Full-semester classes – 5/18/20</td>
<td>Classes end in term – seven days after section ends. Full-semester classes – 06/23/20</td>
</tr>
<tr>
<td>GSU Closed</td>
<td>M 12/24/19 – W 1/1/20</td>
<td>–</td>
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</tr>
<tr>
<td>Commencement</td>
<td>May 16, 2020 (for fall 2019 graduates, spring 2020 graduates and summer 2020 candidates for graduation)</td>
<td>–</td>
<td>–</td>
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</tr>
</tbody>
</table>

* Check online class schedule for registration and other deadline dates for late-start classes and other special offerings.

Note: Posting of grades in student myGSU portal accounts will be done each Monday for grades submitted by faculty during the prior week.

**During times noted GSU Closed – Prairie Place Residence will remain open for those students who have contracted to remain living on campus over the specific break/closure.

A more detailed admitted student calendar is available in the MyGSU student portal.
COLLEGE OF BUSINESS DEGREE PROGRAMS

Undergraduate
- B.S. Accounting
- B.A. Business Administration
- B.A. Business and Applied Science
- B.A. Economics
- B.A. Manufacturing Management

Graduate
- M.S. Accounting
- MBA (Master of Business Administration)
- MBA Online – General Management
- MBA Online – Supply Chain Management
- M.S. Business Analytics
- M.S. Human Resource Management

COLLEGE OF BUSINESS RESOURCES FOR STUDENTS
www.govst.edu/cob

Dean’s Office:
- Room G266  708.534.4930
  Dr. Jun Zhao, Dean
  Adrienne Gray, Business Administrative Associate, Assistant to the Dean
  Karen Blackman, Manager of Enrollment and External Relations
  Dr. Karen Janko, Director of Academic Services

Graduate Academic Advising Office
- Room G281  708.534.4391
  Ruby Williams, Admissions and Records Officer II rwilliams2@govst.edu
  Jennifer Taylor, Senior Graduate Advisor MBA, MIS, MSA jtaylor@govst.edu

Undergraduate Academic Advising Center
- Room C3385  708.534.8043
  advising@govst.edu

Students are encouraged to meet with an advisor prior to beginning their program and at any time
they have questions concerning their progress toward degree completion. Please call ahead for
an appointment when seeking academic advising so you are able speak to your academic
advisor without waiting. There will be periodic times when your assigned advisor will not be
available.
Student Study Plan
Student study plans are developed by the Senior Academic Advisor for all Grad students upon enrollment for their first semester. All COB Grad students are required to sign their study plan.

Undergrad students should follow their degree audit located on the student portal.

Students are encouraged to contact faculty members in specific discipline areas in which they have interests for additional academic advisement.

COB Student Organizations
Accounting/Finance/Economics:
Alice Keane, 708.235.7623

APICS-The Association for Operations Management:
Dr. Tricia Kerns, 708.534.4999

Beta Gamma Sigma:
By invitation
See myGSU portal for information.
Email: kjanko@govst.edu

Human Resources:
Dr. Chelsea Vanderpool, 708.534.4947

Management Info Systems:
Dr. Dalsang Chung, 708.534.4935

International Business
Dwight Floyd
dfloyd@govst.edu

Graduate Assistantships
The College of Business hires graduate assistants each semester on an as-needed basis. Applicants must be fully-admitted degree-seeking students in the College of Business at Governors State University.

Graduate Assistants are hired to fill a specific position or to complete a specific project. He/she will receive compensation in the form of a tuition waiver and a stipend, in exchange for working 20 hours per week during the semester. Graduate Assistants are hired to fill positions in several areas; each of these positions requires specific skill sets. Applicants must complete the information requested on the Graduate Assistant Information Form; you must also attach a resume. Students interested in being considered for a Graduate Assistantship may download an application from the COB website under student resources or contact the COB Dean’s Office at 708.534.4930.

Scholarships
Many scholarships are offered by the GSU Foundation and the Alumni Association. Each year the organizations supporting these scholarships devote great effort to raising funds in order to recognize academic excellence and to assist deserving students who need financial help to continue their studies www.govst.edu/scholarships/ or through the GSU portal. Click finances/scholarships.
COB STATEMENT OF STUDENT RESPONSIBILITIES

The following COB expectations are understood to be minimum expectations. Students should be aware that individual COB faculty may have additional or higher expectations. In each case, the student is expected to perform to, at least, the higher of the standards.

Each individual COB student is expected to be an active independent learner who:

- Is committed to learning and growth, both individually and as a community of learners.
- Operates with integrity in their dealings with faculty and other students. The GSU Student Handbook details the GSU policies on civility, sexual conduct, student conduct, and honesty. Students should be aware that individual faculty members may have additional conduct and honesty policies. In this case, faculty members are responsible for providing student access to these policies and students will be held to these additional policies.
- Engages the learning materials, including course syllabi, with appropriate attention and dedication. Students are expected to obtain all required learning materials within the first week of classes. (This includes, but is not limited to, correct editions of all textbooks and any other required resources, such as required software, etc.) (Students are expected to read, understand, and apply the information provided in each relevant course syllabi.)
- Maintain their engagement when challenged by difficult learning activities.
- Contribute to the learning of others.
- Perform to the standards set by the individual faculty members, for a given course, and those set by the COB for all common standards. This includes, but is not limited to:
  - attending all class sessions, arriving on time and staying for the duration of the class period
  - preparing for class
  - participating in the class session/discussion
  - completing all student tasks, including homework, quizzes, and exams, as assigned in the class schedule
  - checking eLearning course site, minimally twice per week
  - check eLearning at least once per day for online courses
  - being committed to a reasonable expectation of time required for course activities
    (In general, COB students should expect that a three (3) credit hour course will require a minimum total weekly time commitment of six (6) hours outside of classroom time. (Similarly, a student enrolled in six credit hours can reasonably expect to commit a minimum total of 12 hours weekly to academic activities outside of the classroom.))

To this end, students are expected to be:

- Civil
- Ethical
- Respectful
- Prepared and engaged
- Organized
- Resourceful
- Critical about what they are studying
- Self-managing
• Actively seeking assistance, when needed, by:
  – Asking questions of faculty members and tutors, when available
  – Seeking technical assistance from the ITS helpdesk or eLearning, depending on question
  – Asking classmates
  – Seeking appropriate assistance from the faculty member during office hours
  – Using the library
  – Taking advantage of services provided by the Academic Resource Center

GENERAL COB STUDENT RESPONSIBILITIES

1. Students are expected to use professional communication formats both in oral and written
   form, including email. Slang, text chat abbreviations, etc., are not considered professional
   communication formats.
2. GSU email is the college and university's official form of communication. Available through
   myPortal, students will check this email at least once per day during the semester and
   regularly between semesters for important announcements and communications.
   (See page 11).
3. University Calendar – Students are responsible for knowing and adhering to all dates
   published in the University Academic Calendar and semester Course Schedule.
4. Student Study Plan – developed with advisors before the end of the first semester of enroll-
   ment. Students are responsible for meeting with their advisor to develop and for following
   their Student Study Plan. Students are encouraged to contact faculty members in specific
   discipline areas in which they have interests for additional academic advisement.
5. Prerequisite Requirements – students are responsible for ensuring all specific course
   prerequisites are completed prior to registering for a course. Students will be administratively
   withdrawn from a course if they have not met the prerequisite requirements. (See page 9).
6. Candidacy Requirements – After admission as a degree-seeking student and completion of a
   maximum of 15 credit hours, a graduate student, must apply for candidacy. Graduate
   students are responsible for knowing the requirements for Candidacy. (See page 8).
7. Capstone Courses can only be taken after completion of all common core courses on the
   student's study plan. An application and approval from the academic advisor is required
   before a student may register for capstone. (See page 9).
8. GPA Requirement – Undergraduate students must maintain an overall GPA of 2.0. Graduate
   students must maintain an overall GPA of 3.00 or higher. (See GSU Catalog for information
   on academic probation, suspension, and holds.)
9. Graduation applications and progress forms are typically due to the Registrar’s Office the
   first week of your final semester. Students are responsible for knowing and adhering to the
   graduation application deadline. Applications are available in the myGSU portal.
10. Students are responsible for registering themselves in courses and meeting all registration,
    payment and withdrawal deadlines. Registration is not complete until payment has been
    made. Students are encouraged to register early during the registration period. As registration
    progresses, courses with low enrollment may be cancelled. To minimize the possibility of a
    class being cancelled, students are encouraged to register early in the registration cycle.
Academic Honesty
The following statements are taken directly from the online version of the University Catalog (http://catalog.govst.edu/). The following procedures are appropriate ways to use the ideas and work of others when fulfilling academic requirements:

1. When someone else’s work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person’s own work.
   a. When using material from a publication (e.g., book, journal, article, film, etc.) that material should be enclosed in quotation marks, or otherwise set off, and the source of the material acknowledged.
   b. When paraphrasing published material (e.g., using it almost word-for-word) the source should also be acknowledged unless the information is common knowledge in the field.
   c. Unpublished data or ideas of another person should be utilized only with the consent of that person.
   d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.
   e. Having someone else prepare material that is to be submitted should only be done with the instructor’s permission to do so.

2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.

3. Hypothetical data should be submitted only with the permission of the instructor to do so and should be clearly labeled as such.

4. One should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.

5. Students may neither give, request, nor utilize assistance during an examination without the instructor’s permission. These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects.

Candidacy Requirements (Graduate Students)
After admission as a degree-seeking student, a graduate student is also required to apply for candidacy. Application forms are available in the Academic Advising Office, through the COB forms area in the myGSU portal, or page 22 of this document. Contact your advisor with questions.

To qualify for candidacy, a student must:

- Satisfy any conditions of admission;
- Complete all preparatory courses with a grade of "B" or better in each course;
- Apply for candidacy after earning a minimum of nine and a maximum of 12 graduate credit-hours. Students who complete more than 15 hours of degree requirements before attaining candidacy status may still be required to complete up to 18 additional hours, approved by the dean, as a candidate before being approved for graduation by the college; and
- Maintain an overall GPA of 3.1 or higher for all course work completed at Governors State University as a graduate student with no more than two grades of “C” in all required course work.
Prerequisite Requirements
Prerequisite courses are courses that are required to be taken before other, higher level courses may be taken. It is the student’s responsibility to make sure all prerequisites are completed prior to registering for a required course. Students may be administratively withdrawn from a course if they have not met the prerequisite requirements.

Capstone Course Registration
Capstone courses are typically taken during the last semester of the program and can only be taken after completion of all common core courses on the student’s study plan. An application and approval is required before a student may register for ACCT8965, ECON4900, MGMT4900, MGMT8900, MIS8979, MIS8989, and MIS8999. To locate the form, see page 18 or 23 of this document or download the form in the myGSU portal. Contact your advisor if you have questions.

CAPSIM/COMP-XM
All B.A. Business Administration, B.S. Accounting, B.A. in Business and Applied Science, and MBA students are required to participate in a business simulation system (CAPSIM) and a COMP-XM, Competency Test during enrollment in the capstone course. COMP-XM is an assessment tool to determine and demonstrate what students have learned though their business curriculum and the CAPSIM business simulation experience which is utilized throughout the Capstone course.

The unique two-part COMP-XM examination process uses a business simulation followed by a series of questions that are specific to the results of the answers provided in the prior simulation rounds. Most of the questions require knowledge of specific information drawn from marketing, management, finance and managerial accounting, or a combination of these. A $35 fee is charged for the test at the time of registration in the capstone course (MGMT4900 and MGMT8900).

Commencement
A student may graduate in May, August or December. GSU hosts one commencement ceremony each year in May or June. Diplomas will be mailed to students by the Registrar about nine weeks after the end of the semester.

GI Bill Certifications
GI Bill Certifications must be dropped off at the Academic Advisor's Office each semester for certification. The advisor will certify the courses and forward the form to the Veterans Resource Center.

Academic Probation, Suspension, and Holds
Students failing to meet the required cumulative GPA for academic good standing for the first time are placed on either Academic Probation or Academic Probation Extended for the subsequent semester. A student failing to meet the required cumulative GPA for good standing in consecutive semesters may be placed on suspension. GSU policies 14, 19U, & 19G outline the steps leading to academic probation, suspension and returning to good standing. Suspended students may appeal the length of suspension and seek early readmission through the University Committee on Readmission and Special Admission. GSU policies are available online (www.govst.edu/policies).

University holds are a means of identifying students with unsatisfied financial or academic obligations to the university. Students with holds may not register until holds are released.

GSU Student Responsibilities
In addition to all specific COB student responsibilities listed above, each student is responsible for knowledge of University Policies available in the GSU Catalog www.govst.edu/catalog and the Student Handbook http://www.govst.edu/studenthandbook.
myGSU Portal
Upon admission to the university, you should have received a login and password for the GSU Portal. The Portal is accessible through mygsu.govst.edu. Through the myGSU Portal, students have access to university resources, eLearning, registration, and student email. If you have difficulty logging into myGSU Portal, please contact the GSU HelpDesk, 708.534.4357. Due to the heavy volume of Help Desk calls during the first week of classes, it is advised that incoming students attempt to access the myGSU Portal immediately upon receipt of their login information.

International Student Services
The Office of International Services (OIS) supports the needs of the International Student population at Governors State University. This International Student Organization promotes friendship and understanding among students from different countries and provides a cultural learning experience for its members through a variety of activities on and off campus. Its programs benefit not only the audience it serves, but also the rest of the University community. For additional information go to www.govst.edu/ois or visit the myGSU portal, Student Resources, International Services.

Computer Connection Central
The Computer Connection Central Lab is located on the second floor of the D building. The lab provides computer facilities for use by GSU students, faculty and staff. In addition to its open lab area, Computer Connection Central offers nine classrooms for credited courses and workshops. For more information, visit www.govst.edu/thecube/

Writing Center
The Writing Center provides assistance to undergraduate and graduate students with one-on-one tutoring sessions through the online writing center, and beginning research and documentation help in the library. The center also offers assistance for students who plan to take writing examinations, such as the Basic Skills Exam. For more information, visit www.govst.edu/owl, call 708.534.4090, or click on Student Resources, Writing Center on your GSU portal page.
Library
The University Library provides reference and information services 77.5 hours per week at the circulation and reference desk. Electronic resources are available from the library’s website http://www.govst.edu/gsu-library/ 24 hours per day, seven days per week. Library staff members offer tours of the library, and library faculty members provide library instruction to individuals and groups upon request. In addition, workshops and training are offered in academic computing applications to students, faculty, staff, and community members. The workshop schedule can be found on the library’s GSU portal link. For more information about library services, click Student Resources, library, or call the reference desk 708.534.4111.

Counseling Services
The professional staff offers confidential counseling for currently enrolled students seeking to address academic, career, or personal concerns. Appointments can be made by contacting 708.235.7334. Additional information regarding counseling services and referrals is available on the Academic Resource Center website at studentcounseling@govst.edu, or through the portal under Campus Life/Counseling.

Services for Students with Disabilities
The Office of Disability Services is dedicated to creating an accessible environment and providing equality of educational opportunities for students with documented disabilities. GSU’s goal is to focus on a student’s ability not the disability. Disability Services ensures compliance with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973. Legally mandated access and accommodations are available to all qualified students who self-identify with Disability Services. Students must provide documentation by a qualified professional who can verify the functional impact of the disability as well as provide recommendations for appropriate accommodations. The information provided by students is voluntary and confidential. If requests for auxiliary aids, academic adjustments, or other special services necessitate a modification of academic standards or create an undue hardship on the university, the requests maybe denied. To arrange for appropriate accommodations, contact the coordinator of Disability Services at 708.534.4508 or through the myGSU portal. Click Student Resources, Disability Services.

Online Registration
All registration for classes is accomplished online. Important registration information and instructions are available through the myGSU portal. In order to view courses, click on Registration, identify the semester and complete the form as needed.
Tuition Payment Plan
Students may use the payment plan option. A portion of the tuition and fees must be paid by the initial due date and the remaining balance may be paid in additional installments. The payment plan fee is $20 per semester. The payment plan form can be found in the portal under finances — cashier.

GSU Student Email Accounts
**GSU email is the college and university’s official form of communication.** All GSU students are provided with an email account through the myGSUPortal. Students should check this email at least once per day for important announcements and communications. This includes university closings and other emergency communication.

Shuttle Bus
The Department of Public Safety operates a scheduled shuttle service to the Metra Station for morning, afternoon and evening classes. Contact the Welcome Center for details at [http://www.govst.edu/ShuttleSchedule/](http://www.govst.edu/ShuttleSchedule/) 708.534.4550.

Student Life
Located in A-Wing, this area has been designed to bring diverse students together through a variety of programs and services. Included in the Student Center is a television lounge; game area; dining and study areas; student leader offices (the Student Senate, Student Board of Trustees representative, and IBHE - Student Advisory Committee representative); and meeting rooms. The Student Life staff has offices in the center. The Student Commons is a gathering place for student interaction within the center. The Student Life Unit also houses the Athletics and Recreation Center, which has an Olympic style swimming pool, gymnasium, fitness room (free weights and exercise machines), racquetball court, lockers, and shower facilities. The Athletics and Recreation Center is open seven days a week during the fall and spring semesters, but is closed Sundays during the summer semester. For additional information, contact the Welcome Center at 708.534.4550 or [www.govst.edu/studentlife](http://www.govst.edu/studentlife).

Clubs and Organizations
Students may take advantage of the many clubs and organizations that exist at Governors State University. These clubs provide students with the opportunity to meet others with the same majors or special interests. The majority of organizations are related to academic programs, while others support a variety of social and special interests. New clubs and organizations may be formed by any group of seven or more students. For information or assistance, contact the Assistant Dean of Students at [studentlife@govst.edu](mailto:studentlife@govst.edu) or visit [www.govst.edu/studentlife](http://www.govst.edu/studentlife) at 708.534.4552.
Career Services
The Office of Career Services assists students and alumni with all facets of their careers. The office offers individual advising appointments and workshops where students can receive assistance with developing a job search strategy, resumes, interviewing, networking, negotiating offers, and writing job search correspondence. In addition, the office provides students with hands-on learning experiences in identifying skills and researching employers through workshops during the academic semesters.

Career Services also maintains job postings from local employers on both hard copy and via e-Recruiting. College of Education students’ credential files is managed in the office as well as disbursed. The office hosts at least two job fairs during the academic year, which are intended for a generalist audience, on occasion the office hosts targeted job fairs such as the Education or Health Care Job Fairs. For students in online degree programs, services are further provided through telephone appointments and email correspondence. Its website also provides a wealth of career-related resources for all students and alumni. (Visit career services in B1215, on-line at www.govst.edu/careerservices or call their office at 708.235.3974 for additional information).

Child Care Services
The Family Development Center opened its facility across from the main campus in October 2002. Using the example of the early childhood centers in Reggio Emilia, Italy, the building makes use of light, space, and natural elements to enhance the sense of community central to child-centered programming. Educational research and models of effective teaching practices played a key role in the development of the center’s program philosophies. Center programs provide field sites for university instruction, and offer services to GSU students, faculty, and the surrounding community.

Programs are available by registration with program staff, and include the following: 1) state licensed child care for children ages 6 weeks to 12 years; 2) after school enrichment for children ages 5 to 12; 3) birth to age 5 parenting support for families with infants, toddlers, and preschool children; 4) parent and child play groups during day and evening hours; and 5) library lapsits, where children and parents are invited to join in the storytelling, games, and snacks related to a story theme. Specific program information is available at 708.235.7300 or www.govst.edu/children.
Public Safety
Police, public safety, and emergency medical services in cooperation with the University Park Fire Department are available at all times from the university’s Department of Public Safety at 708.534.4900.

Center for Performing Arts
This 1,200-seat performing arts center opened in December 1995. The Center is dedicated to providing a wide array of quality arts, popular, educational, and family programming to the immediate community and its surrounding metropolitan region. Major star attractions are featured, as well as a variety of Illinois artists and performing arts companies. The Arts in Education Program at The Center area serves over 40,000 children with professional performances, performing arts camps, and master classes. The Center is also a meeting place for area businesses, organizations, and community events. For information and reservations, call 708.235.2222 or see the Center website at www.centertickets.net.

Web Resources
GSU Website: www.govst.edu
COB Website: www.govst.edu/cob
COB Forms: https://mygsu.govst.edu/colleges/COB
GSU Portal: mygsu.govst.edu
Follett's Bookstore: www.govst.edu/bookstore/
COB Administration and Staff Contact Information

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G264

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15
COB Full-time Faculty Contact Information

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G289

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G286
## COB Full-time Faculty Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shinde, Uday</td>
<td>Ph.D., MGMT</td>
<td></td>
<td>708.235.7638</td>
<td><a href="mailto:ushinde@govst.edu">ushinde@govst.edu</a></td>
<td>G274</td>
</tr>
<tr>
<td>Simon, John</td>
<td>Ph.D., MGMT</td>
<td></td>
<td>708.534.4954</td>
<td><a href="mailto:jsimon@govst.edu">jsimon@govst.edu</a></td>
<td>G291</td>
</tr>
<tr>
<td>Tian, Feng</td>
<td>Ph.D., MGMT</td>
<td></td>
<td>708.534.4950</td>
<td><a href="mailto:ftian@govst.edu">ftian@govst.edu</a></td>
<td>G288</td>
</tr>
<tr>
<td>Trendell, Michael</td>
<td>MBA, ACCT</td>
<td></td>
<td>708.534.4949</td>
<td><a href="mailto:mtrendell@govst.edu">mtrendell@govst.edu</a></td>
<td>G197</td>
</tr>
<tr>
<td>Vanderpool, Chelsea</td>
<td>Ph.D., MGMT</td>
<td></td>
<td>708.534.4947</td>
<td><a href="mailto:cvanderpool@govst.edu">cvanderpool@govst.edu</a></td>
<td>G282</td>
</tr>
<tr>
<td>Wagner, Stephen</td>
<td>Ph.D., MGMT</td>
<td></td>
<td>708.534.4957</td>
<td><a href="mailto:swagner2@govst.edu">swagner2@govst.edu</a></td>
<td>G275</td>
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<tr>
<td>Wang, T.J.</td>
<td>Ph.D., ACCT</td>
<td></td>
<td>708.534.4965</td>
<td><a href="mailto:twang@govst.edu">twang@govst.edu</a></td>
<td>G191</td>
</tr>
<tr>
<td>Williams, Michael</td>
<td>Ph.D., FIN</td>
<td></td>
<td>708.534.4958</td>
<td><a href="mailto:mwilliams15@govst.edu">mwilliams15@govst.edu</a></td>
<td>G294</td>
</tr>
</tbody>
</table>
UNDERGRADUATE CAPSTONE APPLICATION

College of Business

Submit to Academic Advisor

Academic Advising Office (C3385) -- Phone No.: 708-534-8043

Print Name _____________________________________________ ID No. __________________

Phone No. ______________________________________________

Address ________________________________________________________________________

City __________________ State _______ Zip _______

Email ____________________________________________________

Please check my records for eligibility to enter the UNDERGRADUATE capstone course for:

Semester: FALL SPRING SUMMER (Circle one)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>MGMT 4900</td>
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<td></td>
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<tr>
<td>MIS 4999</td>
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<td>ECON 4900</td>
<td></td>
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<tr>
<td>ENTR 4900</td>
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<td>Must include letter about which focus you are choosing</td>
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PLANNED CONCURRENT ENROLLMENT COURSES:

__________________________________________ __________________________________________

__________________________________________ __________________________________________

Student Signature ___________________________________________ Date __________________

Graduation applications are to be completed through your GSU portal by the first week of your final semester.

For Advising Office use only:

OUTSTANDING COURSE REQUIREMENTS:

__________________________________________________________________________

NOTES:

Approved __________ Date ____________ Denied __________ Date ____________

Authorized in System, Date and Initials __________________________________________________

Rev. 2-24-2020
GAMSA
Guaranteed Admission to the Master of Science in Accounting
(for GSU Students)

Current undergraduate GSU students or GSU alumni may be eligible for guaranteed admission to the Master of Science in Accounting (MSA). For qualified candidates the GMAT/GRE score and two letters of recommendation will be waived. Current students meeting conditions under the GAMSA program will be conditionally admitted into the MSA. Students will be fully admitted into the MSA program once their undergraduate degree is awarded (overall GPA of 3.0 must be maintained during the last 60 hours of program).

GSU Alumni Criteria:

- GSU undergraduate degree must have been received within 5 Years of the intended start of the MSA.
- Overall GPA of 3.0 in the last 60 hours at GSU.
- All majors are welcome to apply as long as they meet the specific core accounting course requirements listed in the student criteria below.

GSU Current Student Criteria:

- Minimum of 90 hours completed with an overall GPA of 3.25
- Core accounting course requirements: Complete four courses (12 hours) from the list below at GSU with a minimum GPA of 3.25:

<table>
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<th>Course Code</th>
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<tr>
<td>ACCT311</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCT3151</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACCT3152</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ACCT3252</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>ACCT4251</td>
<td>Tax I</td>
</tr>
<tr>
<td>ACCT4354</td>
<td>Audit Concepts and Standards</td>
</tr>
</tbody>
</table>

Application Requirements:

The following documents are required for admission consideration into the GAMIS program:

- GAMSA Form (Submit directly to COB room G281 or bpainfo@govst.edu)
- Graduate Application (applynow.govst.edu)
- Graduate Application fee
- Statement of Intent
- Resume

Students or alumni who do not qualify under GAMSA are encouraged to apply to the MSA program with a GMAT/GRE score, two recommendation letters, statement of intent, and resume.

Contact:

For more information, please contact the College of Business at bpainfo@govst.edu or 708.534.4391.
# GAMSA Form

Guaranteed Admissions to the
Master of Science in Accounting
(for GSU students)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GSU ID#:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Anticipated MSA Start Date (Year &amp; Semester – Fa, Sp, Su):</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>GSU Undergraduate Degree Program:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>GSU Graduation Date (projected or actual):</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Preferred email address:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Preferred Phone #:</th>
<th></th>
</tr>
</thead>
</table>

---

**To be completed by COB Advising Office:**

- GPA for last 60 hours (min. 3.0):
- GPA of 4 business courses below (min. 3.25):

<table>
<thead>
<tr>
<th>Core Accounting Courses</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 3111 Cost Accounting (also ACCT 331)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 3151 Intermediate Accounting I (also ACCT 351)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 3152 Intermediate Accounting II (also ACCT 352)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 3252 Accounting Information Systems (also ACCT 452)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 4251 Tax I (also ACCT 424)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 4354 Audit Concepts and Standards (also ACCT 440)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Please submit this form to Ruby Williams in CBPA by:

- **Email:** bpainfo@govst.edu
- **Fax:** 708.534.8457
- **Room:** G281

Revised 2/24/20
GABAN
Guaranteed Admission to the
Master of Science in Business Analytics
(for GSU Students)

Current undergraduate GSU students or GSU alumni may be eligible for guaranteed admission to the Master of Science in Business Analytics. For those who qualify the GMAT/GRE score and two letters of recommendation normally required for program admission are waived.

GSU Alumni Criteria:
- GSU undergraduate degree must have been received within 5 Years of the intended start of the MS BAN.
- Overall GPA of 3.0 in the last 60 hours at GSU.
- All majors are welcome to apply as long as they meet the specific core business course requirements listed in the student criteria below.

GSU Current Student Criteria:
- Minimum of 90 hours completed with an overall GPA of 3.25
- Core business course requirements: Complete 4 courses (12 hours) from the list below at GSU with a minimum GPA of 3.25:

Application Requirements:
The following documents are required for admission consideration to the GABAN program:
- GABAN Form (Submit directly to COB room G281 or bpainfo@govst.edu)
- Graduate Application (applynow.govst.edu)
- Graduate Application fee
- Statement of Intent
- Resume

Current students meeting conditions under the GABAN program will be conditionally admitted into the MS BAN. Students will be fully admitted into the program once their undergraduate degree is awarded (overall GPA of 3.0 must be maintained during the last 60 hours of program).

Students or alumni who do not qualify under GABAN are encouraged to apply to the BAN.MS program and submit a GMAT/GRE score, 2 recommendation letters, statement of intent, and resume.

Contact: For more information, please contact the College of Business at bpainfo@govst.edu or 708.534.4391.
# GABAN Form

Guaranteed Admissions to the Master of Science in Business Analytics (for GSU students)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GSU ID #:</td>
<td></td>
</tr>
<tr>
<td>Anticipated MIS Start Date (Year &amp; Semester – Fa, Sp, Su):</td>
<td></td>
</tr>
<tr>
<td>GSU Undergraduate Degree Program:</td>
<td></td>
</tr>
<tr>
<td>GSU Graduation Date (projected or actual):</td>
<td></td>
</tr>
<tr>
<td>Preferred email address:</td>
<td></td>
</tr>
<tr>
<td>Preferred Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

**To be completed by COB Advising Office:**

- Management Information Systems

<table>
<thead>
<tr>
<th>Core Business Courses</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 3404 Managerial Economics (also ECON 420)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 3110 Principles of Financial Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 3101 Management Information System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 3400 Production/Operations Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 3500 Organizational Behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 3700 Business Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 3000/4000 selective (or 300/400 level)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit this form to Ruby Williams in COB by:

- **Email:** bpainfo@govst.edu
- **Fax:** 708.534.8457
- **Room:** G281

Revised 2/24/20
# GABAN Form

Guaranteed Admissions to the Master of Science in Business Analytics
(for GSU students)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GSU ID #:</td>
<td></td>
</tr>
<tr>
<td>Anticipated MIS Start Date (Year &amp; Semester – Fa, Sp, Su):</td>
<td></td>
</tr>
<tr>
<td>GSU Undergraduate Degree Program:</td>
<td></td>
</tr>
<tr>
<td>GSU Graduation Date (projected or actual):</td>
<td></td>
</tr>
<tr>
<td>Preferred email address:</td>
<td></td>
</tr>
<tr>
<td>Preferred Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

**To be completed by COB Advising Office:**

**Computer Science**

<table>
<thead>
<tr>
<th>Core Business Courses</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSC 3310 Intro to Object-oriented Programming (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4190 Introduction to Software Engineering (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4205 Computer Organization (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4335 Operating Systems (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4338 Discrete Structures (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4342 Introduction to Computer Networks (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4345 Database Systems (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4355 Data Structures and Algorithms (3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit this form to Ruby Williams in COB by:

**Email:** bpainfo@govst.edu  **Fax:** 708.534.8457  **Room:** G281

Revised 2/24/20
# GABAN Form

Guaranteed Admissions to the
Master of Science in Business Analytics
(for GSU students)

<table>
<thead>
<tr>
<th><strong>Student Name:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GSU ID #:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Anticipated MIS Start Date</strong>&lt;br&gt;(Year &amp; Semester – Fa, Sp, Su):</td>
<td></td>
</tr>
<tr>
<td><strong>GSU Undergraduate</strong>&lt;br&gt;Degree Program:</td>
<td></td>
</tr>
<tr>
<td><strong>GSU Graduation Date</strong>&lt;br&gt;(projected or actual):</td>
<td></td>
</tr>
<tr>
<td><strong>Preferred email address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Preferred Phone #:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**To be completed by COB Advising Office:**

<table>
<thead>
<tr>
<th>Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA for last 60 hours (min. 3.0):</td>
</tr>
<tr>
<td>GPA of 4 business courses below (min. 3.25):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Core Business Courses</strong></th>
<th><strong>Grade</strong></th>
<th><strong>Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSC 4205 Computer Organization (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4335 Operating Systems (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4570 Windows Systems (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSC 4580 Information Security (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 3110 Fundamentals of Information Technology (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 3210 Introduction to Scripting Languages (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 3520 Cisco CCNA I (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 3521 Cisco CCNA II (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 4210 Wireless Networks and Security (3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit this form to Ruby Williams in COB by:

**Email:** bpainfo@govst.edu  **Fax:** 708.534.8457  **Room:** G281

Revised 2/24/20
# GABAN Form

Guaranteed Admissions to the
Master of Science in Business Analytics
(for GSU students)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GSU ID #:</td>
<td></td>
</tr>
<tr>
<td>Anticipated MIS Start Date (Year &amp; Semester – Fa, Sp, Su):</td>
<td></td>
</tr>
<tr>
<td>GSU Undergraduate Degree Program:</td>
<td></td>
</tr>
<tr>
<td>GSU Graduation Date (projected or actual):</td>
<td></td>
</tr>
<tr>
<td>Preferred email address:</td>
<td></td>
</tr>
<tr>
<td>Preferred Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

## To be completed by COB Advising Office:

<table>
<thead>
<tr>
<th>Health Informatics</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA for last 60 hours (min. 3.0):</td>
</tr>
<tr>
<td>GPA of 4 business courses below (min. 3.25):</td>
</tr>
</tbody>
</table>

### Core Business Courses

<table>
<thead>
<tr>
<th>Core Business Courses</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLAD 3102 Principles of Healthcare Microeconomics (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAD 3103 Basics of Healthcare Informatics (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAD 3104 Healthcare Statistics (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAD 3099 Healthcare Organization (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAD 3201 Healthcare Vocabularies (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAD 3202 Healthcare Operations Management (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAD 3203 Health Information Technology and Systems Analysis and Design (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAD 4110 Health IT Standards (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT 3310 Information Technology Project Management (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAD 4111 Healthcare Information Systems (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLAD 4112 Healthcare Statistics II (3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit this form to Ruby Williams in COB by:

**Email:** bpainfo@govst.edu  **Fax:** 708.534.8457  **Room:** G281

Revised 2/24/20
GAMBA
Guaranteed Admission to the Master of Business Administration (for GSU Students)

Current undergraduate GSU students or GSU alumni may be eligible for guaranteed admission to the Master of Business Administration program (MBA). For qualified candidates, the GMAT/GRE score and letters of recommendation will be waived. Current students meeting conditions under the GAMBA program will be conditionally admitted into the MBA program. Students will be fully admitted into the MBA program once their undergraduate degree is awarded (overall GPA of 3.0 must be maintained during the last 60 hours of program).

GSU Alumni Criteria:

- GSU undergraduate degree must have been received within 5 Years of the intended start of the MBA.
- Overall GPA of 3.0 in the last 60 hours at GSU.
- All majors are welcome to apply as long as they meet the specific core business course requirements listed in the student criteria below.

GSU Current Student Criteria:

- Minimum of 90 hours completed with an overall GPA of 3.25
- Core business course requirements: Complete four courses (12 hours) from the list below at GSU with a minimum GPA of 3.25:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 3404</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>FIN 3110</td>
<td>Principles of Financial Management</td>
</tr>
<tr>
<td>MIS 3101</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>MGMT 3400</td>
<td>Production and Operations Management</td>
</tr>
<tr>
<td>MGMT 3500</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>STAT 3780</td>
<td>Statistics for Management II</td>
</tr>
</tbody>
</table>

Application Requirements:

The following documents are required for admission consideration into the GAMBA program:

- GAMBA Form (Submit directly to COB room G281 or bpainfo@govst.edu)
- Graduate Application (applynow.govst.edu)
- Graduate Application fee
- Statement of Intent
- Resume

Students or alumni who do not qualify under GAMBA are encouraged to apply to the MBA program with a GMAT/GRE score, two recommendation letters, statement of intent, and resume.

Contact:
For more information, please contact the College of Business at bpainfo@govst.edu or 708.534.4391.

Revised 2/24/20
# GAMBA Form

Guaranteed Admissions to the Master of Business Administration (for GSU students)

<table>
<thead>
<tr>
<th>Student Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSU ID#:</td>
</tr>
<tr>
<td>Anticipated MBA Start Date (Year &amp; Semester – Fa, Sp, Su):</td>
</tr>
<tr>
<td>GSU Undergraduate Degree Program:</td>
</tr>
<tr>
<td>GSU Graduation Date (projected or actual):</td>
</tr>
<tr>
<td>Preferred email address:</td>
</tr>
<tr>
<td>Preferred Phone #:</td>
</tr>
</tbody>
</table>

**To be completed by COB Advising Office:**

<table>
<thead>
<tr>
<th>GPA for last 60 hours (min. 3.0):</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA of 4 business courses below (min. 3.25):</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Business Courses</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 3404 Managerial Economics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(also ECON 420)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 3110 Principles of Financial Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(also FIN 301)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 3101 Management Information System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(also MIS 370)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 3400 Production/Operations Mgmt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(also MGMT 340)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 3500 Organizational Behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(also MGMT 4500 and 401)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 3700 Statistics for Management II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(also STAT 362)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit this form to Ruby Williams in CBPA by:

Email: bpainfo@govst.edu    Fax: 708.534.8457    Room: G281
DEMAND OF CANDIDACY

The Candidacy Policy is an important requirement to be adhered to by all Business graduate students. To qualify for candidacy a student must:

1. Satisfy all conditions of admission;
2. Maintain an overall GPA of at least 3.0 (on a 4.0 scale) for all course work completed at Governors State University as a graduate student with no more than two grades of “C”;
3. Complete all prerequisite/ preparation/ foundation courses with grade of “B” or higher;
4. Apply for candidacy after earning a minimum of nine (9) and a maximum of twelve (12) graduate credit hours (beyond foundation coursework). Students who complete more than 15 hours of degree requirements before attaining candidacy status may be required to complete up to 18 additional hours, approved by the Dean, as a candidate before being approved for graduation by the college.

Student ID ___________________________ Print Name ___________________________

Student Signature ___________________________ Date Signed ___________________

Email Address ___________________________

Please submit this form to your Academic Advisor for approval

Section to be completed by Academic Advisor

Approved_______ Denied_______ Pending the following requirements _______________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Advisor Signature ___________________________ Date _______________________
GRADUATE CAPSTONE APPLICATION
College of Business
~~ Submit to Academic Advisor ~~

 Academic Advising Office -- Phone No.: 708-534-4391 -- Fax No.: 708-534-8457

Print Name _____________________________________________  ID No. __________________

Phone No. ____________________________________________________________________________

Address ______________________________________________________________________________

City __________________________________________ State ________ Zip __________

Email ________________________________________________________________________________

Please check my records for eligibility to enter the GRADUATE capstone course for:
Semester:              FALL              SPRING              SUMMER   (Circle one)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section #</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 8900</td>
<td>MBA</td>
<td></td>
</tr>
<tr>
<td>MGMT 8910</td>
<td>New Human Resource</td>
<td></td>
</tr>
<tr>
<td>BAN 8900</td>
<td>New Business Analytics</td>
<td></td>
</tr>
<tr>
<td>ACCT 8965</td>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>MIS 8979</td>
<td>MIS</td>
<td>Needs to stay until or thru Su2022</td>
</tr>
</tbody>
</table>

Planned concurrent enrollment courses (if any):
__________________________________________  __________________________  ________________  __________________________

Note: You will not be able to register into the Capstone prior to obtaining approval from your advisor.

Student Signature ___________________________ Date ____________________

Graduation applications are to be completed through your GSU portal by the first week of your final semester.

For Advising Office use only:

OUTSTANDING COURSE REQUIREMENTS:
__________________________________________  __________________________  ________________  __________________________

NOTES:
 __________________________________________

Revised 2/24/20
COB INTERNSHIP APPLICATION & PROCESS (For Academic Credit)

Please complete this fillable form electronically, hand written forms will not be accepted.

To be eligible for academic credit for your internship you must be:
- Enrolled in a College of Business program or minor.
- Concurrent enrollment for the internship term is limited to no more than 12 credit hours.
- Have a minimum GPA = 2.5 or higher for undergraduate students. Please note that many companies only consider applicants with GPA’s of 3.0 or higher.

Steps to follow:

1. **Contact the Office of Career Services** to have a cover letter and resume reviewed ([http://www.govst.edu/career 708-235-3974](http://www.govst.edu/career 708-235-3974)).

2. **Arrange an internship with an employer.** Internships are arranged between the student and the employer. Although some employers may hold campus interviews, students must schedule other internship interviews between the student and employer. The internship must allow for a minimum of 120 work hours in order to receive 3 hours of academic credit.

3. **Complete the internship application form.**
   - Provide with this completed application (typed):
     - A description of the job position on company letterhead with a statement of internship duties or projects*
     - Your statement of learning objectives and goals for the internship
     - Your resume and cover letter
   - Make arrangements with the internship site supervisor to sign off on your completed application.

4. **Submit your completed Application to your Academic Advisor by the appropriate due date.**
   - Applications received after the posted date may not be accepted
     - Fall Internships- Submit Application by **August 1**
     - Spring Internships- Submit Application by **December 1**
     - Summer Internships- Submit Application by **April 1**
   - Your Academic Advisor will determine your eligibility and forward your application to the Director of Academic Services, Dr. Karen Janko (708-534-4395 [kjanko@govst.edu](mailto:kjanko@govst.edu))
   - The Director of Academic Services will review the application, request a faculty member to advise you during the internship, obtain the faculty signature and Chair approval.
   - Upon approval your Academic Advisor will contact you and assist with registration for the internship course section.

Revised 1/2020 KJ
COB INTERNSHIP APPLICATION

This form is intended to document the internship position requirements and learning outcomes for students seeking to receive academic credit for an internship. It also serves as a contract between the student and faculty member.

To be completed by the student and approved/signed by both the sponsoring faculty member and the on-site supervisor of the internship site.

Please fill in all areas completely, include the documents listed above and obtain the required signature of your Academic Advisor for submission.

<table>
<thead>
<tr>
<th>To be completed by the Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID#</td>
</tr>
<tr>
<td>Student Name</td>
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<tr>
<td>Student Full Address</td>
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<tr>
<td>Phone#</td>
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<tr>
<td>Email</td>
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<tr>
<td>Degree program &amp; minor</td>
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</table>

<table>
<thead>
<tr>
<th>Internship Site Organization Name</th>
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</thead>
<tbody>
<tr>
<td>Internship Site Organization Address</td>
</tr>
<tr>
<td>Internship Site Supervisor Name and Title</td>
</tr>
<tr>
<td>Internship Site Supervisor Email and Phone #</td>
</tr>
<tr>
<td>Internship Start date and term</td>
</tr>
<tr>
<td>Hours to work per week across how many weeks?</td>
</tr>
<tr>
<td>How many total hours will be completed across the duration of the internship?</td>
</tr>
<tr>
<td>Is it a paid or unpaid internship?</td>
</tr>
<tr>
<td>Please indicate pay/hour (if applicable)</td>
</tr>
<tr>
<td>My resume and cover letter have been reviewed by</td>
</tr>
</tbody>
</table>

*POSITION DESCRIPTION includes a brief typed description of the proposed internship and duties or projects on company letterhead

Revised 1/2020 KJ
1. Company/Organization description: in brief, its line of business, product, service, annual revenue and number of employees etc.
2. Internship description including primary duties, responsibilities, and special projects you will be working on.
3. Benefits for the student: what skills you expect to gain or specific processes you will master?
4. Skills: what skills or knowledge are required?

**Signatures**

**Student Signature and Date**

I agree to the terms of the internship, and I will be in regular contact with the faculty supervisor.

**Internship Site Supervisor Signature and Date**

I have reviewed the attached internship work description. I agree that it accurately describes the internship work experience. I will contact the faculty supervisor to address any concerns that may arise.

**Once the above sections have been completed and signed please submit to your advisor.**

<table>
<thead>
<tr>
<th>To be completed by Advisor and signed by the Division Chair:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree/Program</td>
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<tr>
<td>Cumulative GPA</td>
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<tr>
<td>Expected Graduate Date</td>
</tr>
<tr>
<td>Hours Completed</td>
</tr>
<tr>
<td>Term Internship Desired</td>
</tr>
<tr>
<td>Total Credit Hours Planned for the Internship Term</td>
</tr>
<tr>
<td>Student is eligible for internship for academic credit (Yes or No)</td>
</tr>
<tr>
<td>Advisor Signature &amp; Date</td>
</tr>
<tr>
<td>Division Chair Signature &amp; Date</td>
</tr>
<tr>
<td>Course Section #</td>
</tr>
</tbody>
</table>

Revised 1/2020 KJ
Faculty Supervisor name, email, phone

Faculty Supervisor Signature and Date

Check List:

_________ Resume and cover letter reviewed by Career Services or a faculty member (#1)

_________ Internship is arranged with employer or site supervisor (#2)

_________ Completed Internship Application with site information and required site supervisor signature (#3)

_________ Position description and statement of internship duties or projects on company letterhead (#3)

_________ Statement of your learning objectives and goals (#3)

_________ Eligibility confirmed by your Academic Advisor (#4)

Undergraduate Business Advisors

Kerri O’Shea (Undergraduate – Accounting M-Z, Business Administration A-L)
Email: koshea@govst.edu
Phone: 708-534-6980
Office Location: C3385

Paula McMullen (Undergraduate – Accounting A-L)
Email: plevickas@govst.edu
Phone: 708-235-2221
Office Location: C3398

Ivan Soto (Undergraduate – Business Administration M-Z, Business and Applied Science, Economics, and Manufacturing Management)
Email: isoto@govst.edu
Phone: 708-534-8045
Office Location: C3397

Revised 1/2020 KJ
Graduate Business Advisor

Jennifer Taylor (MBA, MSA, MSHRM, MSMIS)
Email: jtaylor@govst.edu
Phone: 708-534-4931
Office Location: G278
Office Hours: Monday: 10:30 am to 7:00 pm
Tuesday - Friday: 8:30 am to 5:00 pm

Director of Academic Services

Dr. Karen Janko
Email: kjanko@govst.edu
Phone: 708-534-4395
Office Location: G279

Division Chairs

Dr. David Green  AFME Division Chair; Accounting, Finance, MIS, and Economics 708-534-4967
OFFICE G298
dgreen@govst.edu

Dr. Olu Ijose  MME Division Chair; Management, Marketing, and Entrepreneurship
708-534-4932
OFFICE G297
oijose@govst.edu

Revised 1/2020 KJ
College of Education Mission
The College of Education prepares candidates to be reflective lifelong learners who advocate for diversity and social justice as engaged, effective, and transformative professionals in their field.

Undergraduate Programs
Early Childhood Education – Licensure and Non Licensure Sequences: Birth – Grade 2
Academic Advisor: Eileen Lally
708.534.4399; elally@govst.edu

Elementary Education – Grades 1-6
Academic Advisor: Eileen Lally
708.534.4399; elally@govst.edu

Psychology
- Forensic Psychology
- Mindfulness Studies
- Pre-Clinical Psychology
Academic Advisor: Lisa Helm
708.534.3085; lhendrickson@govst.edu

Post Baccalaureate Programs
Secondary Education – Grades 9-12
(Offered by the College of Arts and Sciences)

Mathematics
Academic Advisor: Dr. Dianna Galante
708.534.4127; dgalante@govst.edu

English
Academic Advisors:
Dr. Rashidah Muhammad
708.534.6974; rmuhammad@govst.edu
Dr. Amy Vujaklija
708.235.7143; avujaklija@govst.edu

Sciences – Biology and Chemistry
Academic Advisor: Dr. Pam Guimond
708.534.4546; pguimond@govst.edu
Graduate Programs – Master’s Degrees

Counseling
- Clinical Mental Health Counseling
- Marriage Couple and Family Counseling
- School Counseling
Academic Advisor: Jeanetta Edwards
708.534.4973; jedwards4@govst.edu

Educational Administration
- Principal Leadership
Academic Advisor: Carla Johnson
708.235.3989; cjohnson@govst.edu

Psychology
- Clinical
Academic Advisor: Jeanetta Edwards
708.534.4973; jedwards4@govst.edu

Doctoral and Speciality Degrees

School Psychology (Ed.S.)
Program Coordinator: Dr. Danel Koonce
708.235.7565; dkoonce@govst.edu

Counselor Education and Supervision (Ed.D.)
Academic Advisor: Jeanetta Edwards
708.534.4973; jedwards4@govst.edu

Interdisciplinary Leadership (Ed.D.)
- Higher Education Administration
- Superintendent (P-12)
- Not-for-Profit / Social Entrepreneurship
Academic Advisor: Carla Johnson
708.235.3989; cjohnson@govst.edu

Certificates/Endorsements

- Certificate in Online Teaching
- College Career and Counseling Certificate
- Post Master’s Clinical Mental Health Counselor
- Post Master’s Marriage Couple and Family Counselor
- Mindfulness in Helping Professions
- Bilingual /ESL
- Reading Teacher
- Special Education LBS1

The College of Education

Director of Educator Preparation
Dr. Joi Patterson
708.534.6979; jpatterson3@govst.edu

College of Education
Dean – Dr. Shannon Dermer

Division of Education
Chair – Dr. Timothy Harrington

Division of Counseling and Psychology
Chair – Dr. Patricia Robey
Bachelor of Arts in Early Childhood Education
Option I – ISBE Approved Licensure Program

Outstanding Opportunity
A child’s educational experiences begin at birth. Due to qualified professionals screening/assessing the social/ emotional, cognitive, and physical development of children from the moment they are born, many families are appropriately guided to engage their children in accredited education programs at very young ages. Most accredited public and private educational/academic settings are required to hire licensed teachers who possess the knowledge, skills, and dispositions needed to deliver developmentally appropriate curriculum by implementing effective instructional strategies that will result in measurable expected student outcomes.

Teacher Licensure Preparation – Illinois State Board of Education Approved (ISBE)
The BA in Early Childhood Education (ECE) with Licensure preparation at GSU will prepare the candidate for a successful career as a teacher in the primary grades of kindergarten, pre-kindergarten, first grade, second grade as well as in developmental educational programs serving children from birth to three years of age. Candidates will experience an integrated academic study sequence that connects theory and methodology to concurrent interactive field experiences at GSU approved partnership schools. Graduates will be versed in the curricula and teaching methodology as well as the required professional collaborative adult relationships reflective of the standards identified by the National Association of the Education of Young Children (NAEYC), and the Council for the Accreditation for Educator Preparation (CAEP).

Embedded in GSU’s Bachelor of Arts in Early Childhood Education licensure program are the courses required for Illinois endorsements in Early Childhood Special Education (SPED) and Early Childhood English as a Second Language (ESL).

Due to the current appropriate emphasis on meeting the individual diverse needs of all learners, earning a degree in Early Childhood Education at GSU culminates in a multitude of professional opportunities. Illinois is committed to providing children with a quality education beginning with infant care through high school graduation. If the desire is to be a licensed professional competent to teach children reading, writing, science, social studies, and social skills across the age range of infancy through 2nd grade, this degree option is an excellent match to your career goals. Completers of this degree are also encouraged to apply for related Early Childhood/Infant Toddler credentials via IL Gateways to Opportunities.

Admissions Requirements
- GPA – 3.0 or higher*
  - *Cumulative GPA of 2.75-2.99
- Take basic skills (ACT/SAT) by the end of EDEC 3099
- Earn a grade of B or better in EDUC 2310 and 2330 taken at GSU
- Candidacy Application (submitted electronically)
- Criminal History Clearance
- FERPA training

Program Requirements
After being admitted to GSU, candidates must meet the following requirements to progress into the Early Childhood Education program:
- Maintain a B or better in professional education courses
- Maintain a professional and positive disposition
- Successfully complete Early Childhood Student Teaching

For further information regarding the program, transfer credits, course availability, admission eligibility, etc. please contact the Early Childhood Education Academic Advisor Eileen Lally at 708-534-4399; or email ELally@govst.edu.
### Bachelor of Arts in Early Childhood Education
#### Option I – ISBE Approved Licensure Program

#### Early Childhood Required Courses

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>PROFESSIONAL EDUCATION</th>
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<tbody>
<tr>
<td>COM-1000 Writing Studies I</td>
<td>EDUC 2310 Foundation of Education</td>
</tr>
<tr>
<td>COM - 1010 Writing Studies II</td>
<td>DUC 2330 Child Growth and Development</td>
</tr>
<tr>
<td>COM – 1160 Public Discourse</td>
<td>SPED 2100 Survey of Students with Exceptionalities</td>
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<tr>
<td>MATH-2131 Mathematical Structures and Concepts I</td>
<td>EDCP 2101 Introduction to Educational Technology</td>
</tr>
<tr>
<td>MATH – 2141 Mathematical Structures and Concepts II</td>
<td>EDEC 3099 Developmental Appropriate Practices in ECE</td>
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<tr>
<td>PHYSICAL SCIENCE Chemistry, Physics</td>
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<tr>
<td>EARTH SCIENCE Astronomy, Geography, Geology</td>
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<tr>
<td>LIFE SCIENCE Biology</td>
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<tr>
<td>SCI LAB Astronomy, Biology, Chemistry or Physics</td>
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<tr>
<td>POLS – 2100 American National Government</td>
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<tr>
<td>PSYC - 1101 Principles of Psychology</td>
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<tr>
<td>HIST – 1110 or 1120 History of the US to 1865 or Since 1865</td>
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<td>GEOG - 2500 World Regional Geography</td>
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<tr>
<td>ENGL – 2131 Children Literature</td>
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<tr>
<td>HLSC – 2100 Contemporary Health Issues</td>
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<tr>
<td>HUMANITIES Interdisciplinary Humanities</td>
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<tr>
<td>FINE ARTS Art, Music, Film, or Theatre</td>
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<tr>
<td>SOCIAL SCIENCE *Non-Western or Third World Culture</td>
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<tr>
<td><strong>Subtotal</strong> 49 – 52 credit hours</td>
<td><strong>Core Courses</strong></td>
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<tr>
<td></td>
<td>EDUC 3440 Educational Psychology II</td>
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<td></td>
<td>DEC 3570 <strong>Assessment and Differentiated Instruction in EC</strong></td>
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<td></td>
<td>EDEC 3580 <strong>Linguistics and Language Development</strong></td>
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<td>EDEC 3590 STEAM in Education</td>
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<td></td>
<td><strong>Clinical Courses</strong></td>
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<td></td>
<td>EDEC 4550 <strong>Family, Community, and Culture</strong></td>
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<td></td>
<td>EDEC 4551 Field Experiences 1</td>
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<td></td>
<td>EDEC 4560 <strong>Curriculum, Literacy and Exceptional Learners, Pre-Primary</strong></td>
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<tr>
<td></td>
<td>EDEC 4561 Field Experiences 2, Preprimary</td>
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<td></td>
<td>EDEC 4570 Guidance of Young Children</td>
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<td></td>
<td>EDEC 4571 Field Experience 3</td>
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<td>DEC 4580 Math, Science, Social Studies in Early Childhood Education</td>
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<td>EDEC 4581 Field Experience 4</td>
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<td>EDEC 4999 Student Teaching</td>
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<td><strong>Subtotal</strong> 60 credit hours</td>
<td><strong>Specialization</strong></td>
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<td>BBED - 4501 Teaching English as a Second Language</td>
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<td>BBED - 4520 Foundations of Bilingual and ESL Education</td>
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<td></td>
<td>BBED - 4525 Assessment of Language Minority Students</td>
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<td>BBED - 4530 Methods and Materials for Teaching in Bilingual</td>
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<td>BBED - 4538 Cross-cultural Education</td>
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<td></td>
<td>BBED - 4977 Reading Strategies in the Bilingual and ESL Classroom</td>
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<tr>
<td></td>
<td>BBED – 5100 Practicum in Bilingual and ESL Education (optional)*</td>
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<tr>
<td><strong>Subtotal</strong> 18-21</td>
<td><strong>Total</strong> 127 – 133</td>
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</tbody>
</table>
| | *Test required for Bilingual Endorsement
**Propel to Excel at GSU**

**Center for Student Engagement & Intercultural Programs (CSEIP)**

**Campus Programs and Traditions**
- **Student Activities Council (SAC)** — Plans annual activities to increase Jaguar pride.
- **Welcome Week** — Features a full week of engaging, exciting, and academic events.
- **Homecoming** — Establishes annual tradition celebrating the existence of GSU and provides an opportunity for alumni to reconnect with the university.
- **Spirit Week** — Includes a festive week of spirit week activities, concerts, basketball games and more!
- **Springfest** — Rounds up the community for a final week of fun activities to celebrate the end of the semester.
- **Grad Celebration** — Acknowledges and celebrates the achievements made in each graduate’s academic career.

**Civic Engagement & Intercultural Education**
- **Kaleidoscope** — Creates opportunities that will increase involvement and promote the awareness of civic engagement initiatives among students.
- **Cultural Heritage Months** — Observes and celebrates the contributions of diverse cultures to society to raise awareness and conscientiousness amongst our student body.
- **Hunger & Homelessness Week** — Provides awareness to housing and food insecurities amongst college students and community at large.
- **Interfaith Prayer and Meditation Room**—Offers people of all faiths/beliefs for prayer, meditation, or a quiet space to sit and reflect.

- **GSU Food Pantry**—Assists GSU students who are experiencing food and personal care insecurities.

**Male Success Initiative (MSI)**
- Program enriches male students, particularly men of color, by providing professional, academic, and personal development through mentoring and events such as Fall Retreat, MSI Induction, Men’s Leadership Summit and much more.

**Clubs & Organizations**
- **Join a club or organization.** There are over 70 to choose from or create your own!!
- **CEO Leadership Workshop**—Provides effective and essential skills to student leaders of clubs and organizations and students who desire a leadership role.
- **Honor Societies**—Showcases the excellence of GSU student through career preparation and academic accomplishments
- **Jaguar Connection**—Keeps all clubs/organizations updated with upcoming events, important dates, and surrounding community information.

**For more information, you can:**

**Visit us on Facebook, Twitter, and Instagram.**

![Facebook](@GSUCSEIP)  ![Instagram](@GSU_CSEIP)  ![Twitter](@GSUCSEIP)

**Reach us by phone at 708-235-7362 or email us at cseip@govst.edu.**
EMERGENCY NUMBERS & HELPFUL RESOURCES

Call 911 in the event of any possibility of bodily harm, or go to the nearest hospital room.

GSU PUBLIC SAFETY
708.534.4900

FREE 24-HOUR CRISIS LINE OF WILL COUNTY
815.744.5280

YMCA METROPOLITAN CRISIS CENTER OF SOUTH SUBURBIA
708.429.7255

24-HOUR SEXUAL VIOLENCE HOTLINE
888.293.2080

24-HOUR ADDICTION AND ALCOHOL HOTLINE
844.244.3171

24-HOUR LGBTQ CRISIS HOTLINE AND SERVICES
866.488.7386

COUNSELING & WELLNESS CENTER STAFF

HOURS OF OPERATION

Counseling Center
Monday through Thursday - 9 a.m. to 6 p.m.
Friday - 9 a.m. to 5 p.m.

Health Center
Monday through Thursday's 10 a.m. to 4:30 p.m.
Friday's 9 a.m. to 12 p.m.

HOW TO SCHEDULE AN APPOINTMENT

Counseling Center
To request an appointment for counseling services, call 708.235.7334, stop by our office A1120, or visit our website at www.govst.edu/counseling-and-wellness.

Health Center
Health center services are by appointment only, visit our website at www.govst.edu/counseling-and-wellness to schedule an appointment.

“Healing Starts with Compassion & Care”

A guide to health, counseling, and advocacy services at Governors State University

www.govst.edu/counseling-and-wellness
The Counseling and Wellness Center (CWC) consists of Advocate Aurora Health Care and Counseling Services. CWC provides comprehensive medical and mental health support for the Governors State University (GSU) community.

Counseling & Wellness Center Mission:
The Counseling & Wellness Center (CWC) believes in striving for overall wellness education for the GSU community. Every day we respect the dignity for every individual, group, and community in which we support. Our center promotes and advocates for holistic healing, academic, and professional achievement by collaborating with campus and community partners and providing services to reduce systemic barriers that often stand in the way of success.

Consultation
We offer consultation for medical and mental health related concerns. Our services are available for faculty, staff, and students. All information disclosed will be kept confidential.

Crisis Intervention
Crisis intervention services are offered to students who are experiencing difficulty coping with a situation, a stressor, or leading to impaired daily functioning. Services may include both stabilization of one’s emotional state and links to helpful resources.

Health Services
Governors State University (GSU) has partnered with Advocate Aurora Health Care to offer health services to the GSU community, including faculty, staff, and students. The health center staff includes a nurse practitioner and a certified medical assistant. Our services include examination and treatment for minor illness and injuries, sexual health screenings, immunizations, diagnostic testing (i.e., Strep and Influenza), basic and sports physicals, and consultation and education.

Counselor-in-Residence
The Counselor-in-Residence (CIR) program serves as a link between University Housing and the Counseling & Wellness Center. The CIR program consists of a staff counselor who lives and works within Prairie Place and is available to provide housing residents with on-site counseling, workshops, and to provide crisis intervention, referral services, consultation, and training to housing staff.

ASAP
The Counseling & Wellness Center oversees the programming for the Advocating for Sexual Assault Prevention (ASAP) team, which is comprised of faculty, staff, and students who are committed to creating a campus culture that promotes sexual and relationship prevention and awareness through education and training.

COUNSELING SERVICES
• Individual and Group counseling
• Couples counseling
• Crisis interventions
• Consultation and referral
• Outreach presentations

HEALTH SERVICES
• Required immunizations
• Support for minor illnesses and minor injuries
• Diagnostic testing (i.e., Strep and Influenza (Flu))
• Basic and sports physicals
• Sexual health screenings
• Consultation and education
• Outreach presentations

WWW.GOVST.EDU/COUNSELING-AND-WELLNESS
FOLLOW US ON SOCIAL MEDIA

YOU CAN FIND US @

Governors State University
Governors State University
Governors State University
Governors State University
“A film has the potential to kindle such a spark of inspiration in an individual that it can alter the course of human progress.”

― Abhijit Naskar

Make Your Movie.

The art of making beautiful dramatic films and powerful documentaries is at the center of a unique BFA path at Governors State University. Our BFA - Film Arts path facilitates the development of your internal voice as a filmmaker, helping you grow creatively, pursue your dreams as a cinematic storyteller, and reach your academic and professional goals.

Learn all facets of the craft of filmmaking.

Governors State University’s undergraduate BFA sequence in Film Arts offers a wide range of courses that encourage you to develop as a filmmaker in all facets of the craft, from conception through development, production, post-production, and delivery to film festivals and major streaming platforms.

Study with Professional Filmmakers / Faculty.

GSU’s faculty members are practicing filmmakers as well as dedicated teachers. The films we’ve made, several with students in primary production roles, have screened and won prizes at many international film festivals. Faculty work has been reviewed in The New York Times, by the late Roger Ebert, and recognized by the Guggenheim Foundation.

Real World Training for Employment in Film Production.

In GSU’s Film Arts path, you will gain the broad intellectual background sought by graduate schools, cultural institutions, and the business community. Our undergrads have gone on to make award-winning films, teach in higher education, and travel the world as corporate video producers, directors, and cinematographers.

Unlimited Opportunity.

GSU offers a superior educational opportunity at an affordable tuition rate without sacrificing the professional quality of its programs. GSU’s outstanding faculty and real-world curriculum prepare graduates to meet the demands of the future.

For more information, contact:
Daniel Nearing
dnearing@govst.edu
Special Admissions Requirements

All students are admitted conditionally. The Art faculty members monitor and evaluate student progress continuously. All art students will have a mandatory portfolio evaluation after 1 year of enrollment. The portfolio evaluation will include a review of the student's art work by the faculty of the program. The portfolio should include work that best demonstrates artistic development and potential to succeed in the art program.

Degree Requirements

Students must meet all university and program requirements for a bachelor's degree.

General Education Requirements (37 Hours)

Art Foundation for Film (15 Hours)

- ART - 1101 Film Appreciation (3)
- ART - 2908 Film History (3)
- ART - 2909 Film History II: American Independent Film (3)

Core Art Requirements: (36 Hours)

Required (9 Hours)

- ART - 3099 Art Seminar: Concepts and Practice (3)
- ART - 1910 Film And Literature (3)
- ART - 4040 Film Seminar (3)

Studio Arts (18 Hours)

Select six of the following courses:

- ART - 1300 Introduction to Drawing (3)
- ART - 2400 Introduction to Digital Photography (3)
- ART - 2401 Introduction to Traditional Photography (3)
- ART - 2450 Introduction to Graphic Design (3)
- ART - 2702 Digital Film Production I (3)
- ART - 2703 Digital Film Production II (3)
- ART - 2731 Screenwriting (3)
- ART - 3734 Video Editing (3)

Art History (9 Hours)

Select three of the following:

- ART - 3101 Survey of Non-Western Art (3)
- ART - 3102 Worlds of Art (3)
- ART - 3103 Women in Art (3)
- ART - 3104 Modern to Contemporary Art History (3)
- ART - 3105 Gender and Sexuality in Art (3)
- ART - 3106 Sculpture Parks and Public Art (3)
- ART - 3107 Survey of Asian Art (3)
- ART - 3307 Art Images of Social Justice Movements (3)
- ART - 3314 American Art: Diverse Views (3)
- IFDI – 2908 Film History (3)

Junior Requirements (18 Hours)

Film Art Selectives must be taken at the 3XXX level or above in FILM, IFDI, ART, or MCOM

Senior Requirements: (12 Hours)

For Film Art select 9 hours of Studio Art Selectives at the 4XXX level in FILM, IFDI, ART, or MCOM; and
- ART - 4980 Senior Project (3)

A second portfolio review must be performed successfully before enrollment in the Art Program capstone course; Independent Studies must be selected through consultation with the program advisor and they must be a different topic if used multiple times to meet degree requirements; Art courses up to 75 hours may be transferred based on portfolio review only.

Total - 120 Hours

Catalog Year 2018-2019