

PONTIFICAL CATHOLIC
UNIVERSITY OF PUERTO RICO



GRADUATE CATALOG
2019-2022

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Pontifical Catholic University of Puerto Rico Notice of Non-Discrimination Under Title IX of the Education Amendments of 1972 (approved. 04/25/2018)

The Pontifical Catholic University of Puerto Rico does not discriminate against any person on the basis of race, color, ethnicity, national origin, sex, sexual orientation, disability, medical condition, religion, military status, veteran status or age in admission or access to, or treatment or employment in its educational opportunities, programs and activities as required by applicable laws and regulations. The University is exempt from Title IX provisions that are not consistent with the religious tenets of the Roman Catholic Church. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the designated Section 504 Coordinator or the Office of Civil Rights. The following persons have been designated to handle inquiries:

1. *Section 504 Coordinator – Prof. Myriam D. López
Vice-Presidency of Student Affairs
Student Center , González Pató Bldg., GP-212, Ponce Campus
Tel. 787-841-2000, ext. 1460, 1461, 1462.
Email: 504coordinator@pucpr.edu*
2. *Institutional Compliance Office – Dr. Waddy Mercado
Los Fundadores Building, 4th Floor
Tel. 787-841-2000, ext. 1232
Email: 504hotline@pucpr.edu*

The University reserves the right to change any of its rules and regulations at any time, including those relating to admissions, instruction, and graduation. It also reserves the right to withdraw any program of study or specific courses, to alter course content, to change the academic calendar, and to increase fees. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled in the University

President's Message



Pope John Paul II's Apostolic Constitution *Ex Corde Ecclesiae*, regarding Catholic Universities, invites us to focus our attention on the purpose for which our Pontifical Catholic University of Puerto Rico exists. "Born from the heart of the Church, a Catholic University is located in that course of tradition which may be traced back to the very origin of the University as an institution. It has always been recognized as an incomparable centre of creativity and dissemination of knowledge for the good of humanity." Its privileged authority is "to unite existentially by intellectual effort two orders of reality that too frequently tend to be placed in opposition as though they were antithetical: the search for truth, and the certainty of already knowing the fount of truth."

This Catalog for the Academic Years 2019-2022 accounts for an important part of our academic proposal. Through courses, laboratories, experiences, internships, and many other such activities that take place in our University we build up our "Pioneer" culture. It is oriented towards the creativity referred to by the Pope and "the dissemination of knowledge for the good of humanity." For that reason, a graduate from *La Católica* participates in "the search for truth, and the certainty of already knowing the fount of truth."

The future opens before us, with its great challenges and opportunities. We will accept them conscious that with intelligence, strong will, our minds full of ideas, fire in our hearts, and with our faith in Jesus, we will steer our barque to a safe port. Mary, Seat of Wisdom, will walk with us. Congratulations!

Jorge Iván Vélez Arocho
President
Pontifical Catholic University of Puerto Rico

INTRODUCTION

The Pontifical Catholic University of Puerto Rico (PCUPR) is an institution of higher education. It is a co-educational, non-profit organization having close ties to the Catholic Church of Puerto Rico. Its main purpose is to serve Puerto Rico as a university guided by the principles of the Catholic faith. Among its Faculty, there are religious men and women and lay persons, graduates of leading universities of the world, thus making its universal dimension possible. Located at the crossroads of North and South America, the University aims to establish a dialogue between the two cultures.

This Catalog offers a comprehensive description of the University. The first part presents general information and traces the integrity of Pontifical Catholic University of Puerto Rico. The second part, a reference section, details the programs which the University offers in its Colleges and Departments.

This Catalog supplies important information for the incoming student. At the same time, it also serves as a reference for the student during his/her studies either in Ponce, the Branch Campuses of Arecibo and Mayagüez.

Law students should consult the special Bulletins published separately by the School of Law regarding special Regulations and Programs. They should be aware, however, of the supplementary nature of the Bulletins and be familiar with both the Special and General Regulations included in this Catalog. The Norms and Procedures contained in the PCUPR Catalog apply to all students at the University.

CAMPUS LOCATIONS

The main Campus of the Pontifical Catholic University is located in Ponce, the second most important city in Puerto Rico. Its telephone number is (787) 841-2000.

The Arecibo Campus is located in Barrio Santana, Route Number 668 in Arecibo. Its telephone number is (787) 881-1212.

The Mayagüez Campus is located on Ramón Emeterio Betances #482 South, Mayagüez. Its telephone number is (787) 834-5151.

CANONICAL ESTABLISHMENT

The Pontifical Catholic University of Puerto Rico was canonically established by the Holy See on August 15, 1972. This ecclesiastical acknowledgement implies adoption of the Norms of Canon Law and of the Decrees of the Sacred Congregation for Catholic Education.

On January 25, 1991, the same Congregation conferred the title of Pontifical to the University. This new distinction ratified, in an official manner, the authenticity of the Pontifical Catholic University of Puerto Rico as a genuinely Catholic Institution of the Church.

ABSOLUTE CHARTER

The Pontifical Catholic University of Puerto Rico possesses an Absolute Charter granted by the Board of Regents of the University of the State of New York on February 27, 1959.

ACCREDITATIONS

The programs of study of Pontifical Catholic University of Puerto Rico are accredited by the Council on Higher Education of Puerto Rico and by the Middle States Association of Colleges and Secondary Schools. The nursing programs have the professional accreditation of the Accreditation Commission for Education in Nursing (ACEN). The Bachelor of Arts in Social Work at the Ponce Campus is accredited by the Council on Social Work Education. **The Middle States Commission on Higher Education** (3624 Market Street Philadelphia PA 19104 Tel: (267) 287-5000). Authorized by **the Council of Higher Education of Puerto Rico** (P.O Box 19900 San Juan PR 00910-1900 Tel. (787) 424-7100).

The School of Medical Technology, founded in 1967, is accredited by the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)** and recognized by the Board of Examiners of Medical Technologists of Puerto Rico.

The School of Law, founded in 1961, earned accreditation by the Council of Higher Education of Puerto Rico on April 13, 1964 and by the American Bar Association (ABA) in August 1972.

The School of Architecture was founded in 2009 and accredited by the National Architectural Accrediting Board (NAAB)

AUTHORIZATIONS

Pontifical Catholic University of Puerto Rico is authorized to enroll veterans receiving benefits from the Veterans Administration. It has also been authorized by the Federal Government for the education of foreign students, as well as by the Examining Board of Technology of Puerto Rico (July 1968).

AFFILIATIONS

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Hispanic Higher Education (AAHHE)
- American Association of Presidents of Independent Colleges and Universities (AAPICU)
- American Institute of CPAs
- Association of Private Colleges and Universities (ACUP, for its acronym in Spanish)
- Association of Governing Boards of Universities and Colleges (AGB)
- American Society of Composers, Authors & Publishers(ASCAP)
- Broadcast Music Inc. (BMI)
- Ponce Chamber of Commerce (CCP, for its acronym in Spanish)
- Council for Higher Education Accreditation (CHEA)
- International Federation of Catholic Universities (FIUC, for its acronym in Spanish)
- Hispanic Association of Colleges & Universities (HACU)

- Hispanic Educational Telecommunications System (HETS)
- International Association of University Presidents (IAUP/NAC)
- Inter-University Athletic League (LAI, for its acronym in Spanish)
- Middle State Association of Colleges and Secondary Schools (MSA)
- National Association of College and University Business (NACUBO)
- Organization of Catholic Universities of Latin America (ODUCAL)
- Society of European Stage Authors Composers (SESAC)
- The College Board
- Registry of Authorized Providers (General Services Administration)

COOPERATING INSTITUTIONS

- Maine Maritime Academy
- Santander Bank of Puerto Rico
- Case Western Reserve University
- Center for Professional Development of the Americas (CDPA, for its acronym in Spanish)
- Cesmac University Center, Brasil
- College of Saint Rose (CSR), Albany, NY
- Puerto Rico Industrial Development Company (PRIDCO) CEIBA
- Ponce School of Medicine
- Business School of Navarre – European Forum
- Tourism School of Zaragoza, Spain
- MAPFRE Foundation
- Ortega y Gasset Foundation
- Huertas College
- Institute for American Universities The Aix Center & The Marchutz School of Arts
- Institute of Tzapopan, Inc.
- Inter-University Association for Education in Health Sciences, Ponce, Puerto Rico, Panama
- Ponce Art Museum (MAP, for its acronym in Spanish)
- Nova Southeastern University – Florida
- Pontifical Catholic University of Chile
- Pontifical Catholic University of Rio Grande Do Sul
- Pontifical Catholic University of Rio de Janeiro
- Pontifical Catholic University Madre y Maestra, Dominican Republic (PUCMM, for its acronym in Spanish)
- Pontifical Catholic University Santa María La Antigua, Panamá
- San Pablo Ceu, Madrid, Spain

- Shandong Normal University
- Autonomus University of Guadalajara
- Autonomus University of Nuevo León, Mexico
- Catholic University of the Sacred Heart, Milan, Italy
- Central University of Bayamón
- Complutense University of Madrid, Spain
- University of Granada, Spain
- University of Guadalajara, Mexico
- University of Monterrey, Mexico
- University of Notre Dame of Haiti
- University of Oviedo, Spain
- University of Salamanca, Spain
- University of Valladolid, Spain – Law School
- University of Florence (Italy)
- Iberoamerican University (UNIBE), Dominican Republic
- Polytechnical University of Puerto Rico
- Pontifical University of Comillas
- Pontifical Bolivariana University, Bucaramanga Section, Colombia
- University of Wisconsin-Madison

TEACHING UNITS

The Pontifical Catholic University of Puerto Rico offers academic programs in three geographical areas: Ponce (main campus), Arecibo, and Mayaguez (branch campuses).

GENERAL INFORMATION

HISTORY

The history of the Pontifical Catholic University is also the history of a community, for both its academic development and its general progress are the results of the efforts and dedicated spirit of the members of that community.

The University was founded in 1948, under the guidance of the Bishops of Puerto Rico: His Excellency James E. McManus, Bishop of the Ponce Diocese and His Excellency James P. Davis, Bishop of San Juan, who in the spring of 1948, announced the establishment of the University. It was originally called Santa María. The first 193 students attended classes in rooms loaned by the Capuchin Fathers and the Sisters of St. Joseph at San Conrado School in Ponce. In 1949, the first university community was able to inaugurate the campus which covered 120 acres of land acquired from the government of Puerto Rico.

In the beginning, Pontifical Catholic University of Puerto Rico was affiliated with Catholic University of America in Washington, D.C. It was incorporated by the Board of Regents of the University of the State of New York, and it was granted an Absolute Charter as an institution of higher learning with programs leading to academic and professional degrees. Towards the end of its first year, the University was accredited by the Council of Higher Education of Puerto Rico and, in 1953, by the Middle States Association of Colleges and Secondary Schools. The latter accreditation was renewed in 1963, 1973, 1983, 1993, 2003 and 2013.

Pontifical Catholic University aims to satisfy the ever-increasing need for higher education in Puerto Rico, especially in the southern area. Initially, it offered programs in the arts and sciences and prepared teachers for the island's schools. Later, the College of Education was founded, and programs leading to an Associate Degree in Education and Bachelor's Degrees in Science in Elementary Education and in Secondary Education were offered. Beginning in 1954, degrees in Business Administration and in Secretarial Sciences were granted. In the field of the Sciences, a complete Nursing program was developed in 1956; and in 1967, the Medical Technology Program was established and accredited in 1968 by the American Medical Association (AMA). These Programs were designed to provide specialized personnel to fill the needs of our society in these fields.

The University has increased its offerings through the years in order; to develop in its students the cognitive and practical skills required to function as competent professionals upon graduation. To this end, it has created three branch campuses as well as evening, saturday, and summer sessions.

In 1961, the College of Education and the School of Law were established. The College of Arts and Sciences was divided in 1966 into the College of Arts and Humanities, the College of Science, and the College of Business Administration. Master's Degree Programs were established in Education (1967), Business Administration (1969), Nursing (1976), and Hispanic Studies (1976). All these programs have been accredited by the respective accrediting agencies.

The School of Architecture was established in 2009 and is accreditate by the National Architectural Accrediting Board (NAAB)

The Pontifical Catholic University of Puerto Rico, constantly challenged by a changing society, is opened to new responsibilities. It is moving forward decisively, faithful to the mission and objectives which constitute the reason for its existence.

Year after year, men and women leave the University to become part of Puerto Rican society, devoted to creating a world worthy for the citizens of the world. This is a challenge which the University can meet only through constant renewal.

LEGAL STATUS

The name of the Corporation shall be Pontifical Catholic University of Puerto Rico.

Pontifical Catholic University of Puerto Rico possesses corporate legal status in virtue of an Absolute Charter granted by the Board of Regents of the University of the State of New York. (Provisional Charter June 25, 1954; Absolute Charter February 27, 1959, number 2397).

The members of the Puerto Rican Episcopal Conference have all the corporate powers of the Corporation. When reference is made to the Corporation, it will be understood as the members of the Puerto Rican Episcopal Conference. The Corporation shall have sole and exclusive power to:

1. establish the Catholic philosophy and mission of the University;
2. amend the Statutes subject to the approval of the Holy See;
3. protect and promote the Catholic nature of the Institution as an essential element;
4. appoint and remove Trustees;
5. appoint the President of the University; and
6. rent or sell the properties of the Corporation in excess of \$100,000 or mortgage them for more than \$100,000; and merge or dissolve the University Corporation.

The Corporation shall elect from among its members a President (Chairman) and a Secretary whose terms in office shall be six (6) years, which may be renewed. The Bishop of Ponce shall be ex-officio Vice President (Vice Chairman) of the Corporation.

The President (Chairman) of the Corporation shall be the President (Chairman) of the Board of Trustees, and the Vice President (Vice Chairman) of the Corporation shall also be the Vice President of the Board of Trustees.

The Bishop of the Diocese of Ponce shall be the Grand Chancellor of Pontifical Catholic University of Puerto Rico.

The Corporation shall govern the Pontifical Catholic University of Puerto Rico through a Board of Trustees whose powers are defined in the Statutes.

The President of the Board shall chair the Executive Committee (see Article V.5) of the Board of Trustees and shall name the Presidents (Chairpersons) of its committees.

The Grand Chancellor, on behalf of the Holy See, shall supervise the operation of the University according to its Statutes and the Code of Canon Law.

GOVERNMENT

The Board of Trustees shall be composed of no less than twenty-one (21) members nor more than thirty-one (31). There are two types of members: de jure (members of the Corporation and the Representative of the Holy See in Puerto Rico) and members named directly by the Corporation. Both the faculty and students shall be represented on the Board of Trustees. The Board may name Honorary Trustees based on exceptional merit.

The Board of Trustees shall have an Executive Committee whose President (Chairperson) shall be the President of the Board, and its Vice President (Vice Chairman) shall also be the Vice President of the Board. Besides its President, Vice President, and the President of the University, the Committee shall also

include the Vice Grand Chancellor and the Presidents (Chairpersons) of the Committees of the Board of Trustees. In the interval between meetings of the Board, the Executive Committee may exercise all the powers of the Board, except those found in Section 4 (c), (m) and (n), to govern the University, while safeguarding the best interests of the Institution and insuring that the principles of Catholic Doctrine (c.810.2) are observed faithfully in the University.

ADMINISTRATION

The Pontifical Catholic University of Puerto Rico shall be administered by a President and other officials and organizations named by him or her. The President shall preside over the University Senate, the University Board, and the Administrative Board. Three officers assist the President in administrative duties: the Vice-President for Academic Affairs, the Vice-President for Finances, and the Vice-President for Student Affairs. Each College or School has an Academic Dean as its chief executive; each Branch Campus has a Rector; and each Extension and Department has a Director.

The University Senate is the representative body of the university administration, the faculty, and the student body. The Senate participates in the University's legislative process by submitting legislative projects to the Board of Trustees.

The Faculty Assembly is composed of the President of the University who presides, the Vice Presidents, the Deans, and all members of the faculty with academic rank. More information about government and administration is found in the Statutes of the Pontifical Catholic University of Puerto Rico (revised 1996).

MISSION

The mission of the Pontifical Catholic University is to honor and promote the life and dignity of the human being as well as to educate him/her in accordance with the values of the Gospel and the disciplines of current scientific knowledge in order to build a better local and global community.

METHOD

This Mission is achieved by means of a dynamic, critical, and creative educational encounter framed around Christian amity and committed to the quest for answers and solutions to the issues of culture and to the challenges of Puerto Rican, Caribbean, and global realities, within a peaceful and harmonious environment.

VISION

The Pontifical Catholic University of Puerto Rico will be the first option for an integral Christian and academic formation of excellence aimed towards a life of fulfillment and adventure.

VALUES

Persistence in merging FAITH AND REASON in our daily life as it is lived to its fullness.

CATHOLIC LIFE in all its doctrinal, sacramental, and spiritual dimensions, including experiences in personal and group encounters.

FAMILY as the basis and inspiration of the educational experience in order to achieve the highest aspirations.

INTEGRITY seen as verification of what is proposed or affirmed during the educational encounter and in the agenda of the Institution.

SERVICE to the community as fulfillment of genuine Christian love.

QUALITY in both the educational encounter and service aimed at continuously attaining better results.

DIALOGUE as a means of insuring the pertinence of curricular programs and services through personal encounters, focal groups, and other activities.

OBJECTIVES OF THE UNIVERSITY

The Pontifical Catholic University of Puerto Rico, based on the thinking of the Church concerning the integral education of man and in accordance with the mission of the University, has as its fundamental aim the search for truth and the dissemination of knowledge. It pursues both objectives through the study of the various fields of knowledge while promoting a genuine dialogue among the Arts, Sciences, Philosophy, and Theology.

The University cultivates the distinctive disciplines according to their individual principles and methods, maintaining academic freedom in an open and honest dialogue with faith. In this manner, it aims to form righteous men and women with the ability to assume responsibilities in society and to stand before the world as loyal witnesses of their faith.

PCUPR fosters the teaching of diverse disciplines and the observance of Christian life with a spirit of charity, freedom, mutual respect, and true joy, bringing plenitude to every aspect of university life.

Under the guidance of its religious beliefs, Pontifical Catholic University of Puerto Rico aims to:

1. Provide students with activities that foster a humanistic-Christian formation that will guarantee their presence in society as members conscious of human values in the light of the mystery of Christ.
2. Provide students with a specialized formation in one or several fields of the Liberal Arts, from the perspective of the Christian faith, according to the possibilities of each subject matter, and respecting the conscience of each person.
3. Contribute to the formation of specialists in the theoretical and applied sciences to provide capable personnel to help the industrial and technological development and respond to the human aspirations of Puerto Rican society, particularly in the southern part of the Island.
4. Include in the business degree programs, activities and course components designed to help consolidate the economy.
5. Promote the preparation of professionals in the field of education capable of enriching our educational system.

6. Promote the formation of attorneys who, due to their academic and Christian formation and professional integrity, know how to harmonize respect for human dignity with the requirements of justice and other human values.
7. Stimulate relations that will intensify study and research which will lead to better knowledge and understanding of the people of the Americas.
8. Extend to the community a program of continuing education for personal improvement based on the concept of educating for life.
9. Offer the community conferences and other activities aimed at maintaining and improving physical health and attending to physical and psychological needs during each stage of life. Contribute to the formation of health professionals, enabling the acquisition of solid scientific, humanistic, and Christian principles.
10. Help strengthen the faith of all believers by hosting an Open House each semester at which experts in various fields such as Social Doctrine, Law, and Social Sciences offer conferences for students and administrators of schools and colleges and personnel of cultural centers to serve as guides for the Catholic culture of the country.
11. Prepare leaders in different professions contributing to the Christian education in accordance with the beliefs of the Catholic Church.

The curriculum includes courses that are directed to the enrichment of human beings and to assist them in finding the identity which young people seek in the process of personal development. It also offers students the opportunity to come into contact with the distinctive branches of human learning as well as specialties in various subjects. Among the general requirements, there are courses in languages, humanities, social sciences, natural sciences, philosophy, and theology. This formation provides diverse knowledge that helps men and women with their personal and professional development. The liberal arts reveal the creative activities of man throughout history in correlation to actual situations. Experimental science opens perspectives in discovering the mysteries of nature, whereas theology illuminates and gives meaning to human life as it manifests itself in the dimensions of faith.

Competence in the various fields and professions completes the educational picture of its members, enabling them to assume related responsibilities in modern society and become agents of change in their communities.

The Pontifical Catholic University of Puerto Rico offers an atmosphere in which there is a feeling of achievement, collaboration, and participation in all aspects. Participation of professors and students in decision-making and university life has increased, so that there is an integration of professors, students, and administrators which enables the Institution to reach its goals.

TERMINAL OBJECTIVES

After completing their studies at the Pontifical Catholic University of Puerto Rico, students will be able to:

1. Demonstrate openness and religious comprehension towards the truth offered by the Catholic Church and other Christian faiths.
2. Apply critical thinking and creative techniques in problem solving.

3. Apply effective communications skills to express ideas, opinions, and emotions, maintaining interpersonal as well as collaborative relations.
4. Demonstrate respect towards the diversity of values, cultural awareness, points of view; showing tolerance towards ambiguity and openness to change.
5. Apply ethical principles to their human and cultural responsibilities when confronted with challenges in their personal life, family, community, and workplace.
6. Utilize diverse qualitative and quantitative methods to approach the problems confronted when seeking truth.
7. Use information literacy and technology appropriately to:
 - determine the scope of the information needed;
 - access needed information in an effective and efficient way;
 - critically evaluate the information and its sources.
 - incorporate the selected information into their prior knowledge.
 - use information effectively to reach objectives;
 - understand legal, economic, and social aspects related to the use of information as well as accessing and utilizing information ethically and legally.

UNIVERSITY RESOURCES

The general and specific objectives of the University permeate all its programs. To make this possible, the University offers various resources and services, such as human and physical resources, housing, economic, financial aid assistance, and counseling. Academic resources will be discussed later.

HUMAN RESOURCES

The most valuable resource of the University is its people. The student body outnumbers the rest of its population. As of 1990, there were approximately 12,000 students who come from different areas of the Island as well as from various other countries. An outstanding characteristic is the diversity of interests and concerns which enrich the life of this community.

Diversity is also observed in the variety of backgrounds of the lay and religious faculty. At present, there are approximately 700 professors.

Another very important group is the non-academic personnel. The Office of Human Resources for Academic and Non-Academic Personnel provides the administrative support needed by students and professors for the achievement of the mission and goals of the University.

PHYSICAL FACILITIES

The main campus of Pontifical Catholic University of Puerto Rico is located in the southern region of Ponce, the second largest city on the island. These extensive and beautiful grounds, lined with tropical plants and shady pine groves, offer a peaceful atmosphere.

The buildings on the Ponce campus are modern, simple, and functional with facilities for the disabled. The buildings used primarily for teaching are Spellman, Ferré, Aguayo, McManus, Perea, Luisa Natali Roca, and the Business Administration Building (former Ponce School of Medicine). Complementing these buildings are Valdés, Caribbean Hall, Fine Arts, Psychology, Luis G. Rodríguez Building, the Research Laboratories.

SPELLMAN BUILDING

The Spellman Building houses the School of Law, the Office of the Dean of the Law School, the Monsignor Juan Fremiot Torres Oliver Library, and the Legal Aid Clinic.

FERRÉ BUILDING

The Ferré Building houses the Office of the Dean of Science, the Departments of Chemistry, Physics-Mathematics, Biology, General Science, and the majority of the laboratories of the College of Science and the Academic Resource Center for faculty and students.

AGUAYO BUILDING

The Aguayo Building houses the College of Graduate Studies in Behavioral Sciences and Community Affairs, physics laboratories, the Psychology Computer Laboratory, and classrooms

PEREA BUILDING

The Perea Building houses the Office of the Dean of Education, the Departments of Elementary and Secondary Education, and Graduate Studies in Education. The Educational Technology Center, the Center for Diagnosis and Treatment of Learning Disabilities, CEDYTA (Spanish acronym). The Laboratory of Educational Resources and Materials, and the offices for the Telecommunication and Technology Information (TTI) are also found in this building.

MCMANUS BUILDING

It houses classrooms used by the College of Arts and Humanities.

CARIBBEAN HALL

The Department of Medical Technology and the Interdisciplinary Clinic for Community Services (ICCS) are located at Caribbean Hall.

ENCARNACIÓN VALDÉS BUILDING

The Nursing Department occupies the second floor of the Valdés Building. The Bookstore, and the Family and Marriage Institute.

LUISA NATALI ROCA

It houses the College of Arts and Humanities: the Office of the Dean, the Departments of Social Work, History and Fine Arts, English & Foreign Languages, Theology and Philosophy, Social Sciences, Hispanic Studies, the Aurea Cintrón de Rodríguez Computer Laboratory, and the Msgr. Abel Di Marco Digital Music Laboratory.

BUSINESS ADMINISTRATION BUILDING

This building houses the offices and classrooms for the College of Business Administration which include the Office of the Dean and the Departments of Office Administration, Office Systems, and Secretarial Science; Management, General Business, and Computers; Communications, Marketing and Tourism; Accounting, Economics, Finance and Business Law; the Graduate Program, and the Sister Mary Adalbert Computer Laboratory. The Channel 20 master control, *La Nao* Newspaper, and the Institute of Continuing Education are also housed in this building.

LUIS G. RODRIGUEZ PERALTA BUILDING

The Luis G. Rodríguez Building houses the Cooperative José Cortés, the Veteran's Office, and the Liberal Studies Department and the Night and Saturday Session and Extension Offices.

RESEARCH LABORATORIES

The College of Science has a research center located in the recently remodeled facilities at Building "E" of the former School of Medicine. This two-story building has been exclusively designated for research and research training. The 5,451 square-foot facility accommodates nine research laboratories (4 for Chemistry and 5 for biology), a storage area, a Central Computer Research Support Laboratory, four office areas for the chief investigators and research programs. The research laboratories are Dry Forest Ecology, Ecology, Marine Biology, Ecology/Environmental, RadioChemistry, Tissue Culture, Histology, Organic Chemistry, and Multidisciplinary Chemistry. This new research building demonstrates the commitment of the Pontifical Catholic University of Puerto Rico to the development and improvement of scientific research, thus making a significant contribution to the economic and technological development of Puerto Rico.

MANUEL GONZÁLEZ PATÓ STUDENT CENTER

The Student Center Manuel González Pató houses the Office of the Vice President for Student Affairs, the Guidance Center, the Office of Freshman Students, the Institutional Center for Tutoring, and the Offices of Rehabilitation, Employment, and Social Work. The Chapel, the Chaplain's Office, the Office of Cultural Extension, the Office of Student Counselors, medical services, the post-office, the cafeteria, the beauty salon, and the photo lab are also located in this Center. There are designated places for meetings, recreation, and study. The open area of the Student Center is used for the celebration of many social, cultural, and professional activities for the University community.

FOUNDERS BUILDING

The Founders Building houses the central administrative offices which include the Office of the President, the Vice Presidency for Academic Affairs, and the Vice Presidency for Finance Affairs and Administration. Also located in this building are the Office of Admissions, the Registrar Office, the Financial Aid Office, the Bursar's Office, the Human Resources Office for Administrative Personnel, Security, Accounting, Purchasing, Payroll, External Resources, the Associate Vice President for Academic Affairs, the Accreditation Office, the Office of Special Projects, the President's Assistant and In-house Counsel, the office of the Administrative Assistant to the Vice President for Academic Affairs, the Pontifical Catholic University Service Association (PCUSA), the Institute for the Social Doctrine of the Church, the Public Relations Office, the Institutional Assessment Office, the Cultural Extension Office, the Office of the Statistician, the Director for Development & Investigation, and the Environmental Office.

CULTURAL AND SPORTS COMPLEX

The Cultural and Sports Complex is the principal center for sports training and development at the University. It was designed to offer facilities for training and competitions in various sports. It functions as a complete center for educational activities as well as for cultural and recreational conferences. The first level of the modern facility is occupied by the administrative offices of the Complex, and the offices for the Director and professors of the Physical Education Department and the Coordinator of Sports. It also has a gymnasium with the most modern machines and free weights equipment, a laboratory of physical aptitude, a room for aerobics, and a massage room where trained instructors under supervision of the administration offer individualized exercise routines. There are three basketball courts, one volleyball court, showers, lockers, a cafeteria, and a modern Olympic pool. The pool is four feet deep at each end, and seven feet deep in the center and measures fifty meters in length. The first ten meters of the pool are used by the students who are learning to swim. This Complex has a capacity for 6,000 people. It may be used by the university community as well as the general public. The cost for the use of the facilities (gymnasium and pool) varies for students and the general public. The fee for the general public is paid on a monthly basis. The student fee, which is paid every semester, is not included in the registration fee. Available are swimming classes for adults and infants, aqua aerobics, and lifeguards. Aqua aerobics are offered for the university community as well as for the general public. The fees obtained from these services is used to maintain and improve the Complex. The use of the pool and aerobic exercises are offered free of charge to the university community. In addition to the above mentioned facilities, students also have access to five tennis courts, a basketball court, a soccer field, an outdoor volleyball court, a softball field, a 400-meter-eight-lane track, and a three-mile jogging area. The Upward Bound Program is also located in this building.

OTHER FACILITIES

The Center for Pre-School Development on Amanda Street and on San Jorge Street is the Radio Station occupy their own facilities.

FACILITIES AT THE BRANCH CAMPUSES

The Branch Campuses of Arecibo and Mayagüez have modern, simple, and functional facilities.

LIBRARY

Objective

The Encarnación Valdés Library is the main information and research center of the academic community. The Library is located at the Ponce Campus of PCUPR. In compliance with the objectives of the Institution, with the doctrines of the Catholic Church, with the mission of seeking the truth and the dissemination of knowledge for cultural and intellectual development, the Library provides an appropriate location with a select collection of information resources.

The Library has a qualified and committed staff which strives to accomplish the objectives of a Catholic University. According to His Holiness John Paul II, this objective is to provide "the place where scholars fully examine reality with the methods proper to each academic discipline thus contributing toward enriching

human knowledge." (**Apostolic Constitution of His Holiness Pope John Paul II On Catholic Universities**)

Collection

The collection contains approximately one million carefully selected academic sources in a variety of formats. Bibliographic information, full-text journals, and e-books are accessible through electronic media.

Physical Facilities

The library is a two-story building which accommodates approximately 700 patrons. Various professional librarians assist patrons by guiding and instructing them with information searches. The library includes the following areas:

Reference Room

The Reference Room is an educational and research area which contains the basic resources that give readers a broad overview of knowledge. It includes dictionaries, encyclopedias, atlases, directories, indexes, and other resources in both traditional and electronic formats.

The Reference Room includes the following special resources:

- ERIC: journal and non-journal educational literature published by the Educational Resources Information Center (Sponsored by the Institute of Education Sciences of the U.S. Department of Education) available in microfiche and online
- FEDERAL DOCUMENTS: documents produced by U.S. government agencies (printed by the United States Government Printing Office); materials are incorporated into the corresponding collection and available in printed, microform, and electronic formats. Federal documents in electronic format may be accessed at <http://gpo.gov/>
- SCIFINDER. This is a research resource which permits information searches in a wide variety of scientific disciplines. It includes Biomedical Sciences, Chemistry, Engineering, Physical Sciences, and Agricultural Sciences. Online access at: <https://scifinder.cas.org/>. To access this resource, it is necessary to register previously as a user.

Assisted Technology Room

Is located in the reference area. It was inaugurated in May of 1996 and provides traditional assisted technology aids and state-of-the-art technology for people with disabilities.

Reserve Collection

The Reserve Room holds printed books and documents assigned by professors of the Institution to be used as supplementary information in their courses. Professors may also include supplementary digital materials using My Courses in the Banner Platform.

Conference Room

This room has an auditorium area and the technological equipment needed for professional lectures, seminars, and workshops.

Puerto Rican Collection

The Puerto Rican Collection contains bibliographic material and information relating to Puerto Rico. The collection includes Puerto Rican authors and authors of other nationalities who have written about Puerto Rico. In addition, the collection maintains materials on other topics developed by Puerto Rican authors.

Materials in the collection include books, serial publications, brochures, photographs, and maps. The collection also provides electronic access to journals, periodicals, indices, and other databases covering Puerto Rico. Theses and research investigations of the institution are also housed in the Puerto Rican Collection. This area also offers microfilm and microfiche readers and copiers.

Monsignor Vicente Murga Collection

This specialized collection contains the private library of Monsignor Murga who was the co-founder and first chancellor of Santa María University, now the Pontifical Catholic University of Puerto Rico.

Puerto Rico Census Data Center

Since 1982, this center has received, organized, and provided its patrons information regarding the different censuses conducted in Puerto Rico. Most recent census information is available online and in electronic format.

Periodicals Room

The Periodical Collection is an area of the library essential for research and investigation which houses professional journals. These are selected based on the institutional curriculum. Many of these journals are offered in electronic format through a variety of online databases.

Electronic Information Center (CEI)

The CEI is an essential part of the Periodicals Room. This Center contains databases which index periodicals in multiple disciplines relating to the academic curricula of the Institution. It also provides Internet access to various programs for the following functions: word processing, spreadsheets, presentation creation, and e-mailing.

Resources for research located in the Electronic Information Center include:

1. The Periodicals Room provides a series of databases for specific, rapid searches for information.
2. These databases offer a wide variety of possibilities to the user who needs to do more in-depth research on a given topic.
3. Some of these databases permit in-depth research of a single subject area in a rapid, efficient, and precise framework.

Research Resources in the Electronic Information Center:

Alexander Street

- Nursing Education in Video
- Nursing Assistant Education in Video
- Academic Video Online: Premium

American Chemical Society

- ACS All web Edition Journals
- SciFinder

Elsevier

- **Science Direct College Edition Health & Life Sciences Journals Collection**

EBSCO

- Academic Search Complete
- Applied Science & Technology Source
- Art & Architecture Source
- ATLA Religion Data Base with ATLASerials
- Biography Reference Center
- Business Source Complete
- Caribbean Search
- CINAHL
- Educational Source
- Enfermería al Día
- eBook Academic Collection
- Fuente Académica
- Green FILE
- Library, Information Science & Technology Abstracts
- MedicLatina
- MEDLINE
- Open Dissertations
- Regional Business News
- Teacher Reference Center

ProQuest

- Dissertations and Theses Global Full text
- ABI/Inform Global
- PRISMA y HAPI
- ProQuest Ebook Central
- PsycARTICLES

OVID SILVER PLATTER

- NASW Clinical Register
- Social Works Abstracts

Publicienciac

- Dialnet Plus
- Gale Virtual Reference Library

Music Room

The Music Room offers sound recordings to be used for pleasure or to complement course work for our patrons. Among these resources, the user will find collections of classical, semi classical, popular, and folk music. Recorded lectures and language courses are also available in this room.

Circulation Desk

This department lends general collection books to authorized personnel including active students, professors, and other university employees.

Information Skills Program

At the request of professors, students and other educational groups, the information skills program provides conferences and workshops about current library resources with the objective of promoting more and better use of the resources which support class curriculum.

The Information Skills Program provides the university community with the knowledge and tools for information searches. These skills permit the user to identify, locate, analyze, evaluate, and use available information in a variety of formats (printed, electronic, and others). The objective is to create lifelong learners and to ensure that the individual user becomes competent in the access and use of information to achieve a specific purpose.

Collection Development and Acquisitions Department

This department works closely with faculty and students in the selection of resources that will support the curriculum. Professional librarians participate directly in the selection of resources to strengthen the collection and provide materials for new programs. The department conducts searches for print and electronic materials to support the curriculum of the university using print and electronic sources of acquisition such as catalogs, bookstores and databases. The acquisitions department also evaluates and accepts donation of materials in good condition with support the collection development needs of the library.

The faculty participates in the selection of resources through departmental committees which recommend materials to support the curriculum. Student input is also relevant to the selection of library resources.

Cataloging Department

This department catalogs, classifies (Dewey Decimal Classification System; Library of Congress Subject Headings), and distributes bibliographic material to the corresponding collections.

Interlibrary Loan

This service offers the university community the opportunity of borrowing resources from other libraries both in and outside of Puerto Rico. Bibliographic locations are found using the institution's Online Public Access Catalogs and through the Internet.

Federal Documents

Since 1966, the Encarnación Valdés Library has been a depository library of the documents of the Federal Government. These documents (general and specialized information in all fields of knowledge) are integrated into the corresponding collection according to their content and format. Federal documents are provided free of charge to the university population and the general community. Many federal documents are accessible online through the GPO Catalog, and other federal government databases such as www.science.gov, www.catalog.gpo.gov, www.usa.gov/governousa (the main internet page of the federal government in Spanish), www.pubmed.gov and www.eric.ed.gov.

Learning Commons Area

In 2015, Federal Documents moved into the Reference Room, Along with that change, the library added a small learning commons area for the use of faculty and students. The area is designed for the completion of group work and priority is given to groups needing to use the area. Faculty and student groups may request advance scheduling of the area.

Library Services Schedule:

Monday through Thursday	7:30 am - 10:00 pm
Friday	7:30 am - 4:00 pm
Saturday	9:00 am - 5:00 pm
Holidays	8:00 am - 4:00 pm

HOUSING

Since the Pontifical Catholic University of Puerto Rico does not have sufficient housing facilities on campus for all out-of-town students, some stay in private boarding houses.

The Office of the Vice President for Student Affairs, located on the second floor of the Student Center Manuel González Pató, has information available concerning registered boarding houses. Most of them are located near the university campus and have a family environment.

The University assumes no responsibility for the administration of or the conditions prevailing at housing not operated by the University. There are three residences directed by religious communities which, although not operated by Pontifical Catholic University of Puerto Rico, are particularly recommended to female students; these residences maintain an atmosphere which fosters study and the development of spiritual life. For detailed information write directly to the particular residence at the following addresses:

Residencia Nuestra Señora de Fátima
Pontifical Catholic University of Puerto Rico
2250 Blvd. Luis A. Ferré Aguayo Suite 531
Ponce, Puerto Rico 00717-9997

Residencia Santa Ana
Urb. Santa María
8017 Calle Concordia
Ponce, Puerto Rico 00717-1512

Women's Residence Hall

The University has a women's residence on the Ponce Campus which offers female students a home-like, cultured social coexistence with suitable ethical direction. This residence is more than a structure for living; it is a laboratory that provides learning experiences that contribute to improving personality and better discipline. The residence is administered by a religious community. The Director coordinates social activities, seminars, conferences, and workshops that contribute to the ethical, social, and spiritual development of residents.

The residence consists of two buildings on the west side of the campus. All rooms are double-occupancy and are comfortable and well-ventilated. There are facilities for studying and cooking. The residence is open all year, except during the month of July and the Christmas recess. If it has to be closed on any other occasion, students will be notified in advanced. Foreign students must inform the Director whether they are traveling or staying on campus during the above mentioned periods.

For information or to apply for admission, please visit or write:

Women's Residence
Pontifical Catholic University of P.R.
2250 Blvd. Luis A. Ferré Aguayo Suite 562
Ponce, Puerto Rico 00717-9997

Office of the Vice President for Student Affairs
Pontifical Catholic University of Puerto Rico
2250 Blvd. Luis A. Ferré Aguayo Suite 582
Ponce, Puerto Rico 00717-9997

Men's Residence Hall

Purpose

Pontifical Catholic University of Puerto Rico has established the Men's Residence to provide male students a pleasant atmosphere for living and studying. Activities are organized to contribute to their ethical, social, spiritual, and physical development while adapting to a more independent way of living with fellow students.

Facilities

The men's residence occupies two large buildings (San Pedro and Santa Catalina) located on the east side of the campus, facing San Jorge Street. All rooms are double-occupancy and well-ventilated. There are facilities for studying and cooking.

During the month of July and the Christmas recess, the residence is closed. Foreign students must inform the Director whether they are traveling or staying on campus during the above mentioned periods.

For detailed information or to apply for admission, visit or write:

Men's Residence
Pontifical Catholic University of P.R.
2250 Blvd. Luis A. Ferré Aguayo Suite 572
Ponce, Puerto Rico 00717-9997

Office of the Vice President for Student Affairs
Pontifical Catholic University of P.R.
2250 Blvd. Luis A. Ferré Aguayo Suite 582
Ponce, Puerto Rico 00717-9997

UNIVERSITY LIFE, SERVICES, AND ACTIVITIES

Christian education proposes the complete and harmonious development of the human being so that he/she becomes an authentic Christian. However, it emphasizes that the physical, intellectual, personal, social, and spiritual growth should go hand in hand if he/she is to gain a well-rounded education. The Pontifical Catholic University of Puerto Rico emphasizes intellectual development and formal learning through education.

DELEGATE FOR THE INSTITUTIONAL MISSION

The Delegate for the Institutional Mission “is responsible for ensuring that the Institution is committed to being a body of authentic Catholics. Although every employee has this responsibility, the effort to attain it is coordinated under the Delegate, who is designated by the President and approved by the Grand Chancellor and the Board of Trustees.

The Institute of Social Doctrine, the Interdisciplinary Dialogue between Faith and Reason, the University Pastoral and the Chaplaincy are administered under this authority”. (Faculty Manual, pages 9-10 3.1.2)

INSTITUTE OF SOCIAL DOCTRINE

This Institute organizes its activities through a permanent dialogue between Theology and the Social Sciences with the purpose of stimulating knowledge of the Social Doctrine of the Church in every aspect of the academic environment. It also encourages the study of the sociological reality of Puerto Rico and of the Latinamerican world from the perspective of the Social Doctrine of the Church (Faculty Manual, page 10 3.1).

INTERDISCIPLINARY DIALOGUE

Under the Delegate for the Institutional Mission, dialogues between faith and reason in all academic disciplines are organized in order to attain an integration of knowledge from an ethical and theological perspective (Id.3.1.2.2).

PASTORAL MINISTRY

The University Pastoral is the unit that offers members of the academic community the opportunity to coordinate academic studies and extracurricular activities into which religious and ethical principles are integrated so as to attain a life of faith. (lb.3.1.2.3.)

CHAPLAINCY

The chaplains will be responsible for providing the members of the academic community the services inherent to their pastoral work within the University as a Catholic institution. They will answer to the Grand Chancellor for the promotion and guidance of the spiritual life at the University, even though administratively, they will be under the Delegate for Institutional Mission. (Faculty Manual, pages 10-11 3.1.2.4.)

They are designated by the Grand Chancellor. At the campuses of Mayagüez and Arecibo, they will have been previously presented to the Diocesan Bishop.

INSTITUTIONAL POLICIES AND NORMS

NORMS FOR CONVALIDATION OF EXPERIENCE FOR CREDIT HOURS FOR THE B.B.A. IN BUSINESS EXPERIENCE

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of offering options to prospective students who have not completed their university studies and who are working, or who have not completed their degree, recognizes and validates studies they have carried out at post-secondary institutions accredited by the corresponding agencies and validates transfer credits. It thus recognizes that experience in the work force contributes greatly to knowledge, for which reason it can validate such experience for credit in programs specifically designed for this purpose.

The Bachelor's Degree in Business Administration in Business Experience is an innovative program that permits up to a maximum of 18 credits of its curriculum to be convalidated by work experience and continuing education classes. In order to convalidate this experience, the following criteria must be observed:

1.0 CONVALIDATION OF EXPERIENCE FOR CREDIT HOURS FOR THE B.B.A. IN BUSINESS EXPERIENCE¹

The Bachelor's Degree Program in Business Administration with a major in Business Experience is directed to non-traditional students who wish to obtain a degree in Business Administration. The program has 23 credits in elective concentration courses, of which the student may approve up to 12 credits for experience and 6 credits for professional improvement, for a total of 18 credits in the concentration.

1.1. *Courses for experience or professional improvement*

Students in the program of Business Experience may opt to receive credit for prior experience in areas of work and professional improvement. Every student wishing to have work experience count for credit must fulfill the following requirements:

- a. Be working full-time or part-time for at least one year prior to applying for credit for this experience.
- b. Have been working uninterruptedly at the same company during the previous 6 months.

The student must present a PORTFOLIO for each course of Experience or Professional Improvement according to the specifications that follow. Each portfolio must include:

- a. written evidence of the years worked in the specific area it is desired to be considered
- b. copy of the supervisor's most recent evaluation
- c. any documentation that will assist in the evaluation, such as promotion letters, congratulations, recognitions, etc.
- d. original and copy of the certificates of participation in seminars, workshops, continuing education classes, training classes, or professional improvement classes

¹ Taken from the Manual of Norms and Procedures for the B.B.A. in Business Experience

- e. copy of the syllabus and program or content of the course
- f. an essay on the content of the seminar, workshop, training, or course.

In addition, the student must present in writing the solution to a case study assigned by the evaluating professor. The case shall be related to the area which the student wishes to have considered for credit for experience or professional improvement. The final grade for each course of experience or professional improvement will be calculated according to the following formula: 30% Portfolio, 30% Case Study, 20% Essay, and 20% Interview with the Supervisor².

1.11 Courses for Experience

1. The portfolio shall be submitted to the Department Director at least three weeks prior to the deadline to register to challenge a course.
2. Once submitted, the Director shall submit all documents to the President of the Committee on Business Experience, which shall proceed to name one or several evaluating professors, who shall be charged with revising and correcting the portfolio. (The evaluating professors shall be members of the Department to which the course belongs).
3. Once evaluated, the professor shall proceed to prepare a case study which the student must answer by the date assigned.
4. The answers to the case study shall be evaluated, and the decision communicated to the student.
5. If the course is passed, the student shall then be registered in it as a course taken by challenge (sec. 98) (see appendix).

1.12 Courses for Professional Improvement

1. All related material shall be submitted to the Department Director at least two weeks prior to the deadline for registration in courses taken by challenge.
2. The original document showing attendance at the seminar or training, along with a written essay, written on computer using double spaced lines which contains the following detailed information, shall be submitted:
 - a. title of the seminar
 - b. date
 - c. location
 - d. duration
 - e. detailed summary of the material discussed
 - f. analysis of what was learned
 - g. conclusion or reflection
3. Once submitted, the Director shall submit all documents to the President of the Committee for Business Experience, which shall proceed to name one or more evaluating professors, who shall revise and correct the essay. (The evaluating professors shall be members of the Department to which the course belongs).

² Does not apply to courses of Professional Improvement.

4. If the course is passed, the student shall then be registered in it as a course taken by challenge.

Revised by the Academic Council on November 5, 2013

**NORM FOR REGISTERING CREDITS FOR THE ACCEPTANCE OF:
WORK EXPERIENCE; CONTINUING EDUCATION AND MILITARY TRAINING**

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of recognizing studies carried out at institutions of higher education accredited by the Department of Education of the United States of America and by foreign universities, can agree to validate courses/credits for non-traditional transfer students or those who have not completed a degree. It thus recognizes that experience in the work place also contributes greatly to knowledge, and it may therefore validate for credit such experience in special programs developed for this purpose.

The Bachelor's Degree of Science in Liberal Studies is specially designed for non-traditional students who have abandoned their university studies for various reasons, or who have been unable to begin them. Of the 120 credits necessary to complete the Bachelor's Degree, the student should take 68 credits of the general curriculum assigned to every student of the Pontifical Catholic University of Puerto Rico, and will have the flexibility to choose the remaining 52 credits in courses in his or her area of preference. As part of these 52 credits, the student may register in up to 30 credits (in Open Seminar I, II, III, etc.) using any of the following learning experiences or combination thereof:

- A. Work Experience
- B. Continuing Education
- C. Military Training

CRITERIA TO OBTAIN CREDITS WITH A GRADE OF P IN OPEN SEMINARS:

Open seminars may be registered in for 1-4 credits, depending on the number of credits which the learning experience is equivalent to, up to a maximum of 30 credits.

A. Work Experience

1. Work experience(s)
2. On the job training

B. Continuing Education

1. Conferences
2. Workshops
3. Seminars

C. Military Training

DESCRIPTION:

A. Work Experience: Accepted as Open Seminar

1. Have significant work experience in a work area (of at least three months). 1 credit is the equivalent of 15 hours of significant work experience.
2. The student must submit evidence of work experience (certification of work).
3. The student shall complete an interview with the Department Director.
4. The student shall write an explanatory essay on the knowledge acquired.
5. In order to receive credit, the student shall register in one or more Open Seminars (Open Seminar I, II, III, etc.) after the case has been evaluated by the Department Director. This is to ensure that the processes of document submission, the interview, and the essay are acceptable and that the student receives the grade of (P). Open Seminars of 1-4 credits may be registered for. For example, if the student has work experience equivalent to 7 credits, he or she would register in Open Seminar I with 4 credits and Open Seminar II with 3 credits.

B. Continuing Education: Accepted as Open Seminar

1. Have received Continuing Education with a minimum of 15 contact hours. The minimum of hours required is 15 hours (1 credit).
2. The student shall submit evidence of Continuing Education through a Certificate from the Institution that offered the Continuing Education, indicating the specific contact-hours.
3. The Department Director will evaluate the evidence provided.
4. To receive credit, the student shall register in Open Seminars (Open Seminar I, Open Seminar II, etc.) with the number of credits equivalent to the number of contact hours of the Continuing Education.

C. Military Training: Accepted as Open Seminar

1. Have received military training for a minimum of three months. 1 credit shall be the equivalent of 15 hours of significant experience.
2. The student shall submit evidence of his or her Military Training (certificate).
3. The student will complete an interview with the Department Director.
4. The student will write an explanatory essay on the knowledge acquired.
5. In order to receive credit, the student shall register in one or more Open Seminars (Open Seminar I, II, etc.) after the case has been evaluated by the Department Director. This is to ensure that the processes of document submission, the interview, and the essay are acceptable and that the student receives the grade of (P). Open Seminars of 1-4 credits may be registered for.

Administrative Procedure

In order to register credits for prior work experience, the student should:

1. Complete the Application for Evaluation.
2. Submit the following documentation along with the Application for Evaluation:
 - a. Work Experience
 - Submit certification from the workplace indicating the position occupied formerly or currently, the type of work carried out, and the time spent at the position.
 - b. Continuing Education
 - Submit a Certificate of Continuing Education showing the number of contact hours, issued by a recognized institution.
 - c. Military Training
 - Submit a Certificate of Military Training.
3. Attend an interview with the Director of the Department of Liberal Studies (INTERVIEW FORM).
4. Write an explanatory essay detailing the type of work carried out on the job (if the learning is for workplace experience), the skills acquired and the period of time in which the learning took place. In addition, explain how this learning contributed to better professional formation. (RUBRIC FOR WRITING THE ESSAY).
5. Seek the Certification of Pass/No Pass; after receiving notification from the Department of Liberal Studies that the file for accepting experience has been evaluated. This Certification shall include the number of credits the student may register for in Open Seminar I, II, etc., which is equivalent to the learning experience.
6. The student shall bring to the REGISTRAR the Form ELEGIBILITY FOR OPEN SEMINAR COURSES. Also, the Form for CHANGE OF PROGRAM (R005).

Revised Nov. 2013 by the Academic Council

NORMS FOR EXPIRATION OF COURSES PASSED BY UNDERGRADUATE AND GRADUATE STUDENTS WHO HAVE NOT EARNED THE DEGREE WITHIN THE ESTABLISHED TIME ³

At the PCUPR, the courses passed by students who have not earned the degree within the period of time established, will expire according to the following time limits:

1. Courses of the general curriculum at the undergraduate level and the core courses at the graduate level do not expire.
2. Undergraduate concentration courses expire ten years after they have been passed.

³ Approved by the Academic Council on October 27, 2007.

3. Specialty courses of sequential doctoral programs (master's - doctoral) expire ten years after they have been passed.
4. Specialty graduate level courses (master's or doctoral) expire five years after they have been passed.
5. College courses at the undergraduate level do not expire.

The Academic Dean may recommend in writing that expired courses be accepted. Expired courses may be accepted after an evaluation to determine if their content has not undergone substantial changes. When the concentration or specialty courses are from a College different from the College to which the student belongs, the Dean of the former shall be consulted to corroborate whether they have undergone substantial changes, the Dean's recommendation on whether to accept them or not shall be obtained.

Convalidated courses from other institutions shall be treated in the same manner as those taken at the PCUPR, that is, they shall expire at the end of the stated time starting from the date on which the student passed them at the other institution.

Revised November 5, 2013 by the Academic Council

POLICIES AND NORMS FOR THE VALIDATION OF GRADUATE TRANSFER CREDITS AND FOR COURSES TAKEN OUTSIDE OF THE PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of recognizing studies carried out at institutions of higher education duly accredited by the corresponding agencies and by foreign universities, accepts validation of credits for graduate transfer students. It has established norms and procedures to aid in the process of validation of credits. It also recognizes and authorizes regular graduate students at our institution to take courses outside of it and have them convalidated as long as the student complies with the norms and procedures established by our institution. The Institution also convalidates professional experience for credits.

I. DEFINITIONS:

Transfer Student

The Pontifical Catholic University of Puerto Rico defines a transfer student as: *Every student who has done university studies at another accredited institution of higher education who desires admission to a degree program at the Pontifical Catholic University of Puerto Rico*⁴. Transfer students can apply for convalidation of credits if they comply with all admissions requirements.

⁴ Definition amended on February 25, 2010.

Transferred credits at the graduate level⁵

Credits corresponding to courses taken at another institution that have been passed with a minimum grade of "B" that the Dean considers to be the equivalent of or substitutable for requirements in the student's curriculum at the PCUPR. These courses shall be credited without a grade and will not be included in the calculation of the grade point average, but will be taken into consideration for completing the degree.

Residency Norm⁶

A requirement for graduation that requires that at least 25% of the credits leading to the degree have been completed at any Campus of the PCUPR system. 50% of the credits in the area of specialization must have been taken within the PCUPR system.

Granting of honors⁷

The transfer student may graduate with honors if he or she has taken 75% of the credits required for the degree at the PCUPR.

II. POLICY OF CONVALIDATION OF CREDITS AT THE GRADUATE LEVEL⁸

The Pontifical Catholic University of Puerto Rico convalidates credits for courses taken at other accredited institutions of higher education to transferring graduate students and regular graduate students of our Institution who have been authorized to take courses outside of the PCUPR by the corresponding Rector or Dean, as long as the Residency Norm is complied with.

1.0 Norms for Convalidation of Credits for Transferring Graduate Students

- 1.1 It shall be the responsibility of the student to request the convalidation of credits in writing and to submit the necessary evidence to the Admissions Office for this process at the beginning of his or her studies at the PCUPR, no later than the end of his or her first academic year at the Institution.

- 1.2 It shall be the responsibility of the Dean of the student's College or equivalent official at the Branch Campuses, to evaluate the courses taken at another institution and fill out the form for convalidation

⁵ From page 54 of the Graduate Catalog 2011-2014.

⁶ Approved by the Academic Council on September 27, 2001 and revised on December 3, 2009. Graduate Catalog 2011-2014, page 49. Form R021 (Authorization for Inter-institutional Studies) of November, 2009.

⁷ From page 59 of the Graduate Catalog 2011-2014. Approved by the Academic Council on September 25, 2008. .

⁸ Approved by the Academic Council on March 26, 2009.

of credits⁹ for graduate level transfer students, ensuring that the following requirements are complied with:

- a) The course was passed at a duly accredited institution of higher education.
- b) The course is equivalent in content and level to a course required in the student's curriculum.
- c) The course was passed with a grade no less than a "B", except in cases in which a higher grade is required.
- d) The course was approved within the past 5 years; the Dean may exercise discretion in exceptional cases and extend this time period.
- e) If the number of credits assigned to the course at the other institution is greater than at our Institution, the number of credits assigned at our Institution prevails. If it is lesser than at our Institution, it shall be left to the Dean's discretion to determine the number of credits that will be accepted for the course.
- f) If the student decides to take the convalidated course at the PCUPR, the grade of the course taken at our Institution shall prevail.
- g) The total number of credits convalidated shall be subject to the Residency Norm.

- 1.3 The Dean shall inform the transfer student about the Residency Norm, the policy on convalidation and the norm on the awarding of honors published in accord with the PCUPR Graduate Catalog in effect, through Form R026 (*Information related to the Convalidation of Credits for Transfer Students*).¹⁰

2.0 Norm for the Convalidation of Credits for Authorized Inter-institutional Studies by Regular and Transfer Graduate Students¹¹

Regular students of the Institution may complete their academic program with courses taken at another accredited institution of higher education, with prior authorization of the corresponding Rector or Dean, as long as the Residency Norm is complied with. Transfer students may be eligible to take courses at another accredited institution of higher education, as long as they have convalidated less than 50% of the credits required in their area of specialization (major) and/or 75% of the total number of credits of their academic program in order to comply with the Residency Norm.

⁹ The Colleges have their own format

¹⁰ Form R026 was revised in May, 2012.

¹¹ Approved by the Academic Council on December 3, 2009. Available on page 49 of the Graduate Catalog 2011-2014

- 2.1 It shall be the student's responsibility to request in writing from the Dean the authorization to take credits at an institution of higher education outside the PCUPR prior to the commencement of the semester, and to submit the evidence necessary for this process.
- 2.2 Authorization to study at another institution will be granted under the following conditions:
 - a. Have a satisfactory academic status under the current institutional norms in force.
 - b. Need to complete the course(s) in order to graduate when these are not offered during the academic session for which authorization is requested.
 - c. Be unable to attend the Campus where the student studies due to change of residence or other special circumstances.
 - d. Not have previously registered in the class at the Institution.
 - e. Need to complete a pre-Prerequisite of the academic program.
- 2.3 It shall be the responsibility of the Dean of the College to which the student belongs or the Dean of Academic Affairs at the Branch Campuses to evaluate the courses requested by the student and to complete Form R021 (*Authorization for Inter-institutional Studies*) ensuring that the course is the equivalent in content and level to a course required in the student's curriculum. If the number of credits assigned to the course at the other institution is greater than at our Institution, the number of credits at our Institution shall prevail. If the number of credits is lesser than at our Institution, it shall be left to the Dean's discretion to determine the number of credits that will be accepted for the course.
- 2.4 No authorized course may substitute for another. The Pontifical Catholic University of Puerto Rico assumes no responsibility for courses taken without authorization and reserves the right to convalidate them.
- 2.5 The total number of credits authorized to be taken and later convalidated should comply with the Residency Norm of the PCUPR.
- 2.6 The Registrar's Office will complete Form R041 (*Authorization for Graduate Level Inter-institutional Studies*) accepting the courses to be taken at the other institution.
- 2.7 Credit shall be granted for courses passed with a grade of "B" or more for graduate courses. The course will be considered a transfer course. The grade will not be considered in the calculation of the grade point average.
- 2.8 The student shall be responsible for arranging for the delivery of two official transcripts to the Registrar's Office, which shall be indispensable for accrediting the courses in the student's record.

3.0 Norms for the Validation of Professional Experience for Graduate Level Courses

The PCUPR provides eligible doctoral level students the opportunity to validate courses for professional experience in subjects which the Graduate Schools consider convenient and practical as long as the student has active status, requests it, and complies with the established criteria. The

University may validate up to a maximum of six (6) credits of those required for the degree, and each Program shall determine the courses that may be validated. The student shall be responsible for the specific knowledge and skills that must be demonstrated on the comprehensive examinations of his or her Graduate Program.¹²

1. In the Doctoral Program of Business Administration (DBA), up to 3 credits equivalent to the internship experience at the school and 3 credits for professional improvement, for a total of 6 credits for the Program may be convalidated, as long as the student is eligible and complies with the criteria established for the convalidation of experience as described in the syllabi of the courses BUAD 813, Seminar of Professional Studies, and BUAD 815, Professional Internship at the School.
2. In the Doctoral Program in Psychology, up to a maximum of six (6) credits of those required for the degree may be convalidated as long as the student is eligible and complies with the criteria to convalidate experience established for the Graduate School of Psychology. The procedure and criteria are described in the *Guidebook of Criteria, Norms, and Procedures for the Validation of Courses for Professional Experience*.

Revised by the Academic Council / November 5, 2013

PROCEDURE FOR CONVALIDATION OF THE ADVANCED LEVEL TESTS (PNA, FOR ITS INITIALS IN SPANISH) OF THE COLLEGE BOARD

The Pontifical Catholic University of Puerto Rico evaluates the results of the Advanced Level Tests in the equivalent subjects to the Academic Achievement Tests (PACH, for its initial in Spanish) of the College Board and convalidates them for courses/credits for those admitted students who are eligible. The Advanced Level Tests (PNA) are standardized tests that offer the student the opportunity to convalidate test results for university credits. The subjects which can be examined under the administration of the PNA are: Spanish, English, and Mathematics I and II. These tests are evaluated on a scale from 1 to 5. In order for the student to be able to convalidate course credits at the Pontifical Catholic University of Puerto Rico (PCUPR), a grade of 3 or more must have been obtained. For more information on these tests, access the following link: <http://collegeboard.com>.

The Institution convalidates six (6) credits for each subject. The maximum number of credits that can be convalidated shall be **24** credits¹³ which will appear as transfer credits on the student record. Depending on the scores obtained by the student on the College Board, during the registration process the student will be

¹² Taken from the Guidebook of Criteria, Norms, and Procedures for Validation of Courses for Professional Experience (VPAA-CV- January, 2004).

¹³ Approved in the meeting of the University Senate held on March 26, 1999. Amended October 2013

placed in the English, Spanish, and Mathematics course that corresponds to him or her according to the concentration to which he or she has been admitted until an evaluation for the convalidation of credits for the tests and corresponding placement in the subjects of Spanish, English, and Mathematics has been made. Refer to the Convalidation Table.

CONVALIDATION TABLE					
Subject	PNA Score	Result of the PACH Achievement Test of the College Board	Courses to be convalidated	Credits for PACH results of the College Board	Credits for PNA
Spanish	3 -5	700 or more	Spanish 131-132	6	6
English	3 4-5	700 or more	English 213-214 English 214-300	6	6
Mathematics	3 Mat. level 1	700 or more	Mathematics 117-118 Mathematics 119-120 (BSEE)	6	6
	3-5 Mat. level 2		Mathematics 141-142		
Total of credits				18	24

The Pontifical Catholic University of Puerto Rico receives the results of these examinations and will use the order of convalidation established by the Institution¹⁴.

Procedure:

1. If an admitted student desires to request convalidation of advanced level examinations for courses-credits, he or she should submit the official document to the Admissions Office during the month of August or January, correspondingly. A student copy may not be used for official convalidation. It shall be the student's responsibility to arrange for the official document of the Advanced Level Tests (PNA) of the College Board be delivered to the Admissions Office if this had not been requested on the form to take the tests.
2. Personnel of the Admissions Office will, during the month of May, provide the Director of the Program for First Year Students with a copy of the document provided by the Office of the College Board with a list of the students who took the Advanced Level Tests, in alphabetical order by Institution (05-PCUPR-Ponce Campus and PCUPR Branch Campuses).
3. If the student wishes to transfer his application for admission between Campuses of the PCUPR, the Admissions Office at the Campus at which the student registers shall be responsible for requesting the transfer of the official document from the Admissions Official at the Campus where the process was begun.

¹⁴ Certification of the Order of Convalidation of English courses (November 27, 2012)

4. When the registration process has been completed (in September or February), the Admissions Office shall submit the **List of Students who took Advanced Level Tests** and who registered at the PCUPR, along with the convalidation forms. It shall also include a list of students who took Advanced level Tests, registered at the University, but did not have credits convalidated because the results obtained on the examinations were less than 3.
5. The Program for First Year Students shall send a letter (reminder) and the Form requesting Credit for Advanced Level Tests to registered students who did not submit the official document, so they can request the official document at the College Board Office.
6. The Director of the Program for First Year Students, working with the list of the PNA results provided by the Admissions Office, shall **tentatively convalidate** and relocate the courses in the students' placements¹⁵. This tentative convalidation shall last until the student registers at the PCUPR.
7. When the student has not requested that the results of his or her Advanced Level Tests (PACH) be sent to the University, or if his or her name does not appear on the General List of the PNA, but who during the registration period indicated to the Professional Counselor that he or she had taken the Advanced Level Tests, the Professional Counselor should explain to the student the process to be followed to request the official document from the College Board Office, register this information in the lower part of the placement document, and proceed to make the pertinent adjustments to the class schedule.
8. Once the registration process has been completed, the Director of the Program of First Year Students shall **officially** convalidate the corresponding courses and shall sign the official form of the College Board Office: **Advanced Level Tests-Results Report**.
9. The Program Director shall use the following order of convalidation of courses and credits:
 - First: Achievement Tests of the College Board¹⁶
 - Second : Advanced Level Tests
 - Third: Advanced Placement Tests
10. The Director of the Program of First Year Students shall send to the Registrar's Office the official forms for the registration of convalidated courses and credits of the students who passed the PNA.
11. The Director of the Program of First Year Students shall notify the students who qualified according to the results of the advanced level tests in writing of the official convalidation.

¹⁵ "placement"- document in which all academic and personal information of the student appears

¹⁶ Revised October, 2013

12. For purposes of information and academic follow-up of the student, personnel of the Program of First Year Students shall send a copy of the Official Table of Convalidation of the PNA to the following offices: Admissions, Deans, Director of the Counseling Center, and Department Directors, according to the student's concentration (major).
13. Personnel of the Program of First Year Students shall develop a table listing students who obtained neither courses nor credits to convalidate, due to scores of 1 or 2. In addition, students shall be notified of this in writing.
14. The Director of the Program of First Year Students shall sign the official forms of the College Board Office of all students who could not convalidate credits due to scores of 1 or 2. These forms shall be sent to the Registrar's Office during the months of October or March, as the case may be.

*Revised and updated on November 8, 2013
Program of First Year Students/OAI*

Program for First Year Students

PROCEDURE FOR THE VALIDATION OF ADVANCED PLACEMENT EXAMINATIONS (AP) OF THE SAT

The Pontifical Catholic University of Puerto Rico will evaluate the results of the Advanced Placement Examinations of the SAT of the College Board up to a maximum of two examinations with scores of 3, 4, or 5 to convalidate courses in various subjects. In the case of a student who has passed the Academic Achievement Tests, Advanced Level Tests, and the examinations of the Advanced Placement Program, the Institution will validate the corresponding subjects up to a maximum of 24 credits.

1.0 Procedure for the Convalidation of the Advanced Placement Program examinations

During recent years the PCUPR has received students graduating from high schools in Puerto Rico and the continental United States who have taken examinations of the Advanced Placement Program of the College Board - SAT¹⁷. The Advanced Placement Program (AP) is a type of standardized test offered to high school students, providing them with the opportunity to convalidate university credits. The AP contains approximately 34 examinations in different subjects which are evaluated on a scale from 1 to 5. In order for the student to convalidate courses/credits at the Pontifical Catholic University of Puerto Rico (PCUPR), the student must have passed the examination with a score of 3 or more. To see the list of courses offered, the course descriptions, the use and interpretation of the results, see the following link:

¹⁷ Revised October 2013

<http://apcentral.collegeboard.com/apc/public/courses/descriptions/indez.html>. The PCUPR receives the results of these examinations and has established the following procedure for their convalidation¹⁸.

Procedure:

1. The admitted student presents to the Admissions Office the official evidence of the results obtained in the examinations of the Advanced Placement Program using the document entitled “*Student Score Report for College and Universities*”. If the student presents the document during the registration process, it shall be submitted to the Director of the Program for First Year Students.
2. Personnel of the Admissions Office shall send this document to the Director of the Program for First Year Students for evaluation, except in cases in which the student submits the document during the registration process.
3. The Director of the Program for First Year Students evaluates the student's application and refers the results of the examination to the corresponding Department Director according to the subject of the examination.
4. The Department Director, along with the faculty, will evaluate the content and results of the examination (score obtained by the student) to determine the course or courses that can be convalidated, using the document entitled: “*Student Score Report for Colleges and Universities*”.
5. The Department Director shall send a letter to the Director of the Program for First Year Students notifying him or her which courses are convalidated.
6. The Director of the Program for First Year Students shall sign the official convalidation of course(s) recommended by the Department Director and send it to the Registrar to proceed to register the course(s) in the student's record.
7. The Director of the Program for First Year Students shall notify the student in writing concerning the convalidation of the course(s).

Revised and updated November 8, 2013

Program for First Year Students/OAI

¹⁸ Procedure approved in August 2000

Policy and Procedures for Validation of the Identity of a Student Registered in an Online or Hybrid Course

The Pontifical Catholic University of Puerto Rico (PCUPR) herein presents the procedure for validation of the identity of a student registered in an online course. This complies with the Federal Higher Education Opportunity Act (HEOA) of the United States of America, Public Law 110-315.

At the institutional level, every student officially registered is assigned an account on the Moodle platform to access his or her courses, and this is regulated according to the dispositions of the "Policies and Norms Concerning Security, Acceptable Use, and Privacy of the University Web of the Pontifical Catholic University of Puerto Rico". The account includes a username unique to each student and a password which the student can change whenever desired. The username and password assigned are provided in compliance with the norms of the FERPA Law¹⁹. Privacy of the students registered in online courses of the PCUPR is protected by the Institutional policies concerning student privacy, confidentiality, fraud, rules of the FERPA Law²⁰, and by the "Social Security Privacy Act" of 1974 (P.L. 93-579).

For the purpose of guaranteeing that the students registered in online courses are the same as those taking the course, the PCUPR requires them to validate their identity at the beginning of the course and when examinations and tests are administered. The procedure for verification of the identity of a student registered in an online course will validate his or her identity and will guarantee compliance with the norms to avoid fraud during student participation in examinations and tests. The procedure shall include the administration of evaluations kept in internal and remote centers authorized by the institution. What follows describes the procedure.

PROCEDURE FOR VERIFICATION OF STUDENT IDENTITY

1. Validation of the identity of a student taking an examination or test in an online course

For the purpose of validating the identity of a student who takes evaluations in his or her distance learning courses (examinations and tests, etc.), the PCUPR requires the administration of examinations and tests proctored at technology centers of the PCUPR, certified computer laboratories at the Branch Campuses, and at remote centers outside of the Institution which are certified by it. The requirement to take proctored examinations and tests in online courses shall be included in the registration program in order that the student may be made aware of this requirement prior to registering in the course. It should also be included in the syllabus and course calendar along with the date of administration or access to the examination or test. The professor of the online course may opt to administer a written examination requiring actual presence of the student. The student should present his or her institutional identification or a valid official identification with a photograph and proof

¹⁹ The FERPA Law of 1974, known as the Family Educational Rights and Privacy Act, is also known as the Buckley Amendment.

²⁰ FERPA PCUPR: http://website.pucpr.edu/?page_id=2268

of registration, duly certified, in order to take the examination. Among the options provided by the PCUPR to the student in order to take examinations are:

1. Students who can attend the Ponce Campus and the Branch Campuses of Arecibo and Mayagüez should take the examinations at the location specified by the course's Professor. The Ponce Campus has the Virtual Education Center of the Institute of Virtual Education located in the Encarnación Valdés Library and the laboratories corresponding to the various Colleges. The Branch Campuses of Arecibo and Mayagüez each have a computer center which may be reserved by faculty members to administer proctored examinations.
2. Students who, because of their geographical location cannot come to any of the campuses of the PCUPR or the certified centers the Institution already possesses, should locate a nearby external or remote center near their location and submit its credentials to the Office of the Institute of Virtual Education (IEV, for its initials in Spanish) of the PCUPR for its certification. The IEV will provide the faculty with a list of qualified remote centers and supervisors. If the student proposes a custodian not on the list, the custodian should fill out the Application for the Qualification as Qualified Supervisor, for its evaluation and eventual approval by the IEV.

1.1. Validation of the identity of the student at the start of a distance learning course (for online and hybrid courses)

- During the first week of class, the professor or facilitator of the course shall conduct a first interview, either in person or by virtual means (web cam) to learn the student's identity. The student should provide his or her validated registration along with an official identification with a photograph. Once the professor has gotten to know the student registered in the online course, the student can access the course platform remotely using the username and password provided.

1.2. Validation of the identity of an online student attending a technological center of the PCUPR.

- The student shall identify the Technology Center (CT, for its initials in Spanish) at one of the three campuses of the PCUPR. He or she should verify the days and hours of operation in order to attend and comply with the requirements of the course.
- Qualified Supervisors (SC, for its initials in Spanish) shall be in charge of the Technology Centers, and they shall verify the identity of the student before the examination or course activity commences.
- The student shall show the SC the validated student ID card and copy of the registration form.
- The student may present other current valid forms of identification such as: driver's license, passport, permanent resident visa, or military identification. The identification should be an original, not a copy.

- The Qualified Supervisor shall verify that the student appears on the list of students registered in the course and shall ensure that he or she signs the attendance sheet.
- Once identity has been verified, the Qualified Supervisor shall verify that the student accesses the course using his or her username and password.

1.3. Validation of the identity of a student attending a technology center outside the PCUPR.

- The student shall identify the External Technology Center (CTE) qualified by the PCUPR. He or she shall notify the professor of the course at which CTE the activity will be performed.
- The student shall present to the SC the validated identification card of the PCUPR and copy of the registration form.
- The student may present other current valid forms of identification such as: driver's license, passport, permanent resident visa, or military identification. The identification should be an original, not a copy.
- The Qualified Supervisor shall verify that the student appears on the list of students registered in the course and shall ensure that he or she signs the attendance sheet.
- Once identity has been verified, the Qualified Supervisor shall verify that the student accesses the course with his or her username and password.

2. Qualified Supervisors (SC, for its initials in Spanish) to monitor examinations and tests

2.1 The following personnel may monitor the examination at the qualified Technology Centers (CT) located throughout the campuses of the Institution:

- Faculty giving the courses
- Department Directors
- Technicians authorized by the Institute of Virtual Education
- Laboratory technicians at the branch campuses and Colleges, authorized by the IEV.

2.2 If students must take examinations outside the Institution due to their geographical location, the following personnel may monitor the examinations as long as they are qualified by the PCUPR to carry out this function. To these effects, the person interested in becoming a Qualified Supervisor should complete and submit to the offices of the Institute for Virtual Education the corresponding application.

- Department Directors of Universities
- Directors of correctional institutions
- Supervisors of the Armed Forces
- Librarians certified in supervisory positions
- Officials of testing centers at universities

RESPONSIBILITIES IN THE IDENTITY VERIFICATION PROCESS

1. Responsibility of the online student

- Provide the documents proving his or her identity as stipulated in the Manual and Student Rules and the Policies and Norms of the University Web of the Pontifical Catholic University of Puerto Rico.
- Take examinations and tests at qualified centers or those assigned by the professor giving the course.
- Maintain the security and confidentiality of his or her access credentials (username and password) and use the account assigned appropriately.
- If, due to his or her geographical location, the student is unable to attend any of the campuses of the PCUPR or a previously qualified external center, a custodian to be qualified and approved by the Institute for Virtual Education (IEV) should be identified. The IEV will provide the faculty with a list of certified Qualified Supervisors

2. Responsibility of the Institution at which the online course originates.

- Ensure that all methods utilized to verify the identity of students enrolled in online courses protect the privacy of their information.
- Ensure that the privacy of the student's identity be protected under the basic rules of FERPA and the policies of privacy, confidentiality, and fraud and the Social Security Privacy Act of 1974.

3. Responsibility of the professor of the online course

- Provide evidence of compliance with the procedures for verification of student identity. The Vice-President for Academic Affairs shall, when necessary, intervene in cases in which procedures are not complied with.

4. Responsibility of the Qualified Supervisor

Comply with the duties and responsibilities corresponding to his or her function as custodian, described in detail in the *Application for Qualification as Supervisor*, which are summarized below.

- Verify identity of the students before beginning the examination
- Ensure that each student signs the attendance list
- Ensure that each student has on his or her desk only those materials authorized by the professor teaching the course
- Verify that each student uses his or her username to access the online course platform and that the corresponding course and examination is accessed
- Enter the password to access the examination. This password shall not be divulged to any student at any time
- Monitor the student taking the examination

- Ensure that the surroundings are safe and appropriate for taking the examination so the student may concentrate while taking it
- Report any irregularity noticed while the student takes the examination
- Guarantee the security and integrity of the process and the confidentiality of the examination

5. Responsibility of the Institute for Virtual Education

- Orient new professors participating in the administration of courses
- Guarantee that the procedures for verification of student identity be applied consistently
- Ensure compliance with the procedures for verification of the identity of online students
- Promptly inform Deans and Directors concerning changes of procedure or irregularities
- Maintain up to date lists of qualified centers
- Identify and qualify centers according to the geographical location of students requesting them
- Provide the faculty with a list of certified external or remote technology centers and Qualified Supervisors

6. Responsibility of Academic Deans

- The Deans are responsible for ensuring that the Faculty of their College who teach distance learning courses comply with these procedures.

FEES ASSOCIATED WITH STUDENT IDENTITY VERIFICATION

The PCUPR does not currently charge students for identity verification, since it utilizes its own technology centers to protect examinations and evaluations. The University may qualify external technology centers to protect online examinations and evaluations, and these centers may charge for their use. If because of his or her geographical location a student needs to attend an external or remote technology center in order to take protected examinations and evaluations, and this center charges a fee for its use, the student shall pay the fee for this service. This information shall be published in the Registration Program of the PCUPR for the information of students desiring to register in an online course.

If the Institution uses alternative methods of identity verification such as remote proctor or programming, it may assess an additional fee for using this service. If this is the case, the student shall be notified in writing prior to the registration process. The additional charges for registration in online courses shall be notified through the Registration Program of the PCUPR which is published every semester and trimester, the Undergraduate Catalog and the Graduate Catalog, or the Institution's web page and student electronic mail, etc.

Approved November 5, 2013 by the Academic Council

NOTE: This document was written by the Advisory Committee on Policies for the Institute of Virtual Education

Definitions

1. **Online course** // is an educational modality using information and communication technologies as a means by which learning is produced, such that it employs synchronous and asynchronous recourses, permitting the student to interact and communicate with the professor and fellow students of the course, as well as access its content by means of chats, debates, examinations, lessons, etc., through the internet.
2. **Hybrid course**// is an educational modality of a partially face-to-face course which employs various technological information and communication tools as a means by which learning is produced, such that it employs synchronous and asynchronous online communication resources with a minimum of 30% and a maximum of 70% of the course's contact hours accessible online, with the remaining time carried out in person, permitting the student to interact and communicate with the professor and fellow students, as well as access content, through chats, debates, examinations, lessons, etc. through the internet. Virtual assignments are not a substitute for the face-to-face hours of the course.
3. **Online student** // a student who voluntarily registers in an online or hybrid course, responsible for possessing the qualities required to take online or distance courses.
4. **Online professor** // a facilitator or professor in charge of offering the online or hybrid course. Should possess a professional certification from Distance Education accrediting him or her to offer online courses.
5. **Protected examination or evaluation** // are the evaluations (examinations and short tests) in the online learning modality, administered by personnel authorized by the institution who may or may not be the course professor. Administration of the evaluation should take place at a center authorized by the Institution. In online courses, it may be required that students take proctored examinations at centers approved by the Institution, for purposes of preventing fraud (copying) and to guarantee that the student registered is the one taking the examination.
6. **Online examinations** // are the evaluations (examinations and short tests) administered through the online course.
7. **Authorized Technology Center (CT, for its initials in Spanish)** // computer laboratory or technology center at any of the PCUPR campuses which is certified to offer online evaluation to students registered in these courses.
8. **External Technology Center (CTE, for its initials in Spanish)**// computer laboratory or technology center at any qualified institution outside of the PCUPR. These may be computer laboratories at Catholic schools, correctional institutions, libraries, technology centers of the Armed Forces, examination centers, etc., which are certified to offer online evaluations to students registered in such courses.

9. **Student identity** // is the credential utilized by the Institution for the identification and certification of a registered student. Every student should possess a validated identification card and a copy of the semester's registration when he or she arrives at the computer laboratory or technology center at any of the PCUPR campuses which is certified to offer online evaluations to students registered in such courses.
10. **Qualified Supervisor (SC, for its initials in Spanish)** // An employee of an educational and/or formative institution certified by the PCUPR, residing in any part of the world who is also endorsed by the highest immediate supervisor at the institution at which he or she is employed. This is the person responsible for supervision of the student while taking a proctored examination. The SC cannot be related to the student, and must be impartial, so that any conflict of interest with the student be avoided and the security and integrity of the examination process be guaranteed
11. **Director of the Institute for Virtual Education (IEV, for its initials in Spanish)** // An empathetic, dynamic, and highly qualified academic in the diverse modalities of distance learning; who possesses first-hand experience of the evaluation processes of a distance course. Should possess highly developed communication skills, as well as be an assertive listener; possess up to date knowledge of areas pertaining to his or her function; be available face-to-face and virtually to attend to the needs of the program, professors, and students. Facilitator of administrative processes; direct link with Deans, Academic Directors, and Faculty in the performance of the operations of the Institute for Virtual Education.
1. **Distance education or learning** // A modality attuned to the diverse learning styles and needs of the students of the Twenty-First Century which enables, through online courses, videoconferences, video links, etc., that students can generate knowledge with the support of an academic facilitator and synchronous or asynchronous technological support.

Approved November 5, 2013 by the Academic Council of the PCUPR

NOTE: This document was written by the Advisory Committee on Policies for the Institute of Virtual Education.

UNDERGRADUATE NORMS AND POLICIES FOR VALIDATION OF TRANSFER CREDITS AND COURSES TAKEN OUTSIDE THE PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO

The Pontifical Catholic University of Puerto Rico (PCUPR), in its interest to recognize studies carried out at other institutions of post-secondary education duly accredited by the corresponding authorities, and at foreign universities, accepts the validation of credits for undergraduate transfer students. It has established norms and procedures to aid in the process of validating credits. It also recognizes and grants authorization for regular students of our institution who wish to take classes inside it as well as outside, and these will be convalidated as long as the student complies with the norms and procedures established at our institution.

I. DEFINITIONS:

Transfer Student

The Pontifical Catholic University of Puerto Rico defines a transfer student as: *Every student who has taken university courses at another accredited post-secondary institution who desires admission to a degree program at the Pontifical Catholic University of Puerto Rico*²¹. Transfer students can request convalidation of credits if they comply with all admissions requirements.

Foreign institution

Is an institution of higher education outside the jurisdiction of the United States of America.

International student

Is a student coming from a foreign institution of higher education

Norm of Residency²²

A requirement for graduation which presupposes that at least 25% of the credits leading to a degree be taken at any of the PCUPR Campuses. 50% of credits in the concentration must have been taken within the PCUPR system.

Granting of honors²³

The transfer student may graduate with honors if he or she has taken 75% of the credits required for the degree at the PCUPR.

Undergraduate Transfer Credits²⁴

Deans of the Colleges or Campuses will evaluate applications for transferring credits to determine which courses will be convalidated.

1. All courses passed with a grade of C or better will be considered transferrable which the Dean considers to be the equivalent of, or a substitute for, one or more of the curricular Prerequisites at this Institution.
2. Courses will not be transferrable if more than ten years have gone by since they were passed.
3. The Dean will determine the exact number of credits required for the degree. It is required that 25% of the credits required for the degree be taken at the Pontifical Catholic University of Puerto Rico. The Dean will determine how many of these should be Prerequisites of the College or major.

²¹ Definition of a transfer student [page 64 of the Undergraduate Catalog 2011-2014], amended November 5, 2013.

²² Approved by the Academic Council on September 27, 2001 and revised on December 3, 2009. Taken from Form R021 (Authorization for Inter-institutional Studies) of November, 2009.

²³ From page 90 of the Undergraduate Catalog 2011-2014 and page 59 of the Graduate Catalog 2011-2014 Approved by the Academic Council on September 25, 2008.

²⁴ From page 64 of the Undergraduate Catalog 2011-2014.

4. Students who have been suspended for deficient academic achievement at the university of origin do not qualify for transfer until one semester since they were dropped has gone by. However, if the institution of origin suspends the student from the College or Program, the student may apply for transfer to a different College or Program.
5. Some courses taken at other post-secondary institutions which have no equivalent at the PCUPR may be counted as electives, as long as the corresponding Dean considers this appropriate.
6. Any student may appeal in writing to the Vice-President for Academic Affairs any decision made regarding transfer of credits within 45 days of having received the convalidation²⁵.

Transfer credits at the graduate level²⁶

Corresponding credits of courses taken at another institution that have been passed with a minimum grade of B that the Dean considers to be equivalent to or substitutable for curricular Prerequisites of the student of the PCUPR. These courses will be accredited with no grade and will not be included in the grade point average, but will be considered to complete the degree.

II. POLICY OF CONVALIDATION OF CREDITS AT THE UNDERGRADUATE LEVEL²⁷

The Pontifical Catholic University of Puerto Rico convalidates credits for courses taken at other accredited institutions of higher learning for transfer students and regular students at our Institution. Regular students of the Institution may complete their academic program with courses taken at other accredited institutions of higher learning with prior authorization from the corresponding Rector or Dean, as long as the Residency Norm is complied with. Transfer students may be considered eligible to take courses at another accredited institution of higher education as long as they comply with the Residency Norm.

1.0 Norms for the Convalidation of Credits for Undergraduate Transfer Students

- 1.1 It shall be the student's responsibility to request in writing from the Dean of the College the convalidation of credits and to submit the necessary evidence for this process at the beginning of his or her studies at the PCUPR no later than the end of his or her first year at the Institution.
- 1.2 It shall be the responsibility of the student's College Dean or equivalent officer at the branch campuses to evaluate the courses passed at another institution and complete the form for convalidation of credits for transfer students, ensuring that the following requirements are complied with:
 - a. The course is the equivalent in content and level to a course required in the student's

²⁵ Approved on October 4, 2013 by the Academic Council

²⁶ From page 54 of the Graduate Catalog 2011-2014.

²⁷ Policy approved by the Academic Council on April 24, 2008.

- curriculum.
- b. The course was passed with a grade not less than "C", except in cases requiring a higher grade.
 - c. The course was passed within the time limit established by the norm of expiration of courses of the PCUPR.
 - d. If the number of credits assigned to the course at the other institution is greater than at our Institution, the number of credits assigned by our Institution shall prevail. If it is less than at our Institution, it shall be left to the Dean's discretion to determine the number of credits to be accepted for the course.
 - e. The total number of credits convalidated shall be subject to the Residency Norm.
- 1.3 If the student decides to take the course convalidated at the PCUPR, the grade of the course taken at our Institution shall prevail.
- 1.4 The Dean shall inform the transfer student concerning the Residency Norm, the Convalidation Policy, and the Norm concerning the Granting of Honors published in the current Undergraduate Catalog of the PCUPR, by means of Form R016 (*Information relating to the Convalidation of Credits for Transfer Students*).²⁸

2.0 Norms for the Convalidation of Credits for Authorized Inter-institutional Studies for Regular and Transfer Undergraduate Students²⁹

- 2.1 It shall be the student's responsibility to request in writing from the Dean the authorization to take courses in a post-secondary institution outside of the PCUPR prior to the beginning of the semester and to submit the evidence necessary for this process.
- 2.2 Authorization to study at another institution will be granted under the following conditions:
- a. Have satisfactory academic progress according to the current institutional norms.
 - b. Have the need to complete the course(s) not offered during the semester for which authorization is requested in order to graduate.
 - c. Difficulty in attending the Campus at which the student studies due to change of residence or other special circumstances
 - d. Not have registered previously in the course at the institution.
 - e. Need to complete a Prerequisite of the academic program.
- 2.3 It shall be the responsibility of the Dean of the College to which the student belongs or the Dean of Academic Affairs at the Branch Campuses to evaluate the courses requested by the student

²⁸ Form R026 was revised in May, 2012.

²⁹ Approved by the Academic Council on December 3, 2009. Available on page 74 of the Undergraduate Catalog 2011-2014

and to complete Form R021 (*Authorization for Inter-institutional Studies*), ensuring that the course is the equivalent in content and level to a course required by the student's curriculum. If the number of credits assigned to the course at the other institution is greater than that at our Institution, the number of credits assigned at our Institution shall prevail. If it is less than the number at our Institution, the Dean shall have the discretion to determine how many credits shall be accepted for the course.

- 2.4 No authorized course may be substituted for another. The Pontifical Catholic University of Puerto Rico is not responsible for courses taken without authorization and reserves the right to convalidate them.
- 2.5 The total of credits authorized to be taken and subsequently convalidated should comply with the Residency Norm of the PCUPR.
- 2.6 The Registrar's Office shall complete Form R021 (*Authorization for Inter-institutional Studies at the Undergraduate Level*) authorizing the courses to be taken at the other institution.
- 2.7 Credit shall be granted for courses passed with a grade of "C" or better in undergraduate courses. The course shall be considered as transferrable and the grade shall not be considered in the calculation of the grade point average.
- 2.8 The student shall be responsible for arranging the delivery of two official transcripts to the Registrar's Office, which are indispensable for accreditation of the courses in the student record.

III. **POLICY FOR CONVALIDATION OF COURSES TAKEN AT FOREIGN INSTITUTIONS FOR UNDERGRADUATE STUDENTS³⁰**

The PCUPR accepts convalidation of courses to undergraduate students who have transferred from a foreign university as long as there are collaboration agreements with the institution or the interested international student complies with the admissions requirements for this type of student. The interested student should complete the necessary paperwork using the services of agencies for convalidation of credits such as the *Educational Credentials Evaluation* or *World Educational Services* for foreign universities.

1.0 Procedure for Convalidation of Courses for Students Coming from Foreign Institutions

- 1.1 The student presents the admissions application and the official transcript of credits bearing the seal of the corresponding government organism in the country of origin or the consulate of his or her country in Puerto Rico. If he or she has studied at more than one institution, an official transcript from each one should be submitted to the Admissions Office of the PCUPR.
- 1.2 The Admissions Office refers the academic file to the Dean of the College to which the international student pertains.

³⁰ Approved by the Academic Council on April 29, 2010.

- 1.3 In the case of institutions with which the PCUPR has established collaboration agreements, or if the international student complies with the admissions requirements, the Dean may proceed with the convalidation of courses.
- 1.4 In the case of institutions with which the PCUPR does not have collaboration agreements, or in which there is insufficient information to admit the potential international student, the student will be requested to use the services of the *Educational Credentials Evaluation* or *World Educational Services*.
- 1.5 The student shall pay the costs of the services of the *Educational Credentials Evaluation* or *World Educational Services*.
- 1.6 According to the evidence presented by the potential student, the Deans shall determine whether the convalidation or substitution of courses can occur. If this is the case, the documents required according to the institutional policy for convalidation of credits (Form for Evaluation of Credits)³¹ will be filled out.
- 1.7 Each Dean will determine which courses will be convalidated according to the academic norms of their Programs.
- 1.8 In the case of the Branch Campuses, the term "Dean" refers to the Dean of Academic Affairs.

NORMS FOR THE CONVALIDATION OF CREDITS ON THE COLLEGE BOARD EXAMINATIONS

The PCUPR, in the interest of offering options to its potential students, recognizes and evaluates the results of the Academic Achievement Tests (PACH, for its initials in Spanish) in the subjects of Spanish, Mathematics, and English; the Advanced Level Tests (PNA, for its initials in Spanish) of the College Board or its equivalent³²; and the *Advanced Placement Program* of the SAT in order to validate credits. The location of the level of the courses approved by validation will depend on the Academic Program of the student. The maximum number of credits to be convalidated on the PACH and PNA will be the equivalent of two courses per subject up to a maximum of 18 credits convalidated, and up to a maximum of six (6) for the *Advanced Placement Program* tests. The convalidated credits will appear as transfer credits in the student record.

1.0 Norm on the validation of Academic Achievement Tests (PACH, for its initials in Spanish) and Advanced Level Tests (PNA, for its initials in Spanish) of the College Board

The Institution will evaluate the results of the Academic Achievement Tests (PACH, for its initials in Spanish) in the subjects of Spanish, Mathematics, and English. The tests on which the student obtains a score of 700 or more will be convalidated for six (6) credits. Likewise, if the same student takes the Advanced Level Tests (PNA, for its initials in Spanish) in subjects equivalent to the PACH tests and obtains a score of 3, 4, or 5, six (6) credits will be convalidated in each subject. If the student takes both examinations in the same subject, the higher

³¹ Each College has its own Form.

³² The SAT (Student Aptitude Test) tests.

placement will be accepted³³. A maximum of 24 credits will be convalidated for students who pass in all three subjects.

For the detailed procedure, refer to the following documents:

- *Procedure for Convalidation of Credits for Results of the Academic Achievement Tests (PACH, for its initials in Spanish) with Results of 700 or more on the College Board*
- *Procedure for Convalidation of Advanced Level Tests of the College Board*

2.0 Norm on the Validation of *Advanced Placement Program* Examinations of the SAT

The Institution will evaluate the results of the examinations of the *Advanced Placement Program* of the SAT of the College Board up to a maximum of two examinations with scores of 3, 4, or 5 to convalidate courses in various subjects. In cases where the student passes the Academic Achievement Tests (PACH, for its initials in Spanish), the Advanced Level Tests and the *Advanced Placement Program* examinations, the Institution will validate the corresponding subjects with up to a maximum of 24 credits.

For the detailed procedure, refer to the document *Procedure for Convalidation of Advanced Level Tests (PNA) of the College Board*.

IV. NORMS FOR CONVALIDATION OF WORKPLACE EXPERIENCE, PROFESSIONAL IMPROVEMENT, AND MILITARY SERVICE

The Pontifical Catholic University of Puerto Rico (PCUPR), in the interest of offering options to potential students who have not completed their university studies and who are working, recognizes and validates, in certain Programs, the knowledge acquired through workplace experience, professional improvement, or military service.

1. In the Bachelor's Degree in Business Administration in Business Experience, the PCUPR convalidates as elective concentration courses up to 12 credits for experience and 6 credits for professional improvement, for a total of 18 concentration credits as long as the potential student is eligible and complies with the criteria established for convalidating experience described in the *Manual of Norms and Procedures for the Bachelor's Degree in Business Administration with a Major in Business Experience*.
2. In the Bachelor's Degree in Science with a Major in Liberal Studies, the PCUPR convalidates up to a maximum of 30 credits for experience and professional improvement as long as the potential student is eligible and complies with the criteria established to convalidate experience described in the *Policy to Register Credits for the Acceptance of Workplace Experience, Continuing Education, and Military Training*.

³³ Order of the convalidation of English courses approved and certified by the Academic Council on December 13, 2012, and the Order of the convalidation of Mathematics courses was approved by the Academic Council on October 22, 2013.

- a. For workplace experience, military training, or work accepted as practice, the student must have had significant experience for at least three (3) months. 15 hours of significant workplace experience will be convalidated for one credit (fractional credit will not be awarded).
- b. For Professional Improvement or Continuing Education, the student should have a minimum of 15 contact hours which shall be equivalent to one (1) credit.

Revised by the Academic Council on November 5, 2013

PROCEDURE FOR CONVALIDATION OF CREDITS DUE TO RESULTS OF ACADEMIC ACHIEVEMENT TESTS (PACH) WITH SCORES OF 700 OR MORE ON THE COLLEGE BOARD

The Pontifical Catholic University of Puerto Rico (PCUPR) will evaluate the results of the Academic Achievement Tests (PACH, for the initials in Spanish) of the College Board in the subjects of Spanish, Mathematics, and English. Tests on which the student has obtained a score of 700 or better will be convalidated for six (6) credits³⁴. The maximum number of convalidated credits will be the equivalent of two courses per subject matter of the test, up to a maximum of 18 credits convalidated (see the Convalidation Table), which will appear as transfer credits in the student's record.

CONVALIDATION TABLE*		
Achievement Tests	Courses	Credits
Spanish	Spanish 131-132	6
English	English 213-214	6
Mathematics	Mathematics 117-118	6
Total credits		18

* The convalidated courses may vary depending on the academic program the student is entering.

Depending on the scores obtained on the College Board, during the registration process the student may be placed in the English, Spanish, or Mathematics course that corresponds to the concentration to which he or she has been admitted.

1. During the dates of the admission process, personnel of the Office of Telecommunications and Technology (TTI, for its initials in Spanish) shall produce the placement³⁵ of students with preliminary convalidation corresponding to each subject and shall send this to the Program of First Year Students.
2. The Director of the Program for First Year Students shall review the placements of students who have attained scores of 700 or better in the Academic Achievement Tests (PACH) of the College Board in order to make adjustments to placement in the corresponding courses.

³⁴ Approved by the University Senate in its meeting on April 30, 1981

³⁵ "placement" - document containing all academic and personal information of the student.

3. Personnel of the Program for First Year Students shall draw up a preliminary list of all students who have obtained scores of 700 or more on the Academic Achievement Tests of the College Board in the subjects of English, Spanish, and Mathematics.
4. Once the preliminary list has been evaluated, the Director of the Program for First Year Students shall proceed with the tentative convalidation of the courses corresponding to the subjects of English, Spanish, and Mathematics until the student shall have registered as a regular student of the PCUPR.
5. During the month of August or February, personnel of the Program shall request from the TTI the list of admitted students who have officially registered and who obtained scores of 700 or more on the Academic Achievement Tests in Spanish, English, and Mathematics in order to compare it with the official documents received from the Office of the College Board.
6. The Program's personnel will elaborate the Official Table of Course Convalidation containing the following student information: identification number, first and last names, College, program, score, credits, and convalidation.
7. The Director of the Program for First Year Students shall use the following order of convalidation of courses and credits:
 - First: Academic Achievement Tests of the College Board (PACH)
 - Second: Advanced Placement Tests³⁶ (PNA, for the initials in Spanish)
 - Third: Advanced Placement Tests (AP)
8. The Director of the Program for First Year Students will be responsible for revising and signing the data contained in the Official Table for Course Convalidation in the subjects of English, Mathematics, and Spanish, which will then be sent to the Registrar's Office.
9. Personnel of the Registrar's Office shall proceed to enter into the student record the convalidation of credits recommended by the personnel of the Program for First Year Students. This process shall be carried out during the month of October or March of each year, as the case may be.
10. Once the convalidations have been registered, the Director of the Program for First Year Students shall notify the registered student in writing.
11. For purposes of information and academic follow up of the student, personnel of the Program for First Year Students shall send a copy of the Official Table for Course Convalidations to the following offices: Admissions, Deans, Director of the Counseling Center, and Department Directors according to the students' area of concentration.

Revised and updated on November 8, 2013
Program for First Year Students/OAI

³⁶ Certification approved by the Academic Council in its meeting on November 27, 2012.

POLICY FOR CONVALIDATION OF DEGREES FROM FOREIGN UNIVERSITIES APPLICABLE TO ACADEMIC AND ADMINISTRATIVE PERSONNEL

INTRODUCTION

At the highest level, the fundamental basis of every educational process is the quality of academic offerings. The interest of human beings in expanding their knowledge has promoted an increase in demand for professions resulting in a wide diversity of academic offerings and preparations in the international community.

In light of the lack of harmony between criteria and conditions for academic and administrative mobility due to the increase in academic offerings, systems of higher education require that degrees granted by foreign institutions outside the American educational system be validated. It is through convalidation (homologation) of foreign degrees that institutions of higher education can fortify the processes and practices of evaluation and accreditation.

On the international scene of higher education, the PCUPR, aware of its educational commitment to higher education, desires to establish an adequate procedure for the convalidation (homologation) of foreign degrees as a means of control in the hiring of teaching and administrative professionals.

PROCEDURE

1. When a candidate presents evidence of foreign degrees and the university granting them is not accredited by an agency recognized by the government of the United States of America, it is recommended and remains at the discretion of the interested candidate that he or she annotate his or her academic credentials or degrees. It is through agencies recognized by the United States of America that this type of convalidation (homologation) of foreign degrees is made.
2. The PCUPR recognizes the services grouped under the NACES (National Association of Credential Evaluation Services (www.naces.gov)). This entity works on the harmonization of the procedures for homologation of titles. The use of the services of Educational Credential Evaluators, Inc. (www.ece.org), World Education Services, Inc. (www.wes.org), among the agencies grouped under NACES, or of other recognized accrediting agencies is recommended.
3. Degrees for which the PCUPR has exchange or collaborative agreements do not require subsequent convalidation.
4. These services involve a fee, which must be borne by the interested candidate.
5. According to the recognition or convalidation of the foreign degree made by the agency hired by the interested candidate, the PCUPR will determine whether or not the homologation of the degree earned in a foreign country will be made.
6. The PCUPR, through the VPAA, shall make a list of universities whose degrees have been homologized by candidates who have already undergone this process. This will serve as a reference for future cases to be evaluated for the same purposes.

Dec.-2012; Oct. 2013/ cjaf

VICEPRESIDENCY FOR STUDENT AFFAIRS

The Student Services Program is organized under the administration, coordination, and supervision of the Vice-President for Student Affairs. This office is responsible for planning, organizing, directing, coordinating, and evaluating all student services.

The Offices of Student Affairs are located, for the most part, on the second floor of the Student Center. All its personnel are available during all working hours to serve students, which is its primary responsibility.

DISCIPLINE

The Pontifical Catholic University is an educational community that supports the ideals of freedom of research, thought, expression, and individual liberty. The exercise and preservation of these liberties and rights require respect for the rights of all members of the community, in order that all may enjoy them to the same extent. Attending the university is a privilege, not a right. To safeguard educational ideals and the moral environment, which are the basic principles of its founding and continued existence, the University reserves the right, which is acknowledged by the student when he/she registers, to require the withdrawal of any student at any time and for whatever reason the University considers justified, without the need to explain it. Just as a student may elect to withdraw from the University at any time and for whatever reason he/she deems proper, the University has an equal right to decline responsibility for the supervision and provision of services to any student with whom the relation becomes disagreeable and difficult. It is the responsibility of all students of the Pontifical Catholic University, as a result from the commitment undertaken with the Institution, to familiarize themselves with the Student Handbook and other rules and dispositions governing the conduct and attitude of students. All this information is available at the office of the Vice-President for Student Affairs and in the Student Handbook.

PROFESSIONAL COUNSELING AND ORIENTATION CENTER

The Professional Counseling and Orientation Center, adjoined to the Vice-Presidency for Student Affairs, is part of the services offered by the Pontifical Catholic University of Puerto Rico to all students as a complement to formal academic instruction. The guidance and orientation services with its multiple resources helps students to adapt to university life. Additionally, it seeks to fulfill the needs and develop the potential of students in personal, emotional, vocational, occupational, and academic aspects.

First year students received group orientation for one hour weekly during their first two semesters of the first year of university studies (Orientation 003 and Orientation 004). Transfer students receive group orientation for one hour weekly during one semester (Orientation 005), which should preferably be taken upon arrival at the University. These orientation courses are prerequisites for graduation. The Professional Counseling and Guidance Center also offers required courses to students in the Institutional Honors Program, among these are: Leadership I (Orientation 009), Voluntary Community Service (Orientation 010), and Preparation for Graduate Studies (Orientation 011).

The services of the Professional Counseling and Orientation Center are offered from a holistic perspective, which seeks to promote the integral development both personal and professional, as well as encourage the values and morals from the perspective of the social doctrine of the church.

Services in the personal area:

- Group and individual orientation according to existing needs of our students, needs reflected in the administered Needs Questionnaire, observations of the student's behavior in the courses, needs detected in interviews and / or referrals by a member of the university community.
- Group and individual counseling or guidance on topics of personal development.
- Intensive group counseling in small groups to work on different personal situations that affect their overall development.
- Family and couples therapy.
- Referrals to psychologists, social workers, other professional, institutional or community service offices, etc.
- Individual counseling according to needs Individual counseling

Some of the needs that could arise:

- Acquisition of good communication skills.
- Guidance and counseling about effective interpersonal relationships with parents, friends, study partners, partners and teachers.
- Orientation and support in the process of student's adaptation who faces for the first time the experience of independence life and to take responsibility of his life.
- Student orientation in the process of setting goals.
- Stress management strategies.
- Appropriate conflict management.
- Self-esteem or self-concept.
- Life issues or situations.

In the academic area:

- Referrals to tutoring and academic counseling.
- Group orientation on: graduate studies, study and reading habits, time management, test taking techniques and preparation of oral reports, academic program of the PCUPR, Internet registration procedures, among others.
- Interview and follow-up of students with poor academic achievement.
- Follow-up and retention strategies for students not registered in orientation classes or who do not process their registration during the period established by the institution.
- Orientation on exchange programs, student travel and student internships.
- Referrals to Deans, Directors, and Professors.
- Referral to tutoring services and/ or academic advising.

In the occupational/vocational area:

- Individual interviews and counseling in cases of vocational indecision.

- Administration and interpretation of vocational interest tests.
- Individual and group orientation on topics related to job seeking.
- Orientation on existing employment opportunities according to the academic offering of the University.

Other Services:

- Participation in the registration process for new students.
- Workshops or Orientation to the academic community.
- Planning of extracurricular activities that promote development of leadership skills on campus and in the community.
- Participation on departmental and institutional committees.
- Services to special populations: international students, athletes, handicapped students, transfer students, Institutional Honor Program Students, and students on probation.
- Conferences requested by the community.

COURSES AND COURSES DESCRIPTIONS

ORIE 003 Introduction to university life I

Course offered to all new students (freshman), which facilitates the adjustment to the university life. The objective course is to strengthen the academic, vocational and personal areas of the student, as well as to be familiar with the policies and administrative processes of the Institution. It is a graduation requirement.
1 semester, 1 hour per week, 0 credit

ORIE 004 Introduction to university life II

Course offered during the second semester to all freshman students. The course seeks to continue the integral development of the student; it focus consists in the vocational and personal development area. It is a graduation requirement.

Prerequisite ORIE 003

1 semester, 1 hour per week, 0 credit

ORIE 005 Orientation for transfer students

Course offered to transfer students from other university. The objective of the course is to develop of academic and personal skills as well as to promote the adjustment to the university life. It is a graduation requirement.

1 semester, 1 hour per week, 0 credit

ORIE 009 Leadership

Required course for students of the Institutional Honor Program. Different topics are discussed so that the student identifies their type of leadership and acquires tools to develop leadership skills. It is a course requirement to plan and to coordinate a final activity, at the end of the semester, considered as the student's closing project.

Prerequisite ORIE 003, 004
1 semester, 1 hour per week, 0 credit

ORIE 010 Voluntary Service

Require course for students of the Institutional Honor Program. The students meet for three consecutive weeks to learn the objectives of the course, the importance of volunteering (community services) and to complete the necessary documentation for the agencies. The students are located in different agencies and must accomplish 30 hours of community service. The course culminates with a closing activity coordinated by the students.

Prerequisite ORIE 003, 004, 009
1 semester, 30 hours volunteer service, 0 credit

ORIE 011 Introduction to graduate studies

Required course for students of the Institutional Honor Program. The objective is to prepare the student for the process of admission to a graduate school. The objective of the course is to provide the student with the necessary tools to face the process of admission to a graduate school. As part of the course, the various aspects that affect discernment about this process are worked on, as well as the elements or criteria to be taken into consideration as part of the application and admission to a graduate study program, such as goals, examination, resources, resume, essays, interviews, letters of recommendation, among others.

Prerequisite ORIE 003, 004
1 semester, 1 hour, 0 credit

INTEGRATION AND QUALITY OF LIFE PROGRAM

The Integration and Quality of Life Program is the institutional office that directs efforts of the prevention of substance abuse, alcohol, violence, and related areas such as stress and conflict management, anxiety, and depression. This program provides educational material, activities promoting healthy life-styles, short therapy, and supervision of practicum students in the area of Social Work. Additionally, every two years, it administers a questionnaire that measures healthy life-styles, CORE (consumption of alcohol, drugs, sexuality and campus security). The Institutional policy on drugs and alcohol is distributed by this office to all students and institutional units.

The program's office is located on the second floor of the Manuel González Pató Student Center, Office 205. It can be reached at telephone number (787) 841-2000 ext. 1406 or 1407.

OFFICE OF SERVICES TO PERSONS WITH DISABILITIES

The Office of Services for Persons with Disabilities (OSPI) is ascribed to the Vice President of Student Affairs. The primary purpose of this office is to provide people with disabilities with the services required according to Law 504 and the ADA. These laws are enforced under the document of the Institutional Policy on Section 504 of the Vocational Rehabilitation Act of 1973, as amended, and the ADA (Americans With Disabilities Act).

The Office of Services for Persons with Disabilities (OSPI) contributes to the achievement of academic goals for this population, offering people with disabilities the resources and support that college students need for

their equality, independence, and accomplishment of their career goals. Among the services that have contributed to achieve this goal are: necessary equipment in the classrooms, academic assistance, reasonable accommodations, ongoing training of specialized programs for different disabilities, a room with diverse assistive technology equipment and support services on campus from intern students of the Master's Degree Program in Rehabilitation Counseling. To apply for services the student can visit our facility located on the first floor of the Student Center "Manuel González Pató", Office 113, or contact the Office via email.

BASIC MEDICAL SERVICES

Pontifical Catholic University of Puerto Rico, conscious of the need to help preserve the physical and mental health of students and personnel, maintains a Medical Dispensary that offers health services to help and give orientation to all persons who need it.

The Dispensary is located on the first floor of the Manuel González Pató Student Center, Office 109. It offers the services of two full-time graduate nurses. The hours of operation of this office are Monday through Friday from 8:00 a.m. to 10:00 p.m., and Saturdays from 8:00 a.m. to 12:30 p.m.

The graduate nurses maintain updated medical records. In addition, they review and follow up on the vaccination certificates of students under 21 years of age as required by the Department of Health.

EMPLOYMENT SERVICE

THE INTERNSHIP AND EMPLOYMENT OFFICE (OIPE)

The Internship and Employment Office (OIPE, for its initials in Spanish) is an institutional unit that is responsible for facilitating student participation in work experience or research within an organization or company in Puerto Rico or the United States. This office coordinate activities related to job search services for students: workshops, job fairs, interviews with employers and many other related activities.

Services:

- Identify different opportunities for internships and other experiences in companies and organizations in Puerto Rico and United States that are available for college students.
- Receive resumes and refer students to potential employers.
- Coordinate on-site interviews with different employers interested in our students.
- Organize and coordinate the Annual Job Fair.
- Coordinate meetings with various Deans and Student Organizations on campus.
- Post jobs offers for students and Alumni.
- Coordinate workshops on resume preparation, cover letter, job interviews and other

- Related job search processes.
- Provide direction to students of the PCUPR, Ponce campus, designed to enable them to choose a career according to their individual profiles.
- Provide endorsement requirements for internship programs.
- General Requirements for Internships:
- Most of the internees are required to have 60 credits or more at the time of starting the internship.
- Also, in the U.S., students are required to have a 3.00 GPA, or a 2.75 GPA in PR, to apply.
- Internship Opportunities:
- U-Work: <https://www.becas-santander.com/>
- Córdova y Fernós Internship: <http://oslpr.org/UnidadInternadoCordova.asp>
- Jorge A. Ramos Comas Internship: <http://oslpr.org/UnidadInternadoRamosComas.asp>
- José M. Berrocal Institute for Economics and Finance:
- <http://bgfpr.com/spa/principalsubsidiaries/jose-berrocal.html>
- Congressional Hispanic Caucus Institute: <http://www.chci.org/internships/>
- Congressional Hispanic Leadership Institute: <http://www.chli.org/?page=Internships>
- Hispanic Association of Colleges & Universities (HACU National Internships Program):
- <http://www.hacu.net/hacu/HNIP.asp>
- Ponce Art Museum Internship:
- <http://www.museoarteponce.org/paginas/programa-de-internado/6/85/29/>
- Naval Research Laboratory Summer Internships: <http://www.nrl.navy.mil/hbcu/>
- Kansas State University Summer Undergraduate Research Opportunity Program (SUROP):

<http://www.k-state.edu/grad/academics/suop/suop.html>

Job Search Opportunities:

<http://www.pucpr.edu/wp-content/uploads/Promo-Portales-de-Empleo.pdf>

Contact Information:

Prof. Enrique J. Arroyo Acosta, Director

Tel. (787) 841-2000 ext. 1420/1438
Fax. (787) 651-2049
Email: internadospucpr@pucpr.edu
oipe@pucpr.edu

Physical Address:

González Pató Building – Student Center, Second Floor Office GP 200

Postal Address:

2250 Boulevard Luis A. Ferré Aguayo, Suite 520
Ponce, PR 00717-9997

Office Hours:

Monday thru Friday, 9:00 a.m. to 5:00 p.m.

ACTIVITIES

On the University Campus, there are diverse activities; some are organized by the Cultural Extension Office; others are sponsored by student organizations recognized by the University and others by the Vice-Presidency for Student Affairs.

Recognized student organizations are varied and represent the different interests found among the members of the community. The activities organized by these groups promote the spirit of fraternity while making university life more agreeable. Among these student groups are social, cultural, religious, and professional organizations. Every student has the opportunity to belong to any of these organizations.

PROFESSIONAL AND SCHOLARLY ORGANIZATIONS

In order to achieve an integral development, the student, in addition to mastery and knowledge of the subject matters, needs to develop social skills and leadership ability, establish interpersonal relations, and participate in social, academic, civic, and/or cultural activities. To attain these objectives, student organizations are open to all students of the Pontifical Catholic University of Puerto Rico without distinction on the basis of race, color, ethnic origin, economic and/or social condition, creed, or nationality. There are departmental organizations or clubs in which the student can express the knowledge acquired through the study of the subject matter. Among these the following are worthy of mention:

STUDENT ORGANIZATIONS RECOGNIZED AT THE CAMPUS

COLLEGE OF BUSINESS ADMINISTRATION

- Association of Accounting Students
- Association of Finance Students
- International Student Association of Economic Science and Commerce
- Marketing Student Association
- Student Association of Business Law
- Student Association of Professional Public Relations

- Association of Finance Students
- Student Association of Management, International Commerce and Logistic
- Student Association of Sales Executives and Puerto Rico Marketing
- Association of Tourism Students
- Association of Communication Students
- Association of Computing Machinery
- The Youth Chamber of Commerce of Southern Puerto Rico
- Southern Chamber of Commerce – University Chapter PCUPR
- Society for Human Resources and Management

COLLEGE OF ARTS AND HUMANITIES

- Association of Asiatic Language and Culture
- Association of English Students
- Association of Public Administration Students
- Association of Plastic Arts Students
- Association of History Students
- Association of French Students
- Association of Political Science Students
- Association of Criminology Students
- Association of Future Social Workers
- Honor Society Phi Alpha – Social Work Student Chapter PCUPR
- Literary Circle R- Expressive Evolution
- Circle of Philosophy Alpha Alpha Kappa
- Italian Student Association
- Student Association of Plastics Arts
- Pi Gamma Mu International Honor Society and Social Science
- Abel Di Marco Student Music Association
- Solidarity Association Pioneers with the World
- University Lions Club – PCUPR Chapter

COLLEGE OF SCIENCE

- Association of Psychology Students
- Association of Institutional Honors Program Students
- Dr. Juan Quintana Math Club
- Ecological and Environmental Sciences Society
- Green Campus Association PCUPR
- Honorary Biology Society (Tri Beta)
- Luis A. Escabí Biological Society
- MedLife Chapter PCUPR
- Physics in Everything Students Association
- Pre-Dental Student Association
- Pre-Medical Circle
- Student Association of Microbiology

- Student Association of Nursing
- Student Association of the American Chemical Society
- Student Association of Biotechnology
- Student Association of Cardiovascular Technology
- Society of Ecology and Environmental Science
-

COLLEGE OF EDUCATION

- Flag Bearers Student Association
- Puerto Rican Association of Family Sciences and the Consumer
- Professional Society of School Psychology and Pedagogy
- University Youth Working for Special Education (JUNTEE, for its initials in Spanish)

ARQUITECTURE SCHOOL

- American Institute of Architecture Student
- Movement of Social Architecture
- National League of Architecture Student
- United State Green Building PCUPR Chapter

PROFESSIONAL COUNSELING AND ORIENTATION CENTER

- E.C.O.S. (Student Coordinators in Orientation and Service)
- Association of International Students
- Honor Student Association

COLLEGE OF GRADUATE STUDIES IN BEHAVIORAL STUDIES AND COMMUNITY AFFAIRS

- Post Graduate Student Association of Clinical Social Workers
- Student Association of Rehabilitation Counseling
- Association of Graduate Students of Criminology
- Association of Graduate Students of Industrial Psychology
- Association of Graduate Students of Clinical Psychology

HONOR SOCIETIES

- Alpha Alpha Kappa
- Alpha Chi
- Beta Beta Beta – Zeta Delta Chapter
- Phi Alpha Theta – Epsilon Omicron Chapter
- Pi Gamma Mu
- Honor Society of Business Students
- National Honor Society of Social Sciences
- Phi Delta Kappa – Fraternity of Education Professionals
- Phi Alpha Delta
- National Honor Society Phi Alpha of Social Work Student – Chapter PCUPR

OFFICE OF SERVICE TO PERSONS WITH DISABILITIES

Opening Pathways Association

FRATERNITIES AND SORORITIES

- Fraternity Alpha Phi Omega – Phi Sigma Chapter
- Fraternity Zeta Phi Beta
- Fraternity Nu Sigma Beta

PASTORAL MINISTRY

- Male Youth Association of Schoenstatt

VIRTUAL EDUCATION

- Legacy Professional Association

CULTURAL ACTIVITIES

CHOIR

The Choir of Pontifical Catholic University is composed of students, alumni, and professors of this institution. It has for twenty five years placed the institution at the vanguard of choral groups in Puerto Rico.

LUIS TORRES NADAL THEATER WORKSHOP

This workshop has as its purpose to direct the talent and dramatic skills of students. Through auditions, the interested student with artistic aptitude is admitted to the Theater Workshop for instruction and participation in the theatrical productions of the university. The admitted student receives, after a probationary semester, one academic credit for participation and a scholarship for books and/or tuition.

CATOLICA DANCE TEAM

Talent group adjoined to the Cultural Extension Office. The group was founded in 2006 and represents the PCUPR in dance and Athletic League competitions. The group participates in extracurricular activities in and out of the university. As part of their artistic formation, students participate in corporal expression workshops and have participated in various competitions. The group received various recognitions for its outstanding performances.

Cultural Extension Office

SPORTS

Extracurricular sport activities conducted by the Pontifical Catholic University of Puerto Rico are coordinated by the Recreation and Sports Division, which works in close collaboration with the Physical Education Department. The PCUPR recognizes that a person needs to maintain a balance among intellectual capabilities, physical fitness, and health. For this reason, the University provides students with Intramural and Inter-Collegiate Programs. Students have the opportunity to practice sports of their preference for

pleasure and recreation. Those with outstanding athletic abilities, men as well as women, have the opportunity to participate in the Interuniversity Program. The University has won several intercollegiate championships, especially in basketball, volleyball, and female tennis. Many of our students have belonged to national teams in different disciplines.

The University provides facilities to demonstrate its interest in the well-being of its students. These facilities, among the most modern in Puerto Rico, consist of three indoor basketball courts, indoor courts for volleyball, a gymnasium with exercise equipment and free weights, an Olympic swimming pool, areas for aerobics, and rooms for classes and meetings.

Since 2013, the Cheerleading Group participates in the University Athletic League competitions. This group is adjoined to Cultural Extension Office. Also, the Abanderadas Group represent the Institution in the University Athletic League and participates in different extracurricular activities.

PUBLICATIONS

There are a number of publications on campus which encourage the creative ability of the university community. Among the student publications are Senda, The University Yearbook; La Nao, a bi-monthly newspaper which contains sections in English and Spanish. Another publication Collage Magazine, distributed at least twice a year. Its content is based on the different facts of university life.

STUDENT GOVERNMENT

Students have the liberty to express, individually or collectively, their opinions concerning institutional policy or any other matter of general interest for the student body. A student is appointed by the de iure members of the Board of Trustees to represent the student body on the Board. Each college will elect a student senator following the norms established by the university. Student representatives with voice and vote will form part of departmental committees which deal directly with academic affairs. In order to exercise the right of free expression, whether individually or collectively, students can elect a Student Council whose responsibilities and privileges are stated in the Code of Student Conduct.

FINANCIAL AID

The main purpose of the Office of Student Financial Aid is to provide financial aid, subject to the availability of resources, to students who do not have the necessary alternatives to afford their educational cost. This Office is committed to helping students reach their academic and professional goals by providing financial aid, depending upon the availability of funds, to those students who apply and qualify. The financial aid resources are obtained from federal, state, institutional, and private entities.

According with the Federal Government, a graduate student is consider an independent student and have the primary responsibility for providing for their educational expenses. Financial aid resources are available to complement the family's contribution, thereby, providing students with financial aid to fulfill their post-secondary educational aspirations and consequently, to insure a positive future for the student and society.

I. BASIC ELIGIBILITY REQUIREMENTS

1. Complete annually the “**Free Application for Federal Student Aid**” (FAFSA)
2. Be admitted as a regular student and/or be enrolled in a program of studies leading to a University Degree and/or an accredited Certificate Program
3. Be a citizen of the United States or/ an eligible non-citizen (permanent resident).
4. Demonstrate financial need as defined by the Secretary of the U.S. Department of Education and current regulatory laws of the Puerto Rico Council of Education.
5. Maintain satisfactory academic progress (SAP) according to institutional policy and as required by each particular program.
6. Must not exceed 150% of the total amount of credits required to complete the program of studies.
7. Must not be in default on any federal student loan, (Federal Perkins Loan, Federal Family Education Loan (FFEL Stafford), Ford Direct Loan, PLUS Loan for Parents) awarded and received at any post-secondary institution.
8. Must not owe a refund and/or overpayment on any federal program of student financial aid (Federal Pell Grant, SEOG), and any other Title IV program at any post-secondary institution.
9. If a male student between 18 and 25 years of age, must be registered with the Selective Service System of the U.S Armed Services.

II. DEADLINES FOR SUBMISSION OF FINANCIAL AID APPLICATION

- 1) Students must review the PCUPR Academic Calendar, Acceso Pionero, institutional student email, and Program of Classes, published every semester by the Registrar’s Office.
- 2) Students must submit all required documents on or before the published deadline dates for the year seeking admission and prior to the payment date for registration.

III. PROCEDURES TO APPLY FOR FINANCIAL AID

All students must submit the following documents:

1. Create your FSA ID credential (username and password to log in to certain USDE WEB sites) accessing <https://fsaid.ed.gov>
2. Complete the Free Application for Federal Student Aid (FAFSA)
3. If the student is new for the Direct Loan Program, must complete the Master Promissory note and the Entrance Interview.
4. Submit the Student Acknowledgment Report – SAR (reply from the FAFSA), if received by mail, with all the required documentation to the Office of Student Financial Aid **by the annually published deadline.**
5. If selected for verification by the U.S. Department of Education, submit evidence of income and any other documents required by the Financial Aid Office.
6. If the student wishes to apply for a student loan, this request should be evaluated by Financial Aid Officer to ensure compliance with all requirements and to determine the maximum amount

for which the student qualifies. After evaluation and approval, the student should access <https://studentloans.gov> and complete the Master Promissory Note and the Entrance Interview.

7. **TRANSFER STUDENTS** should include the PCUPR institutional code 003936 by access <https://fafsa.ed.gov>

NOTE: RENEWAL OF AID IS NOT AUTOMATIC. STUDENTS MUST REAPPLY FOR AID EACH ACADEMIC YEAR. The academic year for financial purposes runs from July 1 to June 30 of the next calendar year. Example: July 1, 2019 to June 30, 2020.

IV. ASSIGNMENT OF FINANCIAL AID

The awarding of financial aid is subject to the availability of funds awarded by the Federal Government, as well as the Puerto Rico Council of Education and any other funding resources. The financial need of the student is the foundation for the awarding of financial aid.

Financial need is determined by the following simple formula:

$$\begin{array}{r} \text{Education Budget} \\ (\text{PCUPR estimated cost of tuition, fees, books/supplies, room \& board, transportation, others}) \\ (-) \text{ Minus} \\ \text{Expected Family Contribution} \\ (\text{as determined by the FAFSA}) \\ (-) \text{ Minus} \\ \text{External Resources} \\ (=) \text{ Equals} \\ \text{Financial Need} \end{array}$$

In addition to financial need, the student's academic grade point average, the specific program requirements, and the available funds are also taken in consideration. Since financial aid funds are not sufficient to meet the needs of all qualified students, aid is assigned by a computerized program, which gives priority to the student with the lowest expected family contribution (EFC= "0"). All aid is awarded at the beginning of the academic year, except student loans which if not assigned by the awarding process can be applied for separately.

V. DESCRIPTION OF FINANCIAL AID PROGRAMS

A. *Federal Student Assistance Programs*

***TEACH Program** – Awards to students whose educational goal is to become teachers at public or private primary or secondary institutions that provide services to low income families. The award will depend on their academic load and federal laws. Students must major in the following high need areas: bilingual education and English as a second language, foreign languages (not English), mathematics, reading specialist, science, and special education. The awardees must sign a four-year service contract that has to

be completed within an 8-year period of the graduation date. If the contract is not fulfilled, the total amount of funds received will be converted into a Federal Direct Stafford Unsubsidized Loan with accumulated interest from the date of the first payment of the scholarship. **This grant is awarded solely to students pursuing a master degree.**

***Federal Work Study (FWS)** - This Program offers the student the opportunity to pay for part of his/her studies by working part-time. The student will be paid monthly according the prevailing federal minimum hourly wage. It is required that the students' available hours to work will not affect their academic progress. Eligibility to participate in this program depends upon the student's financial need, class schedule, and ability to concurrently work and study without affecting academic progress.

***Federal Direct Loans (DL) – Federal funds provided by the Federal Government.** Students start making payments six (6) months after graduation or full withdrawal, or if they register for fewer than six (6) credits. Interest is variable but does not exceed 8.25%:

- **Unsubsidized loan** – accrues interest while studying at least half-time or during a grace period or deferment.
- **Graduate PLUS Loan** – loan to graduate students. Subject to credit check.

If the student is not eligible for a Direct Loan, he/she could apply for a private loan. However, the interest rate is higher than for federal student loans.

B. Commonwealth of Puerto Rico State Funds

PBAAE - Scholarship Program for Specific Academic Areas - Students with an academic average of 3.50 or more, enrolled in study programs leading to a degree in one of the disciplines that the CEPR has identified. Of said population of candidates, the state agency determines the process of selection of the scholars.

C. INSTITUTIONALS

Work Placement – The students had the opportunity to work in the PUCPR Campus. They should work 10 hours per week. The student will be paid monthly according the prevailing federal minimum hourly wage. One of the requirements is be enrolled in 3 credits or higher as a graduate student with a 3.00 GPA. Interested students should visit the Office of Student Financial Aid.

Teacher Assistant Génesis Scholarship – This scholarship will be granted to qualified graduate students, to give administrative, programatic, and investigation support to faculty member. The same is gives the student the opportunity of a working experience related to the student's academic area. The students are given the opportunity to work, twenty (20) hours weekly, depending of the assigned responsibilities, student level, and academic experience. In addition, must be enrolled in 6 credits as an undergraduate student and have a 3.50 GPA

D. OTHER SCHOLARSHIPS

There are diferent types of scholarships, grants, and donation for graduate students. If the student need additional information regarding federal, private entities, and profesional organizations should contact the Office of Student Financial Aid. These scholarship vary from year to year and they are not award on a

regular basis. The award process depend upon funds availability. For more information about private scholarship access www.fastweb.com and www.hacu.net

PUCPR is not liable for funds or financial aid available by external resources.

VI. REFUND POLICY

The federal regulation (Higher Education Amendments of 1998, Public Law 105-244) established directives as to how to proceed when a recipient of Title IV funds withdraws from school. When a student withdraws from school without completing a payment period or enrollment period, the school must determine the amount of Title IV funds "earned" for the portion of the payment period the student attended. The University must calculate the earned financial aid and expected refund of funds to the Federal Government. A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases to attend. The amount of Title IV program assistance earned is based on the percentage of time the student spent in academic attendance from the commencement date of the academic period until the last date of assistance. A student with a percentage of earned aid equal to or greater than 60% will receive the total financial award. Funds not earned by PCUPR and the student are required to be returned to the Federal Government.

Students should visit the Office of Student Financial Aid to seek orientation with regard to the implications that withdrawals would have on their awarded financial aid. Since the refund requirements are related to Title IV funds, they do not necessarily apply to funds from sources other than the Title IV Programs. The US Department of Education Title IV regulations specify that the Institution allocate refunds in the following order:

1. Federal Direct Unsubsidized Loan
2. Direct Plus Loans
3. Any other Title IV Program
4. Any other non-Title IV Program

Specific additional information related to the PCUPR Refund Policy may be obtained by visiting the Treasurer's Office and the Office of Student Financial Aid.

VII. Satisfactory Academic Progress (SAP)

The PCUPR has established the following norms for Graduate, Doctorate and Law students receiving financial aid. Student will be consider for financial aid if they comply with the following requirements:

- I. Satisfactory Academic Progress (SAP)
 - a. The student must reach the academic index for the total accumulated number of credits completed according to the Satisfactory Academic Status (EAS).

LAW SCHOOL

YEAR OF STUDY	MINIMUM GPA	% APPROVED ATTEMPTED CREDITS
End first semester	1.75	50%
After first year	2.00	66.67%

Graduate and Doctorate Level

Accumulated minimum index is required according to the approved attempted credits applicable to all graduate programs. The College of Graduate Studies, College of Arts and Humanities, and College of Science. Also is applicable to all Master's Degree of the College of Education and College of Business Administration.

MASTER DEGREE

CUMULATIVE COMPLETED CREDITS	MINIMUM GPA	%APPROVED ATTEMPTED CREDITS
Less than 12	2.75	50%
12-23	2.85	66.67%
24-35	2.95	66.67%
36 plus	3.00	66.67%

DOCTORATE DEGREE

CUMULATIVE COMPLETED CREDITS	MINIMUM GPA	% APPROVED ATTEMPTED CREDITS
Less than 6.5	3.00	50%
7-12.5	3.10	66.67%
13-18.5	3.20	66.67%
19-24.5	3.30	66.67%
25-30.5	3.35	66.67%
31-36.5	3.40	66.67%
37-43.5	3.45	66.67%
44 plus	3.50	66.67%

The student must reach the academic index according to the previous tables. Student who does not attain the minimum GPA will have the following consequences:

NO ACADEMIC SATISFACTORY PROGRESS (NO SAP) according to the previous tables the student will automatically be placed in No Academic Satisfactory Progress (No SAP) with the right to appeal to their Dean.

PROBATION – After the Dean has evaluated the student’s case and given them an opportunity to study with financial aid, the student will be placed on PROBATION FOR ONE SEMESTER OR THE TIME THE OFFICE OF STUDENT FINANCIAL AID ESTIMATE.

FINAL SUSPENSION – The student that does not reach the SAP after finish their probation period and/or has not receive an affirmative appeal decision, will be SUSPENDED from receiving financial aid.

- b. Complete the academic degree on or before de maximum timeframe allowed by the institution according to the following table:

Study Level	Maximum Study Period
Law School	5 years (daytime) 6 years (evening)
Master - Divinity	12 years
Master - Chemistry	10 years
All other Master Programs	6 years
Doctorate - Psychology	10 years
Doctorate – Education and Business Administration	8 years

For additional information regarding the return of funds process, please visit the Office of Student Financial Aid or the Treasurer’s Office.

REGISTRATION COST AND FEES

Tuition (per credit hour)

Master’s Programs	\$310.00
Medical Technology	\$220.00
Doctorate Program:	

Philosophy, Behavioral Sciences and Society	**
Psychology (including Master - Sequential Program)	\$375.00
Education	\$410.00
Business Administration	\$465.00
Extra Hours	75% credit charge
Special	100% credit charge
Auditor	50% credit charge

**Subject to changes in foreign currency

University Fees (Ponce Campus and Branch Campus)

	Anual	Semestre	Quarter	Summer ³⁷
PhD in Behavioral, Sciences Philosophy and Society	\$509.00	N/A	N/A	N/A
PhD in Education	N/A	N/A	\$190.00	\$180.00
Graduate Clinical Psychology Internship Program	N/A	\$148.00	N/A	\$138.00
PhD in Psychology	N/A	\$272.00	N/A	\$171.00
DBA in Business Administration	N/A	N/A	\$246.00	\$234.00
Dissertation in Psychology Doctoral	N/A	\$1,025.00	N/A	N/A
CEG Thesis Master's Programs	N/A	\$125.00	N/A	N/A
Medical Technology	N/A	\$272.00	N/A	N/A
Master's Programs Ponce	N/A	\$272.00	\$190.00	\$132.50
Master's Programs Mayagüez	N/A	N/A	\$178.00	\$132.50
Master's Programs Arecibo	N/A	\$252.00	\$178.00	\$120.00
Special	50% of the current fee			
Auditor	50% of the current fee			

University Fees Coverage

Include: use of library include social, cultural and athletic activities, identification card, medical services, psychosocial service, construction, improvement, maintenance, graduation, student's accident insurance, student's services and others

³⁷ Each session

Information and Technology Fees

Semester/Quarter	Summer¹
\$30.00	\$30.00

Incidental Fees (Specifications in the class program)

Laboratories and practices: vary according to the course and the concentration.

Deposits

Medical Technology ³⁸	\$50.00
PhD in Philosophy ²	\$50.00

Incidental Fees

Parking Permit Annual (Semester \$25, Summer \$12)	\$50.00
Duplicate Parking Permit	\$5.00
Parking Fine	\$15.00
Admission:	
Master's Programs and Medical Technology	\$25.00
Doctorate	\$50.00
Change in Concentration and College	
Change in Class Program ³⁹	each \$10.00
Duplicate Class Program	\$2.00
Duplicate Identification Card	\$5.00
Duplicate of Diploma (Master's Programs)	\$45.00
Duplicate of Diploma (Doctorate)	\$55.00
Nursing Placement Exams	\$50.00
Late Final Exam (incomplete exam) ⁴⁰	each \$20.00
Challenge Exams	each \$25.00
Experience Validation ⁴¹	1/3 credit charge
Graduation:	
Graduate Professional Certificate	\$30.00
Medical Technology Certificate	\$30.00
Official Transcript and Certification	each \$3.00

³⁸ Is credited if the student enrolled. It is non-refundable.

³⁹ From the first day of classes

⁴⁰ Master's Programs and Doctorate

⁴¹ The student will pay the remainder of the cost total course is evaluated once. (The amount already paid will be awarded as part of the total of course)

Translation of Transcript	\$5.00
Copy of Catalog Courses Description	\$10.00
Late Registration ³	\$40.00
Check Stop Payment	\$15.00
Insufficient Funds Check Fee	\$10.00

Housing (Rooms - Ponce Campus)

	Women		Men	
	Semester	Summer ¹	Semester	Summer ¹
University Housing (private room)	\$800.00	\$225.00	\$725.00	\$200.00
University Housing (semiprivate room)	\$600.00	\$175.00	\$525.00	\$150.00
Admission Fee (non-refundable) *	\$25.00	\$25.00	\$25.00	\$25.00
Maintenance Fee (non-refundable)**	\$25.00	\$25.00	\$25.00	\$25.00
Property Damage Fee (refundable)*	\$75.00	\$75.00	\$75.00	\$75.00

* Apply to student admitted on Housing Ponce Campus.

** Payment is required each semester

Changes in Fees

The Institution reserves the right to make changes in tuition and fees, without previous notice.

Validation of Tuition

Students are considered duly registered when registration is completed and copy validated and stamped with the official signature of the Bursar or the authorized personnel from the Branch Campus of Arecibo and Mayaguez. This means that the student confirms and accepts the courses and the cost of the same for the corresponding period.

Requirements for validating

1. Have made a reservation of courses for the relevant period
2. Does not have outstanding debts greater than \$50
3. Pay or having financial aid covering at least 25% of the total number of its registration, during a regular semester or 50% of the total number of its registration, if it is summer session.
4. Not have "Hold" (restrictions in the Banner system) that keep you from enrolling
5. Have a satisfactory academic status or a status of probation that allows you to continue studying

Validation options

The students may complete the process of validation, during dates and places appointed in the class program as follows:

- Validation of registration by Web (Acceso Pionero)
- Validation of registration in presence mode
- Students who do not meet the requirements to validate 2 and 3 will have the option of applying for extension or agreement of payment to the Treasurer or designated official.

When the validation is complete, the student will be duly registered for the corresponding period and will assume responsibility for the payment of tuition. If you decide not to attend classes, for the enrolled period, you must process an official withdraw in the Registrar's Office before the first day of classes for no charge. The official withdraws carried out since the first day of classes, are subject to the relevant institutional rules. See Section "Refund or charge by official drop of University".

If the student does not complete the validation process, courses reserved will be cancelled and you will not be authorized to attend classes. Students, who attend any course without having validated the tuition, are not entitled to receive class credit.

Payment Options

Students, who do not qualify for financial aid and do not have debts of previous periods, can choose a payment option according to the following criteria:

- **Students registered on semester session; (4) installments:** requires the first payment on the day of registration equal to 25% of the total amount and 3 monthly payments subject to 1% finance charge
- **Students registered on quarter session; (3) installments:** requires the first payment on the day of registration equal to 33% of the total amount and 2 monthly payments subject to 1% finance charge
- **Students registered on summer session; (2) installments:** requires the first payment on the day of registration equal to 50% of the total amount and *one* remaining payment subject to 1% finance charge before the last day of classes for that specific session.

Facilities and Methods of Payment

The Institution offers the following facilities and methods of payment:

Facilities to make payments: by Web (Acceso Pionero), Branches of Banco Popular or Banco Santander, by mail (money order, check), and Bursar Office Ponce campus or the Branch Campus of Arecibo and Mayaguez.

Method of payments: cash, credit card (VISA, MasterCard, Discover, and American Express), debit card (ATH), postal money order, bank money order, certified check and personal check.

Compliance with Debts

Student should pay their debts before the end of each study period. The amount due will be subject to a monthly interest charge of 1% for active students and 2% for inactive students.

To students who have met all their financials and documentary commitments, will be awarded diplomas, certifications of degree or graduation, transcripts and other official documents.

Students who do not meet their debts may be referred to the Credit Bureau. If the institution is obliged to use the services of lawyers or collection agencies, to collect a debt, costs and fees for these services are the responsibility of the debtor student.

Refund or Charge for Total Withdraw of the University

Refund policy: Students who have paid their registration shall be entitled to reimbursement of:

Regular Semester:

- 75% during first week* of classes according to the academic calendar
- 50% during the second week* of classes according to the academic calendar
- No reimbursement after second week of classes.

*The week consists of 6 consecutive days excluding Sunday and holidays according to the academic calendar. During the indicated dates for repayment, is exempt the University fee and the health Insurance charge.

Summer session (June and July):

- Only refund: 75% of the tuition and 100% of the University fee during the first 3 days of classes, excluding Sundays and holidays, according to the academic calendar. There is no refund after the third day of classes

Charges policy: To those Students who have not made payments, charges of registration will be adjusted following the same institutional rule.

Rules Applicable to Students who Receive Federal Aid- Title IV

The amount of refund for students eligible for financial aid after withdrawal (total or partial) during the period of reimbursement shall be determined according to Title IV Refund Policy ("Higher Education Amendments" of 1998, Public Law 105-244 ") the calculation of the aid process tells the institution where a student makes a total drop. The University has to calculate the amount to which the student is not entitled and the amount that must be returned to the Federal Government. The student is only entitled to receive a percentage of federal aid, based on the days that attended classes (assisted day's ÷ days in the semester). The institution

and the student are responsible for returning the amount not corresponding to the Federal Government. The student must pass through the financial aid office for guidance on the process that was used for the reimbursement of Title IV Aid (Return of Title IV).

IMPORTANT: The students who do not attend during the first two weeks of classes will be reported for an administrative drop classified as W3. The students, who stops attending or does not comply with the rules of attendance, will be classified as WU. In both cases, the student will be responsible for the tuition balance after applying the calculation of aid for assistance according to the federal regulation time.

Authorization of Charge to the Excess of Title IV

The federal regulations of Title IV (Pell grant, loan, SEOG, etc.) and the Commonwealth legislation for state aid, establish that institutions of higher education can deduct the financial aid credits, fees and lodging costs. So the PCUPR to collect other charges such as: share health plan, registration late fee, for additions and changes courses, interest, parking and library fines, returned check fee and books, among others, has to mediate a student authorization. This provides the form "Authorization of Charge to the excess of Title IV", which also allows to collect past due debts up to \$200.00 of previous academic periods.

Student Health Insurance

Student Health Insurance [SHI] service is provided to comply with the institutional policy. It requires that all students (undergraduate and graduate) enrolled in the PCUPR, has active health insurance coverage. Students must show evidence of it to be able to cancel the student health insurance. Those who do not have a cover should welcome to service the health plan that provides the institution.

The service is coordinated by the special Billing and Student Health Insurance office, affiliated to the Bursar's Office in Ponce Campus.

Coverage, the insurance company, the cost, any procedure or date related to the student health plan, are subject to change. The PCUPR is not responsible for any situation that could arise from not having health insurance coverage.

ACADEMIC INFORMATION

ADMISSIONS

GRADUATE ADMISSION POLICY

The graduate admission policy of the Pontifical Catholic University of Puerto Rico is designed to accept applicants who have successfully completed graduation requirements leading to a bachelor's degree from an accredited university and comply with the rules and criteria for admission of graduate program of their interest. Each Graduate School made the admission decision based on general and specific requirements

The Admissions Office serves as an intermediary between the applicant and each Graduate School. The Pontifical Catholic University of Puerto Rico does not reject or accept any applicant because of race, color, sex, age, creed, national origin or disability.

General requirements for admission to graduate programs: Masters-Doctorate

All applicants to Graduate Studies must meet the following general criteria to establish eligibility for admission to the program to which it seeks:

1. A bachelor's degree and / or master of a recognized higher education institution.
2. A minimum 2.75 cumulative index on a scale of 4.00 points¹
3. Two letters of recommendation indicating the applicant's ability for graduate studies certified by:
 - a. A Professor or Administrative Officer of the institution where he earned the degree.
 - b. A person in an administrative or supervisory position.
4. Admission Interview and Essay as required by each Graduate School.
5. Evidence of satisfactory performance in the graduate admission test as it applies.
6. Computer literacy, as applicable
7. Resume or Curriculum Vitae, as applicable.

Specific Requirements- Masters

A. Graduate Studies in Education (trimester)

1. Have approved at least fifteen (15) undergraduate credits in education, including the following:
 - a. Methodology in the area of specialization (3)
 - b. Evaluation, measurement and assessment (3)
 - c. Sociological Foundations of Education (3)
 - d. Psychological Foundations of Education (3)
 - e. Philosophical Foundations of Education (3)
2. Some specialties require additional courses.

B. Graduate Studies in Arts and Humanities

1. Academic requirements depend on the analysis of the transcript. The same is based mostly related courses in Spanish specialty and general education.
2. The **Masters of Art** in Painting and Design program requires three letters of recommendation.

C. Graduate Studies in Business Administration (trimester)

1. Academic requirements depend on the analysis of the transcript. It is based mostly on courses related to specialization in business administration and general education.
2. Admission Test GMAT, EXADEP, GRE

D. Graduate Studies in Nursing

1. A minimum of one year and a half (1½) of experience in nursing.
2. A baccalaureate degree in nursing from an institution of higher education duly accredited.
3. Evidence of license and professional association of C.P.N.P.R.
4. Results EXADEP test
5. Updated resume
6. Interview with the Admission Committee
7. Two letters of recommendation
8. Certificate of No Penal Record (no more than six month of issuance)
9. Undergraduate level statistics course.

E. Graduate Studies in Biotechnology, Environmental Science, Chemistry, and Neuroscience

1. Minimum average of 3.00 in a scale of 4.00

F. College of Graduate Studies (semester)

1. Baccalaureate degree earned at an accredited institution of higher education.
Minimum GPA of 2.75
2. Results EXADEP test (minimum 400 points).
3. Interview with the Admission Committee.
4. Updated resume
5. Computer literacy (basic course or seminar)
6. Proficiency in Spanish and English.
7. Three letters of recommendation.

Deadlines to apply for the College for Graduate Studies *

Program	Fall	Spring
Clinical Psychology	May 15	Fall Only
Social Work	July 30	December 10
Psychology I/O	July 30	November 30
Rehabilitation Counseling	June 30	Fall Only
Public Administration	July 30	December 10
Criminology	July 30	December 10

* EXADEP Results and transcripts delivered to the deadline for Programs in Clinical Psychology and Social Work.

Specific Requirements- Doctorate

G. Doctorate in Business Administration (Trimester)

1. Master's degree from an institution of higher education accredited.
2. Minimum cumulative GPA of 3.00 on a master's degree.
3. Two letters of recommendation.
4. Results EXADEP, GMAT or GRE (minimum 500 points).
5. Oral and written interview with the Admission Committee; present professional portfolio
6. Pre-requisites: Graduate courses in Statistics and Research Methodology
Advanced Mathematics or Calculus course

H. Doctor of Education

1. Master's degree from an institution of higher education accredited.
2. Two official transcripts.
3. Proficiency in Spanish and English
4. Oral and written interview with the Admission Committee; present professional portfolio
5. Results EXADEP test
6. Three letters of recommendation.
7. Graduate courses in Statistics and Research Met

I. Doctor of Psychology- Graduate Studies

1. Bachelor's degree and master's degree obtained from an accredited college. Minimum GPA of 3.00 in the master's degree.
2. EXADEP minimum test score of 400 points
3. Proficiency in Spanish and English
4. Three letters of recommendation
5. Interview with the Admission Committee
6. Computer Literacy (basic course or seminar)
7. Updated resume

APPLICANT INSTRUCTIONS:

1. Completed application for admission. WEB Application at www.pucpr.edu.
2. Copy of Social Security Card.
3. *Request two official transcripts from all universities or colleges previously attended be sent to:
Office of Admissions, Pontifical Catholic University of Puerto Rico to the postal address of the Campus of your interest that appears in the admissions application.
4. Results EXADEP, GRE or GMAT.

Note: Students graduated from PUCPR will have the two official transcripts free. *

*** Deadlines for application for admission:**

	Semester	Trimester
Fall	June 15	June 15
Winter	-	September 15
Spring	October 15	January 12
Summer	April 15	-

*** Please see deadlines Specific Requirements for the College of Graduate Studies mentioned above.***

5. Include payment of the admission fee (non-refundable):

Master - \$ 25.00

Doctorate - \$ 50.00

Once the application form is completed, the Admissions Office will refer to the Graduate School for review and decision. Such decision shall be notified by mail.

Doctoral Students must meet minimum admissions formula of each Graduate School.

Documents Required for New Admission as a Post-Graduate International Student

1. Admissions Application to PCUPR [Undergraduate Application in PDF] [Post-Graduate Application in PDF] [Online Application for Undergraduate and Post-Graduate Levels]
2. Official Transcript of Credits from the institution at which the previous university degree was obtained.
3. Certification of the university degree or title indicating completion of the last degree obtained.
4. Certificate of Immunization (if under 21 years of age).
5. Results of the Admissions Examination for Post-Graduate studies (EXADEP, GRE, GMAT) or the equivalent from an accredited agency of the country of origin, duly certified (The Hague Convention on Legalization of Foreign Public Documents)
6. Copy of Passport valid until at least six months after exit from the country.
7. Three letters of recommendation from University Professors or Academic or Professional Supervisors.
8. Receipt for payment of the admissions fee.

All documents (2-7) mentioned above must be duly certified (The Hague Convention on Legalization of Foreign Public Documents).

Form I-20 “Certificate of Eligibility Nonimmigrant (F-1) Student”

Once the student has been admitted to the PCUPR, the Admissions Office will begin the process for obtaining **Form I-20 “Certificate of Eligibility Nonimmigrant (F-1) Student”**. For this purpose, the student shall submit, via email to admisiones@pucpr.edu or by fax, to the Admissions Office, the following documents*

Documents to Process Form I-20 “Certificate of Eligibility Nonimmigrant (F-1) Student”*

1. Letter of Acceptance for studies leading to a degree at Pontifical Catholic University of Puerto Rico or as a participant in an Exchange Student Program.
2. Evidence of the permanent home address in the country of origin, duly certified
3. Copy of Passport valid until at least six months after exit from the country
4. Affidavit indicating financial capability or certification from a Bank, duly certified.
5. In the case of athletes, evidence of acceptance from the Athletic Department of the Pontifical Catholic University of Puerto Rico must be presented.

*On-line international students who do not intend to physically enter United States territory **do not** have to present documents relating to obtaining Form I-20.

REGISTRAR’S OFFICE

INSTITUTIONAL POLICY ON CESSATION OF STUDIES IN CASE OF DISCONTINUATION OF PROGRAMS OR INSTITUTIONAL CLOSURE

The mission and educational vision of Pontifical Catholic University of Puerto Rico is based on the church resolution regarding the integral education of Man and consonant with the perennial mission of every institution. It has as its primordial aim the ethical, moral, and educational commitment that every student who opts for a Campus as his/her university of choice be guaranteed the security of his/her studies; PCUPR specifically guarantees that students will complete their study programs in the event of discontinuation of programs or institutional closure. In case of program cessation or institutional closure, the institution will provide all students the means to complete their study programs either at other available Campuses/Extensions of Pontifical Catholic University of Puerto Rico or at another accredited university of this country. PCUPR assures students that in the event of program discontinuation it will continue to offer courses which they may need to complete their academic degree.

ACADEMIC SESSIONS

The University offers classes during the following sessions in all its campuses: Ponce, Arecibo, and Mayagüez, as well as in the off campus of Central University of Bayamon.

Regular Session Classes meet from Monday through Friday from 5:00 p.m. to 10:00 p.m.

Saturday Session Classes meet from 8:00 a.m. to 4:00 p.m.

Summer Session The summer session starts in June and end in late July. It consists of two mini-sessions: Summer I (June) and Summer II (July). Classes meet Monday through Friday under the defined period in the summer session of four weeks in June and four weeks in July.

ACADEMIC LOAD

According to their academic load, students are classified as follows:

1. Full-time Student: Graduate student with an academic load of six (6) credits up to a maximum of 12 credits per semester. For the trimester program the maximum allowed is nine (9) credits per session. These credits include the academic pre-requisites required by each program. The VPAA may authorize up to a maximum of 15 credits per semester or 12 credits per trimester, if the corresponding Dean recommends it in any of the following cases:

1. Credits are required for graduation on that term.
2. The student presented an exceptional situation evaluated and recommended by the Director of the student's program.

2. Part-time student: Graduate student with an academic load of less than six (6) credits per session.

CREDIT HOURS

The Pontifical Catholic University of Puerto Rico (PCUPR) uses acceptable and consistent methods for assigning credit hours to all of its courses and study programs, regardless the form or modality of teaching-learning. The number of credit hours assigned to the courses, meet the Federal Regulations Policy of Credit Hours of the US department of education Office of Post Secondary Education.*

*Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as defined in the Final Regulations published on October 29, 2010. This policy also reflects regulations specified in 34 CFR 600.2, 602.24 and 668.8.

The Institution defines credit hours as this:

Normally we grant one credit (1) for every fifteen (15) hours of class in semester programs, one credit (1) for every three (3) hours of lab, and one (1) credit for every three (3) hours of practicum or internship. The student is allowed to take a maximum of 9 credits per session in the trimester programs and 6 or 7 credits per summer session.

In courses with lab, and in courses of Practicum or Internship, the assignment of credit hours vary according to the nature of the course, or are assigned according to the regulations of professional accrediting programs in those programs that require this.

The Institution grant credits, contact hours on work experience and professional improvement to doctoral students who qualify.

REGISTRATION

Registration dates and hours are published in the course-schedule program, and they are also placed on the university bulletin boards. Students must be alert for the dates and the instructions published by the Registrar's Office. New students will be notified by mail of the dates and place for registration.

CLASS PROGRAM

The course-schedule program is published on the WEB page and in "Acceso Pionero" prior to the registration period. The University reserves the right to delete or change courses, eliminate programs by stages, change hours and location of classes, and change professors when it is considered necessary due to insufficient registration or other justified reasons.

REGISTRATION PROCESS

The registration process begins with academic orientation. Each student prepares his/her class program with his/her counselor's assistance. It is required that the student's class program be approved by the director of his/her department or the corresponding official at the Branch Campuses.

The student is responsible for choosing courses from those suggested by the academic counselor. The counselor will verify that the student has not previously approved or has not taken that course with another code number. She/he will also check that all the prerequisites for the courses have been approved.

On the assigned dates, the student will reserve his/her courses. The student will pay the registration fee at the Bursar's Office. The student will receive a copy of his/her registration form which he/she has to validate at the Bursar's Office and must present to the professor.

The university also has an automated process of academic counseling by WEB and in "Acceso Pionero". After finishing the process of reserving courses for the term (last date in Academic Calendar), the student may validate his registration on the assigned dates, and will receive an official copy of their registration sheet on his institutional e-mail, unless they have not achieved satisfactory academic standing or owe money to the institution. Students who do not reserve courses will observe the schedule prepared by the Registrar's office in order to process their registration. Professors must inform students that they will not be allowed to attend class without evidence that the registration process has been completed.

LATE REGISTRATION

Students who do not complete the registration process on the dates assigned may register on the dates specified for late registration. Any registration not completed on these dates requires the permission of the Vice-President for Academic Affairs.

READMISSION

Any student who has interrupted his/her studies for a semester or more time, and wishes to continue studying at the University must submit a readmission application to the Office of the Registrar. The application will be evaluated by the Dean of the student's desired college to determine if the requirements

for readmissions are met. The Registrar's Office will notify the student of the decision made. All financial obligations must be cleared before registration. If a student seeks readmission after having interrupted his/her studies for more than two years, his/her academic record is subject to reevaluation, and he/she must adhere to any changes in requirements which have occurred during the absence from the university. The academic record will be evaluated by the Dean of the College who will determine which credits are valid for the program in which the student is interested.

In case of an application of a student who has been suspended for academic or disciplinary reasons, the Registrar will send the application to the Committee of Disciplinary Appeals of the Vice Presidency for Students Affairs. If the Committee recommends the readmission, the Registrar will proceed to process it. If on the contrary, the Committee does not recommend the readmission, the Registrar will notify the student. The student has the right to appeal. He should write a letter to the Appeals Committee asking for a reevaluation. The Registrar will inform the student of the final decision.

CLASS PROGRAM ADJUSTMENT: ADDITION AND ELIMINATION OF COURSES; SESSION AND SECTION CHANGES

If a student wishes to make adjustments in his/her class program before completing the registration process, he/she will need authorization from the department director. After this, he/she should continue with the regular registration process. If classes have begun and the registration fee has been paid, but the student wishes to make changes, he/she must follow the procedure established which is to complete an add-drop form with the corresponding authorization and complete the registration process at the Registrar's Office.

HEALTH INSURANCE

Every student must present evidence of a health insurance plan upon registration. If not available, the university recommends that the student acquire the health insurance it has in effect at the moment which can be paid during the registration process.

IDENTIFICATION CARD

Every member of the University community must carry his/her validated identification card in a visible place at every moment.

CLASS ATTENDANCE

Punctual and regular attendance is expected in all classes. The student is responsible for fulfilling all the requisites of the courses as established in the course syllabi. The maximum number of absences is the equivalent of two weeks of classes. The student who is absent two (2) times in a row without notification in courses that meet once a week, will be reported by the professor as a WU (stopped attending withdrawal) directly on the Banner System.

WITHDRAWAL

The student who wishes to withdraw from one or more courses (partial drop) or the whole program (full drop) must complete the proper form which must be signed by each professor and the director of his/her department or the designated official in Arecibo and Mayaguez. In case of a total withdrawal, the Vice-President for Student Affairs must be consulted as well as the Financial Aid Director. The deadline for

withdrawal is the last day of classes for the session the student has registered. The date is always published in the academic calendar for the corresponding session. After this date, no withdrawals will be processed. In order to consider the withdrawal official, the form with the proper signatures must be taken to the Registrar's Office where the information will be verified. The corresponding offices will then be notified by the Registrar. Any withdrawal which is not official will automatically become an F or NP, depending on the course. Exceptions to this norm due to extraordinary reasons require the approval of the Vice-President for Academic Affairs.

DISMISSAL

The University reserves the right to request the withdrawal of any student at any time if his/her behavior is judged by the authorities as not being in accordance with institutional philosophy, objectives, norms, and procedures.

DECLARATION OF MAJOR

Upon admission, Pontifical Catholic University of Puerto Rico will honor the student's selection of a college and a major. The student is responsible for following the required program in order to complete his/her degree and major.

ADDITIONAL MAJOR⁴²

The student can opt for an additional major, related or not to his/her main major, if the corresponding admissions requirements are fulfilled. If the student opts to apply for an additional major, he/she will have to:

1. Declare the major following the procedure determined by the Registrar's Office.
2. Take and approve, with a grade of "B" or more, the required courses for that major.

If the student has already approved courses before declaring an additional major:

1. The courses will be taken into consideration, if they have not expired, and can be applied to that major, observing the Residence Norm of the PCUPR.
 - a. It is required to take at least 50% of the total credits for that additional major at the PUCPR. Transfer students also have to follow this norm.

ADDITIONAL DEGREE⁴³

The student can opt for an additional degree, if he/she fulfills the admissions requirements for the corresponding degree, except under the following circumstances:

1. The required degree has not been granted by PUCPR or another Institution of Higher Education.
2. The student cannot pursue two degrees simultaneously.

⁴² The student may apply for an unsubsidized loan as long as the aggregate loan limits have not been exceeded. For additional information, please visit the Financial Aid Office.

⁴³ The student may apply for an unsubsidized loan as long as the aggregate loan limits have not been exceeded. For additional information, please visit the Financial Aid Office

If the student opts for an additional degree, he/she will have to:

1. Apply for admission according to the established procedure.
2. Meet the degree requirements.

If the student has already approved courses before applying for admission to another degree:

1. The courses will be taken into consideration, if they have not expired, and can be applied to that degree, observing the Residence Norm of the PCUPR. Transfer students are required to take at least 25% of the total credits at PUCPR of which 50% has to be of the major pursued.

CHANGE OF COLLEGE

If the student wants to change college, he/she has to apply for admission to that college.

EXAMINATIONS

In all courses, except research, internship, and seminar courses, a minimum of two examinations held at mid-term and at the end of the term are required. Written tests, term papers, reports, and other assignments may be given during the academic session at the discretion of the individual professor.

FINAL EXAMINATIONS

The schedule for final examinations is issued by the Registrar's Office approximately three weeks beforehand and is posted on all University bulletin boards. If a student is absent for his/her final examination for reasons acceptable to the professor, he/she may receive an incomplete (I) that must be removed within the indicated time.

GRADING

The university uses the following system of letter grades and grade honor point for evaluating courses. :

Letter Grade	Percentage	Equivalent Honor Points
A	100-90	4.00
B+	89-85	3.50
B	84-80	3.00
C+	79-75	2.50
C	74-70	2.00
F	69-0	0.00

The following grade symbols are not given grade honor points:

P	Pass
PS	Satisfactory Pass
PD	Pass with deficiency
NP	No pass

W	Withdraw
I	Incomplete
E	Extended
W1	Military Service Withdrawal
W2	Health Withdrawal
W3	Administrative drop
W4	Discipline Withdrawal
W5	Death
WU	Withdrawal due to excessive absences
AU	Audit

PASS OR FAIL

A student may register for Pass or Fail in elective courses. A course using this rating does not affect the student's grade point average. The student must notify his/her Dean at least fifteen days before final examinations are taken if he/she wishes to register a course as Pass/Fail. The Vice-President for Academic Affairs may authorize that the honor points obtained be counted only for academic standing decisions but not for graduation.

WITHDRAWAL (W)

The student is permitted to withdraw from a course any time up to the date assigned for the last day to "W". After that date, no course may be dropped.

ADMINISTRATIVE WITHDRAWAL (W3)

A student who does not attend a class the first weeks of classes and it is not marked with an attendance date will be given an administrative drop (**W3**) by the system. Financial Aid only pays for students who attend classes. Consequently, students who receive a "**W3**" do not qualify for loans and will, therefore, be responsible for any debt owed to the University.

WITHDRAWAL FOR STOPPING ATTENDANCE TO CLASSES

The withdrawal for not attending class (**WU**) will be processed when a student that does not comply with the courses requisites, as established in the syllabus, has exceeded two consecutive absences without notification equivalent to two weeks of classes in courses that meet once weekly. The students will have ten calendar days to appeal starting from the date of the email notification sent to him/her to the institutionally assigned mailbox. After the days elapse, no appeal will be accepted. However, if the WU is given to the student the last week of classes, the ten day period to appeal is null. After the last day of classes, no removal of WU's for appeals will be accepted.

INCOMPLETE (I)

If for reasons acceptable to the professor a student fails to take the final examination, the student will receive the Incomplete (I) grade, as well as the average and the grade the student would get if he/she fails to remove the Incomplete. If the student fails to remove the Incomplete, he/she will receive the informed grade. She/he must complete the missing requisite in any of the two opportunities given during the following academic session. The dates for removing the Incompletes will be set by the Registrar's Office. There is a fee for removal of an Incomplete.

In graduate courses, the student will receive the Incomplete (I) grade if he/she fails to take the final examination or the turn in a final written work for reasons acceptable to the professor. If the student do not have a GPA with possibilities to pass or approve the course, an Incomplete (I) should not be given. For Research Projects, Thesis, and Dissertation the Incomplete grade should be given only if there are minor corrections to the final document. In Practicums and Internships, the Incomplete should be given only if the student has completed 80% of the required hours.

A student who receives Incomplete grade, must complete the missing requisite(s) in any of the dates set up by the Registrar's Office following the next academic session. The professor should include an alternate grade when he gives an Incomplete to a student, which would become the grade the student would get if he/she fails to remove the Incomplete. There is a fee for removal of an Incomplete.

EXTENDED

The grade E (extended) is only given at the graduate level in courses such as Thesis, Research, and Practicum. When a student receives this grade, he/she has to register again for the course. Each department has a list of courses where this grade could be given. There are norms for giving this grade as well as for removing it. Each department will orient its majors.

GRADE REPORT

At the end of each semester or academic session, the student will receive a grade report that includes the student's session index and general cumulative index. Within the first (30) thirty days of the following term after classes begin, all requests of grade reevaluation must be made, following the established procedure. After 30 days, all rights of claim are forfeited. Students must notify the Office of the Registrar of any home address change. The University will consider as official all information sent to the student's address as it appears on his/her record.

CHALLENGE EXAM COURSES

This type of exam offers students who are evaluated as being competent in the course content the opportunity of earning credit without attending the class. Each department stipulates which of its courses are challengeable. Students must get permission from all the pertinent personnel if they want to challenge a course. Students are not required to attend classes, and they do not receive individual help, class material, or supervision from the professor. They will only receive the syllabus and the bibliography for the course. Students should follow the established procedure and be able to meet deadlines.

COURSES WHICH MUST BE REPEATED

Courses in the major field passed with a grade less than B or failed must be repeated. With the exception of the highest grade, all other grades will not be counted for the student's general index or graduation index. Courses which are repeated will be so noted on the student's record "E" and will not be counted on calculation of GPA. The course which the best grade will be indicated with an "I" (included) next to the grade

COMBINED PROGRAM

A Combined Program consists of a program leading to two degrees granted by the same school college or by two colleges at the same campus of PCUPR. This type of program is linked in such a way that it gives students who qualify, the opportunity to receive two degrees in a shorter period of time.

Advantage:

The student receives two degrees in a shorter period of time. For example, the student can receive both BBA and MBA degree in five years. Financially, this is an advantage for the student.

LIST OF COMBINED PROGRAMS

- Combined Program leading to a Bachelor and a Master in Business Administration in Accounting (Ponce Campus, Arecibo Campus)
- Combined Program leading to a Bachelor in General Business and Master in Business Administration Management, General Business, or Human Resources (Ponce Campus)
- Combined Program leading to a Bachelor in Business Administration and Master in Business Administration in General Business (Ponce Campus)
- Combined Program leading to a Bachelor of Arts in Criminology and a Master of Arts in Social Science in Criminology (Ponce Campus)
- Combined Program leading to a Bachelor of Arts in Fine Arts and a Master of Arts in Painting and Drawing
- Combined Program leading to Juris Doctor and Master in Business Administration (Ponce Campus)

AUTHORIZATION TO STUDY IN ANOTHER INSTITUTION

Students with regular admission at the Institution and who have the Dean's permission may complete their academic program with courses from another accredited institution only if they meet the Residence Norm. Transfer students may also be allowed to take courses at another accredited institution only if less than 50% of their major field courses and/or less than 75% of the total credits required by an academic program have been validated.

RESIDENCE NORM*: There is a graduation requirement that establishes that at least 25% of the credits for a bachelor's degree and an associate degree at PCUPR be completed at the Institution. 50% of those credits should be in the major field. For receiving honors at graduation**, students should have completed

75% of the credits required for a degree at PCUPR with the required GPA. Additional credit or credits from additional majors or minors are not counted in granting honors.

*Revised and approved: November 2009

**Revised and approved: September 2008

Students will be authorized to continue their studies in another institution provided that they

1. have achieved good academic standing in accordance with institutional norms in force;
2. need specific courses for graduation, which are not offered during the term in question;
3. find it difficult to continue to attend the Campus where they study, due to residence change or other special circumstances;
4. have not previously registered for the specific course in the Institution;
5. have a need to complete a required academic program.

Pontifical Catholic University of Puerto Rico is not responsible for courses taken without previous authorization; it reserves the right to accept them.

The student must insure that an official transcript of grades obtained in the other institutions is conveyed to the Registrar's Office

The corresponding Dean/Rector may take appropriate action in exceptional cases.

TRANSCRIPTS OF CREDITS AND CERTIFICATIONS

Upon request from the student, official transcripts will be mailed directly to any institution or agency the student indicates. A transcript marked Student Copy is sent directly to the student, upon request. The transcript fee is \$3.00 per copy. Every student receives a transcript of his/her record, free of charge, immediately after graduation.

Students will receive official documents only after they have settled financial obligations with the Institution.

To request an academic transcript, a student should submit a request at the Registrar's Office or through the *National Student Clearinghouse*. No transcripts will be issued without written authorization by the student. Under normal conditions, transcripts can be mailed within two or three days. Applications made during rush periods will take longer to issue.

Certifications indicating that the student has completed the requirements of graduation and other certifications of previous study are also issued by the Registrar, upon request of the student. These also have a fee.

STUDENT RECORDS

Pontifical Catholic University of Puerto Rico, in accordance with the Federal Privacy Law on student records (Family Educational Rights and Privacy Act of 1974), has established the following institutional policy: "Pontifical Catholic University of Puerto Rico maintains personal information records on students whose privacy it recognizes and wants to protect. These records are the private property of the University. Academic records will not be accessible to any person except:

1. The custodian of the records.
2. The University administrative or teaching personnel having a legitimate academic reason for viewing the record.
3. The persons mentioned in section 99.31 of the Family Educational Rights and Privacy Act with the exception mentioned below.
4. The students themselves, according to the rules transcribed in the Manual of Norms and Procedures regarding Educational Rights Privacy."

"The University will not make information available to anyone who may permit identification and consequent violation of the student's right to privacy unless:

The information requested is classified as directory information and subject to the custodian's discretion, or the request is made according to section 99.31 of the Federal Act mentioned (the University will not apply item (a) (8) of this section to divulge information to parents; parents may receive the necessary information by obtaining the student's permission or through a court order)."

"The University may divulge information contained in the student's record in case of any legal or administrative process brought against the University by the student or his representative."

"The University will facilitate, on the other hand, any information requested by an educational institution that proves that the student has requested admission to that institution even though he/she has not yet been granted admission. The custodian will send a copy of the information to the transferred student. The custodian will also inform the student of his/her right to request amendments of the transferred record."

"All information requested of the custodian of the records in accordance with this policy, even though the Federal law may permit its publication and unless there exists a special law to the contrary, may be given subject to the custodian's reasonable discretion, who shall consider the reason given for requesting such information and the legitimacy of the motive."

"The student shall not have access to financial information or general statement submitted by his/her parents, nor may he/she request other information as described in section 99.2 of the Federal Act."

"The Registrar of the University shall be the Administrative Officer in charge of supervising and the carrying-out of this policy in general."

"The institutional rules regarding amendments to records, drawn in accordance to the aforementioned Act, shall not be used for the purpose of altering grades or academic evaluations as they appear on the student's

academic record. For this purpose, the student must abide by the regulations described in the University catalog." (Manual of Norms and Procedures Regarding Educational Rights and Privacy, Pages 2-4).

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their academic records. They are:

1. The right to inspect and review their academic records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record (s) they wish to inspect. The University official will make arrangements for access and notify students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise students of the correct official to whom the request should be addressed.
2. The right to request the amendment of the academic records that students believe are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by a student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the academic records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605*

UNIVERSITY POLICY REGARDING STUDENT AND ALUMNI DIRECTORY

Pontifical Catholic University of Puerto Rico revised and established its institutional policy regarding the student and alumni directory. This policy allows third parties to request from the Institution all personal data that is included by the University as Directory information.

Pontifical Catholic University establishes the following data as Directory Information:

- a) Name
- b) Address
 - Local
 - Permanent
- c) Telephone listing
- d) Institutional E-Mail

The University urges all students not in agreement that these data be included in the Directory to contact the Registrar's Office.

WARNING: *Students should, however, consider the consequences of any decision made by them to withhold information from Directory. Pontifical Catholic University assumes no liability for honoring students' instructions that such information be withheld nor assumes responsibility to contact students for subsequent permission to release the information.*

THE SOLOMON AMENDMENT AND FERPA

The Solomon Amendment requires institutions to provide directory-type information on students who are 17 years of age or older upon request of representatives of the Department of Defense for military recruiting purposes. This information - "student recruiting information" - includes: student's name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, and the most recent previous educational institution at which the student was enrolled.

A request for student recruiting information under Solomon must be honored unless there is an exception in the law which precludes the institution from providing the requested information. The most important exceptions are the university:

- has a long-standing policy of pacifism based on historical religious tradition;
- certifies that such information is not collected by the institution;

- certifies that each student concerned has formally requested to withhold "directory information" under FERPA from third parties.

The definitions of the terms "directory information" (FERPA) and "student recruiting information" (Solomon) are not synonymous.

NORMS FOR ACADEMIC STANDING: GRADUATE LEVEL

Because of its desire to ensure academic excellence, Pontifical Catholic University of Puerto Rico has established norms for academic excellence of all students. The norms are applicable to all students and consist of three main components:

- the number of credits earned per semester
- the accumulated number of credits earned
- the maximum period of time for obtaining the degree.

DEFINITION OF TERMS

Attempted Credits: These are the total number of credits for which the student has registered and appear on his/her record for which he/she has gotten A, B+, B, C+, C, F, P, NP, PS, PD, W, W, W2, W3, W4, E, and I. It does not include credits for courses dropped before or during the refund period, as these credits are not included in the student's record.

Credits Earned: These are credits for courses in which the student received grades of A, B+, B, P, PS, even when the grade is not acceptable for fulfilling requirements in the major field. Courses in which the student receives an "I" or "E" are considered courses not passed.

Transferred Credits: These are credits for courses taken at another Institution and approved with a minimum grade of B that the Dean considers equivalent or may be a substitute of the requirements of the curriculum at PCUPR. Grades obtained at other institutions are not included when determining the GPA, even though the courses are accepted towards the degree.

Accumulated credits earned: The number of credits in which the student obtains a grade of A, B+, B, C+, C, and F. When courses have been repeated, the highest grade obtained is the one calculated in the GPA.

Grade Point Average (GPA): The GPA is the measure of the student's academic achievement. It is determined by dividing the total number of honor points by the number of accumulated credits earned.

INSTITUTIONAL POLICY OF ACADEMIC STANDING

At the end of each academic year, the student must:

- Approve at least 50% of the attempted credits during the academic year
- Achieve the required GPA for the total credits earned according the following Tables:

TABLE I
MINIMUM ACCUMULATIVE GPA REQUIRED
ACCORDING TO ACCUMULATED CREDITS EARNED FOR THE COLLEGE OF GRADUATE STUDIES,
THE COLLEGE OF ARTS & HUMANITIES & THE COLLEGE OF SCIENCE. IT ALSO APPLIES TO
MASTERS PROGRAMS OF THE COLLEGE OF EDUCATION AND THE COLLEGE OF BUSINESS
ADMINISTRATION

Accumulated Credits Earned	Minimum GPA
Less than 12	2.75
12 - 23	2.85
24-35	2.95
36 or more	3.00

TABLE II
MINIMUM ACCUMULATIVE GPA REQUIRED
ACCORDING TO ACCUMULATED CREDITS EARNED FOR DOCTORAL PROGRAMS OF THE
COLLEGE OF EDUCATION AND THE COLLEGE OF BUSINESS ADMINISTRATION

Accumulated (Credits) Earned	Minimum Grade Index
6.5 or less	3.00
7-12.5	3.10
13-18.5	3.20
19-24.5	3.30
25-30.5	3.35
31-36.5	3.40
37-43.5	3.45
44 or more	3.50

- Complete his/her degree on or before the maximum time allotted by PCUPR for this purpose which is equivalent to 200% of the normal time allotted to complete a degree

Satisfactory Academic Standing depends on all the components as a whole, not on each one individually. To be able to continue studying at PCUPR, students are required to evidence good Academic Standing; fulfill the three above mentioned components. To have Good Academic Standing DOES NOT imply eligibility to receive Financial Aid.

Table 3 – Maximum Time to Complete Degree

Degree	Maximum Time
Master of Divinity	12 years
Master of Chemistry	10 years
All other Master Degrees	6 years
Doctor of Education and Business Administration	8 years
Doctorates of Psychology	10 years

FEDERAL NORM (Financial Aid)

For information about Financial Aid, please go to Financial Aid Section on this catalog.

VETERANS AND THEIR BENEFICIARIES

Veterans and their beneficiaries should complete their program of study in the regular time allotted. The student who has not completed his/her studies in the regular time will not continue to receive veteran benefits.

EVALUATION OF ACADEMIC STANDING

Students not complying with the norms for Satisfactory Academic Standing will be evaluated at the end of the academic year, in May. Each student who has not achieved Satisfactory Academic Standing during the terms of August and January (for semester programs) or fall, winter, and spring trimesters will have to be interviewed by his/her Dean or Rector in May. She/he may use the summer sessions (June and July) to comply with the norms. These cases will have to be reevaluated previous to the August registration. The evaluation will determine if the student achieved Satisfactory Academic Standing or if the student will be on Probation.

Any student who does not achieve Satisfactory Academic Standing for the first time will be placed on **Probation I** for one academic year. The Dean or Rector will interview the student before August Registration, will orient him/her, and will complete the corresponding form. This document will be sent to the Registrar's Office, and a copy of it will be given to the student.

At the end of the academic year, the student who is on **Probation 1** will be evaluated.

- If the evaluation shows that the student achieved Good Academic Standing, he/she will be classified as a regular student.
- If the evaluation shows that the student has not attained the required GPA, did not earn at least 50% of the credits attempted, or both, he/she will be placed on **Academic Dismissal** with the right to appeal the decision. See Appealing Procedure.

Each student who presents an appeal will be interviewed by the Dean or Rector. The Dean or Rector will evaluate the appeal and make a decision taking into consideration the academic achievement and the circumstances that may have affected the student's performance.

- If the decision is favorable, the Dean or Rector will place the student on **Probation II** for another academic year. The Dean/Rector will complete the corresponding form which will be sent to the Registrar's Office. A copy will be given to the student.

At the end of the **Probation II** period, if the evaluation shows that the student has not attained the required GPA, did not earn at least 60% of the credits attempted, or both, he/she will be placed on **Non-appeal Academic Dismissal**. The student can not register for classes for one academic term.

After this one academic term absence, the student may request readmission which will be evaluated by the Dean or Rector.

- If the student decides to change his/her concentration, the corresponding Dean will evaluate the case and eliminate from the student's academic index the failed courses which do not count for the new major, except in those programs that have special laws or regulations do not allow it.
- The student will be placed on **Probation III** for one academic year.

If at the end of **Probation III** the evaluation shows that the student achieved Good Academic Standing, he/she will be classified as a regular student. If the evaluation shows that the student has not attained the required GPA, did not earn at least 60% of the credits attempted or both, he/she will be placed on **Probation IV** until the next evaluation is made.

The student who is on **Probation IV** and does not achieve Good Academic Standing will be given **Final Academic Dismissal**.

Although the Academic Standing is done at the end of each academic year, at the end of each academic term there will be a preliminary evaluation, and the students who are not doing well will be given a **Warning**.

MAXIMUM PERIOD OF TIME TO COMPLETE A DEGREE

Students who do not complete their degrees within the time limit established by the University will be evaluated on an individual basis. The Dean may recommend extending the period for a year if there are extenuating circumstances to justify this.

APPEALS PROCESS

1. A student who, according to established criteria, has been dropped for failing to achieve Satisfactory Academic Standing may appeal to the Dean or Rector
2. Extraordinary circumstances which may have affected the student's academic performance (such as death in the family, divorce, serious illness, change of academic objective) will be taken into consideration. The student will be responsible for submitting all necessary evidence to support his/her appeal.
3. The Dean or Rector will evaluate the evidence and will notify the student of the decision. She/he will send a copy to the Registrar's Office.

- 4 To have Good Academic Standing DOES NOT imply eligibility to receive Financial Aid. To be able to receive Financial Aid, the student has to fulfill the requirements of the **SAP** Norms (Satisfactory Academic Progress) established by the Federal Department of Education.

OTHER CONSIDERATIONS

1. Students on Probation status must repeat courses which they have failed.
2. A student will have completed his/her studies toward a degree when he/she fulfills all requirements for the degree, as certified by the Registrar's Office. This certification can be made whether or not the student has applied for graduation.
3. Non-credit courses taken by the student will not be included in the time limit if these courses are necessary in order to obtain a degree, if the student has already been admitted to the program (unconditionally) and if the credit hours are comparable to those of regular courses.
4. Transfer students also accumulate time for transferred credits on the basis of one year of academic studies for every 24 credits approved at the previously-attended institution.
5. Students who change their major or degree, or those who indicate their intention to pursue a second degree, must complete it within the maximum time afforded by the University.
6. Incompletes and Extended - Courses which receive a grade of incomplete or extended count as attempted credits but not as passed. If the Incomplete is removed (through a passing grade), the case is reevaluated during the following time period.
7. Repetition of courses - The University allows students to retake all failed courses and those major courses in which the students obtained less than a B. Courses which are retaken count as attempted credits.

GRADUATION

Graduation Requirements

Students should complete an official graduation application at the Registrar's Office so that a final evaluation can be accomplished. Students will be notified in writing of what they need to complete for graduation requirements. It is the student's responsibility to complete all the graduation requirements and to obtain the adequate academic guidance.

The graduation requirements are as follows:

- Pass all the required courses in the program of study as established by the University and complete the program of studies within the time specified by the Institution.
- Have a 3.00 index on a 4.0 point scale, except in the programs that PCUPR has established an index higher than 3.00.
- Transfer students must have taken at least 25% of the credits at the Institution.
- All of the students who have been admitted to PCUPR will be subject to the curriculum and the graduation requirements that prevail on the year they entered. However, if the curriculum is modified after the student has entered PCUPR, he/she can choose the actual curriculum at the time of graduation but never a combination of both.

- Submit the proper graduation form on or before the date indicated on the University calendar. It is recommended to apply a term previous to expected graduation date. (Students who do not submit the formal application for graduation may still qualify as candidates for graduation provided the Registrar certifies that all requirements for the particular academic degree have been fulfilled.) After one academic year, the graduation form will expire, and the student will have to submit a new form.
- Have settled all financial obligations and pending documents with the University.
- Graduation Ceremonies will be held once a year in May or June as indicated by the University calendar. Students, who fulfill the graduation requirements at the end of each of the terms of the academic year, can ask for a certification from the Registrar's Office or a transcript with the degree conferred previous to Commencement.
- The University will confer two degrees at the Graduation Ceremony only if those two degrees were not taken simultaneously and both degrees are in different programs. Additional majors will receive a Certification but not a diploma from the University. If a student has a degree conferred by another Institution, PCUPR will not confer the same degree. Example: A Master of Science (MS) from another Institution cannot be granted again by PCUPR, even if the major is different.
- The specific requirements for the Programs are available at the Academic Departments.

Graduation with Honors

Degrees are granted with honor to students who have completed at least 75% of the credits required for their degrees at this Institution with the following grade point averages at graduate level:

Summa Cum Laude	3.950 - 4.000
Magna Cum Laude	3.800 - 3.949

Additional credit or credits from additional majors are not counted to grant honors. A transfer student can graduate with Honors if he/she meets the requirements of the 75% credits taken at PCUPR.

PLEASE NOTE

Every effort has been made to insure accuracy of the information presented in this Catalog. However, all courses, course descriptions, professor assignment, curricular, and degree requirements described herein are subject to change or deletion without prior notice. For further information, consult the appropriate Department, School, or College mentioned in the Catalog.

EXCEPTIONAL SITUATIONS

The Vice-President for Academic Affairs will make decisions in exceptional cases not considered in the norms. He/she may grant exemption to the norms whenever justified reasons exist.

STUDENT RESPONSIBILITY

The student is completely responsible for being informed of all the institutional norms, rules, dispositions, or procedures. The norms and procedures are published in the Catalog, the Class Program, the Student Handbook, other official documents, and on the announcement boards of the University. Orientators, academic counselors, professors, and other officials guide, assist, and support the student in planning his or her program of studies, but the student is responsible for knowing and complying with the applicable norms and procedures of his/her program.

COLLEGE OF ARTS AND HUMANITIES

MASTER OF ARTS IN HISPANIC STUDIES

Mayra B. Gotay Cruz, Acting Director

Faculty: Dr. Ivelisse Collazo Rivera, Ph.D., Dr. Lesbia María Cruz Alfonso, Ph.D., Dr. José Raúl Feliciano Rivera, Ph.D., Dr. José Iván González Robles, Ph.D.,

OBJECTIVES:

1. Provide for the spiritual and intellectual enrichment of students through advanced level courses and research beyond the Bachelor's Degree.
2. Provide teachers who live in the southern region of Puerto Rico the opportunity to complete a Master of Arts Degree.
3. Enrich the field of specialty in the Department.
4. Provide an opportunity for intellectual improvement of Faculty members who teach courses in the Master's Degree Program.
5. To motivate students to teach others to appreciate the rich Catholic heritage of the Spanish language.

REQUIREMENTS FOR ADMISSION

1. A minimum general Grade Point Average of at least 2.5
2. A major in Hispanic Studies -36 credits- with a B average or better (3.00 GPA)
3. Two letters of recommendation from two Professors who know the candidate
4. A personal interview
5. An essay
6. EXADEP

Non-native Spanish speakers will take a special test to show their proficiency in reading, writing, and conversation and to demonstrate a thorough understanding of the language.

REQUIREMENTS FOR GRADUATION

ALTERNATIVE A

1. 40 credits with a minimum B average, of which at least 31 must be taken at the Pontifical Catholic University of Puerto Rico. The curriculum consists of:

a. Eighteen graduate credits in the following areas:	Credits
Grammar -----	3
Linguistics-----	3
Spanish Literature-----	3
Spanish-American Literature-----	3

Puerto Rican Literature-----	3
Literary Theory-----	3
b. Research-Seminar -----	3
c. *Elective Courses-----	12
d. **Theology-----	4
e. Thesis-----	3
	40

2. A written test (Graded Exam SPAN 769) which includes the following areas: grammar, linguistics, Spanish literature, Spanish-American literature, Puerto Rican literature, literary theory.
3. Presentation of a thesis (SPAN 699) on a subject chosen by the student, under the direction of an Advisor and approved by the Departmental Committee for Graduate Studies.

***Elective courses are recommended in the area of the thesis.**

**** Theology 633 and Theology 634.**

ALTERNATIVE B

All previous requirements, however the thesis will be substituted by six additional credits in the same specialty so as to complete forty-three credits with a minimum grade of B in each course. Students will also be required to write a research paper which may be done in any of the courses or separately. The Research Paper must be approved before Comprehensive Examinations are taken.

COURSE DESCRIPTIONS

SPAN 605: CURRENTS IN CONTEMPORARY CRITICISM: STRUCTURALISM AND SEMIOLOGY

A theoretical and practical study of these currents, with an analysis of related critical works and the preparation of a research project using the methods.

3 hours, 1 semester, 3 credits

SPAN 610: DIDACTICS OF A WRITING WORKSHOP

Emphasis on the strategy of the workshop as an effective method in teaching writing techniques. Students will learn the objectives of a workshop and how to use it in a classroom. They will also experience working in a workshop as a means of improving their own writing skills. The course includes workshops in narratives, essays, poetry, and self-knowledge.

3 hours, 1 semester, 3 credits

SPAN 612: TWENTIETH CENTURY ANTILLEAN LITERATURE

A study of several trends within the different genres, with emphasis on the essay, lyric poetry, and narrative genres. Readings and analysis of representative authors.

3 hours, 1 semester, 3 credits

SPAN 613: CONTEMPORARY PUERTO RICAN DRAMA

A study of contemporary Puerto Rican drama and an analysis of the most important works within their historical context.

3 hours, 1 semester, 3 credits

SPAN 615: CONTEMPORARY PUERTO RICO NOVELS

A study of contemporary Puerto Rican novels with an analysis of the major works within their cultural context.

3 hours, 1 semester, 3 credits

SPAN 618: CONTEMPORARY LATINAMERICAN DRAMA

The development of Latin-American drama in the generations of 1927, 1942, 1957, and 1972. Analysis of the most representative plays of each generation.

3 hours, 1 semester, 3 credits

SPAN 621: CONTEMPORARY LATINAMERICAN NOVEL

A study of the Latin-American novel from the Generation of 1927 to the present.

3 hours, 1 semester, 3 credits

SPAN 623: CONTEMPORARY LATINAMERICAN POETRY

A study of the development of Latinamerican lyric poetry from the Generation of 1927 and the avant-garde movements to the present, focusing on the most representative works and authors.

3 hours, 1 semester, 3 credits

SPAN 625: CONTEMPORARY PUERTO RICAN POETRY

A study of Puerto Rican poetry from "Modernism" to the present, placing emphasis on the critical manifestations of the new trends, as well as on the periodicals which stirred interest in such trends.

3 hours, 1 semester, 3 credits

SPAN 626: THE SHORT STORY IN PUERTO RICO

A study of the Puerto Rican short story by periods, authors, and works. Analysis of the main short stories in each stage of its evolution.

3 hours, 1 semester, 3 credits

SPAN 627: PICARESQUE NOVELS

A study of the picaresque as the beginning of the realistic novel in Western Europe. Includes a special study of *Lazarillo de Tormes*, *Guzmán de Alfarache*, *El Buscón*, the picaresque works of Cervantes.

3 hours, 1 semester, 3 credits

SPAN 636: LA CELESTINA

Study of the most significant work in the Pre-Renaissance Spanish literature. Its structure, an analysis of its psychological, moral, social, and artistic aspects, and its sources and later influence on drama and the novel.

3 hours, 1 semester, 3 credits

SPAN 637: EL QUIJOTE

Study and analysis of the novel of Cervantes in its many aspects. Investigation of its source, its critical bibliography, influence, and style.

3 hours, 1 semester, 3 credits

SPAN 639: SPANISH DRAMA OF THE XVII CENTURY

A study of the theater of the XVIIth Century, analyzing works within each one of the following sub-genres: comedy of saints and converts, theological comedy; historical comedy; comedy of honor; the interlude, and the "auto sacramental" from the point of view of the Baroque period.

3 hours, 1 semester, 3 credits

SPAN 651: TWENTIETH CENTURY SPANISH POETRY

Study of the Spanish poetry of the XXth Century, following the Modernist movement, with emphasis on such trends as ultra Surrealism, neo-populism, return to the old Spanish poetry, pure poetry, social realism, existentialism, religious poetry. Reading and analysis of poetic creations by outstanding authors.

3 hours, 1 semester, 3 credits

SPAN 653: RUBÉN DARÍO

The life and times of Rubén Darío, his aesthetic creed and innovations; a study and analysis of his poetry and selections of his prose.

3 hours, 1 semester, 3 credits

SPAN 655: ANTILLEAN BLACK POETRY

Study of the origins and the African cultures of Antillean black poetry. The Yorubas: Christian fetishistic syncretism, vocabulary, dances, and musical instruments. Black as an element of beauty. Black as a human reality. A comparative study and analysis of the works of Guillén, Ballegas, Palés, and Cabral.

3 hours, 1 semester, 3 credits

SPAN 676: THE GENERATION OF 1930 IN PUERTO RICAN LITERATURE

Main themes of the Generation of 1930 in Puerto Rican literature. A study of several genres.

3 hours, 1 semester, 3 credits

SPAN 681: GENERAL LINGUISTICS

An introduction to the mechanism of language and the general problems of linguistics. A historical and critical view of the different European and American schools of linguistics. Special emphasis on authors such as Saussure, Hjelmslev, Bloomfield, and Chomsky. Readings from original and critical texts. Research.

3 hours, 1 semester, 3 credits

SPAN 685: THE SPANISH LANGUAGE IN PUERTO RICO

A description of Puerto Rican usage in relation to Latin-American usage. Phonological, morphosyntactical, and lexical aspects of Puerto Rican Spanish. Field work. Research.

3 hours, 1 semester, 3 credits

SPAN 687: SPANISH MORPHOSYNTAX

An extensive study of the morphosyntactical characteristics of the parts of speech and of the interdependence of the paradigmatic and syntactical relations. The grammatical categories and functions in a comparative approach between traditional and modern grammar. Analysis of texts. Research.

3 hours, 1 semester, 3 credits

SPAN 689: GENERATIVE GRAMMAR

A study of theoretical principles of generative grammar as well as its syntactical, semantic, and phonological components with their corresponding functions. Research.

3 hours, 1 semester, 3 credits

SPAN 698: RESEARCH SEMINAR

An orientation for students in the selection of a subject for the thesis and the application of research methods.

3 hours, 1 semester, 3 credits

SPAN 703: GENERATIVE PHONOLOGY

Prerequisites: SPAN 681 General Linguistics or its equivalent.

Study of the theoretical foundations of contemporary generative phonology and its applications in the study of Spanish phonological and morphological components, as well as their interface.

3 hours, 1 semester, 3 credits

SPAN 795: RESEARCH PROJECT

Prerequisite: SPAN 698 and the Thesis Proposal

Writing of a literature or linguistic research project.

0 credits

SPAN 796: COMPREHENSIVE EXAMINATION

Prerequisites: If the student chooses Alternative A (the Thesis), he/she must have passed all courses required for the Degree. If he/she chooses Alternative B, he/she must have passed all courses required for the Degree and the Minor Thesis (SPAN 795).

The course is designed to help the student complete the Comprehensive Examination.

0 credits

THEOLOGY PROGRAM

The Most Reverend Ruben Antonio Gonzalez Medina, cmf, Bishop of Ponce, Grand Chancellor, and Honorary Director.

Fray Roberto Martinez Rivera, Director

Faculty: Rev. Fr. Eladio Díaz Frías, Br. Carlos A. Rodríguez Villanueva, O.P., Msgr. Herminio De Jesús, Prof. Néstor Rolón Borrero. Prof. Jorge Macías de Cespedes, Msgr. Elías S. Morales, Msgr. Roberto García Blay, Msgr. Juan Rodríguez Orengo, Msgr. Francisco Medina, Rev. Fr. Segismundo Cintrón, Rev. Fr. Antonio Portalatín, Rev. Julio Rolón, Rev. Fr. Javier Iñigo, Rev. Fr. Víctor Rojas, Rev. Fr. Ángel L. Ríos Matos

THEOLOGY PROGRAM FOR DIOCESAN SEMINARIANS IN PUERTO RICO

MASTER OF ART DEGREE IN DIVINITY

PURPOSE

The proposal to establish a Program leading to the Degree of Master of Art in Divinity corresponds to the primary objective of the Pontifical Catholic University of Puerto Rico in relation to its commitment to the evangelization of culture. The urgency of this task is seen in the light of the need for a more thorough and more intellectually qualified level of evangelization in this country (cfr. *Sapientia Christiana*, 2). With this in mind, the Program aims to cultivate and promote the study and teaching of Sacred Doctrine and its related disciplines; above all, it intends to deepen understanding of Christian Revelation by the systematic study of the truths contained in it, reflecting in the light of Revelation on the issues now arising in Puerto Rico, Latin America, and the world in general, and presenting these reflections to our contemporaries in a way which speaks adequately to our culture (cfr. *Sap. Chr.*, 3:1).

It is necessary, furthermore, to give students a deeper formation in their particular disciplines, according to Catholic doctrine, preparing them appropriately for the exercise of various responsibilities, especially that of priestly ministry (cfr. *Sap. Chr.*, 3:2).

Another objective is the formation of teachers, both clergy and religious brothers, who will teach new generations of priests and laity, assisting in their continuing formation and helping laity, clergy, and religious to grow in Christian wisdom and to contribute effectively to the evangelization of Puerto Rican culture (cfr. *Sap. Chr.*, 3:2).

Finally, the Pontifical Catholic University of Puerto Rico hopes, through this Program, to make a valuable contribution, in close collaboration with the Puerto Rican Episcopal Conference, to the Catholic Church in Puerto Rico and the universal Church, in her evangelizing mission.

Since the Theology Department is the central nucleus which gives meaning to this Institution as a Pontifical Catholic University, the Program for the Master of Art Degree in Divinity is a decisive step toward the achievement of the Objectives of the University and the strengthening of its identity as a Pontifical Institution.

GENERAL OBJECTIVES

1. The teaching and study of Theology and theological research at the graduate level.
2. The integral theological formation of seminarians, both diocesan and religious.

SPECIFIC OBJECTIVES

On completing this Program of Graduate Studies for the Master of Art Degree in Divinity, students will demonstrate:

1. Possession of the basic skills and knowledge required for being spiritual guides and counselors for those entrusted to their care.
2. Interest in carrying out research in the various areas of Theology and pastoral care of souls.
3. Integration of their study of Theology as a means of personal growth and spiritual enrichment, in their identification with Jesus Christ, Supreme and Eternal Priest of the New Covenant.
4. A positive ecclesial sense and commitment.
5. Awareness of the historical dimension of Theology as a component of the apostolate in the modern world.
6. Ability for analysis and synthesis within a legitimate theological pluralism and the perennial patrimony of the Church (cfr. *Sap. Chr., Proem. V*).

REQUIREMENTS FOR ADMISSION

To be admitted to the program, the candidate must be a SEMINARIAN.

1. The candidate must fulfill all the requirements for admission to the Pontifical Catholic University of Puerto Rico, as indicated in the Catalog.
2. The candidate must possess a Bachelor's Degree from a recognized university, certified by an official transcript of credits sent directly by the institution to the Office of Admissions of the Pontifical Catholic University of Puerto Rico.
3. The candidate should possess a Bachelor of Arts Degree in Philosophy.
4. The candidate who has obtained a Bachelor's Degree in an area other than Philosophy must have the following courses at the Bachelor's Level:

REQUIRED COURSES: GENERAL (36 CREDITS)	
Theology 100,130,132	9
Philosophy 207, 312, 340	9
Latin 101,102,221,222	12
Greek 111-112	6

SPECIFIC COURSES IN PHILOSOPHY (18 CREDITS)	
Philosophy of Nature 210	3
Ancient Philosophy 301	3
Mediaeval Philosophy 302	3
Philosophy of Knowledge (Epistemology) 315	3
Philosophy of Being (Metaphysics) 321	3
Philosophy of God (Theodicy) 324	3

4. The candidate must have a minimum overall Grade Point Average of 2.5 or higher on a scale of 4.00 points.
5. The candidate will submit with his request for admission a letter of presentation and approval from his Bishop or Superior, in the case of diocesan or religious seminarians, respectively. Such approval is essential for entry into and continued participation in the Master of Divinity Program.

CATEGORIES OF ADMISSION

A. REGULAR ADMISSION

Students who have fulfilled all the requirements of admission, are aspiring to the Degree, and are granted admission in order to study according to the normal academic load.

B. SPECIAL ADMISSION

1. Conditional Admission

The Chairman of the Department, with the approval of the Dean of the College of Arts and Humanities of the Pontifical Catholic University of Puerto Rico, may recommend the conditional admission of a candidate who has not fulfilled all the requirements. A student admitted under these terms must demonstrate his ability to fulfill the demands or requirements of the Program within a determined period and according to a determined plan.

2. Extraordinary Admission

Students who are not aspiring to an academic Degree may attend classes and receive credit. They receive academic-theological formation and can receive the **CERTIFICATE OF**

PRESBYTERAL STUDIES. They are to present an Application for such Admission. Students who wish to change their classification from Special Student to a Degree Student must fulfill the General and Special Requirements of the Master of Divinity Program.

REQUIREMENTS FOR GRADUATION

1. The student is to have satisfactorily completed all courses of the Program according to the Plan of Studies. This involves the following: The student must attain the specific objectives programmed in each of the courses and accomplish satisfactorily, in the judgment of the Professor for each course, the activities and learning requirements indicated in the Program.
2. The student must satisfy the evaluation requirements in all obligatory or required courses, according to what is set down in the official Programs.
3. Candidates for the Degree must maintain during their studies the level of academic progress required for Graduate Programs at this University. If they do not reach the level of a 3.00 Grade Point Average, they cannot be candidates for the Academic Degree. They may, however, continue studying in the Presbyteral Program.
4. Candidates for the Degree must pass an oral examination which will cover the theological themes of the Program; they must also present a short written thesis on a theological topic.
5. At the end of the last Academic Semester of classes, candidates for the Degree are allowed a maximum of five years to complete the remaining requirements for the Master of Divinity Degree.

GENERAL PLAN OF THEOLOGICAL STUDIES: MASTER OF DIVINITY DEGREE

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
THEO 617	2	THEO 618	3
THEO 619	4	THEO 621	5
THEO 639	3	THEO 640	2
THEO 650	5	THEO 651	3
THEO 661	2	THEO 673	2
THEO 671	2	THEO 690	3
CREDITS 18		CREDITS 18	

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
THEO 620	3	THEO 631	4
THEO 641	2	THEO 643	3
THEO 642	3	THEO 645	3
THEO 646	2	THEO 653	2
THEO 652	4	THEO 663	2
THEO 662	2	THEO 666	3
THEO 674	3	THEO 675	2
CREDITS 19		CREDITS 19	

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
THEO 635	5	THEO 622	3
THEO 644	2	THEO 623	3
THEO 647	3	THEO 637	4
THEO 664	2	THEO 648	2
THEO 667	2	THEO 654	2
THEO 686	2	THEO 665	2
CREDITS 16		CREDITS 16	

FOURTH YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSES	CREDITS	COURSES	CREDITS
THEO 624	3	THEO 655	2
THEO 625	5	THEO 668	2
THEO 632	2	THEO 669	2
THEO 636	3	THEO 670	2
THEO 694	3	THEO 676	1
		THEO 691	2
		THEO 698	3
		THEO 697	0
CREDITS 16		CREDITS 14	

COURSE DESCRIPTIONS

THEO 617: BIBLICAL GREEK

Cultural familiarization. Biblical Greek and Hellenistic Koine. The morphology of the Biblical Greek of the New Testament. The article, the noun, the adjective, the pronoun, the verb, and prepositions. Morphological and syntactical analysis of readings from the Greek text of the New Testament.
2 hours, 1 semester, 2 credits

THEO 618: HEBREW LANGUAGE

The Semitic languages. The Hebrew alphabet and phonetic system. Change of consonants and vowels. Roots of Hebrew words. Hebrew pronouns, verbs, and nouns.
3 hours, 1 semester, 3 credits

THEO 619: FUNDAMENTAL THEOLOGY (REVELATION, FAITH, AND THEOLOGY)

Critical demonstration of the history of supernatural revelation, as a prerequisite for the demonstration of the revealed truths. The origin, nature, properties, and functions of Theology. The "*loci theologici*" or criteriology of theological research. Outstanding moments in the history of Theology.
4 hours, 1 semester, 4 credits

THEO 620: THE GRACE OF CHRIST

The economy of Grace in the Salvation History and its impact upon the nature of man. The process of justification. Grace and liberty. The nature and properties of man justified by Grace. The historic-existential dimensions of the Christian believer and the dynamics of Grace.
3 hours, 1 semester, 3 credits

THEO 621: GOD REVEALED BY CHRIST: UNITY AND TRINITY

God is studied with regard to His one nature and Trinity of persons as revealed by Christ. His communicability through His creative action. His Providence and Grace.
5 hours, 1 semester, 5 credits

THEO 622: SACRAMENTAL THEOLOGY: BAPTISM AND CONFIRMATION

The study of Baptism and Confirmation as part of Christian initiation through the doctrine and praxis of the Catholic Church and their structure as sacramental signs. The character and spirituality of Baptism. Theological reflection about Confirmation.
3 hours, 1 semester, 3 credits

THEO 623: SACRAMENTAL THEOLOGY: PENANCE AND ANOINTING OF THE SICK

Penance as a virtue and as a Sacrament. Institution and structure of the Sacrament of Penance and its historical development. The need for Confession. The effects of the Sacrament. The Anointing of the Sick: its institution and structure.
3 hours, 1 semester, 3 credits

THEO 624: SACRAMENTAL THEOLOGY: MARRIAGE

The nature of the institution of Matrimony. Matrimony in the Old Testament. The sacramentality of Christian Matrimony. Indissolubility of Matrimony. Canon Law and Morals.

3 hours, 1 semester, 3 credits

THEO 625: SACRAMENTAL THEOLOGY: HOLY ORDERS AND THE EUCHARIST

The study of the historic development of the power and sacramentality of Holy Orders. Sacramentality and consequences of Holy Orders. The dogma of the Eucharist in the sources of revelation and in the teaching of the Church. The Mass, the sacrifice of the New Covenant. The Eucharist and Christian initiation.

5 hours, 1 semester, 5 credits

THEO 631: ANTHROPOLOGICAL THEOLOGY: THE CREATOR AND HIS CREATION

PART I. The Creation of the World. Creation as a dogma of faith. The doctrine of Holy Scripture. The cosmogonies of the ancient Orient and the Old Testament. Human reason before the reality of Creation. Are Creation and evolution incompatible? The Church and evolutionism. Is it possible to have an eternally created world? The freedom of divine creative will. God preserves and governs the world.

PART II. Anthropological Theology. The Biblical accounts of the creation of man. The origin of man as seen by Science, Philosophy, and Revelation. Monogenism or polygenism; Man, the unity of body and soul; Man, the image of God. The state of original justice. Original Sin and the sin of the world. Modern interpretations of Original Sin. The origin of the post- Adamite man.

4 hours, 1 semester, 4 credits

THEO 632: ESCHATOLOGY

The Christian concept of death. Personal judgment. Heaven and God's possession; Hell as the separation from God. Purgatory. The resurrection of the dead. The glorious coming of Christ. The Final Judgment. New Heaven and the New Earth.

2 hours, 1 semester, 2 credits

THEO 635: THE INCARNATE WORD AND REDEEMER (CHRISTOLOGY)

The Person of Christ: the Son of God made man. The infancy of Christ. His preaching ministry. Christ, true God. The mystery of the hypostatic union. Christ, full of grace. The reason for the Incarnation. Christ, servant and prophet. The work of Christ, the redemption of man. Christ, the mediator between God and man, priest, redeemer. Death and exaltation, the Passion of Christ. The Resurrection.

5 hours, 1 semester, 5 credits

THEO 636: ECUMENISM AND PROTESTANT THEOLOGY

Ecumenism: origin and historical development of the ecumenical movement. The Decree "*Unitatis Reintegratio*". Catholic principles of ecumenism. The practice of ecumenism. The world of Eastern Orthodoxy. Presentation of the main ecumenical agreements in the field of Theology and the possibilities of an authentic ecumenism in Puerto Rico. Protestant Theology: historical aspects: the causes of the Reformation - Luther, Zwingli, Calvin. Origin and spirit of the Anglican Church. The inner development of

Protestantism. The present - day situation. Doctrinal aspects; the “*sola scriptura*” principle. The exclusion of Tradition and the Magisterium. Justification. The Sacraments. The Church.

3 hours, 1 semester, 3 credits

THEO 637: THE CHURCH: THE SACRAMENT OF CHRIST

The vision of the Church as a community of the faithful founded by Christ whose work continues in this world through His Vicar, the Roman Pontiff. The Church endowed with the signs of unity, holiness, Catholicity, and apostolicity. Her mission is to teach, sanctify, and govern all men, who are called to be a part of her.

4 hours, 1 semester, 4 credits

THEO 639: GENERAL INTRODUCTION TO THE BIBLE: BIBLICAL GEOGRAPHY

The nature of Revelation and Biblical inspiration. The truth of the Bible and literary genres. The Canon of the Old and New Testaments. The text and versions of the Bible. Hermeneutics: noematic, euristic and prophetic aspects. Geography and exegesis.

3 hours, 1 semester, 3 credits

THEO 640: THE SYNOPTIC GOSPELS: MATTHEW AND MARK

The study of the structure, plan, and doctrine of the Gospels of Mark and Matthew. The origin and formation of these Synoptic Gospels according to present day studies. Exegesis of selected passages.

2 hours, 1 semester, 2 credits

THEO 641: LUKE: ACTS OF THE APOSTLES

Studies of the structure, plan, and doctrine of the Gospel of Luke. The Acts of the Apostles. The organization of the book with the missionary theme as point of departure. Geography and persons. Analysis of religious history, style, and literary history.

2 hours, 1 semester, 2 credits

THEO 642: GOSPEL OF JOHN AND THE APOCALYPSE

The structure of the Gospel according to St. John. Its relation to the Synoptic Gospels. Sources and origin. The religious - literary background of the Gospel of St. John. Doctrine and Exegesis. Analysis, origin and doctrine of the Apocalypse.

3 hours, 1 semester, 3 credits

THEO 643: CORPUS PAULINUM

Paul and the Judeo-Hellenistic world. Chronology of the life of St. Paul. Objectives, characters, authenticity, structure and doctrine of the letters to the Thessalonians, Corinthians, Galatians, and Romans. Letters of the captivity and Pastoral Letters.

3 hours, 1 semester, 3 credits

THEO 644: CATHOLIC EPISTLES AND HEBREWS

The characteristics typical of the Catholic Epistles. Analysis, origin, authorship, and doctrine of the Letter of James. The doctrine of Peter I. Authenticity and canonicity of Peter II. The Letter of Jude: structure,

doctrine and origin. Literary presentation, leading ideas, and problems relating to the origin of the Letters of St. John. Presentation, structure, doctrinal perspective, and origin of the Letter to the Hebrews.

2 hours, 1 semester, 2 credits

THEO 645: THE PENTATEUCH

The content of the Pentateuch. Oral and literary sources. Historicity of the narratives. Origin of man, paradise, the Fall of Adam and Eve, and Proto-Evangelium. The Flood and the Tower of Babel. The theophanies of Abraham, Moses, and Sinai. The Levitical priesthood. The historical and religious value of the Book of Numbers. Deuteronomy, and the Deuteronomic history.

3 hours, 1 semester, 3 credits

THEO 646: HISTORICAL BOOKS OF THE OLD TESTAMENT

The Deuteronomic history of Joshua, Judges, Samuel, and Kings. Analysis of literary genres and content. Historical and religious value. Books of Ezra and Nehemiah, Chronicles, and Maccabeus. Historical and religious value.

2 hours, 1 semester, 2 credits

THEO 647: THE PROPHETS

Extra-biblical prophecy in the Near East. The gift of prophecy. The stages of the history of biblical prophecy. Moral, social, and messianic doctrine of the prophets. Major and Minor Prophets. Structure and theological doctrine of their writings.

3 hours, 1 semester, 3 credits

THEO 648: WISDOM LITERATURE

The books, text, and literary genres of Proverbs, Job, the Song of Songs, Ecclesiastes, Sirach, and Wisdom. Origin and doctrinal content.

2 hours, 1 semester, 2 credits

THEO 650: FUNDAMENTAL MORAL THEOLOGY

Foundations of Moral Theology: identity of Moral Theology – its definition and complementary traits. Fundamental categories of Moral Theology: morality as man's duty and responsibility – the finality of man. Ethical values and moral norms: freedom in Christ, Grace and Morality. The morality of acts and of attitudes. Law. The role of conscience. The virtues and gifts of the Holy Spirit. Sin, the negative moral category, and its effects. Conversion and maturity in Christ.

5 hours, 1 semester, 5 credits

THEO 651: MORAL THEOLOGY OF THE PERSON I: IN RELATION TO GOD

Communion with God, Creator and Father: religiosity and the religious option. Love-Adoration-Cultus. Praise and prayer. Obedience to God. The faith of Christians and its vital dimension. Dangers to faith and possible deviations. The gift of understanding in assisting faith. Christian Hope. Its theological identity, foundations, relation to faith, and to charity. Other complementary aspects by reason of material object and the communitarian dimension. Despair, presumption, indifference toward the love of God and the benefits of salvation. The gift of fear, which sustains hope. Charity as theological virtue. Charity lived according to the

model of Christ (John 15: 12-24). Charity as love of neighbor and even of enemies for God. Growth in charity. Charity as the life of the other virtues. The gift of wisdom and the perfection of charity.

3 hours, 1 semester, 3 credits

THEO 652: MORAL THEOLOGY OF THE PERSON II: IN RELATION TO SELF

Infused prudence, virtue for living with rectitude and orienting our acts to their supernatural end. Essential characteristics of supernatural prudence. Acts which accompany the prudential judgment, the complement it receives from the gift of counsel. Christian courage and its individual specifications: patience, magnanimity, perseverance, constancy. Its principal act: martyrdom. Courage disposes us for the practice of all the virtues at a heroic level.

Dignity of the human person and manipulation. The problem of deprivation of life. Situations dangerous for life. The problem of the transmission of life. Situations of death: suicide, euthanasia, abortion.

Christian temperance: sobriety in the use of food, drink. Spirit of penitence. Christian vision of the human body. Problems of sexual ethics. Conjugal chastity. Celibacy and virginity for the Kingdom of God. The gift of fear.

4 hours, 1 semester, 4 credits

THEO 653: SOCIAL MORAL THEOLOGY: JUSTICE

Social morality: Christian responsibility in the light of community life. Primacy of the common good. Human rights. The right to information. Morality of economic activity. Morality of labor relations. Ethical problems related to the world of work.

Political action. Moral norms regarding peace and war. International collaboration. The virtue of Justice. Law. Private property. Ownership. Titles to property. Contracts.

2 hours, 1 semester, 2 credits

THEO 654: SOCIAL DOCTRINE OF THE CHURCH

The precise formulation of the results of an attentive reflection on the complex realities of human existence in society and in the international context, in the light of faith and Church tradition. Its principal objective is to interpret these realities, examining their conformity to, or divergence from, the orientations of Gospel teachings on man and his human and transcendental vocation; thus, it has for its object the direction of human activity. Therefore, it is not part of the domain of the ideologies but rather of Theology, especially Moral Theology." (*Soll. Rei Socialis*: 41).

2 hours, 1 semester, 2 credits

THEO 655: PASTORAL THEOLOGY AND PRACTICAL MORAL CASES

The well-being of souls is the fundamental law that governs priestly formation, according to Vatican Council II. Pastoral Theology analyzes the concrete situation and the actions which build the Church, with special emphasis on Sacramental and Liturgical action: the valid, licit, and fruitful administration of the Sacraments, supplementing theoretical teaching with the study of practical cases.

2 hours, 1 semester, 2 credits

THEO 661: ANCIENT CHURCH HISTORY

(1-681 A.D.) Two great periods are studied: (a) the foundation and first experiences of the Church in all situations until its recognition by the State and (b) the Church united with the State. The great influence of the Greco-Roman world through the great writers who produced a dogmatic core. The dogmatic deviations and the Councils.

2 hours, 1 semester, 2 credits

THEO 662: MEDIEVAL CHURCH HISTORY

(681-1303 A.D.) The predominance of the Church at all levels of culture. The arrival of a new nation creates great crises: the Church's struggle to overcome the crisis between civil and religious powers. The development of the Papacy in the Pontificate of Pope Boniface VIII (1303). Oriental Schism.

2 hours, 1 semester, 2 credits

THEO 663: MODERN CHURCH HISTORY

(1303-1648 A.D.) The decline of Papal power: (a) the captivity of Avignon and the Western Schism and (b) the ideological developments that led to separation in the Church. An analysis of the Protestant Reformation in order to evaluate the Catholic Reformation. The renewal of the Church during the 17th Century.

2 hours, 1 semester, 2 credits

THEO 664: CONTEMPORARY CHURCH HISTORY

(1648 A.D. to present) Various powers that oppose the Church: the absolutism of monarchs, the age of the Enlightenment, and the division of Christians. Study of the Church's reaction. The dissolving influence of atheist philosophy. Marxism and Capitalism. The renewal of the Church through missionary activity and the development of a new vision.

2 hours, 1 semester, 2 credits

THEO 665: HISTORY OF THE CHURCH IN PUERTO RICO

From the evangelization efforts of the Franciscans, through the Spanish domination, to the United States regime. The problems under both regimes. The Church under the governance of the native Bishops.

2 hours, 1 semester, 2 credits

THEO 666: THEOLOGY OF THE FATHERS OF THE CHURCH (PATROLOGY)

The concept and history of Patrology. The primitive Liturgical formulas. The Apostolic Fathers. The acts of the martyrs. The Greek apologists. The Alexandrian Fathers. Roman and African Christianity. The great Fathers of the Church: Oriental and Western.

3 hours, 1 semester, 3 credits

THEO 667: PASTORAL CATECHETICS: CATECHESIS AND METHODOLOGY

Study of the history of the catechetical movement. The movement in its ecclesial and cultural context. Methodology of catechesis.

2 hours, 1 semester, 2 credits

THEO 668: PROPHETIC PASTORAL THEOLOGY: EVANGELIZATION

Relations between Revelation – Church - Pastoral Action - Evangelization. Characteristics of these components as effected by God in the Old and New Testaments, with respect to options taken by God in His Revelation; the Kingdom of God; fundamental contents of this Revelation. The mission of a Church faithful to God: the extension of the Kingdom. Evangelization in Latin America today. CELAM and the Puerto Rican Episcopal Conference.

2 hours, 1 semester, 2 credits

THEO 669: HOMILETICS

Theory and practice of preaching, to effectively communicate the Gospel message, considering the environment, time, and place.

2 hours, 1 semester, 2 credits

THEO 670: PASTORAL USE OF COMMUNICATIONS MEDIA

Study of human communication: origins and needs. The structure of intercommunication. The means of social communication and its functions. The communications media in the service of evangelization: media and Church, the religious fact as communication. Praxis and discipline of the Church regarding the media. Magisterial teaching in this area. Pastoral practice in the use of media. Preaching and the media. Media and the Liturgy. The Priest in communications media and as teacher and guide in the constructive, critical use of media. Some practical applications.

2 hours, 1 semester, 2 credits

THEO 671: CANON LAW I

Analysis of the sources of Canon Law. Structure of the 1983 Code and a brief history of its composition. General principles. Background of Vatican II. Theological and general foundations of Canon Law. Public Law of the Church and Her relations with other juridically competent powers. Law regarding concordats.

2 hours, 1 semester, 2 credits

THEO 673: CANON LAW II

General Norms and Laws concerning persons. Pastoral dimensions of Canon Law. Law and particularities of the Church regarding her canonical structure. Canon Law's jurisdiction and persons. Juridical and canonical acts.

2 hours, 1 semester, 2 credits

THEO 674: CANON LAW III

The Constitution of the Church. Hierarchical structure. Ecclesiastical authority: the Roman Pontiff, the Episcopal College, the Curia, the Council. Mechanisms for distributing authority. Study of the local churches and parishes. Mission of the Church and Sacramental legislation as means of sanctification.

3 hours, 1 semester, 3 credits

THEO 675: CANON LAW IV

Laws governing legal proceedings, penal and patrimonial law, canonical procedures. The judicial organization of the Church. Concepts of transgression, sanction; bases of imputability and its application in

the Church. Marriage from a canonical viewpoint. Administration. Pious wills in general and pious foundations.

2 hours, 1 semester, 2 credits

THEO 676: MARRIAGE ACCORDING TO PUERTO RICAN CIVIL LEGISLATION

A historical-legal study of the institution of Matrimony as viewed by Roman Law, Anglo-Saxon Law, and French Law and their influence upon the legal structure of Puerto Rico. The legal aspects of Matrimony and their impact upon the social, economic, and juridical aspects of the contracting parties. Dissolution and nullity. The responsibilities of parents toward their children.

1 hour, 1 semester, 1 credits

THEO 686: MARIOLOGY

Mary in the mystery of Christ. The basic principles of Mariology. Mary, Mother of God. The perpetual virginity of Mary. The Immaculate conception. Spiritual maternity and Co-redemption. The Assumption. Queen of all mankind. The veneration given to Mary. Mary and the Church.

2 hours, 1 semester, 2 credits

THEO 690: LITURGICAL DOCTRINE

Study of "*Mediator Dei*" and Vatican Council II's Constitution on the Liturgy. The Liturgy, the participation of the faithful, and the importance of Liturgy in Christian life. Study of the Liturgy of the Hours.

3 hours, 1 semester, 3 credits

THEO 691: LITURGY: CEREMONIES AND SACRAMENTS

The study of the primitive Biblical and Patristic sources and the liturgical books. The study of the ceremonial Liturgy for each of the Sacraments, according to the current Norms of the Roman Missal. A study of the Liturgical Year.

2 hours, 1 semester, 2 credits

THEO 694: SPIRITUAL THEOLOGY

The nature and sources of Spiritual Theology. The great authors and schools of the spiritual life. The themes of holiness and perfection, prayer and contemplation, spiritual growth.

3 hours, 1 semester, 3 credits

THEO 697: COMPREHENSIVE EXAMINATION

Each candidate for the Degree will take a Comprehensive Examination ("*Universa Theologia*"). At the conclusion of his studies, he will request the list of topics assigned for the Examination. The Comprehensive Examination will include topics covering five areas of Theology, which will be given to him by the Director of the Program. When the student considers himself duly prepared, he requests a date and presents himself on that date for a written examination on the assigned topics.

The candidate is expected to show his ability to synthesize and to relate his Theology to the situation of the Church in the present day.

THEO 698: SHORT THESIS

Development and elaboration of a thesis under the direction and supervision of a Professor of the Faculty, who will act as an Advisor to the student. Under the guidance of the Professor, the student will select his topic and complete his research. The Professor chosen as Thesis Advisor will introduce the student to scientific methodology in the field of Theology. The thesis will be the first written work in which the student applies the scientific method and by which he demonstrates his aptitude for research.

This research has as its objective a self-evaluation experience for the student, by which he demonstrates that he has acquired the academic qualities and skills for research. This will be manifested in the scientific method he employs, the depth with which he handles the material, and in the critical judgment he displays.

The thesis should be approximately 80 pages and include a presentation of sources, bibliography, and indices. The student should be in constant communication with his Professor-Director, who will guide and assist him in his formation of the techniques of researching and writing a scientific study. Four copies of the final work must be submitted.

3 hours, 1 semester, 3 credits

MASTER'S DEGREE IN RELIGIOUS EDUCATION PROGRAM

In cooperation with the Graduate School of Education, a Master's Degree in Religious Education is offered. The objectives and requirements of this Program are listed under the Graduate School of Education.

COURSES IN AREA OF SPECIALIZATION (THEOLOGICAL CONTENT)

THEO 603 Creation and Creatures: Theological Anthropology	2
THEO 604 Mystery of Christ: Incarnation and Redemption (Christology)	3
THEO 605 The Christian Community (Ecclesiology)	2
THEO 607 The Christian Life: Moral Theology and Virtues	2
THEO 609 Ecumenism and Churches, Communities and Protestant Sects in Puerto Rico	2
THEO 610 Biblical Theology	3
THEO 612 Grace and Virtues	2
THEO 613 Sacramental Theology: Marriage and the Christian Family	2

Free Electives: choose from the following courses:	2
THEO 627 Theology of the Laity	2
THEO 628 Canon Law	2
THEO 630 Catholic Spirituality	2
TOTAL	26

COURSE DESCRIPTIONS

THEO 603: CREATION AND CREATURES: THEOLOGICAL ANTHROPOLOGY

The concept of Creation: is it a dogma of faith? Creation and the theory of evolution: mutually exclusive or complementary? The theory of the eternity of the world vis-à-vis Creation. The Marxist position on the eternity of matter. The origin of the first man according to Scriptures and Evolution respectively. Was the first biblical man representative of the first biological man? The New Testament vision of man as God's image; man before and after original sin; consequences of original sin in the world; modern interpretation. Existence and nature of angels and demons. 2 hours, 1 semester, 2 credits

THEO 604: THE MYSTERY OF CHRIST: INCARNATION AND REDEMPTION (CHRISTOLOGY)

Contemporary fundamental trends in Christology: the historical Christ of faith; the Person of Christ, true God and true Man, the hypostatic union. Purpose of the Incarnation. Mary, Mother of the Incarnate Word: Virgin, Immaculate, Assumed into heaven and worthy of veneration. The work of Christ: Mediator and Redeemer. The Resurrection and glorification of Christ. Christ the King. The Second Coming of Christ. 3 hours, 1 semester, 3 credits

THEO 605: THE CHRISTIAN COMMUNITY (ECCLESIOLOGY)

Apologetic and dogmatic doctrine of ecclesiology. Revelation and the Church. The Church founded by Christ: One, Holy, Catholic, Apostolic. The Pope as Primate and the Episcopal College. The indefectibility and perpetuity of the Church. The Church: Community of God and Mystical Body of Christ: the Holy Spirit as vivifier of the Church; Hierarchy and Sacraments; Infallibility. The Church as Communion of Saints and universal Sacrament of salvation. 2 hours, 1 semester, 2 credits

THEO 607: THE CHRISTIAN LIFE: MORAL THEOLOGY AND VIRTUES

The study of Christian virtues and basic tendencies of the person. Concept of virtue and its theological classification. Theological virtues, source of all moral life. Christian life as a response: moral virtues and Christian praxis. The Christian love of fellow-man according theological reflection. Family morality: exercise of family piety and related moral obligations. Christian attitude to earthly realities. Moral responsibilities with regard to the communications media. Fundamental values of the person: life, health, peace. Human sexuality and Christian chastity. Economic goods and Christian justice. Truthfulness and loyalty in Christian life. Analysis of corresponding sins. 2 hours, 1 semester, 2 credits

THEO 609: ECUMENISM AND CHURCHES, COMMUNITIES AND PROTESTANT SECTS IN PUERTO RICO

Stages in the ecumenical movement in the churches and Protestant communities; the same movement within the Catholic Church. Catholic principles of ecumenism. The Oriental Churches. Influence and growth of Protestant churches in Puerto Rico. 2 hours, 1 semester, 2 credits

THEO 610: BIBLICAL THEOLOGY

God and Divine manifestations. Angels. Anthropology. God and his people. Covenant. Messianism. Kingdom of God. Religious and moral obligations. The Fall and Redemption of man. The New Testament: Jesus Christ, Redemption, and Salvation. The New Testament: doctrine of God. The Kingdom of God and the Church. Fundamental attitudes: conversion and penitence. Faith, hope, and love for God and neighbor. Eschatology.

3 hours, 1 semester, 3 credits

THEO 612: GRACE AND THE VIRTUES

Biblical and anthropological perspective: grace-structural element of the history of salvation and human existence. The process of justification. Nature and properties of New Being in the Christ: the transformation and divinization of man. The personal communication of God to man. The historical- existential dimension of the Christian. The dynamism of New Being in Christ. Virtues, gifts of the Holy Spirit.

2 hours, 1 semester, 2 credits

THEO 613: SACRAMENTAL THEOLOGY: MARRIAGE AND THE CHRISTIAN FAMILY

Marriage as a human reality. The sacramentality of Christian marriage. Marriage, mystery of salvation, and love. The commitments of Christian marriage. Indissolubility and canonical legislation regarding marriage. Properties, goods, impediments. Preparation for marriage. Divorce as a moral and pastoral problem. Pastoral care of families in the light of Christian marriage.

2 hours, 1 semester, 2 credits

ELECTIVE COURSES

THEO 627: THEOLOGY OF THE LAITY

The dignity of the Christian faithful in the Church: the common priesthood of the faithful. The universal call to sanctity. The participation of the lay faithful in the Church: the ecclesiology of communion. The ministries, offices, and functions of the laity. Lay ministries in the Church. Associations of laypersons. The mission of the layman as evangelizer: "*consecratio mundi*". The evangelization of culture. The evangelization of children, youth, and the elderly. Women: their dignity and vocation in the mission of the Church.

2 hours, 1 semester, 2 credits

THEO 628: CANON LAW

The law of the People of God. Ecclesiology and Law. Previous concepts: the "*Christifidelis*", the Church of Christ, constituted and ordered as a society in this world. The concept of "full communion". The concept and category of catechumens. The situation of unbelievers. The diversity of juridical situations. Obligations and rights of all the faithful. The laity. Lay offices and ministries. Associations of the faithful.

2 hours, 1 semester, 2 credits

THEO 630: CATHOLIC SPIRITUALITY

Definition of Christian life. Nature of spiritual perfection. The action of the Holy Spirit and human cooperation. Organization and development of spiritual life. The great authors and schools of spiritual life. The themes of sanctity, perfection, prayer, and contemplation.

2 hours, 1 semester, 2 credits

INTERDISCIPLINARY DEPARTMENT OF HISTORY AND FINE ARTS

GRADUATE PROGRAM IN HISTORY

Master of Arts in History (M.A.)

Director: Prof. Zoriel Rodríguez Aquino

Faculty: Dr. Neysa Rodríguez Deynes, Dr. Arnaldo Gierbolini Rodríguez and Dr. Frances Ortiz Ortiz,

DESCRIPTION

The Graduate Program in History:

- Its purpose is to provide the degree of Master of Arts with a major in History to students who meet the requirements established by the institution.
- Orientated towards the study of history, mainly Puerto Rico, Latin America, the United States and the Caribbean, with electives in Church History and History of Europe areas.
- Aims to strengthen the socio-cultural approach to history and its practical application to public policy.

OBJECTIVES

- Offer students the necessary courses and resources to expand their knowledge about the history of Puerto Rico.
- Provide interdisciplinary education through courses that intertwine the historical processes of Puerto Rico with the history of the Americas.
- Present a humanistic point of view in the courses.
- Develop in students the necessary skills for investigative methods in the historical subjects presented to them.
- Recognize the contributions of the Church in areas such as culture and education throughout the historical processes of humanity.
- Offer students the opportunity of choosing interdisciplinary elective courses in criminology, public administration, social work, theology, and literature in Hispanic studies.
- Strengthen a social-cultural point of view in history and its practical application into administrative politics.
- Give students the skills to understand the intrinsic value of Christianity and Human dignity from the beginning of western institutions.

Requirements of the Master of Arts with specialization in History

Courses of College 4 crds

- Theo 633
- Theo 634

Department courses 36 crds

- Hist 601
- Hist 605
- Hist 620
- Hist 621
- Hist 630
- Hist 631
- Hist 667
- Hist 698
- Hist 701
- Hist 702
- Hist 3 Electives

Total 40 crds

CURRICULUM

FIRST YEAR

1 th SEMESTER		2 nd SEMESTER	
Course	Credits	Course	Credits
HIST 601	3	THEO 633	2
HIST 620	3	HIST 621	3
HIST 667	3	HIST ____ (600, 625, 636, 671)	3
TOTAL	9	TOTAL	8

SECOND YEAR

1 th SEMESTER		2 nd SEMESTER	
Course	Credits	Course	Credits
HIST 605	3	THEO 634	2
HIST 630	3	HIST 631	3
HIST ____ (626,670,696)	3	HIST ____ (627,650,675,680)	3
TOTAL	9	TOTAL	8

THIRD YEAR

1 th SEMESTER		2 nd SEMESTER	
Course	Credits	Course	Credits
HIST 701	3	HIST 702	3
HIST 698 Comp Exam	0		
TOTAL	3	TOTAL	3

COURSE DESCRIPTION

HIST 600 PALEOGRAPHY

The course includes the study of the main styles of writing and various types of documents from the beginning of written history to the XIX century, focusing on manuscripts and documents originated in the Iberian Peninsula and the Americas.

3 hours, 3 credits, 1 semester

HIST 601 METHODOLOGY AND HISTORICAL RESEARCH TECHNIQUES

Pre-requisites: HIST 417

Explores the use of the various sources of historical research. Well as the principles of analysis, historical criticism and the research and drafting techniques. It emphasizes Puerto Rican historiography field.

3 hours, 3 credits, 1 semester

HIST 605 RESEARCH TECHNIQUES SEMINAR

Pre-requisite: HIST 601

Students will submit for evaluation a research paper using references, analysis, critical thought processes, and any other techniques learned in History 605 (on a given subject).

3 hours, 3 credits, 1 semester

HIST 610 GENEALOGY

Prerequisite: n/a

Comprises the study of the origin and evolution of man through the family. The symbolism, the bibliography and diplomatic is used as auxiliary Sciences of history. Manuscripts and documents produced at different times for a better understanding of the cultures of the peoples are analyzed.

3 hours, 1 semester, 3 credits

HIST 620 PUERTO RICO: SOCIAL AND ECONOMIC DEVELOPMENT DURING XX CENTURY

Pre-requisite: HIST 251/253

The course will focus on the social-economic study of the Puerto Rican people throughout the Nineteenth Century until 1898. Special attention will be given to the social and political movements of the period, as well as the transformation of the local economy.

3 hours, 3 credits, 1 semester

HIST 621 PUERTO RICO: SOCIAL AND ECONOMIC DEVELOPMENT DURING XX CENTURY

Pre-requisite: HIST 252

Analysis of the socio-economic evolution of the Puerto Rican people since the American invasion in 1898 until 2000. The course emphasizes social and economic conflicts of the 20th century under the political background.

3 hours, 3 credits, 1 semester

HIST 625 HISTORY OF PHILOSOPHICAL THOUGHT OF PUERTO RICO

Study of the historical development experienced in the Puerto Rican philosophical thought, from its origins until the present. Special attention will be given to the XIX and XX centuries. Analysis of the different philosophical and literary movements and their influences in the Puerto Rican ideology.

3 hours, 3 credits, 1 semester

HIST 626 LUIS MUÑOZ MARÍN AND THE FOUNDATION OF THE COMMONWEALTH OF PUERTO RICO IN 1952

Pre-requisite: HIST 252

Study and analysis of the life, personality, and life time work of Luis Muñoz Marín as creator of the Commonwealth of Puerto Rico in 1952. Main focus of study will be given to the political, social, and cultural processes throughout the first half of the XX century.

3 hours, 3 credits, 1 semester

HIST 627 HISTORICAL DEVELOPMENT OF THE COMMONWEALTH OF PUERTO RICO FROM 1952 TO THE PRESENT

Pre-requisites: HIST 626

Study and analysis of the institutionalization of the Commonwealth of Puerto Rico from 1952 to the present and its repercussions in Puerto Rican society.

3 hours, 3 credits, 1 semester

HIST 630 SOCIAL AND ECONOMIC HISTORY OF THE UNITED STATES (I)

Pre-requisites: HIST 301/303

The course will expand on social diversity and the economic processes of the United States from its origin to the end of the XIX century. Course will analyze the ethnic, religious, and cultural background of North-American society. Special areas of interest will be those related to the Civil War and its consequences, expansion to the West, and development of urban and industrial societies.

3 hours, 3 credits, 1 semester

HIST 631 SOCIAL AND ECONOMIC HISTORY OF THE UNITED STATES (II)

Pre-requisites: HIST 302

Study of social diversity and economic processes in the United States during the XX century. Special focus will be the main transformation in North-American society and the decades of major impact of the century framed in the political and economical context at the national and international levels.

3 hours, 3 credits, 1 semester

HIST 636 HISTORY OF THE CIVIL RIGHTS MOVEMENT IN THE UNITED STATES

Study of the origin and development of the civil rights movement in the United States. Identifies its main leaders and actors. It highlights the most significant demonstrations during the decades of 1950 and 1960. He examines their impact on contemporary society.

3 hours, 3 credits, 1 semester

HIST 650 HISTORY OF THE CARIBBEAN, XXth CENTURY

Study and analysis of the political, economic, and social processes of the Caribbean countries from 1900 to the present. Special attention to the cultural diversity of each region, with special focus on the arts, literature and religious beliefs within the historical and political contexts.

3 hours, 3 credits, 1 semester

HIST 667 CONTEMPORARY HISTORY OF LATIN AMERICA

Pre-requisites: HIST 371, 372 or 373

Course will study and analyze the problems of Latin America in the XXth Century. Main areas of study will be the political, social, cultural, and international aspects based on the different historical interpretations sustained by contemporary bibliographical sources.

3 hours, 3 credits, 1 semester

HIST 670 FRENCH REVOLUTION AND THE NAPOLEONIC ERA (1789-1815)

Pre-requisite: HIST 402, 104

Course will examine the ancient regime: evaluation of its causes, evolution, and the ultimate result: the French Revolution and its repercussions. Students will focus on the historical figure of Napoleon Bonaparte and his significance as politician and military leader in France and Europe.

3 hours, 3 credits, 1 semester

HIST 671 HISTORY OF EUROPE: XIX CENTURY

Pre-requisite: HIST 402, 104

Course will explore the political, social, economic, and cultural changes in Europe throughout the XIX century. Special attention shall be given to the close relation between Illustration-Industrialism; Industrialism-Labor movements, and Industrialism-Imperialism.

3 hours, 3 credits, 1 semester

HIST 675 HISTORY OF EUROPE IN THE CENTURY XX

Prerequisite: HIST 671

A study and analysis of the key problems that confronted Europe between 1914 to 2000. It will emphasize the two world wars and the cold war between the Soviet Union and the Western capitalist world.

3 hours, 3 credits, 1 semester

HIST 680 CONTEMPORARY HISTORY SEMINAR

Pre-requisites: HIST 402, 601

Students shall choose a specific problem of global importance in today's world. Students will be required a complete and focused research including the problem origin, development, and present status in order to provide a comprehensive view of the conflict's nature. Use of primary and secondary research sources will be required.

3 hours, 3 credits, 1 semester

HIST 696 RELIGIOUS PLURALISM IN PUERTO RICO

Study the Freedom of Cult and religious pluralism in Puerto Rico from educational, cultural, and ecumenical perspectives in order to obtain a better understanding of the social-historic dynamics in Puerto Rico throughout the centuries.

3 hours, 3 credits, 1 semester

HIST 698 COMPREHENSIVE EXAMINATION

Pre-requisites: 620, 621, 630, 631 and 667

Candidates for the degree of Master of Arts with a major in History will present a comprehensive review based on the areas of study of the program, once completed the number of credits required by the Department. The test will be analytical in nature and shall demonstrate the ability of the student in understanding, so broad and deep, the sense of history.

0 hours, 0 credits, 0 semester

HIST 701 Thesis I (HISTORICAL RESEARCH PROPOSAL)

Pre-requisite: all courses (36 credits)

Course of home to the preparation of the thesis that the candidate Master title presents the PUCPR in arts majoring in history. The thesis must be an original work that constitutes a contribution to the field of historiography. In this course the student will write and will present the thesis proposal, which will begin its investigation.

0 hours, 3 credits, 1 semester

HIST 702 Thesis II

Pre-requisite: Hist 701

Course of continuation of the master thesis in arts majoring in history. In this course the student can conclude their investigation and initiate the drafting of the thesis. The student could conclude the thesis in this course.

0 hours, 3 credits, 1 semester

HIST 703 Thesis III

Course then Thesis Master of Arts with a major in History. In this course the student will work in the writing of the thesis. The student may complete the thesis in this course.

0 credits.

HIST 704 Thesis IV

Course then Thesis Master of Arts with a major in History. In this course students completed their thesis.
0 credits.

HIST 724 SEMINAR IN ETHNOGRAPHY I

Investigative course of ethnographic nature (descriptive study of customs and traditions of the peoples). It develops as a seminar open to topics relevant to a country that will be selected specifically for each academic term in that the course is offered.

15-90 hours, 1 semester, 3-6 credits

HIST 725 SOCIETY AND CULTURE OF THE UNITED STATES OF AMERICA

Study tour of interdisciplinary and multicultural nature, which offer the opportunity to students complement their academic training through hands-on experience aimed at the study and analysis of the society and American culture through the visit major museums, parks, cultural centers, historic sites, monuments, archives, libraries, theaters and organizations that promote the history and arts of a city or State of the nation.

15-90 hours, 1 semester 1-6 credits

HIST 778 SEMINAR IN ETHNOGRAPHY II

This course is offered in the traveling mode. It involves visits to a destination in the world with a multi-disciplinary and academic approach. Through visits and previously scheduled academic conferences will be presented a holistic of the destination to visit. The student can relate their field of study with the country visited. Aspects of academic interest include the cultural, social, artistic, religious, educational, linguistic, architectural, scientific and business, among others.

15-90 hours, 1 semester, 3-6 credits

Courses compatible with the M.A. program in history:

THEO 661 HISTORY OF THE CHURCH IN ANCIENT TIMES (1-681 A.C.)

Study of the Church expanded throughout two main historical periods: first, the Foundation and initial experiences of the Church in all aspects of human life until its official recognition by the State; second, the Church linked as State power: during this time Greek-Roman influence of great significance by authors resulted in an close dogmatic nucleus. Students will also study the multiple doctrinal changes and variations, as well as content of the Council Decrees.

2 hours, 2 credits, 1 semester

THEO 662 HISTORY OF THE MEDIEVAL CHURCH (681-1303 A.C.)

Study of the Church's influence in every aspect of medieval culture. Migratory movements and its repercussion on the medieval political and economic crisis as well as the Church's efforts to transcend those crisis and the gap between the secular and religious powers. Contents will also include Papal institution and the reign of Pope Bonifacius VII (1303).

2 hours, 2 credits, 1 semester

THEO 663 HISTORY OF MODERN CHURCH (1303-1648)

Study of the main causes for Papal decadence, covering the Schism of Avignon and Schism of Western Reform as well as the ideological changes resulting in the separation of the two Churches: Catholic and Orthodox. Special attention will be given to the Protestant Reform in comparison with the Catholic Church. Students will study on the renovation of the XVII Century Church.

2 hours, 2 credits, 1 semester

THEO 664 HISTORY OF CONTEMPORARY CHURCH (1648-PRESENT TIMES)

Study which the longest period in the History of the Church and guides students in their research on the powers opposed to the Church such as: absolute monarchies, Illustration, and the subsequent divisions among the Christian population. Special attention shall be given to the Church's reaction toward Atheism, Marxism, and Capitalism theories, as well as the missionary movement and the beginning of a new religious vision.

2 hours, 2 credits, 1 semester

GRADUATE PROGRAM OF FINE ARTS

Master of Arts with Specialty in Painting and Drawing (MA)

Director: Prof. Zoriel Rodríguez Aquino

Faculty: Profa. Beverly Zapata Cabrera, Prof. José Sanabria Rodríguez and Profa. Sylvia D. Burgos

DESCRIPTION

The Master of Arts with specialty in painting and drawing is designed for students who wish to obtain an advanced degree in the area of fine arts. The program is structured to develop a high level of conceptual and technical skills in the area of painting and drawing, without being limited thereto. In addition, it provides knowledge in various areas of art history (Puerto Rico, Latin America and Contemporary) and offer students the opportunity to explore other media. Through a partnership established between the Museo de Arte de Ponce (MAP) and the Pontifical Catholic University of Puerto Rico graduate students have privileged access to the permanent collection and bibliographic resources in the specialized library of that institution.

OBJETIVES

- To empower the student to achieve for conceptual maturity in their work.
- To develop in students a high level of technical expertise in the area of painting and drawing.
- Provide a broad knowledge of the history of art.
- Offer students the opportunity to experiment with other media.
- Promote in students the habit of submitting their work to exposition and review.

**REQUIREMENTS FOR THE MASTER OF ARTS WITH
SPECIALTY IN PAINTING AND DRAWING**

	CREDITS
Courses Required by the College	4
Courses required by the Department	32
TOTAL CREDITS	36

ART COURSES	CREDITS
ART 605	3
ART 610 y 611	6
ART 620 y 621	6
ART Electives	6
ART Seminars	6
ART 680 THESIS	5
ART TOTAL CREDITS	32

**CURRICULUM FOR THE MASTER OF ARTS
WITH SPECIALTY IN PAINTING AND DRAWING**

FIRST YEAR			
1th SEMESTER		2nd SEMESTER	
Course	Credits	Course	Credits
ART 605	3	ART 611	3
ART 610	3	ART Elective	3
THEO 633	2	THEO 634	2
TOTAL 8		TOTAL 8	
SECOND YEAR			
1th SEMESTER		2nd SEMESTER	
Course	Credits	Course	Credits
ART 620	3	ART 621	3
ART Elective	3	ART Seminar	3
ART Seminar	3	SPAN 455 (<i>Recommended Course</i>)*	3
TOTAL 9		TOTAL 9	

THIRD YEAR		
1 th SEMESTER		
Course	Credits	
ART 680	5	
TOTAL 5		

* The Recommended Courses are not required to complete the academic program. Recommended Courses are based on skills that the student may or may not need.

COURSE DESCRIPTION

ART 601 SOCIAL MURALISM*

Prerequisite: Painting experience

Course that explores the insertion of fine arts in the social context and as an integral part of community. Students are prepared for the planning and execution of a mural project.

4 hours, 1 semester, 3 credits

ART 605 CONCEPTS IN PAINTING AND DRAWING

Course of analysis and discussion of concepts, content, style and techniques in a work of art. Course content will vary according to the teacher and the needs of each student.

4 hours, 1 semester, 3 credits

ART 610 GRADUATE PROJECTS IN PAINTING AND DRAWING I

Theoretical and practical study exploring the traditional relationship between drawing and painting.

4 hours, 1 semester, 3 credits

ART 611 GRADUATE PROJECTS IN PAINTING AND DRAWING II

Prerequisite: Art 610

Study explores drawing as autonomous and independent of the painting medium.

4 hours, 1 semester, 3 credits

ART 615 ENTREPRENUERSHIP IN THE FINE ARTS*

The course explores fiscal and administrative tools as well as professional opportunities available for visual artists. A variety of procedures are discussed in the strategic planning of artistic projects. Students are exposed to different realms of the art market: law, protocol, administration, curatorial practices and publicity.

3 hours, 1 semester, 3 credits

ART 620 CREATIVE PROJECT WORKSHOP I

Prerequisite: Art 611

Workshop course to strengthen the conceptual and pictorial vocabulary of the artistic narrative. The content will be structured according to the needs and goals of each student.

4 hours, 1 semester, 3 credits

ART 621 CREATIVE PROJECT WORKSHOP II

Prerequisite: Art 620

Continuation of workshop course to strengthen the conceptual and pictorial vocabulary of the artistic narrative.

The content will be structured according to the needs and goals of each student.

4 hours, 1 semester, 3 credits

ART 628 Projects in Sculpture

The course explores techniques, procedures, materials, concepts and problems specific to the manifestations of the human spirit through three-dimensional form.

4 hours, 1 semester, 3 credits

ART 630 MIXED MEDIUM * (*guided elective*)

The course offers a comprehensive exploration of the use of industrial and environmental materials. The intention is to enrich the analysis of our natural environment by creating a convergence between different concepts and raw materials. Studies will include installations, performances, sculptures, drawings, graphics, photography and electronic media. Upon course completion, there will be a presentation of their proposal in an alternative space.

4 hours, 1 semester, 3 credits

ART 648 PUERTO RICAN ART SEMINARY *

Theoretical study of the visual arts in Puerto Rico since 1960, the influences of the different schools of universal art and the latest trends in contemporary art in Puerto Rico.

3 hours, 1 semester, 3 credits

ART 655 LATIN AMERICAN ART HISTORY *

General Survey of Latin American art. Exploring the processes and influences of contemporary Latin American art from its origins to the present.

3 hours, 1 semester, 3 credits

ART 660 CONTEMPORARY ART *

Exploration, research and analysis of the issues, proposals and prominent contemporary arts activity on an international scale.

3 hours, 1 semester, 3 credits

ART 665 FRIDA KAHLO AND MEXICAN REVOLUTION *

Study and analysis of Frida Kahlo as a visual artist and political activist. The course will focus on the relationship between art and political, social, cultural and international issues through the different historical interpretations presented by various primary sources, manuscripts, publications, contemporary research literature, artwork and photos.

3 hours, 1 semester, 3 credits

ART 680 FINAL CREATIVE PROJECT: THESIS EXHIBITION

Prerequisite: Art 621

The culmination of the creative courses in the Master of Arts in Painting and Drawing program. The exhibition, written thesis and an oral dissertation will be evaluated by the Graduate Committee to determine whether the student meets the degree requirements.

5 hours, 1 semester, 5 credits

ART 725 SOCIETY AND CULTURE OF THE UNITED STATES OF AMERICA*

A study abroad experience of an interdisciplinary and multicultural nature. Students complement academic studies and analysis of the society and American culture by visiting important museums, parks, cultural centers, historic sites, monuments, archives, libraries, theaters and organizations that promote the history and arts of a city or particular state of the nation.

15-90 hours, 1 semester, 1-6 credits

*** Elective Courses**

COLLEGE OF SCIENCE

Dr. Alma Santiago Cortés, Ph.D., Dean

Graduate Programs began in the College of Science in 1976. The first Program established was the Master of Science Degree in Nursing in Mental Health and Psychiatric Nursing. During the 1980s, the Program expanded to offer the specialty in Medicine and Surgery. The Master of Science Degree in Chemistry also initiated in the 1980s. In August 2004, the Master of Science Degree in Environmental Science started, and in January 2008, the Master of Science Degree in Biotechnology was established. The three programs in the Master of Integrated and Applied Neuroscience: Neurobiology, Clinical Neuroscience, and Cognitive Neuroscience, initiated in January 2018. The College of Science also offers Graduate courses in Biology and Chemistry for students enrolled in the Master of Education Degree in Curriculum and Teaching in Biology or Chemistry.

DEPARTMENT OF BIOLOGY

Dr Carlos R. Lugo Ortiz, Director

Faculty: Dr. Dallas Alston, Dra. Hna. Nancy Arroyo, Dr. Conrado Calzada, Dra. Gladys Chompré, Dr. Xavier Cruz, Dra. Marielly Cuevas, Dr. Carlos Lugo, Dra. Zaira Mateo, Dra. Sandra Molina, Dra. Ana Pérez, Dra. Dinah Ramos, Profa. Hesmy Sánchez, Dra. Alma Santiago, Dra. Cariluz Santiago, Dra. Olga Santiago, Dra. Jasmine Seda y Dra. Ceidy Torres.

The Department of Biology offers two Master's Degrees: the Master's Degree in Biotechnology and the Master's Degree in Environmental Sciences. It also offers Graduate courses in Biology for students enrolled in the Master's Degree in Education in Curriculum and Teaching of the Biology Program and for students enrolled in the Master's Degree in Nursing.

MASTERS DEGREE OF SCIENCE IN BIOTECHNOLOGY

Sister Dr. Nancy Arroyo González, Coordinator

GOAL

Train competent professionals who can deal with responsibly and successfully the scientific, business, legal and ethical challenges that are presented in the field of Biotechnology.

OBJECTIVES

1. Provide the student with the opportunity to expand and enrich their knowledge in the scientific principles and theories that are the basis of biotechnology.
2. Enable the student, through laboratory experiments, in the performance of basic techniques that are used in research and development of products and processes in the field of biotechnology.
3. Introduce the basic concepts of strategic planning and management of human, physical and fiscal resources and its application in industrial biotechnology.
4. Train the student to use technical and research tools that incorporate the use of statistics and bioinformatics.
5. Promote the critical analysis of the dilemmas that generate the application of biotechnology in light of ethical and Christian values

PROGRAM REQUIREMENTS OF MASTERS IN SCIENCE/BIOTECHNOLOGY

	CREDITS
General Education – THEO 633 Dignity of the Human Being THEO 634 Marriage and Family	4
Requirements for specialized and related courses	32

COURSES:	CREDITS
BTEC 601 Methods In Biotechnology I	1
BTEC 602 Methods In Biotechnology II	1
BTEC 610 Fundamentals in Biotechnology	2
BTEC 612 Statistics and Bioinformatics	3
BTEC 615 Seminar: Social and Ethical Issues in Biotechnology	1
BTEC 616 Biotechnology Project Management	3
BTEC 699 Capstone Course Biotechnology	3
BIOL 603 Topics on Microbiology	3
BIOL 637 Molecular Biology	3
CHEM 611 Biochemistry	3
BUAD 603 Administrative Theory and Processes	3
BUAD 606 Business Strategies	3
ELECTIVAS: CHEM 613 Enzymology BIOL 627 Genetics and Evolution BTEC 613 Agricultural Biotechnology BTEC 617 Biosecurity and Bioterrorism	3
TOTAL 36 CREDITS	

CURRICULUM SEQUENCE FOR THE MASTER'S PROGRAM IN BIOTECHNOLOGY

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
CHEM 611 Biochemistry	3	BIOL 637 Molecular Biology	3
BIOL 603 Topics on Microbiology	3	BTEC 610 Fundamentals in Biotechnology	2
BTEC 601 Methods in Biotechnology I	1	BTEC 602 Methods in Biotechnology II	1
		BUAD 603 (Trimester) Administrative Theory and Processes	3
CREDITS	7	CREDITS	9

SUMMER			
JUNE		JULY	
COURSE	CREDITS	COURSE	CREDITS
THEO 633 Dignity of the Human Being	2	THEO 634 Marriage and Family	2
CREDITS	2	CREDITS	2

SECOND YEAR			
PRIMER SEMESTRE		SEGUNDO SEMESTRE	
COURSE	CREDITS	COURSE	CREDITS
BTEC 616 Biotechnology Project Management	3	BTEC 612 Statistics and Bioinformatics	3
BUAD 606 (Trimester) Business Strategies	3	BTEC 615 Seminar: Social and Ethical Issues in Biotechnology	1
BTEC ____ Elective	3	BTEC 699 Capstone Course in Biotechnology	3
		BTEC 725 Comprehensive Exam	0
CREDITS	9	CREDITS	7

MASTER OF SCIENCE DEGREE IN ENVIRONMENTAL SCIENCE

Prof. Carmen Reyes Colón, Coordinator

GOAL

Our goal is to provide to Puerto Rico highly qualified scientists who can analyze, manage, and prevent current and future environmental problems.

The specific objectives are:

1. Show responsibility towards the conservation and protection of the biosphere, recognizing it as the home of all species.
2. To employ critical and creative thinking in scientific research and in the resolution of environmental problems in affected communities.
3. To adequately use verbal and writing skills in research and in the resolution of environmental problems.
4. To defend the knowledge in environmental sciences through the validation of proofs without undermining different viewpoints.
5. To apply ethical principles in the execution of the discipline in the community and in daily life.

6. To use qualitative and quantitative methods for the verification of hypotheses or to answer research questions and to offer support to communities for the solution of environmental problems.
7. To manage the use of information and applicable technologies in environmental sciences for research and community service.
8. To implement abilities for the management of conflicts in research and community service.
9. To develop skills in the use of laboratory materials and equipment.
10. To develop the capacity to complete studies leading to a Ph. D.

REQUIREMENTS FOR THE MASTER OF SCIENCE IN ENVIRONMENTAL SCIENCES

The Master of Science in Environmental Sciences has two modalities: Research and Community Service.

Research Modality	
	CREDITS
General Education – THEO 633 and THEO 634	4
Specialty requirements and related courses	
COURSES	CREDITS
Fundamentals of Scientific Research– ENSC 610	2
Environmental Laws – ENSC 625	3
Water as a Resource – ENSC 635	3
Environmental Risks – ENSC 640	3
Environmental Epidemiology – ENSC 665	3
Environmental Health – ENSC 660	3
Master’s Thesis in Environmental Sciences I – ENSC 699	3
Master’s Thesis in Environmental Sciences II – ENSC 700	3
Biometry – BIOL 650	3
Themes in Environmental Sciences – ENSC 690	1
Elective course: CHEM 650 or ENSC _____	3
CREDITS	34

Community Service Modality	
	CREDITS
General Education – THEO 633 y THEO 634	4
Specialty requirements and related courses	

COURSES	CREDITS
Fundamentals of Scientific Research – ENSC 610	2
Environmental Laws – ENSC 625	3
Environmental Epidemiology – ENSC 665	3
Water as a Resource – ENSC 635	3
Environmental Risks – ENSC 640	3
Environmental Risks – ENSC 660	3
Community Service I – ENSC 680	2
Community Service II – ENSC 681	2
Biometry – BIOL 650	3
Two elective courses – BIOL 601, CHEM 650 or ENSC _____	6
CREDITS	34

MASTER OF SCIENCE CURRICULUM IN ENVIRONMENTAL SCIENCES

Research Modality

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
Environmental Laws -- ENSC 625	3	Environmental Risks -- ENSC 640	3
Environmental Health -- ENSC 660	3	Fundamentals of Scientific Research ENSC 610	2
Biometry – BIOL 650	3	Environmental Epidemiology -- ENSC 665	3
CREDITS	9	CREDITS	8

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
THEO 633 or THEO 634	2	THEO 633 or THEO 634	2
Water as a Resource -- ENSC 635	3	Master's Thesis in Environmental Sciences I – ENSC 700	3
Master's Thesis in Environmental Sciences I – ENSC 699	3	Elective ENSC ____ or CHEM 650	3
Themes in Environmental Sciences ENSC 690	1		
CREDITS	9	CREDITS	8

MASTER OF SCIENCE CURRICULUM IN ENVIRONMENTAL SCIENCES
Community Service Modality

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
Environmental Laws -- ENSC 625	3	Environmental Risks -- ENSC 640	3
Environmental Health -- ENSC 660	3	Fundamentals of Scientific Research ENSC 610	2
Biometry – BIOL 650	3	Environmental Epidemiology -- ENSC 665	3
CREDITS	9	CREDITS	8

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
Elective ENSC 601, CHEM 650 or ENSC __	3	Elective ENSC 601, CHEM 650 o ENSC __	3
Water as a Resource -- ENSC 635	3	THEO 633 or THEO 634	2
THEO 633 o THEO 634	2	Community Service II -- ENSC 681	2
Community Service I -- ENSC 680	2		
CREDITS	10	CREDITS	7

DESCRIPTION OF BIOLOGY COURSES

BIOL 603 TOPICS IN MICROBIOLOGY

Requirement: BIOL 303

Recent research of medical, industrial, and ecological importance in the area of microbiology are discussed in this course. The necessary skills to conduct online search of scientific literature are emphasized. Scientific research is discussed through conferences, didactic questions, group discussion and oral presentations. The student will perform a critical analysis of recent scientific research that is related to the course.

3 lecture hours, 1 semester, 3 credits

BIOL 612 CELL PHYSIOLOGY

Requirement: CHEM 446 or 611

This course is about the structure and function of the prokaryotic and eukaryotic cells. The emphasis is on metabolic reactions and essential processes affecting the adequate functioning of the cells. In addition,

external factors that can alter the cell functioning are studied. Ethical factors that are related to genetic manipulation and other cell physiology applications are discussed.

3 lecture hours, 1 semester, 3 credits

BIOL 620 ADVANCED PHISIOLOGY

Requirements: BIOL 240-241

The course is about detailed aspects of the function of cells and tissues. The physiology and mechanisms of control of the neuromuscular, nervous, endocrine, reproductive, cardiovascular, respiratory, renal and digestive systems are discussed. It includes discussion of scientific publications in peer-reviewed journals concerning the physical and chemical mechanisms that govern the basic functional units of the human body.

3 lecture hours, 1 semester 3 credits

BIOL 626 GENETICS AND EVOLUTION

Requirement: BIOL 427

This course is about the genetic, cellular, and molecular mechanisms affecting micro- and macroevolution. Subjects related to systematic and phylogenetic analyses and the causes of species extinction are presented. Emphasis is given to the ethical and moral responsibilities of human beings in preventing the extinction of species and the preservation of their habitats. Students develop oral and written communication skills by analyzing scientific papers dealing with the latest findings in genetics and evolution.

3 lecture hours, 1 semester, 3 credits

BIOL 637 MOLECULAR BIOLOGY

This course is about a detailed study of protein synthesis, genetic regulation, the use of organisms as models, and engineering genetic. At the end of the course, the student will know the main concepts and modern techniques in molecular biology. The student will be able to evaluate and analyze the best uses and limitations of molecular techniques, and demonstrate the importance of these techniques to conduct research.

3 lecture hours, 1 semester, 3 credits

BIOL 650 BIOMETRY

In this course data from biological origin are analyzed and interpreted by means of statistical tests based on the formulation of hypothesis and experimental design. It allows to make objective conclusions by the correct selection of samples and the analysis of the data. It covers research methodology, experimental design, descriptive and hypothesis testing statistics. It emphasizes the use of statistical and graphic programs.

3 lecture hours, 1 semester, 3 credits

DESCRIPTIONS OF BIOTECHNOLOGY COURSES

BTEC 601 METHODS IN BIOTECHNOLOGY I

Laboratory experiments are conducted that apply the theory and techniques of the following methods: basic tools of microbiology, DNA extraction, the use of restriction enzymes for analyzing variability of strains, PCR, gel electrophoresis, among others. Emphasis is focused on the most commonly used techniques in the

industrial biotechnology. The course provides hands-on experience of these techniques and their application in industry and agriculture.

3 hours, 1 semester, 1 credit

BTEC 602 METHODS IN BIOTECHNOLOGY II

Laboratory experiments are conducted that apply the theory and techniques of the following methods: cloning, protein expression and analysis by transfection, purification, spectrophotometry, centrifugation, electrophoresis, Western Blot and relative mRNA expression. In addition, the course provides a hands-on experience of these techniques with applications related to industry and research.

3 hours, 1 semester, 1 credit

BTEC 610 FUNDAMENTALS OF BIOTECHNOLOGY

The historical context of biotechnology is presented along with common examples of this field. The basic science and concept of biotechnology is reviewed. Various topics pertaining to biotechnology such as product development, government regulation, bioethics, and potential careers are presented. The student will develop a basic knowledge of the scientific, political, administrative and legal aspects that are the drivers of industrial and investigative biotechnology.

2 hours, 1 semester, 2 credits

BTEC 612 STATISTICS AND BIOINFORMATICS

The course emphasizes on the application of computational tools, databases and algorithms for the characterization of DNA and RNA sequences, and proteins. Several topics discussed are: phylogenetic and the prediction of structure and function of biomolecules. The application of bioinformatics analyses to answer questions regarding biological and research data are also conducted.

3 hours, 1 semester, 3 credits

BTEC 613 AGRICULTURAL BIOTECHNOLOGY

Requisite: BTEC 610

In this elective course, modern agricultural biotechnology is studied. Techniques that are used to genetically manipulate plants using various vectors are discussed. The application of these techniques, which include the production of essential amino acids for animal feeds, the improvement and crop yield and other practices of agriculture importance, are presented. Several regulations enforced by agencies and its economic impact as well as bioethics aspects are discussed.

3 hours, 1 semester, 3 credits

BTEC 615 SEMINAR: SOCIAL AND ETHICAL ISSUES IN BIOTECHNOLOGY

This course presents the analysis of the bioethical aspects related to biotechnology. The fundamental principles of human dignity and bioethics at the service of humanity are discussed. Anthropological, theological and ethical aspects given the new challenges and conflicts related to the advances in biotechnology are presented. The course content and analyses are based on the principles and teachings of the Catholic Church.

2 hours, 1 semester, 1 credit

BTEC 616 BIOTECHNOLOGY PROJECT MANAGEMENT

This course presents the business component within the field of biotechnology. Emphasis is placed on the administrative aspects and strategies of a specific business within the industrial sector. Concepts on biotechnology and business are also discussed. Elements involved in strategic business planning such as capital, human resources, technology and marketing are presented. Topics such as corporate alliances, funding sources, and global issues in business administration in the field of biotechnology are discussed.
3 hours, 1 semester, 3 credits

BTEC 617 BIOSECURITY AND BIOTERRORISM

This course presents the governmental strategies and policies associated with bioterrorism, biosecurity and biodefense. Historical and scientific aspects of the use of biological agents are discussed. Monitoring programs, public health preparedness and the governmental policies for the response, mitigation and recovery plans at the level of community and government are also presented. Discussions on the psychological impact, the health of human populations and target agricultural products are affected by bioterrorism. Students develop oral and written skills through a series of case studies that enable them to analyze the social and ethical aspects of the threat of bioterrorism.
3 hours, 1 semester, 3 credits

BTEC 650 RESEARCH PRACTICUM IN BIOTECHNOLOGY

This elective course provides the opportunity to apply previously acquired theoretical knowledge and methods in the form of a biotechnological research project located in an academic, industrial or governmental laboratory. It also provides the opportunity to demonstrate their knowledge skills in managing instruments and implementing specialized laboratory techniques.
160 hours, 1 semester, 3 credits

BTEC 699 CAPSTONE COURSE IN BIOTECHNOLOGY

This course is designed to integrate the knowledge and skills acquired from previous courses of biotechnology and apply them by developing a research proposal or a formal proposal to establish or administer a biotechnological company. The writing of a scientific article or a literary review in the area of biotechnology is also considered within the scope of the course. The student will analyze the current trends in the field of biotechnology, both in the area of research and development, as well as in the industrial sector.
3 hours, 1 semester, 3 credits

BTEC 725 COMPREHENSIVE EXAM

This course allows students to maintain their active status in the program once they have completed the program's required courses. It also indicates that the student is in his/her last semester, prior to graduation, and is currently in the final stages of preparation to take the comprehensive exam of the Master's Degree in Science with a concentration in Biotechnology.

DESCRIPTIONS OF THE ENVIRONMENTAL SCIENCES COURSES

ENSC 601 INTRODUCTION TO ECOLOGY AND ENVIRONMENTAL SCIENCES

Basic concepts of ecology and environmental sciences are discussed in this course, which targets students who do not have a background in the natural sciences. The discussion is about concepts of population dynamics, relationships among species, and structural characteristics of ecosystems and communities. The ecological impact of human beings through its growth and activities is considered. Environmental sciences are presented as a multidisciplinary field whose purpose is to manage the coexistence of humans with other species.

3 lecture hours, 1 semester, 3 credits

ENSC 600 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

This course introduces Geographic Information Systems (GIS) to students in the Master of Science in Environmental Sciences or other Master's degrees. It deals with the basic concepts and techniques of a Geographic Information System to be used as a fundamental instrument to increase the capacity of information synthesis in the resolution of environmental problems. The course trains the student to apply GIS concepts to other sciences and to integrate those concepts in a holistic frame. Available geospatial information management programs (digitalized geographic data) will be used, as well as other appropriate non-spatial information management programs (including Internet and EXCEL for the management and analysis of data). An applied investigative report is required, as well as a final written and a final oral report in which the learned concepts and techniques are applied.

2 lecture hours, 3 laboratory hours, 3 credits, 1 semester

ENSC 610 FUNDAMENTALS OF SCIENTIFIC RESEARCH

This course trains the student to write a proposal to conduct scientific research. The focus of the course is the selection of the research theme, the makeup of the thesis committee, review of the literature, formulation of the hypotheses, experimental and/or qualitative research design, and selection of the statistical analysis. The student will work in coordination with the professor of the course and the president of the committee. The student will integrate verbal and written skills. Partial and final verbal and written presentations of the proposal will be required.

2 lecture hours, 2 credits, 1 semester

ENSC 613 ENVIRONMENTAL MICROBIOLOGY

The main microorganisms affecting the environment are studied in this course, especially those found in water and soil. The environment where microorganisms develop is evaluated, as well as the methods to detect them and the management of contaminated areas. Recent scientific research related to the course are discussed and analyzed. The student will be able to integrate previously acquired knowledge from undergraduate courses in microbiology, chemistry, and environmental sciences. The course will include laboratories in which skills related to the collection of samples, detection and growing methods, identification of species, and maintenance of a collection are developed. A written report and a verbal presentation are required.

2 lecture hours, 3 laboratory hours, 3 credits, 1 semester

ENSC 625 ENVIRONMENTAL LAWS

This course entails a detailed study of the environmental legislation applicable to Puerto Rico, both at the federal and state levels, as well their interpretation according to laws, regulations, and other dispositions that involve environmental protection. It also focuses on how to understand the meaning of the interpretation of the Environmental Public Policy of the country. An integrated view about the use of the necessary scientific knowledge to harmonize environmental regulations with the physical environment is emphasized.

3 lecture hours, 3 credits, 1 semester

ENSC 630 ENVIRONMENTAL PLANNING

In this course the student will be exposed to the concept of sustainable and harmonious planning in Puerto Rico. The main objective is to educate and sensitize the student to intervene in the prevention and solution of environmental problems that affect public health. The student will be able to analyze planning in a holistic framework, including historical, legal, ecological, cultural, socioeconomic, realist, and humanistic aspects. The student will be able to integrate knowledge from previous courses in ecology, environmental problems, environmental management, environmental laws, and others. The student will be able to analyze the content of different documents related to environmental evaluations. Verbal and written reports are required.

3 lecture hours, 3 credits, 1 semester

ENSC 635 WATER AS A RESOURCE

This course deals with the biological, chemical, and physical processes occurring in aquatic ecosystems and with how the quality of these ecosystems is impacted by human activities and natural processes. Special emphasis is given to problems related to the availability of surface and underground water and to the management of aquatic ecosystems. The student should know the application of federal and state laws and should be able to explain the sampling and analytic techniques of water quality that regulatory agencies demand. Also, the student should be able to integrate acquired knowledge in ecology, aquatic ecosystems, and environmental legislation. Verbal and written reports of selected subjects will be required.

3 lecture hours, 3 credits, 1 semester

ENSC 640 ENVIRONMENTAL RISKS

In this course the risks to the environment and human health associated with toxic substances are studied. Optimal cleaning methodology and levels of polluted areas are evaluated. The regulations and guidelines of the Environmental Protection Agency (EPA) are considered for the evaluation of human risks for the Superfund Program. It will include human and ecological risks involved in the exposure to radioactive substances. The course is related to toxicology, environmental chemistry, ecology, and calculus, as well as with skills associated the computers and the Internet. Verbal and written reports are required. The student will have the opportunity of working individually and in small groups.

3 lecture hours, 3 credits, 1 semester

ENSC 646 ENVIRONMENTAL TOXICOLOGY

This course is designed to study toxicological natural and human-induced dangers that can affect health and the environment. Basic toxicological concepts are studied to explain the nature and severity of environmental problems and the effects in all living organisms. The main toxic compounds that affect the

environment are studied, as well as environmental biotransformation, intoxication, and the dispositions and the evaluation of ecological effects as a measure of risk assessment.

3 lecture hours, 3 credits, 1 semester

ENSC 660 ENVIRONMENTAL HEALTH

This course deals with how human impact on the environment affects human health and how humans respond to this impact. The course has an integral focus on current environmental problems. The student can make short-, medium-, and long-term action plans from a sustainable-development perspective. The strategies used are case studies, cooperative learning, and team work.

3 lecture hours, 3 credits, 1 semester

ENSC 665 ENVIRONMENTAL EPIDEMIOLOGY

A view of every step in the epidemiological strategy, a modality in which the scientific method focuses on cause and effect and the elements that modify risks, is provided in this course. The student will apply core concepts of this strategy, inducing him/her to think analytically at the moment of designing a research project. Concepts related to human health, toxicology, environmental risks, ecology, and environmental regulations regarding health and the conservation of ecosystems are integrated in this course.

3 lecture hours, 3 credits, 1 semester

ENSC 670 PRACTICUM IN ENVIRONMENTAL SCIENCES

Requirements: 17 credits in ENSC graduate courses

In this course the student will have the opportunity of working in a private or public entity during his/her graduate studies and to develop professionally and adapt to work experiences. The student will analyze, discuss, and evaluate the work experience. The selection of the entity will depend on the student's interests and space availability in the entity. The work plan will be developed with the president of the graduate committee, the student, and the supervisor at the entity. A verbal presentation and a written report of the work conducted are required. The student will complete 120 hours of supervised practice.

120 hours, 2 credits, 1 semester

ENSC 680 and ENSC 681 COMMUNITY SERVICE I and COMMUNITY SERVICE II

Requirements: 15 credits in ENSC graduate courses and the previous selection of the community to be impacted.

Required course for the Community Service Modality. In this course, the student develops a research project concerning an environmental problem affecting a particular community. The student must present to the community and to the Program what is the solution to the environmental problem and see that it is resolved. The course is graded on a Pass/Fail basis.

By agreement, 2 credits each course, 2 semesters

ENSC 690 TOPICS IN ENVIRONMENTAL SCIENCES

Requirements: 15 credits in ENSC graduate courses.

Seminar about topics related to environment that are of relevance at both international and local levels. Each student will review the most recent scientific literature on a topic to discuss in class. Subsequently, the

student will write a monograph and make a presentation before other students and the professors of the Program.

1 seminar hour, 1 credit, 1 semester

ENSC 699 MASTER'S THESIS IN ENVIRONMENTAL SCIENCES I

Requirements: 15 credits in ENSC graduate courses, including ENSC 610. Must have the Thesis Committee constituted and have the research proposal approved.

Required course for the Research Modality. The student will develop a research framework as submitted in the proposal. Must complete the experimental or sampling stage, the analysis of results, and handle a progress report to be approved by the main thesis counselor. The course is graded on a Pass/Fail basis.

By agreement, 3 credits, 1 semester

ENSC 700 MASTER'S THESIS IN ENVIRONMENTAL SCIENCES II

Requirement: ENSC 699

Final requirement to obtain the Master of Science in Environmental Sciences under the Research Modality. The student must complete the research begun in ENSC 699, write, defend, and handle the original and three copies of the thesis. The course is graded on a Pass/Fail basis.

By agreement, 3 credits, 1 semester

MASTER OF SCIENCE DEGREE IN CHEMISTRY

Prof. Javier Carrasquillo Salib, Director

Faculty: Dr. Luis Álamo Nole, Dr. Monica Marie Arroyo, Dr. Adalgisa Batista Parra, Dr. José Rivera Pagán, Dr. Margarita Rodríguez López, Dr. José F. Rodríguez Quiñones, Dr. Lizette Santos Santori.

DESCRIPTION

The Department of Chemistry offers a Master of Science Degree in Chemistry with two options: Option A requires a minimum of 35 credits, including 6 credits in graduate research, and developing, writing, and defending a thesis. Option B does not require a thesis, but requires a comprehensive exam in the main areas of Chemistry, and 6 credits in graduate courses in business administration.

GOALS AND OBJETIVES

The purpose of the Graduate Program in Chemistry is the formation of competent professionals committed to Christian values who can make positive contributions to the technological development of our society and the advancement of chemistry. In order to fulfill this goal, the Program aims to achieve the following objectives:

- To strengthen the knowledge and skills of students by offering advanced level courses and providing research experiences in the field of chemistry (Option A).

- To develop the competence that enables students to become chemistry teachers at the college level.
- To enable students to work in research laboratories conducting research projects, participating in the design of research projects (Option A), and supervising technical assistants.
- To develop competencies that enable students to hold leadership positions in industry (Option B) or positions that require knowledge and skills in a given area of chemistry.

ADMISSION REQUIREMENTS:

1. Bachelor's degree, certified by means of an official transcript to be sent directly to PCUPR from the institution that granted the degree.
2. Successfully approved a total of twenty four credits that include any of the following courses in chemistry: (It is recommended to have Differential and Integral Calculus)
 - General Chemistry
 - Organic Chemistry
 - Quantitative Analytical Chemistry
 - Instrumental Analysis
 - Physical Chemistry
 - Inorganic Chemistry
 - Biochemistry

If the candidate does not have a Bachelor's Degree in Chemistry, must have approved Differential and Integral Calculus.

3. A minimum grade point average of 3.00 on a scale of 4.00. The same general grade point average of 3.00 applies to the required undergraduate courses in chemistry.
4. Two letters of recommendation indicative of the applicant's ability to pursue graduate work.
5. Results of the Graduate Record of Examination (GRE) – General Test.

All applications are evaluated by the Committee on Graduate Studies of the Department of Chemistry, which makes recommendations to the Program Director. When necessary, the Committee or the Program Director may require an interview with the candidate. Provisional admission may be granted to candidates who fulfill academic requirements but have not taken the GRE or submitted the letters of recommendation. Regular admission (*bona fide*) is granted when the candidate fulfills the missing requirements.

THE CURRICULUM:

OPTION-A

The MS in Chemistry Program requires satisfactory grades of thirty-five (35) credits, including the completion of an original research project (thesis). The curriculum consists of:

CHEM 607	Advanced Inorganic Chemistry I
CHEM 611	Fundamentals of Biochemistry
CHEM 633	Advanced Organic Chemistry I
CHEM 643	Quantum Chemistry
CHEM 620	Theory of Analytical Chemistry
CHEM 690	Seminar
Electives in chemistry	9 credits
Research (CHEM 700, CHEM 701, CHEM 702 Y CHEM 703)	6 credits
THEO 633-634	4 credits
Total	35 credits

GRADUATION REQUIREMENTS

OPTION-A

Completion of the 35 prescribed credits with a minimum general grade point average of 3.00 on a 4.00 point scale; at least 24 of the 35 credits must be taken at Pontifical Catholic University of Puerto Rico.

Presentation and defense of a thesis.

Completion of the requirements within a period of six (6)-calendar-years from the date of the first official registration in the program.

OPTION-B

The MS in Chemistry Program requires satisfactory grades in forty-two (42) credits.

The curriculum consists of:

Required Core Courses in Chemistry: 23 credits

CHEM 602	Methods in Chemical Research
CHEM 607	Advanced Inorganic Chemistry I
CHEM 611	Fundamentals of Biochemistry
CHEM 633	Advanced Organic Chemistry I
CHEM 642	Advanced Methods in Instrumentation
CHEM 643	Quantum Chemistry
CHEM 620	Theory of Analytical Chemistry
CHEM 690	Seminar

CHEM 693	Legal and Ethical Aspects of Chemistry
Electives in chemistry	9 credits
Electives in Business Administration	6 credits
THEO 633-634	4 credits
Total	42 credits

GRADUATION REQUIREMENTS

Completion of the 42 prescribed credits with a minimum general grade point average of 3.00 on a 4.00 point scale; at least 24 of the 42 credits must be taken at Pontifical Catholic University of Puerto Rico.

Approval of a comprehensive exam for core courses.

Completion of the requirements within a period of six (6)-calendar years from the date of admission. the first official registration in the Program.

COURSE DESCRIPTION

CHEM 602 METHODS IN CHEMICAL RESEARCH

Prerequisite: Approval of the Director

Study of the procedures and formats used for the development of a research project in chemistry. Includes writing and revising research proposals and review articles using the style of scientific journals. The student will work and develop skills in research and in the analysis of ethical problems encountered by the researcher.

3 lecture hours, 1 semester 3 credits

CHEM 607 ADVANCED INORGANIC CHEMISTRY I

An advanced study of inorganic chemistry stressing the physic-chemical aspects. The quantum theory interpretation of atomic structure, systematic patterns in the chemistry of the elements, theory of the chemical bond, symmetry, coordination chemistry, and coordination compounds reactions.

3 lecture hours, 1 semester 3 credits

CHEM 608 ADVANCED INORGANIC CHEMISTRY II

Prerequisite: CHEM 607

A detailed study of the periodic chart of elements stressing their physical and chemical properties. Includes inorganic reaction mechanisms, acid-base theory, and oxidation-reduction processes.

3 lecture hours, 1 semester 3 credits

CHEM 611 FUNDAMENTALS OF BIOCHEMISTRY

Study of the chemistry of the constituents of living matter including carbohydrates, lipids, proteins, nucleic acids, enzymes, vitamins, and minerals and their relationships to life processes.

3 lecture hours, 1 semester 3 credits

CHEM 612 PHYSIOLOGICAL APPLICATIONS OF BIOCHEMISTRY

Study of the integration and regulation of metabolic pathways, and the application of biochemical concepts to human physiology.

3 lecture hours, 1 semester 3 credits

CHEM 613 ENZYMOLOGY AND PROTEIN CHEMISTRY

Prerequisite: CHEM 611

Study of the chemistry of proteins emphasizing structure and conformation of proteins, structure/function relationships of enzymes, kinetics and mechanisms of enzymatic reactions, current research methods in enzymology as well as clinical and industrial applications.

3 lecture hours, 1 semester 3 credits

CHEM 620 THEORY OF ANALYTICAL CHEMISTRY

Advanced treatment of acid-base equilibrium in aqueous and non-aqueous systems, solubility equilibrium, complex ion formation and redox equilibrium, theory of quantitative separations, chromatography, electrochemistry, and theory of error.

3 lecture hours, 1 semester 3 credits

CHEM 633 ADVANCED ORGANIC CHEMISTRY I

Study of the structure of organic compounds and reaction mechanisms. Chemical bonding, stereochemistry and conformation of organic compounds and mechanisms of fundamental reactions will be studied.

3 lecture hours, 1 semester 3 credits

CHEM 640 TOPICS IN INSTRUMENTAL ANALYSIS

Principles of analytical instrumentation, including computers and electronics are presented. Also topics in areas like spectroscopy, chromatography, and electrochemistry are discussed with emphasis on applications of the different techniques.

3 lecture hours, 1 semester 3 credits

CHEM 642 ADVANCED METHODS IN INSTRUMENTATION

Modern techniques are studied and utilized in chemical analyses such as nuclear magnetic resonance (NMR), mass spectrometry (MS), atomic emission spectroscopy based on induced coupled plasma (ICP). Study of the basic methods in the coupling of techniques such as gas chromatography or liquid chromatography and mass spectrometry (GC/MS, HPLC/MS), induced coupled plasma and mass spectrometry (ICP/MS). The course includes laboratory practice of several of these techniques.

4 Lectures hours, 1 semester, 2 credits

CHEM 643 QUANTUM CHEMISTRY

Study of the quantum chemistry of atoms and simple molecules. Discussion of exact and approximate solutions to the Schrodinger equation for atoms, simple molecules, and applications to organic, inorganic, and biochemistry.

3 lecture hours, 1 semester 3 credits

CHEM 645 STATISTICAL THERMODYNAMICS

Study of the laws of thermodynamics; statistical mechanics of distinguishable and indistinguishable particles. Calculations of thermodynamic functions, determination, and statistical interpretation of equilibrium constants.

3 lecture hours, 1 semester 3 credits

CHEM 650 SPECIAL TOPICS ON ENVIRONMENTAL ANALYSIS

Discussion of the applications of analytical chemistry in the environmental field. Presentation of commonly used methods for analysis of pollutants in water, wastewater, hazardous waste, air and combustion sources. Environmental laws and regulations aspects are also discussed.

3 lecture hours, 1 semester 3 credits

CHEM 651 CHEMISTRY OF NATURAL PRODUCTS

Prerequisite: CHEM 633

Study of natural products of general interest to understand the origin, structure, and properties of these compounds. Emphasis will be given to the importance and application of natural products in various fields, such as pure science and interdisciplinary areas.

3 lecture hours, 1 semester 3 credits

CHEM 652 CHEMICAL KINETICS

Study of the theories of chemical kinetics as applied to simple and complex models, with emphasis on acquisition and treatment of kinetic data and mechanistic interpretation. Catalysis as well as other factors affecting rate of reactions.

3 lecture hours, 1 semester 3 credits

CHEM 653 RADIATION CHEMISTRY AND PHOTOCHEMISTRY

Study of radiation interactions with matter and the chemical reactions they perform. Emphasis will be given to the importance of biological reactions and synthetic reactions.

3 lecture hours, 1 semester 3 credits

CHEM 690 GRADUATE SEMINAR

Course in which students, faculty, and visiting speakers will present seminars related to scientific topics of current events, peer reviewed articles or research results. Students will analyze and discuss the content of the presented topics using critical thinking skills.

1 lecture hour, 1 semester 1 credit

CHEM 693 LEGAL AND ETHICAL ASPECTS OF CHEMISTRY

Prerequisite: Approval of the Director

Study of the laws that govern the practice of the chemical profession in Puerto Rico and in the United States. The legal aspects of the certification of laboratories and regulatory agencies of Puerto Rico are stressed.

1 lecture hour, 1 semester 1 credit

CHEM 699 COMPREHENSIVE EXAM

An exam that includes analysis and discussion (essays type) questions of fundamental and relevant aspects of chemistry discussed in the instructional plan of the Master Program in Chemistry, Option B.

The course must be PS, NP or E.

CHEM 700 MASTER'S DEGREE IN CHEMISTRY: THESIS I

Prerequisites: Approval of Department Director

Course required for the Master's degree in Sciences with a concentration in Chemistry under the thesis option. The student will define the research topic with the assistance of the thesis director, include a literature review and/or a bibliographic revision, and select the Thesis Committee. The course will be graded as approved or not approved.

By agreement with thesis director, 1 semester, 1 credit

CHEM 701 MASTER'S DEGREE IN CHEMISTRY: THESIS II

Prerequisites: Approval of department director

Course required for the Master's degree in Sciences with a concentration in Chemistry under the thesis option. The student will develop a research proposal with the assistance of the thesis director, which will be reviewed by the Thesis Committee. The student will proceed to defend the proposal. The course will be graded as approved or not approved.

By agreement with thesis director, 1 semester, 2 credits

CHEM 702 MASTER'S DEGREE IN CHEMISTRY: THESIS III

Prerequisites: Approval of department director and thesis director

Course required for the Master's degree in Sciences with a concentration in Chemistry under the thesis option. The student will conduct a research project in an area of interest under the supervision of the thesis director. The student will present the progress of the research through a graduate seminar. In the graduate seminar, the student will announce the preliminary results of the research work. The course will be graded as approved or not approved.

By agreement with thesis director, 1 semester, 2 credits

CHEM 703 MASTERS'S DEGREE IN CHEMISTRY: THESIS IV

Prerequisites: CHEM 700, CHEM 701. Approval of department director and thesis director

Course required for the Master's degree in Sciences with a concentration in Chemistry under the thesis option. The student will write the thesis to be evaluated by the President of the Thesis Committee and will make an oral defense of the work before the Thesis Committee. The Master's thesis must be based on original research work. The course will be graded as approved or not approved

By agreement, 1 semester, 1 credit

MASTER OF SCIENCE IN NURSING

Dr. Rosalina Rivera Rodríguez, Director
Dr. Zulma Y. Torres Santiago, Coordinator

Faculty: Dr. Mildred Lespier Ruiz, Dr. Elizabeth Torres Giorgi, Dr. Felicita Albizu Rivera, Dr. Julio Del Campo Figueroa

PURPOSE:

The purpose of the Graduate Program in Nursing is to prepare clinical nurse specialists with advanced knowledge in the areas of Mental Health and Psychiatric Nursing and Medical-Surgical Nursing.

TERMINAL OBJECTIVES:

At the end of this program, the student will be able to:

1. Perform theoretical based advanced nursing practice reflective of a synthesis of nursing knowledge.
2. Adhere to a deliberative and systematic approach to the nursing process encompassing clinical judgments in all aspects of patient management regardless of setting.
3. Act upon clinical judgments which acknowledge a holistic view of man and the nurse's expertise and accountability for maintaining the client's integrity.
4. Work independently and collaboratively with members of other disciplines in decisions pertaining to matters affecting the health care of individuals, groups, families, and the community.
5. Conduct research in an area characteristic of the clinical nurse specialist's responsibility for the improvement of nursing practice and the advancement of nursing science.
6. Adopt a model of practice as a clinical nurse specialist which allows for autonomy and authority for the intervention at any level.
7. Value the contribution of the advanced practice professional in promoting changes for the formulation of health policy.
8. Demonstrate the competencies of a clinical nurse specialist as change agent of, collaborator, clinical leader, role model, and patient advocate during the direction of care.
9. Demonstrate comprehension and openness to dialogue toward the spiritual dimension of the human being by participating in spiritual reflections during service experiences.
10. Utilize appropriate technology for accessing and evaluation of information from diverse sources following the established institutional policy.

ADMISSION REQUIREMENTS:

1. An approved bachelor's degree with a major in nursing from an accredited program.
2. A minimum of 1.5 years of experience as a professional nurse working in a related field of the selected specialty area.
3. Two letters of recommendation that indicate the candidate's ability to perform graduate work: one from an administrative official or a professor, the other one from a supervisor or administrator.

4. Academic index of 2.75 on a 4.00 scale or its equivalent.
5. Personal interview with a faculty member or the graduate program coordinator.
6. Evidence of Hepatitis B vaccination and other diseases.
7. Evidence of a current Puerto Rico license to practice as a professional nurse; active membership in the Puerto Rico College of Professional Nurses.
8. A written essay related to a nursing practice issue.
9. Results of the admission test for graduate studies, EXADEP.
10. Approval of a basic course in statistics at bachelor's level, comparable to MATH 298.
11. Negative certificate of penal record provided by Puerto Rico Police Department.
12. A recent resume or curriculum vitae.

GRADUATION REQUIREMENTS:

The requisites for the master's degree are:

1. Completion of the established curriculum, 44 credits, with a minimum grade point average of 3.00 on a 4.00 point scale; and completion of all requirements within a three (3) year period.
2. A minimum grade average of 3.00 on a 4.00 point scale in nursing courses must be kept.
3. Approve a clinical research project related to the area of specialty and the student's interest.

PROGRAM OF STUDIES:

MEDICAL AND SURGICAL NURSING

COURSES	CREDITS
Nursing Program Requirements	37
General Education Requirements: THEO 633, 634	4
College Requirement: BIOL 620	3
TOTAL	44

MENTAL HEALTH AND PSYCHIATRIC NURSING

COURSES	CREDITS
Nursing Program Requirements	37
General Education Requirements: THEO 633, 634	4
College Requirement: BIOL 620	3
TOTAL	44

MASTER OF SCIENCE IN NURSING CURRICULUM SEQUENCE

MEDICAL-SURGICAL NURSING

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NURS 610	2	NURS 660	3
NURS 604	3	NURS 662	3
BIOL 620	3	THEO 633	2
CREDITS	8	CREDITS	8

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NURS 607	3	NURS 608	3
NURS 602	3	NURS 668	3
NURS 664	3		
CREDITS	9	CREDITS	6

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NURS 609	3	NURS 671	4
NURS 670	3	NURS 619	1
		THEO 634	2
CREDITS	6	CREDITS	7

MENTAL HEALTH AND PSYCHIATRIC NURSING

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NURS 610	2	NURS 603	3
NURS 604	3	THEO 633	2
BIOL 620	3	NURS 652	3
CREDITS	8	CREDITS	8
SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NURS 607	3	NURS 608	3
NURS 602	3	NURS 654	3
NURS 656	3		
CREDITS	9	CREDITS	6
THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NURS 609	3	NURS 671	4
NURS 670	3	NURS 619	1
		THEO 634	2
CREDITS	6	CREDITS	7

COURSES DESCRIPTION:

NURS 602 STATISTICAL METHODS FOR HEALTH PROFESSIONALS

Requisite: Basic course in statistics at undergraduate level comparable to MATH 298

Study of statistical method in epidemiology and research. Emphasis is given to computerized application of parametric and non-parametric statistical techniques as well as on hypothesis testing applicable to research on situation within the health scenario.

3 lecture hours, 1 semester, 3 credits

NURS 603 THEORIES OF PERSONALITY FOR ADVANCED NURSING PRACTICE

Co-requisite: NURS 652

Analysis, comparison, and contrast of major theories of personality and their respective psychopathology concepts are discussed. Emphasis is placed on the analysis of human behavior according to the theories and models of personality. It provides the foundations for the interventions of the advanced Mental Health and Psychiatric Nursing practice.

3 lecture hours, 1 semester, 3 credits

NURS 604 PHYSICAL AND PSYCHOLOGICAL NURSING ASSESSMENT

Focuses on the application of the nursing process in the physical and psychological assessment of the individual at all levels of intervention. Includes nursing diagnosis, nursing interventions, and strategies for individual health teaching. 2 lecture hours, 4 clinical laboratory hours, 1 semester, 3 credits

NURS 607 ADVANCED PHARMACOTHERAPY

Requisites: BIOL 620, NURS 604

Provides clinical specialist students the opportunity to acquire knowledge and skills in the therapeutic use of various pharmacologic agents used within the context of advanced nursing practice. Study the effects of the therapy with drugs for the promotion of health, prevention and treatment of diseases. Examines the principles of action, pharmacokinetics, pharmacodynamics and effects of drugs on different systems. Discuss the effects of pharmacological agents according to the pathophysiology of some diseases in the Puerto Rican population.

3 lecture hours, 1 semester, 3 credits

NURS 608 NURSING RESEARCH PART I

Requisites: NURS 602, NURS 610

Analysis of the theoretical basis of nursing research. Analysis and critique of research reports in which various methods of conducting research have been utilized. Ethical, moral, and legal principles involved in the research process are discussed. Students design a research proposal on a clinical nursing problem according to specialty. 2 lecture hours, 3 laboratory hours, 1 semester, 3 credits

NURS 609 NURSING RESEARCH PART II

Requisite: NURS 608

It provides to conduct a research project implementing the scientific process under the supervision of the professor. The student writes and presents a research project according to the clinical specialty in nursing.

1 lecture hour, 6 laboratory hours, 1 semester, 3 credits

NURS 610 NURSING THEORIES

Nursing, social, behavioral, and natural science theories and philosophies are explored and related to the role of the clinical nurse specialist. Emphasis is placed on comparing and contrasting various theoretical formulations developed by nursing scholars and in the development of a conceptual framework for nursing intervention at the primary, secondary, and tertiary level.

2 lecture hours, 1 semester, 2 credits

NURS 619 HEALTH POLICY AND HEALTH PLANNING

Focuses on major health issues, policy making, health planning, and the legislative process. Studies the impact of political changes and legislation on the health care system. Analysis of major legislation and impact on the practice of nursing, the health care delivery system, and the development process of needed legislation.

1 lecture hours, 1 semester, 1 credit

NURS 652 PSYCHOTHERAPEUTIC NURSING INTERVENTION WITH INDIVIDUALS

Requisites: NURS 604, 610

Co-requisite: NURS 603

Analysis of the psychotherapeutic nursing process. Application and testing of theories and concepts of mental health and psychiatry in individual therapy. Studies growth and developmental stages and its relationship to psychopathology. Emphasis on the clinical specialty role in advanced practice in the intervention of psychotherapy with individuals.

1 lecture hour, 7 clinical laboratory hours, 1 semester, 3 credits

NURS 654 PSYCHOTHERAPEUTIC NURSING INTERVENTION WITH FAMILY

Requisite: NURS 656

Provides for the analysis of the psychotherapeutic process within the family system. Studies the major concepts, theoretical formulations, and methods and its implication to family therapy. Emphasis on the clinical specialty role in advanced practice in the intervention of psychotherapy with family. Utilize the nursing process to analyze patterns of maladaptive communication and interpersonal relationships in the family system.

1 lecture hour, 7 clinical laboratory hours, 1 semester, 3 credits

NURS 656 PSYCHOTHERAPEUTIC NURSING INTERVENTION WITH GROUPS

Requisite: NURS 603, 652

Co-requisite: NURS 607

Focuses in the application of theories and concepts related to psychotherapeutic interventions with groups. Emphasis on the clinical specialty role in advanced practice in the intervention of psychotherapy with groups. Utilize the nursing process to analyze patterns of maladaptive communication and interpersonal relationships.

1 lecture hour, 7 clinical laboratory hours, 1 semester, 3 credits

NURS 660 ADVANCED PATHOPHYSIOLOGY

Requisite: BIOL 620

Studies the pathophysiology and management of health problems and prevention of illness in adults. Emphasis is placed upon following concepts and theories: etiological and physiological components of illness; regulation and maintenance of essential life processes; cellular effects of injurious agents; and regulatory, control, and supporting mechanisms. Analyzes implication for advanced nursing practice in the clinical setting.

2 lecture hours, 5 clinical laboratory hours, 1 semester, 3 credits

NURS 662 NURSING DIAGNOSIS AND INTERVENTION STRATEGIES IN ADULTS WITH COMMON HEALTH PROBLEMS

Requisites: BIOL 620, NURS 604

Co-requisite: NURS 660

Application of behavioral theories and natural sciences. Includes in depth knowledge of pathophysiology of diverse health conditions. Provides for analysis, deliberation and formulation of nursing diagnosis. Emphasis is placed upon critical judgment for the selection of traditional and nontraditional interventions at different levels.

2 lecture hours, 5 clinical laboratory hours, 1 semester, 3 credits

NURS 664 NURSING INTERVENTION WITH CRITICALLY ILL ADULTS

Requisite: NURS 662, 660

Co-requisite: NURS 607

Studies critical illnesses and catastrophic traumas which affect adults. Analyzes biophysiological responses obtained from mechanical life monitoring, hemodynamic and supporting systems. Emphasizes evidence based advanced nursing practice. Attention is given to spiritual and emotional dimensions and critical care skills as the basis for humanistic and scientific dimensions.

2 lecture hours, 5 clinical laboratory hours, 1 semester, 3 credits

NURS 668 PRACTICUM OF CRITICAL CARE OF ADULT PATIENTS

Requisite: NURS 664, 607

Provides intensive practice based on theoretical concepts within the clinical specialist role. Emphasis is placed on management plans for nursing intervention of patients with complex health problems in Puerto Rico and the mainland. Emphasizes evidence based advanced nursing practice. Opportunity is provided to apply leadership skills in the clinical specialist roles.

2 lecture hours, 6 clinical laboratory hours, 1 semester, 3 credits

NURS 670 TEACHING AND ADMINISTRATION ROLE OF ADVANCED PRACTICE

Requisites: Medical and Surgical Nursing: NURS 668, Mental Health and Psychiatric Nursing: NURS 654

Analysis of philosophies and current theories of management and education as a basis for the preparation of advanced nursing practice professional. Discusses strategies, methods, and techniques used in administration and education. The competencies of the clinician are analyzed: change agent, collaborator, clinical leader, role model and advocate for the patient. Studies the sub-roles of expert practice, educator, consultant, and researcher and other leadership strategies for the delivery of health care. 3 lecture hours, 1 semester, 3 credits

NURS 671 APPLICATION OF CLINICAL SPECIALIST ROLES OF ADVANCED PRACTICE

Requisite: NURS 609, 670

Provides for evidence based practice and the analysis of concepts and theories within the clinical specialist roles. Students have the opportunity to practice and develop their role as expert caregiver with culturally diverse adults presenting altered physical or mental conditions. Provides students the opportunity to

practice as consultant and leader within the health system in Puerto Rico. The student can develop the following roles: case manager, educator, researcher, and administrator.

2 lecture hours, 9 hours clinical laboratory, 1 semester, 4 credits

MASTER PROGRAM IN APPLIED AND INTEGRATED NEUROSCIENCE IN NEUROBIOLOGY

Dr. Zaira Mateo Mayol, Coordinator

GOAL

The Master in Neurobiology, prepares competent professionals that will be able to confront, responsibly and successfully, challenges in the neuroscience research fields. The curricular components of this specialty is directed to the study of the basic science within the neuroscience field. It provides the opportunity to learn basic research skills through experimental design that culminates in a thesis presentation and publication. Focus is given to cellular and the molecular mechanisms associated to learning, memory, behavior, addictions and other areas within the neuroscience field.

OBJECTIVES

1. Offer the Puerto Rican and Caribbean community the alternative to study a post-graduate program in the field of biology, psychology and pedagogy based on neuroscience.
2. Develop relevant skills necessary to carry on critical analyzes and valid results dissemination using current neuroscientific literacy.
3. Apply appropriate neuroscientific knowledge to support work originality, coherent integration of the ideas in the study and the solution of problems pertaining to neuroscience.
4. Contribute in searching the truth through the systematic application of quantitative and qualitative data that lead to the solution of neuroscientific problems.
5. Develop knowledge that leads to comprehension of social, educational and neuroscientific factors through a legal and ethical perspective.

REQUIREMENTS FOR MASTER PROGRAM IN APPLIED AND INTEGRATED NEUROSCIENCE IN NEUROBIOLOGY

	CREDITS
General Education – THEO 633 Dignity of the Human Being THEO 634 Marriage and Family	4
Requirements for specialized and related courses	43
COURSES:	CREDITS
NSGP 600 Neurobiology	4
NSGP 602 Applied statistics in neuroscience research	3
NSGP 603 Scientific writing in english	2
NSGP 612 Cellular and molecular neurobiology	4
NSGP 613 Cognition, emotion and memory	4

NSGP 616 Research methodology	3
NSGP 621 Neuroendocrine and neuroimmunology	4
NSGP 622 Neuropharmacology and neurotoxicology	4
NSGP 640 Neural plasticity and neuroregeneration of the nervous system	4
NSGP 641 Neurobiology of development	4
NSGP 642 Neuroethics	2
NSGP 700 Practicum of the neuroscientific research in neurobiology	3
NSGP 720 Thesis I	1
NSGP 721 Thesis II	1
TOTAL	47

**CURRICULAR SEQUENCE FOR MASTER PROGRAM IN APPLIED AND INTEGRATED
NEUROSCIENCE IN NEUROBIOLOGY**

FISRT YEAR			
FIRST SEMESTER		SECUND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NSGP 600 Neurobiology	4	NSGP 612 Cellular and molecular neurobiology	4
NSGP 602 Applied statistics in neuroscience research	3	NSGP 613 Cognition, emotion and memory	4
NSGP 604 Scientific writing in english	2	NSGP 616 Research methodology in neuroscience	3
THEO 633 Dignity of the human being	2		
CREDITS	11	CREDITS	11

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTRE	
COURSE	CREDITS	COURSE	CREDITS
NSGP 621 Neuroendocrinology and neuroimmunology	4	NSGP 640 Neural plasticity and neuroregeneration of the nervous system	4
NSGP 622 Neuropharmacology and neurotoxicology	4	NSGP 642 Neuroethics	2
NSGP 700 Practicum of the scientific research in neurobiology	3	NSGP 641 Neurobiology of development	4
CREDITS	11	CREDITS	10

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NSGP 720 Thesis I	1	NSGP 721 Thesis II	1
THEO 634 Marriage and family	2		
CREDITS	3	CREDITS	1

MASTER PROGRAM IN APPLIED AND INTEGRATED NEUROSCIENCE IN CLINICAL NEUROSCIENCE

Dr. Ana Plaza, Liaison

GOAL

The specialization in Clinical Neuroscience prepares future professionals in the basic knowledge of the nervous system to allow them to identify, explain and manage pathologies, underlying different mental disorders. Description of the pharmacological treatments and the neuroscientific evaluation techniques of mental disorders conform the special area of interest of this specialization. In addition, this specialized program will allow the comprehension of the principal mechanisms that are present in neurodegenerative illnesses and experimental bases of the neuroprotection and neuro-repair strategies. Clinical Neuroscience facilitates the development of the necessary skills to assess mental disorders related to the nervous system with the handling of neuropsychological techniques, which involves this area of study. The contribution in investigation within clinical neuroscience will consider the characteristics and development of treatments focused on the changes within the nervous system and how they are presented in each mental disorder.

OBJECTIVES

1. Offer to the Puerto Rican and Caribbean community the alternative to study a post-graduate program in the field of biology, psychology and pedagogy based on neuroscience.
2. Develop relevant skills necessities to carry on critical analyzes and valid results dissemination using current neuroscientific literacy.
3. Apply appropriate neuroscientific knowledge that support work originality, coherent integration of the ideas in the study and the solution to the problem presented in neuroscience.
4. Contribute in search of the truth through the systematic application of the quantitative and qualitative data that lead to the solution of the neuroscientific problem.
5. Develop knowledge that lead to the comprehension of social, educational and neuroscientific factors through a legal and ethical perspective.

REQUIREMENTS FOR MASTER PROGRAM IN APPLIED AND INTEGRATED NEUROSCIENCE IN CLINICAL NEUROSCIENCE

	CREDITS
General Education – THEO 633 Dignity of the Human Being THEO 634 Marriage and Family	4
Requirements for specialized and related courses	43
COURSES:	CREDITS
NSGP 600 Neurobiology	4
NSGP 602 Applied statistics in neuroscience research	3
NSGP 603 Scientific writing in english	2
NSGP 612 Cellular and molecular neurobiology	4
NSGP 613 Cognition, emotion and memory	4
NSGP 616 Research methodology	3
NSGP 622 Neuropharmacology and neurotoxicology	4
NSGP 624 Mental diseases	4
NSGP 626 Neurodegenerative diseases	4
NSGP 640 Neural plasticity and neuroregeneration of the nervous system	4
NSGP 642 Neuroethics	2
NSGP 701 Practicum of the neuroscientific research in clinical neuroscience	3
NSGP 720 Thesis I	1
NSGP 721 Thesis II	1
TOTAL	47

CURRICULAR SECUENCE FOR MASTER PROGRAM IN APPLIED AND INTEGRATED NEUROSCIENCE IN CLINICAL NEUROSCIENCE

FISRT YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NSGP 600 Neurobiology	4	NSGP 612 Cellular and molecular neurobiology	4
NSGP 602 Applied statistics in neuroscience research	3	NSGP 613 Cognition, emotion and memory	4
NSGP 604 Scientific writing in english	2	NSGP 616 Research methodology in neuroscience	3

THEO 633 Dignity of the human being	2		
CREDITS	11	CREDITS	11

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NSGP 622 Neuropharmacology and neurotoxicology	4	NSGP 640 Neural plasticity and neuroregeneration of the nervous system	4
NSGP 624 Mental diseases	4	NSGP 642 Neuroethics	2
NSGP 626 Neurodegenerative diseases	4	NSGP 701 Fundaments in the neuropsychological evaluation	3
			0
CREDITS	12	CREDITS	9

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NSGP 722 Thesis I	1	NSGP 723 Thesis II	1
THEO 634 Marriage and family	2		
CREDITS	3	CREDITS	1

MASTER PROGRAM IN APPLIED AND INTEGRATED NEUROSCIENCE IN COGNITIVE NEUROSCIENCE

Dr. Abner Colón, Liaison

GOAL

In the curricular component of this specialty, the professional is trained using integration of scientific and academic aspects related to learning processes. It allows the student to integrate concepts and knowledge of neuroscience and the contributions of cognitive areas; regarding how the brain works from a multidisciplinary perspective that explains the relationship between the brain, cognition and behavior. In this master's degree, the student is encouraged to publish research activity in peer reviewed scientific journals.

OBJECTIVES

1. Offer to the Puerto Rican and Caribbean community the alternative to study a post-graduate program in the field of biology, psychology and pedagogy based on neuroscience.
2. Develop relevant skills necessary to carry on critical analyzes and valid results dissemination using current neuroscientific literacy.
3. Apply appropriate neuroscientific knowledge that support work originality, coherent integration of the ideas in the study and the solution to the problem presented in neuroscience.
4. Contribute in search of the truth through the systematic application of the quantitative and qualitative data that lead to the solution of the neuroscientific problem.
5. Develop knowledge that lead to the comprehension of social, educational and neuroscientific factors through a legal and ethical perspective.

REQUIREMENTS FOR MASTER PROGRAM IN APPLIED AND INTEGRATED NEUROSCIENCE IN COGNITIVE NEUROSCIENCE

	CREDITS
General Education – THEO 633 Dignity of the human being THEO 634 Marriage and family	4
Requirements for specialized and related courses	43
COURSES:	CREDITS
NSGP 600 Neurobiology	4
NSGP 602 Applied statistics in neuroscience research	3
NSGP 603 Scientific writing in english	2
NSGP 612 Cellular and molecular neurobiology	4
NSGP 613 Cognition, emotion and memory	4
NSGP 616 Research methodology	3
NSGP 623 Cognitive neuropsychology	4
NSGP 625 Neuropsychology of language and executive functions	4
NSGP 627 Cognitive neuroscience: attention, memory and learning disorders	4
NSGP 644 Evaluation and cognitive rehabilitation	4
NSGP 642 Neuroethics	2
NSGP 702 Practicum of the neuroscientific research in cognitive neuroscience	3
NSGP 724 Thesis I	1
NSGP 725 Thesis II	1
TOTAL	47

**CURRICULAR SEQUENCE FOR MASTER PROGRAM IN APPLIED AND INTEGRATED
NEUROSCIENCE IN COGNITIVE NEUROSCIENCE**

FIRST YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NSGP 600 Neurobiology	4	NSGP 612 Cellular and molecular neurobiology	4
NSGP 602 Applied statistics in neuroscience research	3	NSGP 613 Cognition, emotion and memory	4
NSGP 604 Scientific writing in english	2	NSGP 616 Research methodology in neuroscience	3
THEO 633 Dignity of the human being	2		
CREDITS	11	CREDITS	11

SECOND YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NSGP 623 Cognitive neuropsychology	4	NSGP 644 Evaluation and cognitive rehabilitation	4
NSGP 625 Neuropsychology of language and executive functions	4	NSGP 642 Neuroethics	2
NSGP 627 Cognitive neuroscience: attention, memory and learning disorders	4	NSGP 702 Practicum of the neuroscientific research in cognitive neuroscience	3
			0
CREDITS	12	CREDITS	9

THIRD YEAR			
FIRST SEMESTER		SECOND SEMESTER	
COURSE	CREDITS	COURSE	CREDITS
NSGP 724 Thesis I	1	NSGP 725 Thesis II	1
THEO 634 Marriage and family	2		
CREDITS	3	CREDITS	1

COURSES

NSGP 600 Neurobiology

Study of the structure, function and the integration of different components of the nervous system. It includes basic concepts in electrophysiology, synaptic transmission and organization of the central and peripheral nervous system. Also, will be study the structural relation of the brain and cognitive functions in relation to cerebral blood supply and its pathologies. This course have few laboratory experiences up to 12 contact hours.

4 lecture hours, 12 hours of laboratory integrated to the lecture, 1 semester, 4 credits

NSGP 602 Applied statistics in neuroscience research

Application and conceptualization of the inherent processes of the descriptive and inferential statistics applied to the neuroscience and related fields including research. Study of the central tendency, dispersion and positioning. This course includes the study of parametrical and non-parametrical statistical analysis. It will be develop the skills in the use of SPSS program for the wide variety of statistical analysis and the excel program for calculations and graph improvement. Also, it will be analyze research literature in neuroscience and the skills behind the use of technology in the interpretation, application, analysis and evaluation of the statistical information.

3 lecture hours, 1 semester, 3 credits

NSGP 604 Scientific writing in English

Study of the scientific writing techniques in English. To practice the writing processes of a manuscript leading to a probable publication at a peer review journal. It will be study other scientific manuscripts variations and techniques in English. It will be discussed the basic principles of a properly scientific writing.

2 lecture hours, 1 semester, 2 credits

NSGP 612 Cellular and molecular neurobiology

Prerequisite: NSGP 600

Introductory course for graduate students focused on cellular and molecular neurobiology. This course will study molecules that play an important role in cellular membrane excitability, action potential propagation, synaptic transmission, and plasticity. It will also study the implications of these molecules in cell function as well as cell-cell interactions in the nervous system. There will be some laboratory experiences that allows the student to practice theoretical concepts discussed in class.

4 lecture hours, 16 hours of laboratory integrated to the lecture, 1 semester, 4 credits

NSGP 613 Cognition, emotion and memory

Study of the theories on cognitive and emotional development and its implication in the cerebral functioning. Also will be studied the role of the brain in the construction of the cognition, emotion and memory. To learn the implications of conceptualizations about cognition, emotion and memory in research and professional practice to complete the analysis.

4 lecture hours, 1 semester, 4 credits

NSGP 616 Research methodology in neuroscience

Conceptualization and application of the quantitative and qualitative research methodology in the neuroscience field. Emphasis in the development of skills necessary to carry out investigations in the aforementioned field, particularly those related to the use of technology. Analysis of the different quantitative and qualitative research designs with their respective components and their practical application to neuroscience research. The different approaches, both statistical and non-statistical, will be studied for the interpretation and analysis of information. Individual formulation of a research proposal will be performed.

3 lecture hours, 1 semester, 3 credits

NSGP 621 Neuroendocrinology and neuroimmunology

Prerequisite: NSGP 600

The course of neuroendocrinology and neuroimmunology will study the interactions between the peripheral immune system and the central nervous system, and their mutual influences. It also studies the endocrine system and its relationship with the brain and other organs. Explanation of the mechanisms of growth, stress and reproduction, from an integral approach of control and regulation of the processes between both systems.

4 lecture hours, 1 semester, 4 credits

NSGP 622 Neuropharmacology and neurotoxicology

Prerequisites: NSGP 600

In this course emphasizes in the study of the neuropharmacological action and its effects. Description of the various families of frequently used drugs for the treatment of various mental illnesses and disorders of the nervous system. At the same time, the neurophysiological responses caused by these chemical compounds are studied. Analysis of the neurophysiological, pharmacokinetic and pharmacodynamic foundations of the main drugs, and their interactions. The effect of drugs on the nervous system is addressed, with emphasis on the cellular and molecular action of drugs in synaptic transmission. In addition, the fundamentals of neurotoxicology and its effect on public health will be studied.

4 hours of lecture, 1 semester, 4 credits

NSGP 623 Cognitive neuropsychology

The course address the study of concepts in cognitive neuropsychology framed into the development of the psychological processes of the nervous system. Alterations of the cognitive functions will be studied as the result of cerebral injury and how these contribute to understand the normal cognition. In addition, different models of cognitive processing will be studied to distinguish the intact from the impaired capacities. It will addressed the knowledge of neurocognitive models of attention and executive functions, as well the main neuropsychological syndromes.

4 lecture hours, 1 semester, 4 credits

NSGP 624 Mental diseases

The course address the study of the biological and genetic bases that underlie mental disorders and the criteria and considerations for their diagnosis and evolution. It also includes the study of the functional alterations of the nervous system that lead to the appearance of mental illnesses. Emphasis on the

physiopathology and environmental factors, research and neuroimaging techniques that will guide multidisciplinary treatments and applications to clinical practice.

4 lecture hours, 1 semester, 4 credits

NSGP 625 Neuropsychology of language and executive functions

Prerequisite: NSGP 623

The course address the study the oral and written language disorders in its various components (sensory, comprehension and production engines). At the same time, alterations related to the processes of conceptualization, reasoning and problem solving and executive functions will be analyzed. In addition, reference will be made to language disorders and the thought process when there is brain damage.

4 lecture hours, 1 semester, 4 credits

NSGP 626 Neurodegenerative diseases

The course will address the study of the etiopathogenesis of nervous system aging, neurodegeneration and the foundations of mental pathology. Neurological disorders, alterations of cognition and behavior, and their probable treatments are also studied.

4 lecture hours, 1 semester, 4 credits

NSGP 627 Cognitive neuroscience: attention, memory and learning disorders

This course will address the study of cognitive processes, neural plasticity, processing and integration of information. Emphasis on the neuroscientific foundations of attention, memory and learning disorders. Conceptualization, characteristics, challenges and educational alternatives conducive to improving and increasing the learning processes of students with these disorders. The course requires the review of literature leading to write an article publishable in professional journals.

4 lecture hours, 1 semester, 4 credits

NSGP 640 Neural plasticity and neuroregeneration of the nervous system

Prerequisite: NSGP 600

This course will study of neuronal and cerebral synaptic plasticity processes in the processes of neurogenesis, synaptogenesis and angiogenesis in adulthood. In addition, the functions of cells and molecules in the signaling of the neuroprotection and neurorepair processes will be studied. Emphasis on the use of stem cells and gene therapy, the restoration of neuronal function after an injury and the advances in the development of clinical strategies in the regenerative treatment of injuries. This course will have some laboratory experiences to a maximum of 12 hours.

4 lecture hours, 12 hours of laboratory integrated to the lecture, 1 semester, 4 credits

NSGP 641 Neurobiology of development

This course will study the principles of the nervous system development, with special attention to the neuroanatomy, through the use of models of vertebrate and invertebrate animals as a resource to investigate the development of the mammals' brain. The nervous system is also studied, with particular emphasis on the processes that underlie the appearance of complex and ordered neural circuits. Topics include neural induction, regional specification, neuronal cell biology, differentiation, neurogenesis,

glyogenesis, neuronal migration, axon growth and orientation, synaptogenesis and plasticity, and apoptosis, among others.

4 lecture hours, 1 semester, 4 credits

NSGP 642 Neuroethics

Study of the development and progress of neuroscience in the light of humanistic and Christian ethics, its limits and openings in relation to the moral consequences of neuroscientific experiments. Determination of the implications and ethical consequences in the human being in light of his moral responsibility. Analysis of the ethical approaches presented in the development of neurosciences. Approach to the biological bases that support the choices of personal moral decisions and behaviors. Description of the mental processes that intervene in the elaboration of ethical judgments and social decisions.

2 lecture hours, 1 semester, 2 credits

NSGP 644 Evaluation and cognitive rehabilitation

Prerequisite: NSGP 627

Emphasis in the study of tests, models and methods designed for cognitive evaluation and rehabilitation. Application of evaluation processes for the differential diagnosis of the cognitive strengths and weaknesses of students and the creation of psychoeducational intervention plans. Specialized educational practices aim to improve cognitive functions such as memory, perception, attention, understanding, learning, reasoning and problem solving. Visual demonstration of applied evaluation practices, educational intervention and use of physical and technological resources is required to facilitate the rehabilitation of a cognitive deficiency.

4 lecture hours, 1 semester, 4 credits

NSGP 700 Practicum of the neuroscientific research in neurobiology

Prerequisite: NSGP 616, NSGP 604

Application and practical integration of the knowledge and skills acquired through the core and specialty courses. The vocational interests of students in the area of neurobiology are strengthened as well as their needs for growth and professional development. The student will work under the mentoring with a professional in the field. This course requires prior agreement with the mentor and the student whose number of contact hours worked with the mentor is 45 to the semester.

3 contact hours by agreement with the mentor, 1 semester, 3 credits

NSGP 701 Fundamentals of the neuropsychological evaluation

Introduction, definition and main applications of the neuropsychological evaluation. Study of quantitative and qualitative approaches in the neuropsychological evaluation. Introduction to the concepts of reliability and validity as necessary characteristics in neuropsychological tests. Evaluation, with psychological batteries, of brain dysfunction in cognition, in possible behavior disorders and in emotional disorders. Adaptation and validity to achieve standardized norms applicable to the Puerto Rican population.

3 lecture hours, 1 semester, 3 credits

NSGP 702 Practicum of the neuroscientific research in cognitive neuroscience

Application and practical integration of the knowledge and skills acquired through the core and specialty courses. The vocational interests of students in the area of cognitive neuroscience are strengthened as well

as their needs for growth and professional development. The student will work under the mentoring of a professional in the field area.

3 contact hours by agreement with the mentor, 1 semester, 3 credits

NSGP 720-721 Thesis in neurobiology I y II

Conceptualization, planning and realization of a research project. It includes the creation and development of a thesis regarding a problem in the area of neurobiology with particular emphasis on the area of expertise under the mentoring of one or more members of the faculty. Emphasis on the application of the principles that apply to scientific research, with adherence to a style manual approved by the Program. Oral and written presentation of the investigation before an Evaluating Committee.

Contact hours by agreement, 2 credits

NSGP 722-723 Thesis in clinical neuroscience I y II

Conceptualization, planning and realization of a research project. It includes the creation and development of a thesis regarding a problem in the area of neurobiology with particular emphasis on the area of expertise under the mentoring of one or more members of the faculty. Emphasis on the application of the principles that apply to scientific research, with adherence to a style manual approved by the Program. Oral and written presentation of the investigation before an Evaluating Committee.

Contact hours by agreement, 2 credits

NSGP 724-725 Thesis in cognitive neuroscience I y II

Conceptualization, planning and realization of a research project. It includes the creation and development of a thesis regarding a problem in the area of neurobiology with particular emphasis on the area of expertise under the mentoring of one or more members of the faculty. Emphasis on the application of the principles that apply to scientific research, with adherence to a style manual approved by the Program. Oral and written presentation of the investigation before an Evaluating Committee.

Contact hours by agreement, 2 credits

GRADUATE SCHOOL OF EDUCATION

Dr. Jaime Ortiz-Vega, Director

Dr. Mónico Sanabria Mercado, Doctoral Program Coordinator

Dr. Abner Colón Ortiz, Master Program Coordinator

Faculty: Dr. Abner Colón Ortiz, Dr. Carlos J. Cintrón Valpaís, Dr. Edgardo J. Avilés Garay, Dr. Iván Vázquez Torres, Dr. Jaime Ortiz-Vega, Dr. Mónico Sanabria Mercado, Dra. Myriam Zayas Zengotita, Dra. Patricia Landers Santiago, Dra. Shirley E. González Tardí,

VISION

The Graduate School of Education at Pontifical Catholic University of Puerto Rico is focused on seeking a top ranking position in order to be recognized as one of the better options of graduate education, nationally and internationally. To reach it, the Graduate School of Education works hard to maintain a high moral

reputation, prestige, and academic excellence throughout its faculty, administration, and academic programs. It visualizes students as valued resources that contribute and at the same time are carriers of new knowledge, skills, values, and attitudes framed in Christ's teaching. This will allow transforming Puerto Rican education into a prestigious, committed, and dignified entity.

MISSION

The mission of the Graduate School of Education (GSE) is to provide a holistic, complete, and excellent education to educational professionals through graduate programs (master's and doctorate) by focusing on the current and future needs of the student population of Puerto Rico. To attain this purpose, it offers a variety of recognized, notable, and excellent programs of study that impact different areas of knowledge with emphasis on reflection and educational research. The GSE aspires that its graduates distinguish themselves in leadership positions in and out of the island in public and private educational institutions, as college and higher education professors, and in their creative, innovative, and scientific contributions through their teaching, administration, guidance and counseling, and educational research.

GOAL AND OBJECTIVES OF THE GRADUATE SCHOOL OF EDUCATION

The goal of the Graduate School of Education is to promote the integral development of teachers and other professionals, through excellent and academically recognized graduate programs in the areas of teaching and other related fields. It seeks that the graduates develop competencies, knowledge, skills, and attitudes that qualify them to respond to the needs of educational systems (public and private) and other related institutions, to the needs of the current and future Puerto Rican, Caribbean, and global society with the highest sense of commitment, responsibility, and ethics.

To reach this goal, the Graduate School of Education has the following general objectives:

- To facilitate students with updated educational designs in their majors, according to new theories and research in the fields of teaching, school curriculum, educational administration, psychology, professional counseling, and other areas of education or related to it.
- To promote the development of technological skills that enable students to integrate technology effectively into the educational process, the use of the virtual library, the Internet, and the application of educational innovations to distance learning.
- To develop the skills of reflective, critical, and creative thought and metacognition that allow them to judge the new subjects and challenges that education and present society are facing and to promote alternatives to solve them.
- To stimulate action and educational research in the different fields of study in order to produce findings that can contribute to education.

- To make students aware of ethics and honesty in accessing and listing information through the analysis of available information, respect to copyright, and inclusion of used references.
- To develop professionals with higher Christian values that demonstrate respect to life, human dignity, and diversity in its different manifestations.

ADMISSION REQUIREMENTS OF THE GRADUATE SCHOOL OF EDUCATION

1. A Bachelor's Degree from an accredited institution, certified by means of an official transcript to be sent directly from the institution to the Office of Admissions of PCUPR.
2. A minimum of 2.75 grade point average on a four point (4.00) scale.
3. Evidence of study abilities, as demonstrated in the score in one of the following tests: EXAPEP, GRE o MAT.
4. Two letters of recommendation indicative of the applicant's ability to pursue graduate studies.

Interview with the Director of the Graduate School of Education or the specialization coordinator of the program of his specialty to which he requests admission, if applicable.

PROGRAM PREREQUISITES OF MASTER

Students who do not have a degree in Education, must pass with a minimum grade of C, successfully complete at least fifteen (15) credits under- graduates include the following courses:

- Educational Psychology or Sociology of Education (3) crs.
- Philosophy of Education (3) crs.
- Introduction to Exceptional Child (3) crs.
- Educational Measurement and Evaluation or an introductory course to computerized information systems (3) crs.
- A methodology course (3) crs.

They must be taken and passed during the first academic year.

ACADEMIC OFFERINGS (M.Ed.)

- Professional Counseling
- Curriculum and Teaching
- Curriculum and Educational Therapy
- Management and Educational Leadership

- Teaching English as a Second Language
- Business Education and Office Systems
- School Psychology

GRADUATION REQUIREMENTS

1. Complete the prescribed curriculum, of which 50% of the credits must have been approved at the Pontifical Catholic University of Puerto Rico.
2. Maintain a minimum overall average of 3.00 on a scale of 4.00 points.
3. Approve satisfactorily (index of 3.00 or more on a scale of 4.00 points) the credits required in the program and comply with the Rules of Academic Progress.
4. Prepare a thesis regarding an educational problem selected by the student and approved by the academic advisor. Such thesis or thesis should be written in accordance with the rules and procedures stipulated in the Publications Manual of the American Psychological Association (APA), latest version and by the Institutional Review Board (IRB, for its acronym in English).

MODALITIES IN THE COURSE OFFERINGS OF THE GRADUATE SCHOOL OF EDUCATION

The Graduate School of Education offers all its academic program courses in the modalities of trimesters. The trimesters of study are the following: Fall (August to October), Winter (November to February), and Spring (February to May).

Master's programs in Curriculum and Teaching in Biology, in Chemistry, and in History offer its courses in combined modalities: trimesters and semesters. Education courses are offered in trimesters and major courses in semesters. In addition, some courses are offered in a summer session during June or July.

PROGRAMS OF STUDY BY SPECIALIZATION

CURRICULUM AND TEACHING (40 CREDITS)

Core curriculum (12 credits)		Credits
GRED 600	Statistics applied to education and research	3
GRED 601	Educational research and development (Prerequisite: GRED 600)	3
GRED 766	Philosophy, ethics and innovative development of education	3

	(Prerequisite: philosophy course of education at the undergraduate level)	
GRE 612	Educational evaluation, measurement and accounting (Prerequisite: Course of statistics (GRE 600) and course of measurement and educational evaluation at undergraduate level)	3
Specialization courses (12 credits)		Credits
GRE 625	Teaching strategies	3
GRE 627	Curriculum foundations	3
GRE 629	Curriculum construction (Prerequisite: GRE 627)	3
GRE 630	Curriculum evaluation (Prerequisites: GRE 627 & GRE 629)	3
Internships (6 credits)		
GRE 735	Internship in curriculum and teaching, Part I (Prerequisites: All basic and specialization courses.	1.5
GRE 737	*Seminar in curriculum and teaching, Part I (Co-requisite: GRE 735)	1.5
GRE 736	Internship in curriculum and teaching, Part II (Prerequisite: GRE 735)	1.5
GRE 738	*/Seminar in curriculum and teaching, Part II (Prerequisite: GRE 737)	1.5
Elective Directed Courses (6 credits)		
GRE 787	Writing for research	3
GRE ____	Educational Management and Leadership (Recommended)	3
Theologies Courses (4 credits)		Credits
THEO 633	Dignity of the human being	2
THEO 634	Marriage and family	2

GRE 735 and GRE 736 are taken in consecutive trimesters.

*GRE 737 and GRE 738 are taken concurrently with the Internship.

SUGGESTED CURRICULAR SEQUENCE FOR THE CURRICULUM AND TEACHING SPECIALTY

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 602	3	GRED 600	3	GRED 612	3
GRED 627	3	GRED 629	3	GRED 625	3
CREDITS: 6		CREDITS: 6		CREDITS: 6	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 630	3	GRED ____	3	GRED 601	3
GRED 787	3	THEO 633	2	THEO 634	2
CREDITS: 6		CREDITS: 5		CREDITS: 5	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 735	1.5	GRED 736	1.5		
GRED 737	1.5	GRED 738	1.5		
CREDITS: 3		CREDITS: 3			

CURRICULUM AND TEACHING IN PHYSICAL EDUCATION (47 CREDITS)

Core curriculum (24 credits)		Credits
GRED 600	Statistics applied to education and research	3
GRED 601	Educational research and development (Last course, before the Internship and Seminar)	3
GRED 602	Human existence: Philosophy and the innovative development of education	3
GRED 612	Educational evaluation, assessment, and accountability (Prerequisite: GRED 600 and a course in educational measurement and evaluation at the undergraduate level)	3
GRED 627	Curriculum foundations	3
GRED 629	Curriculum construction (Prerequisite: GRED 627)	3
GRED 630	Curriculum evaluation (Prerequisites: GRED 627 & GRED 629)	3

GRED 634	Curricular materials and teaching techniques in Physical Education	3
Specialization (15 credits)		Credits
PHED 632	Biomechanics (Prerequisite: Kinesiology)	3
PHED 634	Concepts of sports medicine	3
PHED 636	Anatomical and Physiological basics of exercise	3
PHED 682	Internship in curriculum and teaching in Physical Education, Part I	1.5
PHED 684	Seminar in curriculum and teaching in Physical Education, Part I	1.5
PHED 683	Internship in curriculum and teaching in Physical Education, Part II	1.5
PHED 685	Seminar in curriculum and teaching in Physical Education, Part II	1.5
Elective courses (4 credits)		Credits
PHED 635	Critical aspects of physical education	2
PHED 637	Psychosocial aspects of Physical Education	2
PHED 638	Organization and administration in physical education	2
Theologies (4 credits)		Credits
THEO 633	Dignity of the human being	2
THEO 634	Marriage and family	2

PHED 682 and PHED 683 are taken in consecutive trimesters.

PHED 684 and PHED 685 are taken concurrently with the Internship.

**SUGGESTED CURRICULAR SEQUENCE FOR THE CURRICULUM AND TEACHING
IN PHYSICAL EDUCATION SPECIALTY**

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 627	3	GRED 600	3	GRED 612	3
PHED 632	3	GRED 629	3	PHED 634	3
CREDITS: 6		CREDITS: 6		CREDITS: 6	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 630	3	GRED 602	3	GRED 634	3
PHED ____	2	PHED 636	3	PHED ____	2
CREDITS: 5		CREDITS: 6		CREDITS: 5	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 601	3	PHED 682	1.5	PHED 683	1.5
THEO 633	2	PHED 684	1.5	PHED 685	1.5
		THEO 634	2		
CREDITS: 5		CREDITS: 5		CREDITS: 3	

CURRICULUM AND EDUCATIONAL THERAPY (40 CRÉDITS)

Core curriculum (12 credits)		Credits
GRED 600	Statistics applied to education and research	3
GRED 601	Educational research and development	3
GRED 766	Philosophy, ethics and innovative development of education (Prerequisite: undergraduate education philosophy course)	3
GRED 612	Educational evaluation, measurement and accounting (Prerequisite: Course of statistics (GRED 600) and course of measurement and educational evaluation at undergraduate level.	3

Specialization courses (18 credits)		Credits
GRED 672	Physiological basis of learning disabilities	3
GRED 791	Language development and language disorders	3
GRED 792	Difficulties in learning to read and write	3
GRED 793	Difficulties in learning mathematics	3
GRED 794	Evaluation, diagnosis and educational intervention of difficulties in the Learning, Part I (Prerequisites: GRED 672, GRED 791, GRED 792, GRED 793)	3
GRED 795	Evaluation, diagnosis and educational intervention of difficulties in The Learning, Part II (Prerequisite: GRED 794)	3

Internships (6 credits)		Credits
GRED 796	* Professional internship in curriculum and educational therapy, Part I (Prerequisites: All basic and specialty courses)	1.5
GRED 797	** Professional Seminar on curriculum and educational therapy, Part I (Prerequisites: All basic and specialty courses)	1.5
GRED 798	* Professional internship in curriculum and educational therapy, Part II (Prerequisite: GRED 796)	1.5
GRED 799	** Professional Seminar on Curriculum and Educational Therapy, Part II (Prerequisite: GRED 797)	1.5
Theologies (4 credits)		Credits
THEO 633	Dignity of the human being	2
THEO 634	Marriage and family	2

GRED 747 and GRED 748 are taken in consecutive trimesters. GRED 749 and GRED 750 are taken concurrently with the Internship. Internship only offered in Fall and Winter trimesters.

SUGGESTED CURRICULAR SEQUENCE FOR THE CURRICULUM AND EDUCATIONAL THERAPY SPECIALITY

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 600	3	GRED 766	3	GRED 603	3
GRED 672	3	GRED 791	3	GRED 792	3
CREDITS: 6		CREDITS: 6		CREDITS: 6	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
THEO 633	2	THEO 634	2	GRED 601	3
GRED 793	3	GRED 794	3	GRED 795	3
CREDITS: 5		CREDITS: 5		CREDITS: 6	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GED 796	1.5	GED 798	1.5		
GED 797	1.5	GED 799	1.5		
CREDITS: 3		CREDITS: 3			

TEACHING ENGLISH AS A SECOND LANGUAGE (43 CREDITS)

Core curriculum (12 credits)		Credits
GED 600	Statistics applied to education and research	3
GED 601	Educational research and development Prerequisite: Statistics course (GED 600)	3
GED 766	Philosophy, ethics and innovative development of education (Prerequisite: philosophy course of education at the undergraduate level)	3
GED 612	Educational evaluation, assessment, and accountability (Prerequisite: GED 600 and a course in educational measurement and evaluation at the undergraduate level)	3
Specialization courses (18 credits)		Credits
GED 615	Psycholinguistics aspects of learning a second language	3
GED 616	Teaching reading to non-native speakers of English	3
GED 617	Applied linguistics and second language pedagogy	3
GED 618	Diagnosis and correction of reading difficulties	3
GED 619	Teaching English as a second language: Theory and practice	3
GED 620	Psycholinguistics and the reading process	3
Internships (6 credits)		
GED 739	Internship in the supervision and teaching of English as a second language, Part I (Prerequisites: All core and specialization courses)	1.5
GED 740	Internship in the supervision and teaching of English as a second language, Part II (Prerequisite: GED 739)	1.5
GED 741	Research seminar in curriculum and teaching English as a second language, Part I (Co-requisite: GED 739)	1.5
GED 742	Research seminar in curriculum and teaching English as a second language, Part II (Prerequisite: GED 741)	1.5
Elective Directed courses (3 credits)		Credits
GED 625	Teaching strategies	3
GED _____	Educational Management and Leadership (Recommended)	3

		Theologies (4 credits)	Credits
THEO 633	Dignity of the human being		2
THEO 634	Marriage and family		2

GED 739 and GED 740 are taken in consecutive trimesters. GED 741 and GED 742 are taken concurrently with the Internship. Internship courses are only offered in Fall and Winter trimesters.

SUGGESTED CURRICULAR SEQUENCE FOR TEACHING ENGLISH AS A SECOND LANGUAGE SPECIALITY

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GED 618	3	GED 615	3	GED 616	3
GED 620	3	GED 619	3	GED 617	3
		THEO 633	2		

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GED 600	3	GED 612	3	GED 601	3
GED 766	3	GED ____	3	THEO 634	2
CREDITS: 6		CREDITS: 6		CREDITS: 5	
CREDITS: 6		CREDITS: 8		CREDITS: 6	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GED 739	1.5	GED 740	1.5		
GED 741	1.5	GED 742	1.5		
CREDITS: 3		CREDITS: 3			

PROFESSIONAL COUNSELING (43 CREDITS)

Core Curriculum (12 credits)		Credits
GED 600	Statistics applied to education and research	3
GED 601	Educational research and development	3
GED 766	Philosophy, ethics and innovative development of education (Prerequisite: philosophy course of education at the undergraduate level)	3
GED 603	Introduction to psychometrics (Prerequisite: GRED 600)	3
Specialization courses (15 credits)		Credits
GED 706	Theoretical Foundation and Ethical Issues for the Professional Counselor	3
GED 707	Assistance Processes: Techniques, Skills, and Strategies for Individual Professional Counseling (<i>Pre-requisite: GRED 706</i>)	3
GED 708	Occupational Development and Career Professional Counseling <i>Pre-requisite: GRED 706</i>	3
GED 709	Group Professional Counseling Process <i>(Pre-requisites: GRED 706, GRED 707)</i>	3
GED 725	Theories of Personality	3
Internships (6 credits)		
GED 726	Internship in Professional Counseling - Part I (175 hours) <i>(Pre-requisites: All core and specialization courses)</i>	1.5
GED 728	Seminar in Professional Counseling - Part I <i>(Pre-requisites: All core and specialization courses Co-requisite 726)</i>	1.5
GED 727	Internship in Professional Counseling - Part II (175 hours) <i>(Prerequisite: GRED 726)</i>	1.5
GED 729	Seminar in Professional Counseling - Part II <i>(Pre-requisite: GRED 728, Co-requisite 727)</i>	1.5
Elective Directed Courses (3 credits)		Credits
GED 640	Behavior Modification	3
GED 711	Advanced Abnormal Psychology	3
Theologies (4 credits)		Credits
THEO 633	Dignity of the human being	2
THEO 634	Marriage and Family	2

**The total number of hours in Professional Internship is 350, as required by the National Board for Certified Counselors.*

Courses GRED 726 and GRED 728 are taken in consecutive trimesters. Courses GRED 727 and GRED 729 are taken concurrently with the corresponding Internship. Internship courses are only offered in Fall and Winter trimesters.

SUGGESTED CURRICULAR SEQUENCE FOR PROFESSIONAL COUNSELING SPECIALITY

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 706	3	GRED 707	3	GRED 708	3
GRED 725	3	GRED 600	3	GRED 640	3
CREDITS: 6		CREDITS: 6		CREDITS: 6	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 711	3	GRED 602	3	GRED 709	3
THEO 603	3	THEO 633	2	GRED _____	3
CREDITS: 6		CREDITS: 5		CREDITS: 6	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 601	3	GRED 726	1.5	GRED 727	1.5
		GRED 728	1.5	GRED 729	1.5
CREDITS: 3		CREDITS: 3		CREDITS: 3	

MANAGEMENT AND EDUCATIONAL LEADERSHIP (43 credits)

Core curriculum (12 credits)		Credits
GRED 600	Statistics applied to education and research	3
GRED 601	Educational research and development (Prerequisite: GRED 600)	3
GRED 766	Philosophy, ethics and innovation in education	3
GRED 612	Educational evaluation, assessment, and accountability (Prerequisite: GRED 600 and a course in educational measurement and evaluation at the undergraduate level)	3
Specialization (18 credits)		Credits
GRED 692	Personal administration and management conflict	3
GRED 769	Educational leadership and management	3

GRED 683	Technology and virtual platforms in education	3
GRED 767	Instructional leadership and supervision of curriculum	3
GRED 770	Legal affairs and aspects in education	3
GRED 768	Strategic planning and management control	3
Internship (6 credits)		Credits
GRED 773	Internship in management and leadership – Part I* (115 hours) (Prerequisite: All basic and specialization courses.)	1.5
GRED 774	Seminar in management and leadership – Part I* (Co-requisite: GRED 773)	1.5
GRED 776	Internship in management and leadership – Part II* (115 hours) (Prerequisite: GRED 773)	1.5
GRED 777	Seminar in management and leadership – Part II* (Prerequisite: GRED 774)	1.5
Elective directed courses (3 credits)		Credits
GRED 771	Management and Leadership in the Technical Schools and Vocational	3
GRED 772	Management and leadership of private education systems	3
Theology (4 credits)		Credits
THEO 633	Dignity of the human being	2
THEO 634	Marriage and family	2

*Applies to curriculum construction at school level and specialization (elementary, secondary, vocational or university).

GRED 773 and GRED 774 are taken in consecutive trimesters. GRED 776 and GRED 777 are taken concurrently with the Internship. Internship courses are only offered in Fall and Winter trimesters.

SUGGESTED CURRICULAR SEQUENCE FOR MANAGEMENT AND EDUCATIONAL LEADERSHIP SPECIALITY

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 600	3	GRED 766	3	GRED 767	3
GRED 768	3	GRED 769	3	GRED 770	3
CREDITS: 6		CREDITS: 6		CREDITS: 6	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 612	3	GRED 683	3	GRED _____	3
GRED 692	3	THEO 633	2	THEO 634	2
CREDITS: 6		CREDITS: 5		CREDITS: 5	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 601	3	GRED 773	1.5	GRED 776	1.5
		GRED 774	1.5	GRED 777	1.5
CREDITS: 3		CREDITS: 3		CREDITS: 3	

SCHOOL PSYCHOLOGY (58 CREDITS)

Prerequisites: 15 credits in psychology courses (PSYC 103,104, 351, 373, 421)

Core curriculum (12 credits)		Credits
GRED 600	Statistics applied to education and research	3
GRED 601	Educational research and development (GRED 600 prerequisite)	3
GRED 603	Introduction to psychometrics (Prerequisite: ED 600)	3
GRED 605	Advanced general psychology	3
Specialization courses (30 credits)		Credits
GRED 710	Physiological psychology	3
GRED 722	Professional ethics applied to socio-cultural and legal context	3
GRED 790	Social psychology	
GRED 779	Psychology of children with exceptional characteristics	3
GRED 780	Psychopathology	3
GRED 723	Learning and Motivation Theories (Pre-requisite: GRED 605)	3
GRED 725	Personality Theories (Prerequisite: GRED 605)	3
GRED 645	Psychological diagnosis I: Cognitive evaluation (Prerequisites: GRED 603, 659, 710)	3
GRED 647	Psychological diagnosis II: Personality tests (Prerequisites: GRED 603, 645)	3
GRED 640	Behavior Modification (Prerequisites: GRED 605, 642 or 723,	3

	659)	
GRED 660	Psychotherapy (Prerequisites: GRED 605, 659, 711)	3
INTERNSHIP (9 credits)		
GRED 781	Internship in school psychology, Part I (Prerequisites: All basic and specialization courses)	1.5
GRED 782	Seminar in school psychology (Co-requisite: GRED 781)	
GRED 783	Internship in school psychology, Part II (Prerequisite: GRED 781)	1.5
GRED 784	Seminar in school psychology (Prerequisite: GRED 782)	1.5
GRED 785	Internship in school psychology, Part III (Prerequisite: GRED 783)	1.5
GRED 786	Seminar in school psychology (Prerequisite: GRED 784)	1.5
Theologies (4 credits)		Credits
THEO 633	Dignity of the human being	2
THEO 634	Marriage and family	2

* The total number of Professional Internship hours is 600 hours, as required by the National Association for School Psychologists (NASP).

SUGGESTED CURRICULAR SEQUENCE FOR THE PROGRAM IN SCHOOL PSYCHOLOGY

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 605	3	GRED 642	3	GRED 659	3
GRED 600	3	GRED 710	3	GRED 603	3
CREDITS: 6		CREDITS: 6		CREDITS: 6	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 780	3	GRED 645	4	GRED 647	4
GRED 722	3	GRED 660	3	GRED 640	3
CREDITS: 6		CREDITS: 7		CREDITS: 7	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GED 799	3	GED 781	1.5	GED 783	1.5
GED 601	3	GED 782	1.5	GED 784	1.5
GED 778	3	THEO 633	2	THEO 634	2
CREDITS: 9		CREDITS: 5		CREDITS: 5	

BUSINESS EDUCATION AND OFFICE SYSTEMS (43 CREDITS)

Core curriculum (12 credits)		Credits
GED 600	Statistics applied to education and research	3
GED 601	Educational research and development	3
GED 766	Philosophy, Ethics and Innovative Development of Education (Prerequisite: philosophy course of education at the undergraduate level)	3
GED 612	Educational evaluation, assessment, and accountability (Prerequisite: GRED 600)	3
Specialization courses (18 credits)		Credits
GED 712	Research techniques for business education and office systems (Prerequisite: GRED 600)	3
GED 787	Writing for Research	3
GED 713	Teaching of microcomputer skills and techniques for Business Education and Office Systems	3
GED 714 or GRED 629	Curricular Design for Commercial Education and Office Systems or Construction of the Curriculum	3
GED 715	Methodology for Business Education and Office Systems	3
GED 716	Design and management of training programs in Business Education and Office Systems	3
Internships (6 credits)		
GED 763	Internship in business education and office systems, Part I (Prerequisites: All basic and specialization courses)	1.5
GED 788	Seminar on Research in Commercial Education and Office Systems, Part I (Prerequisites: All basic and specialty courses)	1.5
GED 764	Internship in business education and office systems, Part II (Prerequisite: GRED 763)	1.5

GRED 789 Seminar on Research in Commercial Education and Office Systems, Part II (Prerequisite: GRED 788) 1.5

Elective Directed courses (3 credits)

GRED 625 Teaching strategies 3 Credits

GRED ____ Educational Management and Leadership (Recommended)

Theologies (4 credits)

THEO 633 Dignity of the human being 2 Credits

THEO 634 Marriage and family 2

* GRED courses 763-788 and GRED 764-789 are taken concurrently in consecutive quarters.

** The courses are taken with the corresponding part of the Internship

**SUGGESTED CURRICULAR SEQUENCE FOR
BUSINESS EDUCATION AND OFFICE SYSTEMS SPECIALITY**

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 600	3	GRED 766	3	GRED 714	3
GRED ____	3	GRED 713	3	THEO 633	2
CREDITS: 6		CREDITS: 6		CREDITS: 5	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 612	3	GRED 716	3	GRED ____	3
GRED 715	3	GRED 787	3	GRED 712	3
CREDITS: 6		CREDITS: 6		CREDITS: 6	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 601	3	GRED 763	1.5	GRED 764	1.5
THEO 634	2	GRED 788	1.5	GRED 789	1.5
CREDITS: 5		CREDITS: 3		CREDITS: 3	

PRIMARY EDUCATION

Core courses (12 credits)		Créditos
GREd 600	Statistics Applied to Education and Research	3
GREd 601	Educational Research and Development (GREd 600 prerequisite)	3
GREd 766	Philosophy, Ethics and Innovative Development of Education (Prerequisite: undergraduate education philosophy course)	3
GREd 612	Educational evaluation, measurement and accounting (Prerequisite: Course of statistics (GREd 600) and course of measurement and educational evaluation at undergraduate level.	3
Specialization courses (18 credits)		Créditos
GREd 604	New approaches in the growth and development of the child during its first years	3
GREd 624	Curricular design for primary education	3
GREd 636	Participation of the family in educational processes	3
GREd 637	Educational models and approaches in primary education	3
GREd 638	Physiological factors in the reading process	3
GREd 639	Integration of aesthetic experiences and play as a means for learning and development	3
Internships (6 credits)		Créditos
GREd 743	Internship in primary education, Part I (Prerequisites: All basic and specialty courses)	1.5
GREd 745	Seminar in primary education, Part I (Prerequisites: All basic and specialty courses)	1.5
GREd 744	Internship in primary education, Part II (Prerequisite: GREd 743)	1.5
GREd 746	Seminar in primary education, Part II (Prerequisite: GREd 745)	1.5
Elective directed courses (3 créditos)		
GREd 625	Teaching strategies	3
Theologies courses (4 créditos)		Créditos
THEO 633	Dignity of the human person	2
THEO 634	Marriage and family	2

* GREd courses 743-745 and GREd 744-746 are taken concurrently in consecutive quarters.

** The courses are taken with the corresponding part of the Internship

**SUGGESTED CURRICULAR SEQUENCE FOR THE SPECIALIZATION OF
PRIMARY EDUCATION**

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 600	3	GRED 602	3	GRED 612	3
GRED 604	3	GRED 624	3	GRED 636	
CREDITS: 6		CREDITS: 6		CREDITS: 6	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 637	3	GRED 639	3	GRED 601	3
GRED 638	3	GRED _____	3	THEO 633	2
CREDITS: 6		CREDITS: 6		CREDITS: 5	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 743	1.5	GRED 744	1.5		
GRED 745	1.5	GRED 746	1.5		
THEO 634	2				
CREDITS: 5		CREDITS: 3			

COURSE DESCRIPTION

GRED 600 - STATISTICS APPLIED TO EDUCATION AND RESEARCH

Prerequisite: An introductory course in the field of statistics or a course in tests and measurements.

Focus on the study, interpretation, and application of the following statistical concepts in the field of education: statistical tests, measures of central tendency; the law of normal distribution; correlation, hypothesis; chi square; reliability and validity of data; sampling and lineal regression.

4 hours, 1 trimester, 3 credits

GREED 601 - EDUCATIONAL RESEARCH AND DEVELOPMENT

Prerequisite: A course in statistics (GREED 600) (Last course in the program of study)

Study of the structure of the research in its various facets: historical, descriptive, and experimental and others. The research instruments are discussed and particular attention is given to the methodology and the spirit of systematic search. Reports related to research found in professional publications are evaluated and standards for writing research reports are explained. Special attention is given to the use of statistics in the interpretation of data regarding problems related to education in Puerto Rico to present them in an appropriate form and style. Each student must prepare a research proposal.

4 hours, 1 trimester, 3 credits

GREED 603 – INTRODUCTION TO PSYCHOMETRICS

Prerequisite: GREED 600

This course includes the design, study, and analysis of individual and group psychological tests. Among other things, the principles that apply to the construction of tests are studied. The course includes analysis of reagents and determination of the validity and reliability of tests; factor analysis for the development of tests; clinical prediction and statistics; theories about the real score and latent trait models; combination of multiple regression and score. Implications of the measurement theory for the design and interpretation of psychological tests and computerized interpretation of tests are discussed.

4 hours, 1 trimester, 3 credits

GREED 604 - NEW APPROACHES IN THE DEVELOPMENT AND GROWTH OF THE CHILD DURING EARLY CHILDHOOD

A detail study of the development and growth of the child at preschool and school age from conception to age 7 or 8. Discussion of diverse theoretical positions and their principles of development and growth are emphasized. Characteristics of child development during the prenatal, neonatal, infancy, and childhood stages and their implications in the school life of these children are studied.

4 hours, 1 trimester, 3 credits

GREED 605 - ADVANCED GENERAL PSYCHOLOGY

Study and brief analysis of different areas including general psychology from a biopsychosocial perspective. It includes the study of basic concepts, historical, research, theories of feeling, emotion, perception. Emphasis on processes experienced by humans during the course of life, from conception to death, relevance to the psychologist in their daily work of the different stages of development. Contemporary analysis of different approaches such as: forensic psychology, environmental, sports, industrial, consumer and others.

4 hours, 1 trimester, 3 credits

GREED 612 - EDUCATIONAL ASSESSMENT, EVALUATION, AND ACCOUNTABILITY

Prerequisite: A course in statistics and a course in educational evaluation and measurement at the undergraduate level.

This course focuses on the study, interpretation, and application of evaluation of the educational process in general. Topics to be covered include principles of measurement, assessment and evaluation, construction,

application and analysis of different instruments, and evaluation techniques for the decision making process. Emphasis is placed on the validity and reliability, prediction, normalization, and transformation.

4 hours, 1 trimester, 3 credits

GRE 615 - PSYCHOLINGUISTIC ASPECTS OF LEARNING A SECOND LANGUAGE

Study of psycholinguistics as part of contemporary psychology. Current theories about the acquisition of a language (empiricist vs. rationalist vision); learning and teaching a second language. Current practices in the area. Controversial issues in psycholinguistics; levels of language learning; dimensions of bilingualism; interference of the vernacular language. Intralinguistic errors in language learning. Contrast and comparison between the acquisition of the vernacular language and the learning of a second language. Differential roles of aptitude and linguistic attitude.

4 hours, 1 trimester, 3 credits

GRE 616 - TEACHING READING TO NONNATIVE SPEAKERS OF ENGLISH

General introduction to the reading process in English as a second language (with emphasis in the unique learning environment of the Puerto Rican student); the psychological background of the reading process, implications for instruction, reading in one's native language, reading in the second language, skills involved in reading English as a second language, reading in the content areas, selection and preparation of reading materials in ESL, evaluation of achievement in reading ESL. Analysis and use of readability formulas are emphasized.

4 hours, 1 trimester, 3 credits

GRE 617 - APPLIED LINGUISTICS AND SECOND LANGUAGE PEDAGOGY

The course provides a brief survey of the trends in second language teaching. A critical analysis of the principles of structural descriptive linguistics versus the propositions of transformational generative grammar used in the interpretation of what language is. Implications for the teaching of phonological, morphological, syntactical, and lexical aspects of English are discussed. Relevance of case grammar in the teaching of English as a second language and the application of linguistic principles in the devising of pattern drills and the simulating of communicative situations in the ESL classroom are discussed. Project involves the analysis of errors.

4 hours, 1 trimester, 3 credits

GRE 618 - DIAGNOSIS AND CORRECTION OF READING DIFFICULTIES

The course provides a general view of the reading problems in schools in Puerto Rico. Analysis of the nature of reading difficulties and the identification of students with reading problems are realized. A study of the nature and causes (physical, emotional, social, intellectual, and educational) of reading disabilities; the use of observations, interviews, objective measures, and informal reading inventories as approaches to diagnosis; principles and techniques of corrective and remedial reading instruction.

4 hours, 1 trimester, 3 credits

GRE 619 - TEACHING ENGLISH AS A SECOND LANGUAGE: THEORY AND PRACTICE

This course introduces students to the teaching of English as a second language and the study of some psychological aspects in learning a second language. Guides for the teaching and learning of a language are provided. Investigation of second language methods and techniques of teaching English pronunciation,

grammar, and vocabulary with linguistics and psychology of learning as bases; demonstrations showing the application of principles in classroom situations; constructions of different kinds of ESL tests are studied. Attention focused on the interdependence of the four language skills (listening, speaking, reading, and writing).

4 hours, 1 trimester, 3 credits

GRE 620 - PSYCHOLINGUISTICS AND THE READING PROCESS

A study of the psycholinguistic nature of the reading process dealing with developments in linguistics and psycholinguistics that provide new insight into the process of reading. An analysis of the graphonic, syntactic, and semantic systems utilized in investigations is provided. Themes such as misuse analysis, cloze procedures and schema theory are discussed. Application of psycholinguistics insight into the process of reading and ESL classroom practice.

4 hours, 1 trimester, 3 credits

GRE 624 - CURRICULUM DESIGN FOR EARLY CHILDHOOD

Emphasis on the analysis of curriculum for early childhood is given. Integration of workshop experiences in the preparation and design of curricula appropriate for the global development in children of preschool and early childhood levels. Development of minimal professional competencies and Christian values relevant to a competent educator are discussed.

4 hours, 1 trimester, 3 credits

GRE 625 - STRATEGIES FOR TEACHING

Study and analysis of four family models of teaching approaches, including those in social interaction, information processing, personal development, and behavior modification. Analysis of these approaches according to the educational purpose served. Discussion of common methods of teaching. The concept of learning styles will be emphasized and its implication for the teaching and learning process.

4 hours, 1 trimester, 3 credits

GRE 627 - FOUNDATION OF CURRICULUM

This course provides the study and analysis of the foundations and basic principles of curriculum planning. Readings and discussion of new perceptions of the school curriculum and the processes for their production are provided. Some of the issues involved in curriculum building, development of programs, and evaluation in the light of educational conditions, requirements, and trends in contemporary society in the United States and Puerto Rico are identified and discussed.

4 hours, 1 trimester, 3 credits

GRE 629 - CURRICULUM CONSTRUCTION

Prerequisite: GRE 627

Study and practice in the design and construction of curriculum materials for the area of specialization and the school level of the student; emphasis in curriculum planning and the evaluation of curriculum materials.

4 hours, 1 trimester, 3 credits

GREED 630 - CURRICULUM EVALUATION

Prerequisites: GREED 627 and GREED 629)

Principles in the evaluation of curriculum; relationship between evaluation, research, and measurement; the evaluative process, participants in the evaluation of programs; space, equipment, procedures, product, process; discussion of different evaluative techniques and models of evaluation; formative and summative evaluation.

4 hours, 1 trimester, 3 credits

GREED 634 - CURRICULUM MATERIALS AND TECHNIQUES OF TEACHING IN PHYSICAL EDUCATION

Study and analysis of teaching techniques and their application in the teaching learning process in the field of physical education. Study and description of curriculum materials suitable for the techniques applied in the teaching models of physical education.

4 hours, 1 trimester, 3 credits

GREED 635 - ORIENTATION AND SUPERVISION OF THE TEACHING PRACTICUM

Course designed for cooperating teachers and practicum supervisors. Analysis of the legal bases of the teaching practicum; description of the responsibilities and functions of the teacher-practitioner, the cooperating teacher, the cooperating director, and the university professor; definition and explanation of the three basic aspects of the practicum: observation, participation, and teaching; analysis of the technical teaching skills, the styles and models of teaching, of the supervising techniques and the assessment process of the teacher-practitioner.

4 hours, 1 trimester, 3 credits

GREED 636 - FAMILY INVOLVEMENT IN THE EDUCATIONAL PROCESS

Study of the aspects, factors, and elements in the home setting that affect the development of children; emphasis is given to parents' involvement and their performance of various roles in the educational processes. Discussion of models of involvement techniques, principles of family therapy and play therapy are included in the content of the course.

4 hours, 1 trimester, 3 credits

GREED 637 - MODELS AND EDUCATIONAL APPROACHES IN EARLY CHILDHOOD

Study of the different programs and educational approaches used in programming and educational management of early childhood during the XIX and XX centuries. Through each program and/or curricular model, the philosophy that frames each approach as well as the theoretical principles, the interaction among parent-teacher-child, the role of the teacher, the working program schedule, the play activities, materials, formative and summative evaluation will be discussed. Finally, critiques that have been made to such model by means of analysis of the advantages and disadvantages of these models.

4 hours, 1 trimester, 3 credits

GREED 638 - PHYSIOLOGICAL FACTORS IN THE READING PROCESS

A course designed to study the physiological factors involved in the development of learning to read. This course includes the study of the terminology related to reading and the development of the child. Emphasis is given to the physical development and behavioral characteristic as well as special needs of such physical

development. The course includes diagnostic evaluation of the development of reading, a series of prescriptive methodologies, and a general analysis of the visual, auditory, psychological factors, and learning styles involved in the reading process.

4 hours, 1 trimester, 3 credits

GRE 639 - INTEGRATION OF AESTHETIC EXPERIENCES AND PLAY AS MEANS FOR LEARNING AND DEVELOPMENT

Study of the different theoretical perspective that describe the use of art, music, and play experiences as a means for learning and the integral development of children. Study and analysis of literature regarding the advantages and importance on the use of musical experiences and visual arts in educating the early childhood population are emphasized. This course also studies the different types of games in which students are involved, including the participation and role of adults, as well as the study and effects the physical environment that surround these children in a play context have and their educational implications.

4 hours, 1 trimester, 3 credits

GRE 640 - BEHAVIOR MODIFICATION

Prerequisites: GRE 605, GRE 642, GRE 659

This course provides the study, analysis, and application of the principles and techniques of behavior modification. It includes classic and operating conditioning, reinforcement systems, modeling, and others. The application is related with the manipulation of behavior in various classroom situations. Students will demonstrate applied learning through the development of an individual behavior modification project.

4 hours, 1 trimester, 3 credits

GRE 642 - THEORIES OF LEARNING

Prerequisite: GRE 605

Study and analysis of theories of learning are taken into consideration. Nature and laws of learning are discussed. Comprehensive study of different types of conditioning: systematic theories, signs, Gestalt, psychodynamics, functionalism, processing models, neurophysiology of learning, discrimination, attention, and retention.

4 hours, 1 trimester, 3 credits

GRE 645 – PSYCHODIAGNOSIS I: COGNITIVE EVALUATION

Prerequisite: GRE 603, GRE 659, GRE 710

Study and analysis of psychometric tests for single administration; historical development, administration, correction, comparison and interpretation of them. Practice in the previous aspects and in the writing of psychometric report and its recommendations. This course includes one hour of lab.

5 hours, 1 trimester, 3 credits

GRE 647 – PSYCHODIAGNOSIS II: PERSONALITY TESTS

Prerequisites: GRE 603 and GRE 612

Study and analysis of psychological tests and / or personality to individual administration; historical development, administration, correction, comparison and interpretation of them. Practice in the previous

aspects and in the writing of psychometric report and its recommendations. This course includes one hour of laboratory.

5 hours, 1 trimester, 4 credits

GREED 660 – PSYCHOTHERAPY

Prerequisites: GREED 605, GREED 659, GREED 711

Study and analysis of the fundamentals of psychotherapy. Critical evaluation of some therapeutic techniques including: Rational-Emotive Therapy, Reality Therapy, Transactional Analysis, Play Therapy, Gestalt Therapy, Existential Therapy and Behavioral Motivation. The design of the type of therapy, accounting for change, processes, achievements and analysis of therapist and client variables will be emphasized. Use of the micro-counseling model, emphasis on the practice of auditory and expression skills. Preparation and analysis of simulations (roles-plays) of initial interviews and / or intervention techniques.

4 hours, 1 trimester, 3 credits

GREED 663 – INFORMATION: LIBRARY AND SOCIETY

This is an introductory course to the information world. Study of the information dissemination principles. The following aspects are considered: information characteristics and behavior; human behavior in relation to generation, communication and the use of information; information media; service, process, and product systems; information industries and agencies as well as the economic and legal implications.

4 hours, 1 trimester, 3 credits

GREED 664 – INFORMATION SERVICES: REFERENCE AND LIBRARY SOURCES

This course emphasizes the study of bibliographic library source evaluation, selection, and use. It includes information search techniques and analysis and the study of reference policies and services. It identifies and discusses information computerized systems. It emphasizes the reference librarian's role, the library as an information center, and the use of the computer in information management.

4 hours, 1 trimester, 3 credits

GREED 665 – ORGANIZATION OF LIBRARY AND INFORMATION RESOURCES

Introduction to the theory of information, classification systems, subject analysis, indexing and abstracting preparation principles, descriptive cataloging systems, as well as catalog types and shapes. Experiences on the use of the computer in the process of organizing the library and information materials are given.

4 hours, 1 trimester, 3 credits

GREED 667 – LIBRARY SERVICES FOR CHILDREN AND YOUNGSTERS

This course gives special attention to the study of the nature of children and youth. Study of available library services and programs concomitant to this clientele's inherent information need is emphasized. Effective strategy analysis for the resulting skills in information resource use and management is incorporated. Comparison among schools and public libraries, service evaluation means, as well as the existing offering and resource marketing options. Laboratory experiences in the use of the computer and other audiovisual services aforementioned are provided.

5 hours, 1 trimester, 4 credits

GREED 671 - APPROACHES TO TEACHING THE LEARNING DISABLED

Prerequisite: A course in exceptional persons

Techniques for assessment and remedying learning disorders are discussed. The emphasis is on curriculum analysis in terms of educational skill development at various age levels. A variety of procedures aimed at increasing efficiency in various educational skill areas associated with learning defects and disorders will be studied

4 hours, 1 trimester, 3 credits

GREED 672 - PHYSIOLOGICAL BASIS OF LEARNING DISABILITIES

Analysis of learning problems in the following areas: tactual-kinesthetic, visual, and auditory processing dysfunctions. Development of the perceptual-motor systems, visual and auditory processing tasks, assessment and remedial teaching strategies. Deficient manifestations of tactual kinesthetic, visual and auditory dysfunctions will be evaluated as well as the possible techniques available for remediation and intervention.

4 hours, 1 trimester, 3 credits

GREED 673 – LIBRARY ADMINISTRATION

Administration of libraries (school, academic, specialized, public) and the integration of their services to the curriculum are emphasized. Analysis of administrative processes applied to a library. It includes planning, organization, personnel, management, and control principles, as well as statistical and report drafting within the library administrative process. Application of automated services in the management process as well as new tendencies and administrative theories are studied.

4 hours, 1 trimester, 3 credits

GREED 674 – SELECTION AND EVALUATION OF MATERIALS AND COLLECTION DEVELOPMENT

Modern publications of general and practical vision and applicable principles and required professional skills for library material selection, acquisition and preservation (independently of library type) are studied. It includes: verification, bibliographic knowledge, annotations, book reviews, and material selection process. Software knowledge and application and other computer products used in the process are analyzed. This course provides emphasis on children and juvenile literature selection.

4 hours, 1 trimester, 3 credits

GREED 675 - LANGUAGE DEVELOPMENT AND LANGUAGE DISORDERS

Prerequisite: GREED 671

Focus on the nature of language development and possible variations in language behavior related to specific learning disabilities. Consideration of developmental language variations, psycholinguistic variations, assessment of language behavior, and techniques for organizing and applying intervention strategies.

4 hours, 1 trimester, 3 credits

GREED 676 - CURRICULUM DEVELOPMENT AND MATERIALS FOR TEACHING CHILDREN WITH LEARNING DISABILITIES

Prerequisites: GREED 671, GREED 675

Emphasis on practicality and relevance of special teaching approaches. Models of academic content, readiness programs, remedial techniques, behavioral observation, diagnostic teaching, and teacher/pupil dynamics. Whenever possible, demonstrations, field assignments, and materials from the Learning Disabilities Clinic will be utilized

4 hours, 1 trimester, 3 credits

GREED 677 - DIAGNOSIS AND CORRECTION OF CHILDREN WITH LEARNING DISABILITIES (PART I)

Prerequisites: GREED 671, GREED 672, GREED 675, GREED 676

Study and discussion of the causes, types, diagnosis, and remedies of learning disabilities in children. Demonstration of tests appropriate for use in diagnosing learning disabilities in children from the educational point of view. Children will be tested and results will be analyzed.

4 hours, 1 trimester, 3 credits

GREED 678 - DIAGNOSIS AND CORRECTION OF CHILDREN WITH LEARNING DISABILITIES (PART II)

Prerequisite: GREED 671, GREED 672, GREED 675, GREED 676, GREED 677

A clinical course with laboratory practice in the diagnosis of learning difficulties using the Diagnostic Center of Pontifical Catholic University of Puerto Rico. All areas of learning will be studied. Time will be provided to study factors which affect learning, such as motivations, perceptions, interests, and concept development. A variety of new strategies and materials will be demonstrated and discussed.

4 hours, 1 trimester, 3 credits

GREED 683 - TECHNOLOGY AND VIRTUAL PLATFORMS IN EDUCATION

Course includes the study, conceptualization, and application of innovative and technological tools in the field of education. Emphasis is placed on the development, creation, and editing of educational content sharing using Web 2.0 (or prevalent platform in use). Emphasis is placed on technological applications for classroom use in the development of instructional activities to enrich the curriculum and assist in administrative processes.

4 hours, 1 trimester, 3 credits

GREED 692 - PERSONAL ADMINISTRATION AND MANAGEMENT CONFLICT

Analysis, study, and development of essential competencies in the management of personnel aligned with the multiple functions of the school leader according to state policies and regulations and the Interstate School Leader's Consortium (ISLLC and ELCC) standards: management of human and physical resources as well management of organizational climate and culture. The course is focused on a systemic administration, the solution of challenges and development of practices that foster collaboration, creativity, and professional integrity.

4 hours, 1 trimester, 3 credits

GREED 706 – THEORETICAL FOUNDATION AND ETHICAL ISSUES IN PROFESSIONAL COUNSELING

Study of historical, social, and psychological foundations of professional counseling in the United States and Puerto Rico. Study and analysis of what counseling is and the importance of a Program in Professional Counseling. Exposition and initial study of analysis of different theoretical approaches to counseling. General vision of legal and professional aspects of professional counseling; cultural diversity; discussion of ethical standards of the *American Counseling Association* and various models of ethical decision making.
4 hours, 1 trimester, 3 credits

GREED 707- ASSISTANCE PROCESS: TECHNIQUES, SKILLS, AND STRATEGIES IN INDIVIDUAL PROFESSIONAL COUNSELING

Analysis of the assistance process from an individual counseling framework and necessary documentation to carry out the process. Discussion of the different stages in individual professional counseling and intervention techniques.
4 hours, 1 trimester, 3 credits

GREED 708 – OCCUPATIONAL DEVELOPMENT AND CAREER PROFESSIONAL COUNSELING

Analysis of the assistance process from an individual counseling framework and necessary documentation to carry out the process. Discussion of the different stages in individual professional counseling and intervention techniques.
4 hours, 1 trimester, 3 credits

GREED 709 – GROUP PROFESSIONAL COUNSELING PROCESS

Theories and practices of group professional counseling. Analysis of the norms, methods, techniques, strategies of group and family intervention. Different types of groups such as the role of the leader and co-leader in the school and clinic setting.
4 hours, 1 trimester, 3 credits

GREED 710 - PHYSIOLOGICAL PSYCHOLOGY

Performance of a serious analysis of the concepts, theories, and processes related to the biological functioning of the human being. The course aims to familiarize the student with theoretical and technical frameworks that are used in psychobiology and neuropsychology for evaluation and treatment. The following areas are discussed: history, general and specific concepts of anatomy and physiology, neurological evaluation, recuperation of brain damage, and current issues in the area of physiological psychology.
4 hours, 1 trimester, 3 credits

GREED 711 - ADVANCED ABNORMAL PSYCHOLOGY

Prerequisite: GREED 605

The course includes the discussion of the theories, causes, diagnosis and treatment of the principal emotional dysfunctions and of known behaviors in the DSMIVR. Course will also provide for case study and analysis.
4 hours, 1 trimester, 3 credits

GREED 712 – RESEARCH TECHNIQUES AND ITS APPLICATION IN BUSINESS EDUCATION

Prerequisite: GREED 600

Development of research techniques and their applications in the business education and office systems. Methods for evaluating research studies are developed.

4 hours, 1 trimester, 3 credits

GREED 713 – TEACHING OF MICROCOMPUTER SKILLS AND TECHNIQUES FOR BUSINESS EDUCATION AND OFFICE SYSTEMS

This course is designed to study the research methods, instructional materials, and appropriate technologies for training and developing microcomputer skills and techniques in postsecondary schools and learning environments. The teaching-learning process includes strategies for analyzing students' needs on microcomputer skills, effective planning of microcomputer teaching strategies and its evaluation. Laboratory experiences will include teaching experiences.

4 hours, 1 trimester, 3 credits

GREED 714 – CURRICULAR DESIGN FOR BUSINESS EDUCATION AND OFFICE SYSTEMS

This course studies the elements that provide the basis in the design and construction of the business education and office systems curriculum in secondary and postsecondary levels. It provides the framework to understand the technological characteristics of the future and present society; the business education and office systems nature; particularly, the processes of constant changes it experiences. The course also provides the basis for the selection and organization of cognitive content, the educational long-term goals, the immediate curricular purposes, and the methods or teaching strategies throughout the teaching-learning process, according to the educator's nature and the evaluation tools available.

4 hours, 1 trimester, 3 credits

GREED 715 – METHODOLOGY FOR BUSINESS EDUCATION AND OFFICE SYSTEMS

This course emphasizes the analytical study of the pedagogical aspects that contribute to the in-service training of future educators on the business education and office systems field. It provides students with the opportunity to develop their own interests, capabilities, skills, and motivations toward their profession, placing them on an electronically-oriented society perspective. The course contributes to the development of methods, techniques, and necessary knowledge to effectively and responsibly perform teacher's roles in technological instruction with the essential business education tools.

4 hours, 1 trimester, 3 credits

GREED 716 - DESIGN AND MANAGEMENT OF TRAINING PROGRAMS IN BUSINESS EDUCATION AND OFFICE SYSTEMS

This course serves as a guide for designing, implementing, and evaluating training programs in postsecondary schools and higher education institutions. Practical emphasis on developing proposals of training, including program needs and evaluation tools. The impact of activities in the educational organization is emphasized as well as the importance of employee's individuality. It also includes training in program administration.

4 hours, 1 trimester, 3 credits

GREED 722 – PROFESSIONAL ETHICS APPLIED TO SOCIO-CULTURAL AND LEGAL CONTEXT

Emphasis will be provided to the development and clarification of ethical values. Active, responsible, and constructive participation in society is enhanced as well as professional performance. The importance of maintaining high ethical standards in research, therapy, and all areas of professional psychology. Strengthening of maintaining the competencies required by the practice and standards of psychology. Promotion of dignity and best interest of clients, colleagues, research participants, students, and society in general.

4 hours, 1 trimester, 3 credits

GREED 723 – MOTIVATION AND LEARNING THEORIES

Study and analysis of the motivation and learning theories. Comprehensive exploration of the main sources of motivation; biological and psychological theories; and the nature of specific motivations: primary, stimulated, and learned motivation. Comprehensive study of different types of conditioning, systematic theories, processing models, functioning, learning neurophysiology, discrimination, attention, and retention.

4 hours, 1 trimester, 3 credits

GREED 724 – ACADEMIC CULTURAL TRIP I

This course is offered in the form of a trip to an external country with a multidisciplinary approach. Through visits and scheduled conferences a holistic perspective of the destination to visit will be presented. The student will relate the educational and socio-cultural experiences obtained during the trip with his academic discipline or areas of social, artistic, religious, educational, linguistic, scientific or business architectural interest, among others. To be considered in the validation or replacement of a course, you must prepare a manuscript or documentary with photos, information and documents and meet the criteria determined in your study curriculum. It is recommended the director of the department oriented the student previously the trip.

Summer, 3 credits

GREED 725 – THEORIES OF PERSONALITY

Study of human being development stages and the dynamics of personality. Analysis of the different theories of personality, approaches, and models. Fundamental concepts of professional counseling and psychotherapy. Emphasis on the traditional contemporary and systematic approaches and their application in a case study.

4 hours, 1 trimester, 3 credits

GREED 726 Y 728 – INTERNSHIP IN PROFESSIONAL COUNSELING, PART I AND PART II

Practical experiences that include professional counseling: group, individual, career, orientation, and group training in topics of interest to affected population. Consulting processes with other professionals for the analysis of cases and particular situations. Elaboration of reports and records related to the profession. Conceptualization, action plan, and clinical intervention of a case.

175 hours per trimester, 2 trimesters, 3 credits

GRE 727 Y 729 – SEMINAR IN PROFESSIONAL COUNSELING, PART I AND PART II

Synthesis of the skills, techniques, and strategies of professional counseling. Analysis of real situations and ethical and legal aspects of the profession. Design and elaboration of an action research.

22.50 hours, 1 trimester, 1.5 credit

GRE 735 – 736 INTERNSHIP IN CURRICULUM AND TEACHING, PARTS I & II

Prerequisites: All basic and specialization courses

This internship includes professional experiences in schools as assistants to curriculum coordinators, supervisors, or consultants or experience as an intern in college courses. Interns will participate in needs assessment, projects, or the preparation of curriculum materials to meet student's needs. Interns will be required a final curriculum research project.

115 hours, 2 trimesters, 3 credits

GRE 737 – 738 - SEMINAR IN CURRICULUM AND TEACHING, PARTS I & II

Prerequisites: All basic and specialization courses

The internship will facilitate critical analysis of the problems that interns may encounter during their experience. Alternatives for the solution of these problems as well as decision-making process will be shared. Individual and group guidance and mentoring will be provided in the development of research projects, professional portfolio, and for the planning of activities that demonstrate contributions as a curriculum specialist.

2 hours, 1 trimester, 1.5 credit

GRE 739 – 740 INTERNSHIP IN ENGLISH AS A SECOND LANGUAGE, PARTS I & II

Prerequisites: All basic and specialization courses

A research oriented internship where the student has the experience of field work while working on an experimental study in a school setting (elementary, secondary or university), under the supervision of a professor. At the same time, the student will work closely with the English zone supervisor in order to gain experience in the supervision of English as a Second Language. (Alternative: If the zone does not have an English supervisor, the student can work on a project in order to help in the solution of a TESOL problem in the school where he/she works.)

115 hours per trimester, 2 trimesters, 3 credits

GRE 741 – 742 – SEMINAR: INVESTIGATION IN ESL CURRICULUM AND TEACHING, PARTS I & II

This seminar is designed to familiarize students with procedures involved while completing an experimental study and to offer an opportunity of discussing problems that arise in the internship. Each student will write a research project based on the data obtained during the internship.

2 hours, 1 trimester, 1.5 credit

GRE 743- 744 - INTERNSHIP IN EARLY CHILDHOOD, PARTS I & II

Prerequisites: All basic and specialization courses

This is a research-oriented practicum in which a student undergoes field-experience in completing an experimental research study in a school (elementary) of his/her choice with a professor's "step-by-step" guidance. Concurrently, he/she also works closely with the zone supervisor of primary grades to gain "first-

hand" experience in zone supervision in early childhood and elementary education. (Alternative: If the zone does not have a supervisor of primary grades, the student may opt for working on a project to help solve a current related problem of the school in which he/she teaches.)

115 hours per trimester, 2 trimesters, 3 credits

GRE 745 - 746 - RESEARCH SEMINAR IN EARLY CHILDHOOD, PARTS I & II

This seminar is designed to familiarize students with the procedures involved in completing an experimental research study and to give them a chance to discuss the research problems encountered in the practicum. Every student is expected to write an acceptable research paper based on the data collected in the practicum.

2 hours, 1 trimester, 1.5 credit

GRE 747 – 748 -INTERNSHIP IN LEARNING DISABILITIES, PARTS I & II

Prerequisites: All basic and specialization courses

Professional experiences in schools in the education of learning disabled children. These experiences may include resource and material development, program planning, consultation, diagnostic prescriptive programming, and clinical teaching.

115 hours per trimester, 2 trimesters, 3 credits

GRE 749 - 750 SEMINAR IN LEARNING DISABILITIES, PARTS I & II

Prerequisites: All basic and specialization courses

Discussion of problems and situations faced in the learning disabilities internship is provided. Systematic review of literature in this area and the development of a research paper.

2 hours, 1 trimester, 1.5 credit

GRE 751 - 752 INTERNSHIP IN ADMINISTRATION AND SUPERVISION, PARTS I & II

Prerequisites: All basic and specialization courses

Course designed to provide interns with an opportunity to develop current insights into school administration through actual on the job experience under the supervision of school officials and university personnel. Practical learn by doing approaches and community involvement.

115 hours per trimester, 2 trimesters, 3 credits

GRE 753 – 754 SEMINAR IN ADMINISTRATION AND SUPERVISION, PARTS I & II

Prerequisites: All basic and specialization courses

This course facilitates the discussion of practical problems that arise in the internship. Leadership competencies will be developed by sharing ideas, discussing innovative supervisory practices, listening to outstanding lectures, visiting interesting centers of school administration, and reviewing selected literature. A research project on a problem dealing with educational administration will be submitted.

2 hours, 1 trimester, 1.5 credit

GRE 759-760 – LIBRARY SCIENCE INTERNSHIP, PARTS I & II

Prerequisites: All basic and specialization courses

Clinical experiences in school libraries. Enrichment of the library and information science skills acquired in the courses of the discipline are emphasized. Interns will perform as librarians in areas previously designated in order to develop competitive professional leadership through sharing ideas, discussing innovative administrative, and supervision practices and the community interaction.

115 hours per trimester, 2 trimesters, 3 credits

GRE 761-762 – SEMINAR ON LIBRARY SCIENCE, PARTS I & II

Practical analysis of problems arising at the Library Science Internship and Information Centers. It will be enriched through teamwork, individual reports, conference attendance inside and outside of the classroom, readings, use of human resources expert in the area, interviews, and use of the available electronic resources.

2 hours, 1 trimester, 1.5 credit

GRE 763 – 764 – INTERNSHIP IN BUSINESS EDUCATION AND OFFICE SYSTEMS, PARTS I & II

Prerequisites: All basic and specialization courses

This is a Professional Internship in Business Education and Office Systems in a public or private school or a higher education institution (for those students that already have a teaching practicum) supervised by a university faculty. Students are required to integrate methods, strategies, and teaching techniques as well as software programming. Students are expected to be at the forefront of technological changes within the teaching-learning process.

115 hours, 2 trimesters, 3 credits

GRE 765 – INFORMATION AND TECHNOLOGY LITERACY

A course focused on information and technology literacy competencies as essential tools for a learning professional of any discipline. Emphasis on the development of a creative project encouraging critical thinking through the integration of basic and advanced skills to the syllabi of specific courses is given. Roles shared in the process by librarians and teachers will be defined and clarified, along with learning theories and styles in their interrelationship with information and technology literacy.

4 hours, 1 trimester, 3 credits

GRE 766- PHILOSOPHY, ETHICS AND INNOVATION IN EDUCATION

This course is designed to facilitate an analytical and reflexive approach consisting of the study and manner in which philosophy applies to the field of education through the curriculum, and the roles of teachers and students. The course explores (but is not limited to) the following philosophies: Realism, Reconstructionist, Pragmatism, Existentialism, Christianity, Oriental philosophies. Finally, the course includes the ethical and philosophical challenges of innovation in public and private educational systems and possible solutions. In this course students will apply knowledge by developing their own philosophy of education.

4 hours, 1 trimester, 3 credits

GREED 767- INSTRUCTIONAL LEADERSHIP AND SUPERVISION OF CURRICULUM

Course is designed to train school leaders in instructional leadership and the supervision of the curriculum. Essential supervision and process competencies are included as stated in the Interstate School Leader's Consortium (ISLLC and ELCC). These competencies are, but not limited, to the following: integrating curriculum and instruction, facilitation and mentoring as essentials in supervision, strategies and resources of instructional leadership, fundamentals in staff development as a result of evaluation and supervision processes

4 hours, 1 trimester, 3 credits

GREED 768 – STRATEGIC PLANNING AND MANAGEMENT CONTROL

This course is designed to familiarize students with the process of strategic planning and management control in the accreditation process, accountability, and learning assessment as they relate to state standards. Included is the study of the components of management control of budget aligned to strategic planning and related aspects (internal and external budget audits, prevention controls, assessment, and other related topics). Finally, the standards of honesty and integrity in management are covered as expressed in the Interstate School Leader's Consortium (ISLLC and ELCC) and the student competencies of Pontifical Catholic University

4 hours, 1 trimester, 3 credits

GREED 769 - EDUCATIONAL LEADERSHIP AND MANAGEMENT

Analysis of the transformation of educational leadership focused on the Interstate School Leader's Consortium (ISLLC and ELCC): visionary leadership, development of an instructional culture, management, collaboration, integrity and ethics, understanding, responding, and influencing larger contexts. The course also includes the study of social, economic, and political challenges that influence educational leadership. The student is required a personal assessment of educational leadership competencies and a professional development plan as a course requirement.

4 hours, 1 trimester, 3 credits

GREED 770 - LEGAL AFFAIRS AND ASPECTS IN EDUCATION

Course is designed to relate students with the laws and legal principles that affect and regulate practice in the field of education. Federal and state court cases are studied as well as the rights and responsibilities of students and teachers according to the law and the Constitution of the Commonwealth of Puerto Rico. Other topics included, but not limited to these, in this course are: copy right regulations, negligence in the profession, due process, risk management and Tort. Students will write a preliminary law project for the solution of a problem in the field of education as part of course requirements.

4 hours, 1 trimester, 3 credits

GREED 771 - MANAGEMENT AND LEADERSHIP OF TECHNICAL AND VOCATIONAL INSTITUTIONS

This course covers the analysis of policies and regulations in the management and supervision of technical and vocational schools as well as the prevailing federal laws that regulate them. Discussion of supervisory practices of technical areas and the management of federal and state funds assigned to these programs.

Comparison of management and supervisory practices of technical and vocational institutions in Puerto Rico is included. Students will develop a simulated plan of workshops for the technical and vocational institution.
4 hours, 1 trimester, 3 credits

GED 772 MANAGEMENT AND LEADERSHIP OF PRIVATE SCHOOL SYSTEMS

Familiarize the student with the relevance of strategic planning in private school systems. The study of various private school systems including the Catholic Schools , their vision, mission, unique identity and culture, the development of human and fiscal resources as well as the principles and values of leadership. Students are expected to design a simulated strategic and pastoral plan as part of course requirements.
4 hours, 1 trimester, 3 credits

GED 773 - INTERNSHIP IN MANAGEMENT AND LEADERSHIP PART I

Laboratory experience designed to provide interns in management and leadership hands on experience and knowledge under the supervision of school and college supervising personnel. Emphasis is placed on the identification of situations that affect school administrative and management issues, the discussion of cases relative to the internship experience, the integration, interpretation, and discussion of the ISLLC and ELCC standards, the analysis of a code of ethics, and finally, the identification of a problem in the development of a research project. This course includes the ISLLC and ELCC Standards for evaluation purposes.
4 hours, 1 trimester, 3 credits

GED 774 - SEMINAR IN MANAGEMENT AND LEADERSHIP, PART I

Analysis and discussion of challenges and problems that may be encountered during the internship experience at a school setting with the purpose of exploring options and solutions. The seminar is also designed to familiarize students with the design and development of an investigation project as a basis for a thesis or publishable article in a professional journal. This course includes the ISLLC and ELCC Standards for evaluation purposes.
2 hours, 1 trimester, 1.5 credit

GED 776 - INTERNSHIP IN MANAGEMENT AND LEADERSHIP PART II

Laboratory experience designed to provide interns in management and leadership hands on experience and knowledge under the supervision of school and college supervising personnel. During this phase of the internship emphasis is also placed on the review of investigation and research instruments and techniques as well as the Institutional Review Board procedures. Research as an instrument for problem solving is seen as part of the internship experience. This course includes the ISLLC and ELCC Standards for evaluation purposes.
115 hours, 2 trimesters, 3 credits

GED 777 - SEMINAR IN MANAGEMENT AND LEADERSHIP, PART II

Analysis and discussion of challenges and problems that may be encountered during the internship experience at a school setting with the purpose of exploring options and solutions. During this part of the seminar experience interns in management and leadership will center attention to the solution of a specific

challenge or problem appropriate for investigation as a result of their internship. The student will present results of their investigation to their fellow interns and the course professor.

2 hours, 1 trimester, 1.5 credit

GED 778 – ACADEMIC AND CULTURAL TOUR II

This course is offered in itinerant mode, as a second part of the Academic Cultural Trip I course. It includes visits to a destination in the world with a multidisciplinary and academic focus. Through pre-programmed academic orientations and conferences, a holistic perspective of the destination to be visited will be presented. The student may apply to his / her field of study the experiences obtained in the country visited, in accordance with the areas of academic interest that apply and interest: cultural, social, artistic, religious, educational, linguistic, architectural, scientific, or business, among other. This course is a free option for academic and cultural enrichment of the student, so it does not replace any other course of their program of study

Summer, 3 credits

GED 779 Psychology of Children with Exceptional Features

Study the role of School Psychologist in the treatment of children with outstanding features. This through the analysis of various types of conditions that directly affect the learning process: cognitive impairment, emotional disturbances, learning disabilities, chronic health problems, musculoskeletal problems, ect. Analysis methods to follow in the detection and treatment of cases, emphasizing the use of school resources and community. Study of legislation in accordance with the demands for inclusion in today's society and recent trends for inclusion in the various sectors of society and the education of children and youth with disabilities

4 hours, 1 trimester, 3 credits

GED 780 PSYCHOPATHOLOGY

Study and analysis of the fundamentals of psychopathological disorders within a holistic framework using the bio -psycho -socio- spiritual model as a basis for psychological intervention. Emphasis on etiology , gender research , symptoms, prevalence , treatment, intervention and outcome of mental and behavioral disorders recognized in the Diagnostic and Statistical Manual DSM- 5 will be given

4 hours, 1 trimester, 3 credits

GED 781 - PROFESSIONAL INTERNSHIP IN SCHOOL PSYCHOLOGY, PART I

Course aimed at providing professional, teaching and research activities in a school psychological services for 20 hours a week, under the supervision of a licensed school psychologist or a teacher of psychology degree. To meet the requirements of the National Association for School Psychologists (NASP). The student must complete 600 hours of clinical experience, of which 200 hours are met in this first part of the Professional Internship. The same is offered concurrently with the Professional Internship Seminar I.

200 hours, 1 trimester, 1.5 credits

GED 782 - SEMINAR ON SCHOOL PSYCHOLOGY, PART I

Discussion and analysis of situations presented in the professional internship. Planning, organization and coordination of activities and / or related services in the school environment. Presentation of cases related

to ethical, legal and consultancy. Seminar also designed to assist and familiarize students in the development, design and preparation of a research project as a basis for the preparation of a thesis, dissertation or publishable article in a refereed journal.

2 hours, 1 trimester, 1.5 credits

GED 783 - PROFESSIONAL INTERNSHIP IN SCHOOL PSYCHOLOGY, PART II

Second phase of clinical experiences in school psychology. Emphasis on providing professional psychological services in educational, public or private institutions. Under the supervision of a licensed school psychologist or licensed psychology professor at the Graduate School of Education. To meet the requirements of the National Association for School Psychologists (NASP). The student must complete 600 hours of clinical experience, of which 200 hours are met in this part of the Professional Internship. The same is offered concurrently with the Professional Internship Seminar in School Psychology II

200 hours, 1 trimester, 1.5 credits

GED 784 SEMINAR ON SCHOOL PSYCHOLOGY, PART II

Discussion and analysis of situations presented in the professional internship. Planning, organization and coordination of activities and / or related services in the school environment. Presentation of cases related to ethical, legal and consultancy. Seminar also designed to assist and familiarize students in the development, design and preparation of a research project as a basis for the preparation of a thesis, dissertation or publishable article in a refereed journal.

2 hours, 1 trimester, 1.5 credits

GED 785 PROFESSIONAL INTERNSHIP IN SCHOOL PSYCHOLOGY, PART III

Third phase of clinical experiences in School Psychology. Emphasis on providing professional psychological services in educational, public or private institutions. Under the supervision of a licensed school psychologist or licensed psychology professor at the Graduate School of Education. To meet the requirements of the National Association for School Psychologists (NASP) . The student must complete 600 hours of clinical experience, of which 200 hours are met in this part of the Professional Internship. The same is offered concurrently with the Seminar in School Psychology, Part III.

200 hours, 1 trimester, 1.5 credits

GED 786 SEMINAR ON SCHOOL PSYCHOLOGY, PART III

Discussion and analysis of situations presented in the professional internship. planning, organization and coordination of activities and / or related services the school environment . presentation of cases related to ethical , legal and consultancy.

2 hours, 1 trimester, 1.5 credits

GED 787-WRITING FOR RESEARCH

Course aimed at developing in the student body skills in writing with a focus on research and publication at the graduate level. It will emphasize the rules and principles of writing through the use of the style format of the American Psychological Association (APA, for its acronym in English), according to the latest edition.

4 hours, 1 trimester, 3 credits

GRE 788 - GRE 789 SEMINAR ON RESEARCH IN BUSINESS EDUCATION AND OFFICE SYSTEMS, PART I

Analysis of the challenges, problems and areas of opportunities that arise in the internship experience in Commercial Education and Office Systems in order to find alternatives and solutions. Design and development of a research project which subject must start from the experiences in the professional boarding school.

2 hours, 1 trimester, 1.5 credits

GRE 790 SOCIAL PSYCHOLOGY

This course will deepen the perceptual influences, beliefs, judgments and attitudes, as well as biological, behavioral and psychological influences. In the area of social relations, prejudice, aggression, attraction and helping behavior are analyzed. The course provides opportunity for reflection on new areas of study and research methods in the process of promoting the transformation of common sense and social commitment in our times

4 hours, 1 trimester, 3 credits

GRE 791 -COGNITIVE, COMMUNICATION AND LANGUAGE DIFFICULTIES

Study of cognition, intelligence, learning, language, and its relationship with student behavior, curriculum and school performance. Analysis of language behavior and psycholinguistic variations. Techniques for the organization and application of educational intervention strategies focused on the student, the curriculum and the development of multiple intelligences. The student will complement his learning with 30 hours of clinical experience dedicated to the observation of evaluative processes and intervention to children with learning difficulties in an educational or interdisciplinary center.

4 hours, 1 trimester, 3 credits

GRE 792- DIFFICULTIES IN READING AND WRITING LEARNING

possible coexistence with linguistic and cultural diversity, as well as intellectual exceptionality. Screening tests aimed at detecting difficulties in reading and writing. Models of strategies, techniques, methods, adaptations to the curriculum, materials and activities with corrective and remedial approach. Study of new technologies aimed at the evaluation and educational intervention of dyslexia and digraphics. The student will complement his learning with 30 hours of clinical experience dedicated to the observation of evaluative processes and intervention to children with learning difficulties in an educational or interdisciplinary center.

4 hours, 1 trimester, 3 credits

GRE 793- DIFFICULTIES IN THE LEARNING OF MATHEMATICS

Study of the different components that influence the learning of mathematics. Creation of screening tests aimed at the detection and diagnosis of difficulties in mathematics. Models of strategies, techniques, methods and activities for the remediation of difficulties in mathematics. Adaptations to the curriculum and development of didactic materials and technological assistance. The student will complement his learning with 30 hours of clinical experience dedicated to the observation of evaluative processes and intervention to children with learning difficulties in an educational or interdisciplinary center.

4 hours, 1 trimester, 3 credits

GREED 794 -EVALUATION, DIAGNOSIS AND EDUCATIONAL INTERVENTION OF DIFFICULTIES IN LEARNING, PART I

First of two courses aimed at applied learning of the evaluation processes, analysis of results and development of educational therapy plans. Guided practice in the administration of educational tests, quantitative and qualitative analysis of the results, interpretation of the findings and prescription of remedial and remedial aids for learning difficulties. Integration of technological assistance and programmed applicable to the evaluation process and educational therapy. The student will complement his learning with 55 hours of clinical experience in an educational or interdisciplinary center, dedicated to the partial practice of evaluative processes and intervention for children with learning difficulties.

4 hours, 1 trimester, 3 credits

GREED 795 -EVALUATION, DIAGNOSIS AND EDUCATIONAL INTERVENTION OF DIFFICULTIES IN LEARNING, PART II

Second of two courses aimed at applied learning of the evaluation processes, analysis of results and development of educational therapy plans. Guided practice in the administration of educational tests, quantitative and qualitative analysis of the results, interpretation of the findings and prescription of remedial and remedial aids for learning difficulties. Integration of technological assistance and programmed applicable to the evaluation process and educational therapy. The student will complement his learning with 55 hours of clinical experience in an educational or interdisciplinary center, dedicated to the partial practice of evaluative processes and intervention for children with learning difficulties.

4 hours, 1 trimester, 3 credits

GREED 796-797 -PROFESSIONAL INTERNSHIP IN CURRICULUM AND EDUCATIONAL THERAPY, PART I-II

Practical experiences with an educationally clinical approach. It includes the design, creation and application of curricular modifications, didactic materials and technological assistance for the offering of educational therapies to students with learning difficulties and other disorders that affect learning. Administration of standardized educational tests, quantitative and qualitative analysis of results, writing reports and academic therapy plans. Interdisciplinary experience with parents, teachers and professionals in the area of psychology, language and education, among others.

150 hours, 1 trimester, 1.5 credits

GREED 797-798 - PROFESSIONAL SEMINAR ON CURRICULUM AND EDUCATIONAL THERAPY, PART I-II

Analysis of the challenges, problems and areas of opportunities that arise in the Professional Internship experience in Curriculum and Educational Therapy with the purpose of looking for alternatives and solutions. Design, realization and presentation of a Applied research project whose theme should be based on the internship experience. Emphasis on the presentation of the research proposal, certifications and authorizations required by the Institutional Review Board, creation and adaptation of research instrument (s)

2 hours, 1 trimester, 1.5 credits

PHED 632 - BIOMECHANICS

Study of the biomechanical principles as applied to human movement. Analysis of the approaches used to study the mechanical and biological approaches that rule in the effective performance of psychomotor tasks. 4 hours, 1 trimester, 3 credits

PHED 634 – CONCEPTS OF SPORTS MEDICINE

Discussion and analysis of the basic concepts that comprise sports medicine; physical aptitude, testing and evaluation, nutrition, prescription, exercises, benefits of regular physical activity and legal aspects. 4 hours, 1 trimester, 3 credits

PHED 635 – CRITICAL ASPECTS OF PHYSICAL EDUCATION

Study of the contemporary and professional planning and problems in health, physical education, and recreation. Identification and analysis of the planning that results from problems in the profession. Exploration of different points of view, alternatives, and possible solutions to these problems. 3 hours, 1 trimester, 2 credits

PHED 636 – ANATOMICAL AND PHYSIOLOGICAL BASICS OF EXERCISE

Study of the human body and its function in exercise. Application of the effect of exercise on the aforementioned systems through laboratories. Prescription exercises for a specific training response. 4 hours, 1 trimester, 3 credits

PHED 637 – PSYCHOSOCIAL ASPECTS OF PHYSICAL EDUCATION

Analysis of the psychosocial influence that affect human conditions participating in sport experiences. Study of the significance of sport in contemporary society and the impact of social orders toward the development of attitudes on living of and professionalism and other inherent issues in sport participation. Discuss existing elements in physical education related to the modification of patterns, inadequate conduct of individuals, and exercise as a pleasing and necessary element for developing healthy life styles. 3 hours, 1 trimester, 2 credits

PHED 638 – ORGANIZATION AND ADMINISTRATION APPLIED TO PHYSICAL EDUCATION

Study of the administrative processes applied to physical education. The required basic components are studied for the successful administration of a physical education program. Provides for the practice of effective management techniques of the public and human resources inherent in programs of recreation, sports, and physical education. 3 hours, 1 trimester, 2 credits

PHED 640 – MOTOR AND PERFORMANCE LEARNING

Study of the physiological, psychological, and educational aspects that form the basics of understanding motor activity. Analysis of the factors involved in the development and learning of motor skills from the developmental stage of the individual and the present education level. 4 hours, 1 trimester, 3 credits

PHED 682-683 – INTERNSHIP IN CURRICULUM AND TEACHING IN PHYSICAL EDUCATION, PARTS I & II

Prerequisites: All basic and specialization courses.

Practical professional experiences as assistant curriculum coordinators, supervisors in the area of specialty, school consultant or assistant to university of physical education professors. Personal and professional enrichment through conferences, curriculum planning, sessions, education innovations, curriculum committees meetings, and community projects.

115 hours per trimester, 2 trimesters, 3 credits

PHED 684-685 – SEMINAR IN CURRICULUM AND TEACHING IN PHYSICAL EDUCATION, PARTS I - II

Prerequisites: All basic and specialization courses

Co-requisites: PHED 682-683

Analysis of the practical events and situations that arise in the Internship in Curriculum and Teaching in Physical Education. Opportunity is provided for reflection and critical and ethical analysis of the strengths and needs of the work environment. Development and presentation of an investigative project or thesis.

2 hours, 1 trimester, 1.5 credit

DOCTORAL PROGRAM IN EDUCATION

DOCTORAL PROGRAM'S GOALS AND OBJECTIVES

The goal of the Doctorate Program is to promote the holistic and integral development of education leaders with the knowledge, skills, and attitudes required to propitiate changes that respond to an educational institution's demands and to the needs of a changing, technological, and global society with great sense of responsibility and ethical commitment in the practice of its profession. Its focus is to transformed educational leaders.

The Doctoral Program in Education seeks to accomplish the following objectives:

1. Develop educational experiences that facilitate students with knowledge and professional and technological skills in order to be successful in their area of concentration in relation to the learning communities.
2. Provide an educational, dynamic, critical, and creative encounter that will enhance the development of the most elevated thinking skills, human sensibility, and Christian action.
3. Provide investigative opportunities as an effective and necessary mean to contribute to the education field, while developing new knowledge and the construction of their own reference framework and learning scheme.

4. Promote the development of a responsible professional attitude and a great sense of ethical commitment in students' function as educative leaders, in their field of concentration as well as in the education field in general.
5. Contribute to the formation of professionals who handle the direct process for obtaining better results in educational organizations, who are willing to assist, and direct the paradigm changes; to investigate, plan, and evaluate; to seek solutions to the educational problems related to decision making that favor the development of a quality society.

GENERAL REQUIREMENTS

Students requesting admission to the Doctoral Program in Education should comply with the following requirements established by Pontifical Catholic University of Puerto Rico (PCUPR). Students readmitted or transferred should comply with the requirements established in the Policy for Readmission and Transferred Students at the institutional level.

The following documents are required in order to complete the admission process:

1. Two (2) official transcripts from accredited higher education institutions in which the candidates have obtained their respective academic degrees. (Bachelor's and Master's)
2. Three (3) recommendation letters: two (2) from professors and one (1) from an immediate supervisor in the working area.
3. A Curriculum Vitae or updated Resumé.
4. Evidence of the EXAPEP, GRE or MAT.
5. Admission fee (\$50.00), (non-refundable)

SPECIFIC REQUIREMENTS

The Doctorate in Education (Ed. D.) is a professional degree which prepares students to confront professional responsibilities through an academic program based on an extensive study in an area of concentration in the field of education. Each candidate should present evidence of having completed a master's degree.

The specific requirements of the Doctorate in Education (Ed. D.) program are the following:

1. A master's degree from an accredited university with an average or general academic index of 3.40 or more.

2. Official undergraduate and graduate credits transcripts sent directly to the Office of Admissions of PCUPR.
3. Mastery in oral and written Spanish and the ability to perform tasks in English at the doctoral level.
4. Evidence of the ability to perform doctoral studies, according to the points obtained in the following tests: GRE, MAT, EXADEP.
5. Oral and written interviews with the **Graduate School Admission Committee** and the favorable recommendation of the candidate's Doctorate in Education proposal. In the interview the candidate must present a professional portfolio evidencing his/her credentials, abilities and talents, and professional experience.
 - a. The portfolio will permit the Admission Committee to have better knowledge of the candidate's professional performance and of his/her performance as a doctoral student. The prospective student should request from the Graduate School of Education the document guide to prepare the portfolio.
6. All student interested in being admitted to the Doctorate in Education Program (Ed.D.) should have a minimum of three (3) years of experience in the education field. If this were not the case, the student will be required to take a minimum of twelve (12) graduate credits in education. The education courses to be taken will depend on the candidate's particular interest. In the case of the student interested in being admitted to the Doctoral Program in Professional Counseling you must have a minimum of one (1) year of experience in education or clinical setting, which may be taken concurrently with the academic preparation. In case of not having it, you are required to have a minimum of 50 hours of community service by written certification after obtaining master degree.
7. Three recommendation letters, preferably by university professors or supervisors.
 - a. Only the recommendation of people capable of evaluating cognitive maturity, perseverance, and motivation of the candidate will be accepted. Recommendations from family, friends, or other people are unacceptable.
8. Approval at the master's level of a statistic course, a research method course, and a research for the masters' degree.
9. Approval of a prerequisite course in Style and Editing (GRED 787) in Spanish.
10. Evidence of having competency in the use of technology, particularly in computers.

MODALITY IN THE OFFERING OF COURSES OF THE SCHOOL GRADUATED IN EDUCATION

The Graduate School in Education offers the courses of all its academic programs in the quarters modality. The study quarters are the following: Autumn (August to October), Winter (November to February) and Spring (February to May). In addition, so far courses are offered in a summer session during the month of June or July.

REQUIREMENTS FOR REQUESTING COMPREHENSIVE EXAMINATION

Every candidate to take the comprehensive examination of the doctoral program in Education (Ed.D.) must meet the following requirements:

- a) Having completed the admission requirements, including the EXADEP (PAEG) Test or its equivalent and the prerequisites indicated in the admission letter.
- b) Have passed all required courses as stipulated in the catalog that applies to the student at the time of requesting the comprehensive exam, with a general average of 3.50 on a scale of 4.00, and as established in the academic progress standards for the programs doctorals of the Institution.
- c) Complete the application for the comprehensive exam and deliver it to the Graduate School of Education office on or before the assigned date and published in advance on the edicts boards of the Graduate School and the College of Education.
- b) Have bonafide admission to the Doctoral Program. This entails having completed all the admission requirements. This includes having taken the EXADEP test or its equivalent, having approved all the prerequisites indicated in the letter of admission (if applicable) and core courses of specialty, elective directed, free elective, theology courses, as indicated in each specialty, with minimum qualification of B.
- e) Enroll the GRED 898 course and pay the corresponding fee for a comprehensive exam (non-refundable). To make the payment, the student must go through the Office of the Graduate School to receive the Processing Sheet that must be submitted to the Treasury when making the payment. The student must provide a copy of the payment receipt with the application for the exam to the EGE.

OFFERINGS

Doctorate in Education (Ed.D.) with a specialty in:

- Professional Counseling
- Curriculum and Teaching
- Educational Management

GRADUATION REQUIREMENTS

Graduation requirements for the Doctoral Program in Education are:

1. Complete the number of credits required by the program.
2. Collect a general index of at least 3.50 on a 4.00 scale.
3. Comply with the program of studies within the time prescribed by the institution.
4. Complete and submit a formal application for graduation on or before the due date and pay the graduation fee.
5. Meet all financial responsibilities to the institution.
6. Evidence that requested the publication of his dissertation to a peer reviewed journal

DESIGN OF THE PROGRAM OF STUDIES

1. Once admitted to the doctoral program, the student should discuss with the department director the procedures to follow in the program and the assignment of an academic counselor. This counselor will be the facilitator in the development of the candidate's doctoral program (SP) and will help schedule courses each semester. This person can be a member of the student's doctoral committee.
2. The doctoral student's general orientation will be the responsibility of the Academic Counselor who will also approve the student's study plan and will revise the program as soon as he/she is admitted.

PROGRAM OF STUDY

DESCRIPTION OF THE DOCTORAL PROGRAM

In the Doctorate in Education (Ed. D.) of the Graduate School at the College of Education of Pontifical Catholic University of Puerto Rico, the student designs his/her own study program. The purpose of this design to make the student responsible of his/her formation professional and preparation in accordance to his/her professional needs and particular interests.

The approach sought is that the student determines the study areas that will provide him/her a wider vision as a human being in a society that changes and in which there should be global and multicultural education in order to respond to the new millennium's educational demands in Puerto Rico. The student will understand that he/she can extend his/her knowledge towards a holistic and integral development as a human being.

The SP the student will develop, with help and guidance from the academic counselor of the Doctoral Program, should include the following components:

COMPONENTS OF THE STUDY PROGRAM (SP)

COMPONENTS OF THE STUDY PROGRAM (SP)
Component A: Core Courses
Component B: Specialization Courses
Component C: Directed Elective Courses
Component D: Free Electives Courses
Component E: Theologies*
Component F: Interns
Component G: Operational courses
Component H: Free optional course

*All former students from a graduate program at PCUPR are not required to take the four (4) credits in Theology.

DESCRIPTION OF THE COMPONENTS

COMPONENT A: CORE COURSES

These are the basic courses that the Doctorate in Education Program establishes. They are the same for the concentrations in Curriculum and Teaching and Educational Management.

COMPONENT B: SPECIALIZATION COURSES

The courses under this component are the foundation of the specialized graduate program. Some required and electives courses under the concentration component have also been established.

COMPONENT C: DIRECTED ELECTIVE COURSES

These are the courses directed to each major to expand the important concepts of the areas.

COMPONENT D: FREE ELECTIVE COURSES

These courses should be at a graduate level in one or more of the concentrations offered at the institution. These will be selected according to the student's needs and interests.

The elective course objective is to provide students with a theoretical and practical foundation in the areas that are close to their professional and working needs but are not necessarily related to the education field.

COMPONENT E: THEOLOGIES

These are the courses that provide the theological, spiritual, and Christian base in accordance to the Social Doctrine of the Catholic Church.

COMPONENT F: INTERNS

The internship experience has the purpose that students can integrate, consolidate and put into practice all the theoretical and practical knowledge learned in the courses (core, specialty and elective), assisting clients or patients in a clinical, educational or research setting. In this way, students will be provided with an experience of disciplined and organized professional work with rules and regulations of a work environment, to assure society that students are trained to work in the discipline.

COMPONENT G: OPERATIONAL COURSES

The operational courses are those in which students will apply the knowledge, skills, and competencies that they have developed as part of their graduate studies. Students will take a research seminar (GRED 974) where a proposal draft will be designed and presented to the professor. In the first part of the dissertation (GRED 975), students will present and defend the research proposal; and in the second part, they will defend before a faculty committee.

More information about the dissertation process is found in the Doctoral Dissertation Procedures Manual of the Graduate School of Education. This document is given to students when they take GRED 975.

COMPONENT H: FREE OPTIONAL COURSE

The purpose of this optional course is to adequately integrate all courses in Curriculum and Teaching and Educational Management. This course should be taken prior to the Doctoral Comprehensive Exam.

OBJECTIVES OF THE SPECIALIZATION IN CURRICULUM AND TEACHING

1. Demonstrate high level of thinking skills and noticeable creative ability through tasks and projects that contribute to the education field.
2. Demonstrate mastery in the search of data and investigations using bibliographical and technological resources that provide local and international information in education and related fields adequately.
3. Handle different instruments and techniques for the quantitative and qualitative analysis based on a fair and reliable evaluation.
4. Formulate innovative ideas as possible alternatives to conflictive and problematic situations that represent the different members that form the working team in the curriculum and teaching area.

5. Evaluate the importance of applying computer and technology in education as means that will help improve educational practices and transcend the traditional and national frontier with a global, futuristic, and multicultural vision.
6. Critically analyze the contribution of the professional literature and its research findings for the curriculum and the present and future educational processes.
7. Demonstrate mastery in the knowledge and the skills required for the design and the construction of guides and other curricular documents in accordance to today's educational and social demands.
8. Express critical judgment in the evaluation of educational materials and different curricular documents.
9. Design and apply modules, tables, and instruments in the evaluation of educational programs.
10. Elaborate creative and original plans for the development of the private and public education personnel.
11. Determine the practical applications of a variety of teaching-learning approaches, teaching models, learning styles, and multiple intelligences in a multicultural educational environment.
12. Apply research in the classroom and conduct investigations at a greater scale using the correct research designs.
13. Exhibit ethical, moral, and legal behavior when dealing with working situations and/or circumstances that produce good decision making in the education scenario.
14. Employ a humanistic-Christian approach in the solution of problems in reference to the contemporary practices in the curriculum and teaching field.

STUDY PROGRAMS - SPECIALTY COURSES

1. CURRICULUM AND TEACHING

CORE COURSES (12 credits)		Credits
GRED 800	Statistics: Parametric and non-parametric contrasts	3
GRED 802	Practical applications of advanced technology in the educational scenario	3
GRED 806	Quantitative Approach in Education Research (<i>Prerequisite: GRED 800</i>)	3
GRED 807	Qualitative Approach in Education Research	3

SPECIALIZATION COURSES (15 credits)		Credits
GRED 805	Educational evaluation	3
GRED 832	Process of the curriculum engineering <i>(Prerequisite: GRED 805 and 6 credits or more in the specialization)</i>	3
GRED 833	Theories and practices of curriculum evaluation <i>(Prerequisite: GRED 805)</i>	3
GRED 834	Theoretical bases, investigations, and practical applications in the teaching –learning process <i>(First specialization course)</i>	3
GRED 837	Evaluations of educational programs: <i>(Prerequisites: GRED 805, GRED 833)</i>	3
DIRECTED ELECTIVE COURSES (6 credits)		Credits
GRED 818	Thinking processes as base of an effective leadership	3
GRED 831	The multiple intelligence approach applied to the teaching and assessment process	3
GRED 835	The curriculum based on the competencies and standards of excellence	3
GRED 836	Programs design for the personnel development	3
FREE ELECTIVE COURSES (9 credits)		Credits
GRED 804	Conflict management in educational organizations	3
GRED 808	Construction and Validation of Psychoeducational Tests and Research Instruments	3
GRED 809	Applied Multivariate Statistical Analysis in Education	3
GRED 811	Modern approaches in educational management	3
GRED 812	Transformative leadership: new challenges in educational administration	3
GRED 813	Organizational behavior	3
GRED 814	Administration of human and material resources	3
GRED 815	Seminar of present issues and problems in educational management	3
GRED 816	Supervision of instruction	3
GRED 819	Philosophical, social and cultural perspectives in education	3
GRED 839	Philosophy for children	3
GRED 840	Global and multicultural education	3
GRED 850	International educative experiences	3
GRED 851	Colloquies	3
GRED 890	Leadership XXI century	3
GRED 891	Leadership based on values	3
GRED 900	Teaching assistant	3

THEOLOGY* (4 credits)		Credits
THEO 633	Dignity of the Human Being	2
THEO 634	Marriage and family	2

COMPONENT F: FREE OPTIONAL COURSE (3 credits)		Credits
GRE 902	Integrated course for the specialty in Curriculum and Teaching (Capstone course)	3

COMPONENT G: OPERATIONAL COURSES (9 credits)		Credits
GRE 974	Investigation seminar	3
GRE 975	Dissertation I	3
GRE 976	Dissertation II	3

TOTAL CREDITS IN THE DOCTORAL DEGREE: 55 CREDITS

SUGGESTED CURRICULAR SEQUENCE FOR THE DOCTORAL PROGRAM WITH A SPECIALTY IN CURRICULUM AND TEACHING

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRE 717 (if apply)	3	GRE 802	3	GRE 805	3
GRE 800	3	GRE 830	3	GRE ____ (Directed elective)	3
GRE 834	3				
CREDITS: 6 or 9		CREDITS: 6		CREDITS: 6	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRE ____ (Free elective)	3	GRE 832	3	GRE 833	3
THEO 633 (if apply)	2	GRE ____ (Free elective)	3	GRE ____ (Free elective)	3
CREDITS: 5		CREDITS: 6		CREDITS: 6	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 837	3	GRED 803	3	GRED 902 (Free optional course)	3
GRED ____ (Directed elective course)	3	THEO 634 (if apply)	2		
CREDITS: 6		CREDITS: 5		CREDITS: 3	

FOURTH YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
Doctoral Comprehensive Exam	-	GRED 974	3	GRED 975*	3
CREDITS: -		CREDITS: 3		CREDITS: 3	

FIFTH YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 976 *	3				
CREDITS: 3		CREDITS:		CREDITS:	

NOTES:

1. Students with pre-requisites must take them before the end of the second academic year.
2. (*) It takes more than one quarter to prepare and defend the doctoral dissertation proposal (GRED 975).
3. (**) It takes more than one quarter the culmination and final defense of the doctoral dissertation (GRED 976).

ALUMNI PROFILE FOR THE DOCTORATE PROGRAM IN EDUCATION WITH A SPECIALIZATION IN CURRICULUM AND TEACHING

In accordance with the mission of the Pontifical Catholic University of Puerto Rico, the Doctorate Program in Education has as main goal to promote a holistic and integral development of educational leaders. It is expected that these leaders starting from their understanding of their most robust traditions and values foster changes that respond to the demands of educational institutions and the needs of a technological and globalized society, with a high sense of responsibility and ethical and moral in the practice of their profession. To achieve this goal, the Doctoral Program in Education with a specialization in Curriculum and Teaching aims at achieving the maximum development of the student in all its dimensions towards the fullest attainments as a human being, as a professional, and as a christian committed with the Puerto Rican society and the current world. It is expected that an alumni of the Doctorate Program in Education with a specialization in Curriculum and Teaching demonstrates competence in the following dimensions to:

Cognitive:

1. Apply the different modern theories, approaches, and techniques in the processes of curricular design that allow a successful performance.
2. Apply new models and paradigms that promote favorable changes in the curricular design and evaluation.
3. Use statistical and quantitative reasoning to draw subjective, precise conclusions in educational research.
4. Apply the available technological means and computer programs for the enrichment of educational processes.
5. Develop educational research with quantitative and qualitative methodology for the benefit of Puerto Rican and international education.
6. Compare and contrast the different assessment and evaluation methods available in the educational scenario.
7. Analyze and evaluate literature reviewed in curriculum and teaching to develop theoretical and conceptual frameworks to support educational research and evaluation.
8. Plan, design, and evaluate curricular documents adapted to the needs of students, society, and academic disciplines.
9. Examine the existing program evaluation models and propose new ones that foster favorable changes in pedagogical practices.

10. Apply the different educational theories, approaches, and strategies to perform successfully their duties as curriculum specialists.
11. Conduct evaluations of educational programs and submit complete final evaluation reports.
12. Incorporate the ethical and catholic-christian principles in the promotion of changes in paradigms and pedagogical practices.
13. Communicate effectively in oral and written form to produce ideas and curricular documents that contribute to the improvement of Puerto Rican education.

Affective:

1. Appreciate the contribution of statistical reasoning in decision making and educational research.
2. Use technology, computers, internet, and other information access means ethically and responsibly to facilitate educational research and professional practices in curriculum and teaching.
3. Demonstrate high ethical, professional, and christian values in educational evaluation and research.

Psychomotor:

1. Manage computer program SPSS to conduct statistical analysis to support evaluation and educational research findings.
2. Manipulate different computer and technological programs to complement educational practices.
3. Elaborate research in educational scenarios using quantitative and qualitative approaches.
4. Examine and select educational literature to support the development of theoretical and conceptual frameworks appropriate for educational research and evaluation.
5. Design curricular documents such as needs assessment and feasibility studies, curricular segments, instructional units, syllabi, among others.
6. Construct new curricular and evaluation models to satisfy the needs of Puerto Rican education.
7. Prepare evaluation instruments for educational programs and write the final evaluation report.

OBJECTIVES OF THE SPECIALIZATION IN EDUCATIONAL MANAGEMENT

1. Demonstrate the competencies, attitudes, and skills proper of an educational manager that will permit his/her to perform tasks in an efficient and high quality manner
2. Apply the different theories, approaches, and modern management strategies in the administrative process.
3. Analyze, interpret, and apply the new management paradigms in the education scenario.
4. Evaluate the behavior in educational organizations from an individual and group perspective.
5. Analyze the theories and models concerning human behavior in the organizations and its application in the educational scenario.
6. Demonstrate the ability to apply new administrative models and approaches that promote favorable changes in the educational scenario.
7. Demonstrate the ability to judge analytically and critically problems and/or situations in an educational scenario.
8. Formulate innovative ideas as possible alternatives to conflictive and problematic situations in the educational management field.
9. Critically analyze the existing investigations related with contemporary theories and with the new paradigms and approaches in the field of educational management.
10. Demonstrate the ability to conduct scientific investigations in the field of educational management.
11. Construct original models related with the administrative processes that will permit the performance of tasks with efficiency and effectiveness.
12. Analyze and apply different models to the management of conflictive and problematic situations in the field of educational management.
13. Apply different instruments and techniques for quantitative and qualitative analysis and value judgment of the student's academic proficiency contributing to a fair and objective evaluation process.
14. Formulate, design, and implement action plans to fulfill administrative functions in an efficient manner.

15. Model an ethical, moral, and legal behavior when working with situations or circumstances that influence good decision making in the educational management scenario.
16. Make use of the humanistic approach in the solution of problems in reference to educational management.

2. EDUCATIONAL MANAGEMENT

CORE COURSES (12 credits)		Credits
GRED 800	Statistics: Parametric and non-parametric contrasts	3
GRED 802	Practical applications of advanced technology in the educational scenario	3
GRED 806	Quantitative Approach in Education Research (<i>Prerequisite: GRED 800</i>)	3
GRED 807	Qualitative Approach in Education Research	3
SPECIALIZATION COURSES (15 credits)		Credits
GRED 805	Educational evaluation	3
GRED 811	Modern approaches in educational management	3
GRED 812	Transformative leadership: New challenges in educative administration	3
GRED 813	Organizational behavior	3
GRED 814	Administration of human and physical resources	3
DIRECTED ELECTIVE COURSES (6 credits)		Credits
GRED 815	Seminar of present issues and problems in educational management	3
GRED 816	Supervision of instruction	3
GRED 818	Thinking processes as base of an effective leadership	3
FREE ELECTIVE COURSES (9 credits)		Credits
GRED 804	Conflict management in educational organizations	3
GRED 808	Construction and Validation of Psychoeducational Tests and Research Instruments	3
GRED 809	Applied Multivariate Statistical Analysis in Education	3
GRED 819	Philosophical, social, and cultural perspectives in education	3
GRED 833	Theories and practices of curriculum evaluation	3
GRED 834	Theoretical base, research, and practical applications of the teaching-learning process	3
GRED 835	Competency- based curriculum and standards of excellence	3
GRED 836	Curriculum design for the personnel development	3
GRED 837	Evaluation of Educational Programs	3

GRED 839	Philosophy for children	3
GRED 840	Global and multicultural education	3
GRED 850	International educative experiences	3
GRED 851	Colloquies	3
GRED 890	Leadership in the 21 st century	3
GRED 891	Leadership and critical thinking	3
GRED 900	Teaching assistant	3
GRED 901	Administrative assistant	3

THEOLOGIES (4 credits)

		Credits
THEO 633	Dignity of the Human Being	2
THEO 634	Marriage and family	2

OPERATIONAL COURSES (9 credits)

		Credits
GRED 974	Investigation seminar	3
GRED 975	Dissertation I	3
GRED 976	Dissertation II	3

FREE OPTIONAL COURSE (3 credits)

		Credits
GRED 903	Integrated course for the specialty in Educational Management (Capstone course)	3

TOTAL CREDITS IN THE DOCTORAL DEGREE: 55 CREDITS

NOTES:

1. Students with pre-requisites must take them before the end of the second academic year.
2. (*) It takes more than one quarter to prepare and defend the doctoral dissertation proposal (GRED 975).
3. (**) It takes more than one quarter the culmination and final defense of the doctoral dissertation (GRED 976).

**SUGGESTED CURRICULAR SEQUENCE FOR THE DOCTORAL PROGRAM WITH A SPECIALTY IN
EDUCATIONAL MANAGEMENT**

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GED 787 (if apply)	3	GED 813	3	GED 811	3
GED 805	3	GED 802	3	GED 800	3
GED 812	3				
CREDITS: 6 or 9		CREDITS: 6		CREDITS: 6	
SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GED ____ (Free elective)	3	GED 814	3	GED 810	3
THEO 633	2	GED 816	3	GED 815	3
CREDITS: 5		CREDITS: 6		CREDITS: 6	
THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GED 803	3	GED 803	3	GED ____ (Free elective)	3
GED ____ (Directed elective)	3	GED 901	3	THEO 634	2
CREDITS: 6		CREDITS: 6		CREDITS: 5	
FOURTH YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
Doctoral Comprehensive Exam	-	GED 974	3	GED 975*	3
CREDITS: -		CREDITS: 3		CREDITS: 3	

FIFTH YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 976 *	3				
CREDITS: 3					

ALUMNI PROFILE FOR THE DOCTORATE PROGRAM IN EDUCATION WITH A SPECIALIZATION IN EDUCATIONAL MANAGEMENT

In accordance with the mission of the Pontifical Catholic University of Puerto Rico, the Doctorate Program in Education has as main goal to promote a holistic and integral development of educational leaders. It is expected that these leaders starting from their understanding of their most robust traditions and values foster changes that respond to the demands of educational institutions and the needs of a technological and globalized society, with a high sense of responsibility and ethical and moral in the practice of their profession. To achieve this goal, the Doctoral Program in Education with a specialization in Curriculum and Teaching aims at achieving the maximum development of the student in all its dimensions towards the fullest attainments as a human being, as a professional, and as a Christian committed with the Puerto Rican society and the current world. It is expected that an alumni of the Doctorate Program in Education with a specialization in Educational Management demonstrate competence in the following dimensions to:

Cognitive:

1. Apply the different modern management theories, approaches, and strategies in administrative processes that allow a successful performance.
2. Apply new models and paradigms that promote favorable changes in educational management.
3. Use statistical and quantitative reasoning to draw subjective, precise conclusions in educational research.
4. Apply the available technological means and computer programs for the enrichment of educational processes.
5. Develop educational research with quantitative and qualitative methodology for the benefit of Puerto Rican and international education.
6. Compare and contrast the different assessment and evaluation methods available in the educational scenario.
7. Analyze and evaluate literature reviewed in educational management to develop theoretical and conceptual frameworks to support educational research and evaluation.

8. Plan, design, and evaluate curricular documents adapted to the needs of students, society, and academic disciplines.
9. Examine the existing program evaluation models and propose new ones that foster favorable changes in pedagogical practices.
10. Apply the different educational theories, approaches, and strategies to perform successfully their duties as educational managers.
11. Conduct evaluations of educational programs and submit complete final evaluation reports.
12. Incorporate the ethical and catholic-christian principles in the promotion of changes in paradigms and pedagogical practices.
13. Communicate effectively in oral and written form to produce ideas and curricular documents that contribute to the improvement of Puerto Rican education.

Affective:

1. Appreciate the contribution of statistical reasoning in decision making and educational research.
2. Use technology, computers, internet, and other information access means ethically and responsibly to facilitate educational research and professional practices in educational management.
3. Demonstrate high ethical, professional, and Christian values in educational evaluation and research.

Psychomotor:

1. Manage computer program SPSS to conduct statistical analysis to support evaluation and educational research findings.
2. Manipulate different computer and technological programs to complement educational practices.
3. Elaborate research in educational scenarios using quantitative and qualitative approaches.
4. Examine and select educational literature to support the development of theoretical and conceptual frameworks appropriate for educational research and evaluation.
5. Design curricular documents such as needs assessment and feasibility studies, curricular segments, instructional units, syllabi, among others.
6. Construct new evaluation models to satisfy the needs of Puerto Rican education.
7. Prepare evaluation instruments for educational programs and write the final evaluation report.

OBJECTIVES OF THE DOCTORATE PROGRAM IN PROFESSIONAL COUNSELING

Pontifical Catholic University of Puerto Rico aims at forming competent specialists in professional counseling. To achieve that goal, the institution expects to develop transformation leaders with the knowledge, skills, and personal and professional aptitude that allow the contribution of the improvement of the conditions of Puerto Rico and the world. The purpose is to develop a professional counselor with the identity, knowledge, and abilities necessary to perform efficiently. Towards this end, the following general objectives are presented for the Doctorate Program in Education with a specialization in Professional Counseling:

1. Expand the philosophical and theoretical knowledge and the professional formation of students fostering the discovery and extension of their vision of the world and the human being, developing experiences and activities to promote a better quality of life in the modern society.
2. Expose the students to learning experiences that allow the understanding and awareness of the professional and Christian principles, values, and personal practices necessary for the maximum development of the competencies required to perform efficiently.
3. Expand the knowledge of students through the use of technology and information to develop innovative projects to enrich their educational and clinical scenario.
4. Empower students in the identification, analysis, and evaluation of situations and problems that involve individuals, groups, and social and professional organizations in the educational and clinical environment.
5. Determine possible alternatives to attend diverse educational and clinical problems through the analysis of results of mediation processes, assessment, and educational evaluation.
6. Recognize the influence of the contribution of the professional counselor as a transformation leader in the Puerto Rican society.
7. Foster respect for human dignity of persons with personal, social, academic, and occupational problems with diverse styles of being, doing, and learning.
8. Train students in conducting educational research or innovative clinics that allow the improvement of social and professional organizations.
9. Demonstrate mastery of processes in conflict management to obtain and promote understanding of religious, racial, cultural, generational, sex, and socioeconomic differences.
10. Expand the ability of students to evaluate the conditions of clients that deserve professional intervention or a referral for the intervention of other professionals or agencies.

3. PROFESSIONAL COUNSELING

CORE COURSES (15 credits)		Credits
GRE 800	Statistics: Parametric and non-parametric contrasts	3
GRE 802	Practical applications of advanced technology in the educational scenario	3
GRE 806	Quantitative Approach in Education Research (Prerequisite: GRE 800)	3
GRE 807	Qualitative Approach in Education Research	3
GRE 808	Construction and Validation of Psychoeducational Tests and Research Instruments (Prerequisite: GRE 800)	3
SPECIALIZATION COURSES (14 credits)		Credits
GRE 820	Approaches and strategies for group and systemic interventions	3
GRE 821	Human development and assessment of dysfunctional behaviour	3
GRE 822	Administration, supervision, and consulting in professional counseling	3
GRE 823	Human development and assessment of dysfunctional behavior	3
GRE 841	Practical experiences in community counseling	2
INTERNSHIP (6 credits)		Credits
GRE 842	Internship Prof Counseling, Part I	1.5
GRE 843	Seminar Prof Counseling, Part I	1.5
GRE 844	Internship Prof Counseling, Part II	1.5
GRE 845	Seminar Prof Counseling, Part II	1.5
DIRECTED ELECTIVE COURSES (6 credits)		Credits
GRE 804	Conflict management in educational organizations	3
GRE 809	Applied Multivariate Statistical Analysis in Education	3
GRE 812	Transformative leadership: New challenges in educative administration	3
GRE 818	Thinking processes as base of an effective leadership	3
GRE 824	Career counseling and occupational planning	3
GRE 826	The counseling process of senior citizens	3
GRE 827	Spiritual counseling	3
GRE 828	Fundamental counseling theories: personality and learning theories	3
GRE 829	The counseling process of the child and the adolescent	3
GRE 850	International Educational Experiences	3
THEOLOGIES (4 credits)		Credits
THEO 633	Dignity of the Human Being	2
THEO 634	Marriage and family	2

OPERATIONAL COURSES (9 credits)		Credits
GRED 974	Investigation seminar	3
GRED 975	Dissertation I	3
GRED 976	Dissertation II	3
		54

SUGGESTED CURRICULAR SEQUENCE FOR THE DOCTORAL PROGRAM WITH A SPECIALTY IN PROFESSIONAL COUNSELING

FIRST YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 717 (si aplica)	3	GRED 800	3	GRED 821	3
GRED 802	3	GRED 820	3	GRED 808	3
CREDITS: 6		CREDITS: 6		CREDITS: 6	

SECOND YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED ____ (Free elective)	3	GRED 806	3	GRED 807	3
GRED 822	3	GRED 823	3	GRED ____ (Free elective)	3
CREDITS: 6		CREDITS: 6		CREDITS: 6	

THIRD YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 841	2	GRED 842	1.5	GRED 843	1.5
THEO 633 THEO 634	2 2	GRED 844	1.5	GRED 845 Comprehensive Exam	1.5
CREDITS: 6		CREDITS: 3		CREDITS: 3	

FOURTH YEAR					
FIRST TRIMESTER		SECOND TRIMESTER		THIRD TRIMESTER	
COURSE	CRS.	COURSE	CRS.	COURSE	CRS.
GRED 974	3	GRED 975*	3	GRED 976*	3
CREDITS: 3		CREDITS: 3		CREDITS: 3	

NOTE:

1. *Courses GRED 975 and GRED 976 require more than one trimester to be approved.
2. Students without a license for professional counseling and aim at it must take courses GRED 824 and GRED 828 to be able to take the NCE test, according to Law 147 (August 9, 2002). Complete eight to ten curricular content areas.
3. Courses GRED 842 – GRED 844 and GRED 843 –GRED 845 are taken concurrently in consecutive trimesters.
4. Internship in professional counseling can be started only in Fall and Winter trimesters.
5. The comprehensive exam is requested once all courses and credits presented here are approved.

PROFILE OF THE ALUMNI FROM THE DOCTORATE PROGRAM IN PROFESSIONAL COUNSELING

The Pontifical Catholic University of Puerto Rico aims at forming competent specialists in professional counseling. To achieve this goal, it is expected to develop personal and professional knowledge, skills, and aptitude of the students. The purpose is to develop a professional counselor with identity and expertise in the knowledge and ability to perform efficiently. The profile for the alumni of the Doctorate Program in Education with a specialization in professional counseling has been divided in three dimensions: cognitive, affective, and psychomotor. The profile includes the following professional competencies:

Cognoscitive

1. Demonstrate a solid base of knowledge of the functioning of a Program in Professional Counseling: concepts, nature, competencies, laws, and regulations of the profession, ethical standards, roles, responsibilities, processes, and skills in the discipline.

2. Exhibit mastery of the theory and practice in relation to professional counseling conceptualizing real and hypothetical cases.
3. Demonstrate the competencies to offer services of professional individual and group counseling in diverse environments, contexts, and cases with different problems; through the application of various intervention techniques and strategies.
4. Exhibit knowledge to identify and evaluate the implications of ethical and legal factors that affect the professional counselor; administrative and supervision processes as well as consultation through different evaluation instruments.
5. Demonstrate knowledge about basic concepts in standardized and non-standardized tests and other evaluation techniques, including the norms and criteria, evaluation of individual and group performance and the use of interest inventories.
6. Demonstrate critical thinking skills with multiple perspectives stimulated by the empirical integrity that allows finding solutions to actual challenges.
7. Use and interpret knowledge of statistical concepts such as validity, reliability, measurement scales, central tendency measures, variability index, distribution forms and types, and correlations in research and practical exercises.
8. Demonstrate to be a researcher capable of applying the scientific method and contribute with significant findings to the field through a research project.
9. Distinguish actions that guide to the solution of problems that affect organizational development, which diminish efficacy, productivity, and generate conflict to the organization

Psychomotor

1. Apply in an integral and effective manner the theories of personality, systematic theories, and career theories in the different real and hypothetical cases (individual, group, and organizational) they deal with considering the particular issues of each case.
2. Apply traditional and contemporary models to conceptualize individual and group cases, utilizing the most appropriate theories, techniques, and strategies for each particular case.
3. Identify, select, and administer different measurement and evaluation instruments related to individual, group, and institutional assessment.

4. Locate, manage, and evaluate varied sources of occupational, academic, personal, and social information and the digital and no-technological educational resources in an ethical, honest, and professional manner.
5. Integrate technology, automated systems, and internet services according to ethical standards of the profession in all administrative processes, organizational consultation, and group and individual counseling processes.
6. Demonstrate ability to administer, analyze, and interpret different interest inventories or evaluation instruments and write reports about the evaluation process using adequate, simple vocabulary.
7. Demonstrate to be a professional with initiative, capable of contributing new ideas to counseling, job place, organization, or enterprise.

Affective

1. Recognize the importance and influence of the relation between counselor and client in the process of individual and group, especially in aspects related to ethics, honesty, professional responsibility, respect to human dignity and diversity.
2. Respect, understand, and intervene with sensibility and comprehension to the diverse population served by professional counselors.
3. Assume respect positions based on high professional, ethical, and Christian principles for the student to develop as a mediator of conflict situations within the organizations.
4. Respect the role of leadership of professional counselors in the processes of intervention or counseling with clients or in the role of administrator or supervisor.
5. Respond positively to situations related to professional ethics, confidentiality, privileged communication, and responsibility in professional counseling.
6. Be flexible in the use of reference frameworks that explain the dynamics and realities of clients and other participants of the services of professional and family counseling.
7. Be a leader and action agent in educational activities of high complexity level.
8. Demonstrate to be an acknowledged professional by colleagues and supervisors sharing knowledge through active participation in conferences, conventions, congresses, and symposiums.
9. Demonstrate to be a leader that contributes positively to social change, showing a high moral level and disposition to serve others.

10. Be a professional committed to his/her Christian faith which will manifest through personal and professional action, modeling, fair treatment, respect to human dignity, cultural heritage, and divine legacy to nature and environment.
11. Understand that the main tool in counseling is human resources to work with human nature problems.
12. Develop the ability to recognize limitations as professional counselors and make referrals when needed.
13. Value the importance of research in the development of professional counseling and use it to inform practice based on evidence.

STUDENTS WHO WANT A SECOND DOCTORAL SPECIALTY IN EDUCATIONAL MANAGEMENT MUST TAKE 21 CREDITS IN SPECIALITY AND TAKE COMPREHENSIVE TEST.

SPECIALIZATION COURSES (15 credits)		Credits
GRED 805	Educational evaluation	3
GRED 811	Modern approaches in educational management	3
GRED 812	Transformative leadership: New challenges in educative administration	3
GRED 813	Organizational behavior	3
GRED 814	Administration of human and physical resources	3
DIRECTED ELECTIVE COURSES (6 credits)		Credits
GRED 815	Seminar of present issues and problems in educational management	3
GRED 816	Supervision of instruction	3
GRED 818	Thinking processes as base of an effective leadership	3

STUDENTS WHO WANT A SECOND DOCTORAL SPECIALIST IN CURRICULUM AND TEACHING TO BE TAKEN IN THE DESIRED CREDITS 21 SPECIALTY AND TAKE COMPREHENSIVE TEST.

SPECIALIZATION COURSES (15 credits)		Credits
GRED 805	Educational evaluation	3
GRED 832	Process of the curriculum engineering	3
GRED 833	Theories and practices of curriculum evaluation	3
GRED 834	Theoretical bases, investigations, and practical applications in the teaching –learning process	3
GRED 837	Evaluations of educational programs	3
DIRECTED ELECTIVE COURSES (6 credits)		Credits
GRED 818	Thinking processes as base of an effective leadership	3
GRED 831	The multiple intelligence approach applied to the teaching and	3

	assessment process	
GRED 835	The curriculum based on the competencies and standards of excellence	3
GRED 836	Programs design for the personnel development	3

COURSE DESCRIPTION

GRED 800 – STATISTICS: PARAMETRIC AND NON-PARAMETRIC CONTRASTS

Prerequisite: Statistics course at the master's level

Analysis and application of descriptive, inferential, and non-parametric statistics are discussed in this course. The use of different types of computer systems and their application to educational research are emphasized.

4 hours, 1 trimester, 3 credits

GRED 802 – ADVANCED TECHNOLOGY PRACTICES APPLIED IN THE EDUCATIONAL FIELD

Prerequisite: Computer course at the master's level

A course designed for graduate students to reinforce their computational and their critical thinking skills of different applications and use of computers and other instructional technology in the classroom. How to integrate systems, programs, and data bases in the teaching learning process is studied. The criterion to consider in the acquisition of this type of equipment, application programs, and related technology is discussed.

4 hours, 1 trimester, 3 credits.

GRED 804 – CONFLICT MANAGEMENT IN EDUCATIONAL ORGANIZATIONS

Study and analysis of different strategies for conflict management in education organizations are accomplished in this course. The emphasis of applicable models in the daily function of an educational leader for the management of different conflicts in the educational environment is discussed.

4 hours, 1 trimester, 3 credits

GRED 805 – EDUCATIONAL EVALUATION

Prerequisite: Evaluation course

Study and analysis of the evaluation process as one of the principal tools of a leader in decision making in the educational environment. Analysis of the means and instruments used in the evaluative fields (personnel, performance, and product evaluation program) in the light of the contemporary trends and educational reality of the country are achieved. Discussion and analysis of controversial issues in educational evaluation are also discussed.

4 hours, 1 trimester, 3 credits

GRED 806 – QUANTITATIVE APPROACH IN EDUCATIONAL RESEARCH

Study, application, and analysis of the processes of quantitative research in education. Emphasis in the study of characteristics and methodology of the quantitative approach in education. Includes the study of

fundamental concepts in quantitative research and the discussion of statistical analyses appropriate to each research design. Requires the revision and analysis of research related to contemporary theories and practices and their contribution to education.

4 hours, 1 trimester, 3 credits

GRE 807 – QUALITATIVE APPROACH IN EDUCATIONAL RESEARCH

Study, application, and analysis of the processes of qualitative research in education. Emphasis in the study of characteristics of the quantitative approach as well as concepts and methodologies related to it. Includes the study of phases in each approach in qualitative research, triangulation techniques, collection, analysis, and interpretation of findings. Emphasis will be provided to practical applications of the approach giving attention to action research as a natural development from a reflexive perspective.

4 hours, 1 trimester, 3 credits

GRE 808 - CONSTRUCTION AND VALIDATION OF TESTING AND RESEARCH INSTRUMENTS

The main purpose of this course is to train students in the methodology and procedures related to the development, construction, validation, and analysis of tests and research instruments. Students will be provided with the experience of submitting an instrument to analyze content, validity, and reliability.

4 hours, 1 trimester, 3 credits

GRE 809 APPLIED MULTIVARIATE STATISTICAL ANALYSIS IN EDUCATION

Theory and interpretation of multivariate statistical analysis in educational research: partial correlation, simple linear regression, multiple linear regression, logistic regression, multivariate analysis of variance, factor analysis, discriminant analysis and cluster analysis. Practical applications through the use of computerized statistical programs.

4 hours, 1 trimester, 3 credits

GRE 811 – MODERN TRENDS IN EDUCATIONAL MANAGEMENT

A profound and indispensable analysis of organization and practice in educational management from a contemporary perspective is realized. Emphasis on research, analysis, interpretation and application of new paradigms and trends in the educational environment of the Puerto Rico Education System is discussed. Emphasis on the analysis and evaluation of literature or recent research in areas such as: planning and strategic management, transformational leadership, TQM, reengineering, “Hoshin Planning”, team teaching, “empowerment”, learning communities, decentralization, distant education, “assessment”, networks and alliances, management information systems (MIS), organizational development (OD), “Outcome-based Education”(OBE), new models and paradigms in educational management.

4 hours, 1 trimester, 3 credits

GRE 812 – TRANSFORMATIONAL LEADERSHIP: NEW CHALLENGES IN EDUCATIONAL ADMINISTRATION

A study, analysis, and discussion of the theoretical and conceptual framework of leadership as an educational processes. Emphasis on the factors that enhance transformational leadership. Analysis of the competencies and skills of a transformational leader.

4 hours, 1 trimester, 3 credits

GREED 813 – ORGANIZATIONAL BEHAVIOIR

A study and analysis of behavior in organizations from the individual and group point of view, focusing on the process of motivation, leadership, group process, and interaction. Conflict analysis and intra-organizational communication such as the design of work environments with the purpose of developing skills to effectively administer the best models on human conduct in organizations and their application the educational environment.

4 hours, 1 trimester, 3 credits

GREED 814 – ADMINISTRATION OF HUMAN AND MATERIAL RESOURCES

A study and analysis of the concepts and practices that form the modern personnel administration core, such as key and essential aspects in the development of personnel in the educational environment. The challenges and innovations which the educational administrator of today confronts in human resources is widely explored. Analysis of the relationship between human resources, educational strategies, and productivity. Experience of research in the field applied to the administration of human resources in an educational environment.

4 hours, 1 trimester, 3 credits

GREED 815 – SEMINAR ON PRESENT ISSUES AND PROBLEMS IN EDUCATIONAL MANAGEMENT

Prerequisite: GREED 804

A study and analysis of critical situations and existing conflicts and problems in public and private institutions in educational management in the Puerto Rican Education System. Students must formulate innovative ideas as possible alternatives to conflictive and problematic situations in the field of educational management in the educational systems.

4 hours, 1 trimester, 3 credits

GREED 816 – INSTRUCTIONAL SUPERVISION

The course will offer participants the opportunity to learn, analyze, and demonstrate contemporary styles and strategies of scientific supervision with a humanistic tendency. Practices related to the role of supervision of educational programs and teaching in the classroom will be examined. Emphasis will be given to supervision: clinical, self-directed, formal, and informal. They will be the object of analysis from the point of view of the position they occupy: principal, supervisor of a discipline (teaching facilitator), superintendent, or any other position in the educational organization.

4 hours, 1 trimester, 3 credits

GREED 818 – THINKING PROCESSES AS THE BASE OF AN EFFECTIVE LEADERSHIP

The course is designed to empower future education leaders in the analysis and reflection of the thinking process and its implication in the educational process and community. The study of recent research about the brain and its relation with the thinking process will be emphasized. Analysis of the importance and implications of the use of the thinking processes on higher cognitive levels, such as critical thinking, creative thinking, logical thinking, the solution of problems, and meta-cognition in the development of an effective, creative, and transforming leader for the educational community.

4 hours, 1 trimester, 3 credits

GREED 819 – PHILOSOPHICAL, SOCIAL, AND CULTURAL PERSPECTIVES OF EDUCATION

Course designed to promote the study and analysis of the philosophical, social, and cultural phenomenon of the educational process. Students will perform analysis of the predominant philosophical ideas of our age, searching for the implications that these have for schools, the educational development, and the learning teaching process. Emphasis will be made on the educational system of the democratic society of Puerto Rico. The course also provides fieldwork experiences.

4 hours, 1 trimester, 3 credits

GREED 820 – APPROACHES AND STRATEGIES FOR GROUP AND SYSTEMIC INTERVENTIONS

Practice for the establishment of a client-counselor relation and the use of effective techniques to conduct a group effective intervention process. Analysis of the professional relation principles of group dynamics as well as ethical considerations. Study of main systemic approaches (family) of intervention applied to issues and family conflicts. Analysis of sociodemographic changes that affect contemporary Puerto Rican society; diversity, marriage, and family, among others.

4 hours, 1 trimester, 3 credits

GREED 821- HUMAN DEVELOPMENT AND ASSESSMENT OF DYSFUNCTIONAL BEHAVIOUR

The study of diverse diagnostic criteria used for the analysis of psychopathological disorders according to the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV). Course includes the study of the prognosis of these disorders, and the corresponding techniques and strategies for holistic evaluations of children, adolescents, and adults. The evaluation process includes: study, conceptualization, and management of cases, processes and practices of evaluation, referral, individualized services, basic evaluation instruments used by professional counselors, and strategies for the selection of these instruments.

4 hours, 1 trimester, 3 credits

GREED 822 - ADMINISTRATION, SUPERVISION, AND CONSULTING IN PROFESIONAL COUNSELING

Analysis of the main principles, theoretical approaches, and basic models in administration, supervision, and consulting focused in professional counseling. This course also includes the study and overview of the roles and functions of a professional counselor as administrator, supervisor, and consultant. Doctoral students are required the development of a comprehensive professional counseling program unique to the needs of specific populations.

4 hours, 1 trimester, 3 credits

GREED 823 – HUMAN DEVELOPMENT AND ASSESSMENT OF DISFUNCTIONAL BEHAVIOR

The study of diverse diagnostic criteria used for the analysis of psychopathological disorders according to the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV). Course includes the study of the prognosis of these disorders, and the corresponding techniques and strategies for holistic evaluations of children, adolescents, and adults. The evaluation process includes: study, conceptualization, and management of cases, processes and practices of evaluation, referral, individualized services, basic evaluation instruments used by professional counselors, and strategies for the selection of these instruments.

4 hours, 1 trimester, 3 credits

GREED 824 - CAREER COUNSELING AND OCCUPATIONAL PLANNING

Analysis of career development theories, occupational planning and the interrelationship with work, family, and productivity. Techniques and intervention strategies in the assessment of clients are studied as well as career assessment instruments. There is an emphasis on the relevance of clinical observation and the interpretation of assessment results in career planning.

4 hours, 1 trimester, 3 credits

GREED 825 – ACADEMIC CULTURAL TRIP

Academic trip that combines educational and socio-cultural experiences, to broaden the student's knowledge and culture framework. Through programmed visits and conferences, the student will obtain a holistic perspective of the destination to visit. The experiences and activities of the trip should be focused on an area or aspect of interest related to your program of study: artistic, religious, educational, linguistic, architectural business scientific, among others. To be considered in the validation or substitution of a course of your study program requires the realization of a study of campo or a comparative investigation and the presentation of the same in an open forum. This project must be developed and scheduled in common agreement with a member of the faculty assigned by the director of the academic department to which it is attached.

Summer, 3 credits

GREED 826 - THE COUNSELING PROCESS OF SENIOR CITIZENS

Study of the physical, psychological, social, and economical issues of the senior citizen stage of life. A multi-dimensional approach is used for the analysis of intervention strategies for the management of senior citizen's diverse challenges. Other issues are studied such as: retirement, empty nest, illness, sense of loss and death counseling, generational changes and intergenerational living.

4 hours, 1 trimester, 3 credits

GREED 827- SPIRITUAL COUNSELING

Development of the required knowledge, skills and attitudes that a professional counselor must exhibit in the client-counselor spiritual intervention. Evaluation instruments that assist in the spiritual assessment or development, and related emotional needs are included

4 hours, 1 trimester, 3 credits

GREED 828 - FUNDAMENTAL COUNSELING THEORIES: PERSONALITY AND LEARNING THEORIES

The main personality and learning theories are reviewed with the main assumptions that guide the psychological process. An emphasis is placed on intervention techniques, the role of the counselor, and the advantages as well as the disadvantages of each theoretical approach.

4 hours, 1 trimester, 3 credits

GREED 829 - THE COUNSELING PROCESS OF THE CHILD AND THE ADOLESCENT

Study of the physical, psychological and social aspects of the infant, childhood, and adolescent stages of human development. Analysis of the techniques as they apply to these two stages: story telling therapy, game therapy, music therapy, biblio-therapy, art therapy, psychodrama, and others.

4 hours, 1 trimester, 3 credits

GREd 831 – THE MULTIPLE INTELLIGENCES THEORY AS APPLIED TO THE TEACHING AND ASSESSMENT PROCESS

The course is directed toward examining new directions in the conceptualization and understanding of human intelligence. Emphasis will be made on the theory of multiple intelligences (MI) of Howard Gardner and on the new concepts of emotional intelligence (EI). Students will study the main points and strategies of teaching and assessment from these psycho-educational perspectives.

4 hours, 1 trimester, 3 credits

GREd 832 – PROCESSES OF CURRICULUM ENGINEERING

Prerequisite: GREd 805 and 6 or more credits in the specialization

Study and analysis of the process of curriculum engineering and the foundations and theories which form the base and design for the construction of curriculum guides in support of the educational process. The analysis and elaboration of the phases and principal components in curriculum construction will be studied. Also the elaboration of curricular materials and documents applicable to different educational levels and the construction of guides that facilitate the educational process using technology and the computer will be done. Emphasis will be given to the role of the curriculum specialist as an educational leader who responds to the present needs and demands of Puerto Rican education with a futuristic global and multicultural vision.

4 hours, 1 trimester, 3 credits

GREd 833 – THEORIES AND PRACTICES IN CURRICULAR EVALUATION

Prerequisite: GREd 627, GREd 805

The course provides a profound study of different models, designs, and documents used for curricular evaluation. A comparative analysis of the strengths and weaknesses of each model, pondering the applicability of these in different educational and socio-cultural environments versus those of other countries, will be done. Students will do literary research on the application of models of curricular evaluation and will obtain practical experiences of evaluation of curricular documents (guides, texts, models...). Students will fulfill the requisites of the course with the design, presentation, and logistics of an evaluation model.

4 hours, 1 trimester, 3 credits

GREd 834 – THEORETICAL BASE, RESEARCH, AND PRACTICAL APPLICATION OF THE TEACHING AND LEARNING PROCESS

This course includes an examination and analysis of the theoretical base, the results of research, and practical examples with a variety of trends that describe, organize, and support the process of teaching-learning in its phases, planning, implementing, and evaluating. It includes, among others, topics related to strategies and teaching models, important development in the field of cognitive sciences, styles of teaching, multiple intelligences, development of thinking and evaluation. This course includes the development of skills and the analysis of the role of the teacher as a researcher and transformational leader of innovative educational practices. The design, development, implementation, assessment, and evaluation of applications in real and simulated environments are performed.

4 hours, 1 trimester, 3 credits

GRE 835 – COMPETENCY-BASED CURRICULUM AND STANDARDS OF EXCELLENCE

This course provides a descriptive study of a competency-based curriculum (EBC) and its standard of excellence. A critical analysis of curriculum perceptions in Puerto Rican education, based on historical, social, cultural, and political realities and an analysis and demonstration of competency-based teaching and their standards of excellence will be required.

4 hours, 1 trimester, 3 credits

GRE 836 – CURRICULUM DESIGNS FOR PERSONNEL DEVELOPMENT

The course will require a historical and critical analysis of programs of personnel development. Students will describe and analyze types of programs, perceptions, paradigms, and models of personnel development programs. The course will require the preparation of creative and original models and plans designed by students for the development of personnel in public and private educational institutions.

4 hours, 1 trimester, 3 credits

GRE 837 – EVALUATION OF EDUCATIONAL PROGRAMS

Prerequisite: GRE 833

Students will execute a study and analysis of theories and models that support the evaluation of educational programs. They will analyze the different processes, principles, and practices that permit assessment and evaluation of implemented curriculum, such as curricular documents; instruction; physical, human, and technological resources which facilitate the educational process; and extracurricular and co-curricular activities. The course has a practical and action research focus that permits students to apply their own evaluation models, the construction of evaluation plans, and the construction of instruments to collect data. It also provides students with experiences in the field for the evaluation of some specific components of educational programs.

4 hours, 1 trimester, 3 credits

GRE 839 – PHILOSOPHY FOR CHILDREN

This is a philosophical foundation course which aims to make philosophy accessible to children and youngsters in order to form citizens for a democratic life. The community is studied as a means of inquiry with and between children and youngsters. Foster an environment to cultivate the abilities of communicating, reasoning, investigating, organizing information, and translating in order to facilitate the good judgment in them and strengthen dialogues through the practice of solidary activities.

4 hours, 1 trimester, 3 credits

GRE 840 – GLOBAL AND MULTICULTURAL EDUCATION

This course explores the effect of the globalization phenomenon within an educational context. It analyzes the diversification strategies of education that transcend traditional and national boundaries through the use of new technologies and multicultural contexts. The course focuses on the new paradigms associated with the content, direction, development, and establishment of innovative projects within the framework of education globalization as it requires research in the field.

4 hours, 1 trimester, 3 credits

GREC 841- PRACTICAL EXPERIENCES IN COMMUNITY COUNSELING (200 HOURS)

Practical supervised service experiences in the community in professional counseling. This course provides life experience as a professional counselor in diverse settings. It is also designed to promote personal development, the acquirement of professional competencies and critical value judgment through real community service experiences.

200 hours, 1 trimester, 2 credits

GREC 842- INTERNSHIP IN PROFESSIONAL COUNSELING - PART I (250 HOURS)

(PREREQUISITES: ALL CORE AND SPECIALIZATION COURSES)

This course is designed to facilitate guided reflection and understanding of the required knowledge, abilities, skills, and attitudes that define a professional counselor. Emphasis is centered on the presentation and correction of written tasks. Problems and challenges confronted during internship experience are discussed. Included is the study of the impact of the counseling profession with client, family, and society as a holistic perspective.

250 hours, 1 trimester, 2 credits

GREC 843- SEMINAR IN PROFESSIONAL COUNSELING - PART I

(PREREQUISITES: ALL CORE AND SPECIALIZATION COURSES)

Course addressed at reflection and awareness of knowledge and abilities, skills, attitudes of a professional counselor. Emphasis in the presentation and correction of work documents. Discussion of practical problems from the internship scenario. Analysis of the impact of a professional counselor in the client's life, in the family, and in the society.

2 hours, 1 trimester, 1.5 credits

GREC 844 – INTERNSHIP IN PROFESSIONAL COUNSELING - PART II (250 HOURS)

(PREREQUISITES: ALL CORE AND SPECIALIZATION COURSES)

This course is designed to facilitate guided reflection and understanding of the required knowledge, abilities, skills, and attitudes that define a professional counselor. Emphasis is centered on the presentation and correction of written tasks. Problems and challenges confronted during internship experience are discussed. Included is the study of the impact of the counseling profession with client, family, and society as a holistic perspective

250 hours, 1 trimester, 2 credits

GREC 845 SEMINAR IN PROFESSIONAL COUNSELING - PART II

(PREREQUISITES: ALL CORE AND SPECIALIZATION COURSES)

This course is designed to facilitate guided reflection and understanding of the required knowledge, abilities, skills, and attitudes that define a professional counselor. Emphasis is centered on the presentation and correction of written tasks. Problems and challenges confronted during internship experience are discussed. Included is the study of the impact of the counseling profession with client, family, and society as a holistic perspective.

2 hours, 1 trimester, 1.5 credits

GREED 850 - INTERNATIONAL EDUCATIONAL EXPERIENCES

This course studies the educational programs or pre-elected issues which include educational circumstances in other countries. The activities of this course contemplate aspects that belong to educational management and to curriculum and teaching with an integrating trend, which at the same time reveal the inherent particularities in each field of study. The experience will only be offered during the summer months, through prior written agreement with countries and universities permitted by Pontifical Catholic University of Puerto Rico. The course will be divided in two (2) parts of two (2) weeks each. The first part will be held in Puerto Rico and the second part in the country of study.

4 hours, 1 trimester, 3 credits

GREED 851 – COLLOQUIES

This course consists of a series of seminars designed for the development and professional enrichment of the educational leaders. These sessions consist of a series of conferences offered by the faculty of the Doctoral Program, or by international speakers. Topics of these seminars which may include one or more speakers or members of a faculty include research, current issues that impact the field of education and local or global society. Credit value can range between one to three credits hours.

Hour credits range: 1 to 3 hours, 1 trimester, 1 to 3 credits

GREED 852 – INDIVIDUAL STUDIES

Prerequisite: Authorization of the director of the Graduate School of Education.

An educational research project that will be individually supervised and that will transcend what is commonly encountered in traditional courses. For each individual course, students can select a specific topic around which the study will be developed; the final presentation will be in the form and style previously agreed upon between the student and mentor. The selected topic must contribute to the professional formation of the student as an educational leader.

1 hour, 1 trimester, 1 credit

GREED 862 – PROPOSAL WRITING FOR EXTERNAL FUNDS

A practical workshop to develop student's knowledge and skills in proposals writing. It includes the definition of the project idea, the identification of available sources, accessing these available sources, writing of the proposal, and final evaluation of the same.

1 hour, 1 trimester, 1 credit

GREED 890 – LEADERSHIP IN THE 21ST CENTURY

The course seeks to encourage a spirit of leadership in students as it facilitates, to those who wish to find and strengthen their potential as leaders, the adequate means for the development of this desire within the university atmosphere. It aims to offer an answer to the need for leaders in our society which possess strong principles and ethical values.

4 hours, 1 trimester, 3 credits

GREED 891 – LEADERSHIP AND CRITICAL THINKING

In a world of globalization and intense technological advancements, this course seeks to present a proactive, optimistic and undertaking leadership and to develop leaders who make an impact on and

influence their professional area. These leaders must create proposals for improving problems in our present society in a context of service and common well-being.

4 hours, 1 trimester, 3 credits

GRE 898 Comprehensive Exam

The student is in the stages of preparation and taking the comprehensive exam towards the Doctorate in Education.

0 credits

GRE 900 – TEACHING ASSISTANT

Prerequisites: Approval of core and specialty courses from the program.

Clinical experiences in teaching at the university level under the supervision and mentorship of a professor of the Doctoral Program in Education of Pontifical Catholic University of Puerto Rico (PCUPR). The doctoral student will teach a master's course in his/her discipline or professional experience. The teaching-learning process must be framed within the institution's philosophy, applying constructivist teaching methodology and assessment. The teaching assistant must provide his/her students with a direct interactive experience with bibliographical, physical, technological, and human resources, especially with the use of the computer.

15 hours per week, 1 trimester, 3 credits

GRE 901 – ADMINISTRATIVE ASSISTANT

Prerequisites: Approval of core and specialty courses from the program.

This course offers participating students clinical experiences as administrative assistants at the college level under the supervision and advice of a dean, director, or coordinator of the Doctoral Program in Education of Pontifical Catholic University of Puerto Rico. The student will do tasks and management processes framed in an institutional philosophy in direct interaction with other managers, professors, college students, and other personnel of the institution according an administrative assistant's duties.

15 hours per week, 1 trimester, 3 credits

GRE 902 – INTEGRATED COURSE FOR THE SPECIALTY IN CURRICULUM AND TEACHING ("CAPSTONE COURSE")

Prerequisites: Approval of all core, specialty, and elective courses from the program of study

Course of free selection for students who need to strengthen their knowledge, attitudes, and competencies in the field of curriculum and teaching. The course offers the fundamental content of the basic and specialty courses allowing students to have a more integrated and articulated vision in their academic preparation as specialists in curriculum and teaching. Emphasis is given to research, strategies, and assessment. This course is recommended prior to the Comprehensive Exam.

4 hours, 1 trimester, 3 credits

GRE 903 – INTEGRATED COURSE FOR THE SPECIALTY IN EDUCATIONAL MANAGEMENT ("CAPSTONE COURSE")

Prerequisites: Approval of all core, specialty, and elective courses from the program of study

Course of free selection for students who need to strengthen their knowledge, attitudes, and competencies in the field of educational management. The course offers the fundamental content of the basic and the

specialty courses allowing students to have a more integrated and articulated vision in their academic preparation as specialists in educational management. Emphasis is given to research, strategies, and assessment. This course is recommended prior to the Comprehensive Exam.

4 hours, 1 trimester, 3 credits

GREDED 974 INVESTIGATION SEMINAR

Prerequisites: Must have approved the Comprehensive Doctoral Exam. Permission from the Coordinator or Director of the Graduate School of Education is required

A seminar to guide the doctoral candidate in the process of designing, structuring, and writing an investigation proposal. Emphasis will be given to the proposal components as established in the American Psychological Publication Manual (APA), latest English version. Students are given the opportunity to develop and plan an investigation problem.

4 hours, 1 trimester, 3 credits

GREDED 975 DISSERTATION I

GREDED 976 DISSERTATION II

Prerequisite: The student will register in GREDED 975 after completing all program requirements including the Comprehensive Examination. The student registers in GREDED 976 once he/she has satisfactorily defended his/her dissertation proposal and continues working on it until the final dissertation defense.

To help students develop the ability to do educational research in an independent and related manner with continuous supervision by members of their doctoral committee (in a specific area related to the content of the study program). The student must demonstrate ample knowledge of the technique and design of applied research. Historical, descriptive, or experimental research will be completed including all the dimensions, classifications, and strata. Applications of concepts such as proposed problems, samples, research instruments, parametric and non-parametric statistics, and effective techniques of writing reports, analysis and interpretations of results, among others will be used.

The presentation and defense of the written proposal will be the final phase of the course ED 975. The presentation, defense, and approval of the doctoral thesis will be the final phase of the course ED 976.

3 credits each course, may take more than one trimester for the final approval.

GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

David H. Zayas Montalvo, D.B.A., Dean
Lillian Velázquez-Zamora, Ph.D., Director

FACULTY: Kenya M. Carrasquillo, Ricardo Fuentes Ramírez, Ivelit Irizarry Pagán, Frank Lozada Contreras, Edgar Maíz Vázquez, José L. Rodríguez Fontánez, Edgar Rodríguez Ríos, Jaime Santiago Canet, Nilda Seda Cuevas, Lillian Velázquez-Zamora, and David H. Zayas Montalvo

GRADUATE SCHOOL VISION

The Graduate School of Business Administration at the Pontifical Catholic University of Puerto Rico opens its doors to every person who wants to be part of this great experience. The idea of the Graduate School is to develop competent professionals with an inspiring vision and a service-oriented mission. A modern and balanced curriculum committed to academic excellence and the integral development of the human person is offered.

Although it is appropriate to refer to the search for knowledge in order to obtain a degree, this achievement is more attractive when it guides an individual to make contributions to the people of Puerto Rico. At present Puerto Rico needs professionals with entrepreneurial minds able to create new businesses and contribute to its economic development. Therefore, the Graduate School of Business Administration of the Pontifical Catholic University of Puerto Rico is a genuine collaborator.

HISTORY AND DEVELOPMENT

In 1967, Father Phillip Dobson, Ph.D., S.J., Dean of the College of Business Administration, envisioned the idea of establishing a Program for a Master's Degree in Business Administration at the Catholic University of Puerto Rico. This program would primarily serve the needs of management personnel of businesses located in the southern region of the island.

Father Dobson's idea was accepted with enthusiasm by the managerial community as well as University authorities. In 1968, the program was approved by the University Senate and ratified by the Board of Trustees. In 1971, the Board of Regents of the State University of New York authorized the Catholic University of Puerto Rico to confer the Degree of Master of Business Administration (M.B.A.). The first academic degrees were conferred in the same year.

The curriculum was revised in 1984. The core curriculum was redesigned with emphasis on internationalization, and the human resources and accounting areas were strengthened.

In 1992, the entrepreneurial project and entrepreneurship courses were added. The M.B.A. approach and assume a new direction, taking into account global economics, total quality management, and entrepreneurship perspectives. This innovation is a practical alternative to obtain the M.B.A. degree.

Since 1998, the Graduate School offers the following Master's Degree in Business Administration with major's in: accounting, general business, management, human resources. In addition, the B.B.A./M.B.A. and M.B.A./J.D. programs and Professional Certificates in general business, accounting, management, human resources, and transportation and maritime logistics have been added.

As of January 1998, the Graduate School has Master's in Business Administration with majors in the areas of general business, accounting, management, and human resources. In 1999, we asked the Counsel of Higher Education of Puerto Rico to approve new majors in the field of office administration, marketing, finance, and international business. In addition, the alternative of the binary programs, BBA / MBA, and the professional certificates in the areas of general trade, accounting, management, and human resources were added.

In February 2001, the Pontifical Catholic University of Puerto Rico began to offer the Degree of Doctor in Business Administration. Once again, the University becomes a pioneer by offering this degree for the first time in Puerto Rico.

Since August 2006, the Doctoral Program has been offered in the northern area of Puerto Rico at the Bayamón Central University, in the municipality of Bayamón.

The Graduate School of Business Administration offers seven Master's Degree in Business Administration with majors in Accounting, Finance, General Business, International Business, Management, Marketing, Human Resources, and a Master's Degree in Science with major in Integrated Communications. The Graduate School also offers binary programs in M.B.A. / J.D. and B.B.A. / M.B.A.

The academic programs are accredited by the Middles States Association of Colleges and Universities, the Board of Regents of the University of the State of New York, and the Counsel of Higher Education of Puerto Rico.

DOCTOR OF BUSINESS ADMINISTRATION PROGRAM (D.B.A.)

OBJECTIVES OF THE D.B.A. PROGRAM

- Offer students who are professionals and work in private sector enterprises and public agencies the opportunity to seek advanced knowledge and skills in areas related to the business administration field.
- Provide students with a different educational alternative to cope with the need and demand for a high quality education.
- Allow students to analyze topics related to human resources, management, new learning styles, cultural diversity and globalization, among others.
- Permit students to acquire conceptual and diagnostic skills that allow them to analyze situations and solve complex problems in situations of risk and uncertainty.
- Offer students the opportunity to develop their critical reasoning to effectively and efficiently handle issues such as the paradigms of the corporate culture, the challenge of adapting the organization to new

international demands, establish models to frame more competitive organizations and strategic planning for organizations and human resources.

D.B.A. PROGRAM ADMISSIONS REQUIREMENTS

The process of admission to the Doctorate Program in Business Administration will emphasize the selection of qualified, competent, highly motivated and responsible candidates. The selection will be made based on an evaluation made by faculty members and an analysis of the applications and other required documents. The admission of a candidate to the doctoral program will be based on a careful evaluation of the qualifications of each candidate and their potential to complete the doctoral degree.

TYPES OF ADMISSION

***Bona fide* Admission**

Regular students who have fulfilled all master degree prerequisites and admission requirements.

Provisional Admission

Students who have not fulfilled Master's Degree prerequisites and admission requirements.

To qualify for **BONA FIDE** admission an applicant must:

- Possess a Master's Degree in Business Administration or a related area from a duly accredited university
- Have an accumulated index of 3.00 points or more
- Possess preferably two years of experience as a professor, or manager or supervisor in an area of business administration.
- Have taken and passed a research course at the master's level
- Obtain a minimum score of 500 points on the EXADEP exam, or GMAT or GRE
- Have taken and passed a statistics course at the master's level
- Have taken and passed a course of calculus
- Conduct an interview with the Committee of Admissions to the Doctoral Program
- Submit a professional portfolio before the date of the doctoral interview
- Obtain a score of 900 or more according to the formula of the Business Graduate School.

Note: The final decision of the admission of a candidate will be the responsibility of the Admission Committee of the Business Graduate School and not of the Admissions Office of the University.

REQUIREMENTS FOR ADMISSION TO THE DOCTORAL PROGRAM (D.B.A.)

The Graduate School admits students for the fall, winter and spring sessions. Candidates for admission to the Doctoral Program must meet the following requirements:

1. Completed a master's degree at an accredited university.
2. Submit to the University Admissions Office

- the official request of admission to Graduated School of Business Administration
 - two (2) official transcriptions of university studies
 - two (2) letters of recommendation of persons qualified to offer an opinion about the possibilities of success of the candidate in graduated studies. One of the letters of recommendation, at least, must belong to a teacher or a university official that can contest to the candidate student life. Another letter of recommendation must belong to one of the candidate supervisor from work
 - the official results of one of the following test: EXADEP, GMAT, or GRE with a score of 500 points or more.
3. An interview with the Director of the Graduated School or the Committee of Admissions of the Graduated Program.

REQUISITES TO TAKE THE COMPREHENSIVE EXAMINATION

A student who is a candidate to take the comprehensive examination must comply with the following requirements:

- be a student with an bona fide admission
- approve all 10 core courses with a grade of B or higher and have an accumulative academic grade point average of 3.50 out of a scale of 4.00.
- have submitted the request for the comprehensive examination and approved by the Director of the Graduated School.

DOCTORAL PROGRAM GRADUATION REQUIREMENTS

- complete all courses of the doctorate curriculum sequence with a grade of B or higher.
- approve all 10 comprehensive examinations, each, with a grade of 80% or higher.
- defend and approve the doctorate dissertation proposal.
- defend and approve the doctorate dissertation
- have a final accumulated academic grade point average of 3.50 or higher out of a scale of 4.00
- comply with all doctorate program requisites within seven years (an additional year can be granted under valid justification)
- comply with exit requirements of the Institutional Review Board (IRB)

CURRICULUM SEQUENCE FOR THE DOCTORAL PROGRAM (D.B.A.)

REQUIRED COURSES	TYPE	CREDITS
Core	C	30
Electives	E	12
General	G	4
Comprehensive Exam	R	0
Dissertation	R	6
Total		52

Key: C – Core Courses, E – Electives Courses, G – General Courses, R- Degree Requirement

FIRST YEAR			
FIRST TRIMESTER			
CODE	COURSES	TYPE	CREDITS
BUAD 800	Modern Perspectives in Business Management	C	3
BUAD 801	Creative Processes in Strategic Planning	C	3
TOTAL			6
SECOND TRIMESTER			
BUAD 802	Current Issues in Accounting	C	3
BUAD 804	Information Technologies and Management	C	3
TOTAL			6
THIRD TRIMESTER			
BUAD 803	Advanced Theory in Financial Decisions	C	3
BUAD 820	Advanced Statistical Reasoning	C	3
THEO 633	Dignity of the Human Person	G	2
TOTAL			8
SECOND YEAR			
FIRST TRIMESTER			
BUAD 805	Research Analysis for Marketing Decisions	C	3
BUAD 806	Management of a Global Corporation from an Economic Perspective	C	3
TOTAL			6
SECOND TRIMESTER			
BUAD 807	Global Marketing Strategies	C	3
BUAD 821	Advanced Research Methodology	C	3
TOTAL			6
THIRD TRIMESTER			
BUAD 898	Comprehensive Examination		
BUAD ____	Elective Course	E	3
THEO 634	Marriage and Family	G	2
TOTAL			5
THIRD YEAR			
FIRST TRIMESTER			
BUAD ____	Elective Course	E	3
BUAD ____	Elective Course	E	3
TOTAL			6
SECOND TRIMESTER			

BUAD _____	Elective Course	E	3
BUAD 900	Dissertation	R	6
FIRST YEAR			9
FIRST TRIMESTER			52

DOCTORAL COURSES

Core Courses

- BUAD 800 Modern Perspectives in Business Management (C) 3 crs.
- BUAD 801 Creative Processes in Strategic Planning (C) 3 crs.
- BUAD 802 Current Issues in Accounting (C) 3 crs.
- BUAD 803 Advanced Theory in Financial Decisions (C) 3 crs.
- BUAD 804 Information Technologies and Management (C) 3 crs.
- BUAD 805 Research Analysis for Marketing Decisions (C) 3 crs.
- BUAD 806 Management of a Global Corporation from an Economic Perspective (C) 3 crs.
- BUAD 807 Global Marketing Strategies (C) 3 crs.
- BUAD 820 Advanced Statistical Reasoning (C) 3 crs.
- BUAD 821 Advanced Research Methodology (C) 3 crs.

Elective Courses

- BUAD 808 Social Development Theories in Business Leadership Styles (E) 3 crs.
- BUAD 809 Cross Cultural Management (E) 3 crs.
- BUAD 810 Modern Foundations of Decision Making and Problem Solving (E) 3 crs.
- BUAD 811 Business Ethics and Social Responsibility (E) 3 crs.
- BUAD 813 Professional Study Seminar (E) 3 crs.
- BUAD 814 Contemporary Trends in the Management of Human Capital (E) 3 crs.
- BUAD 815 Professional Internship in Academia (E) 3 crs.
- BUAD 816 Forensic Accounting Seminar (E) 3 crs.
- BUAD 817 Maritime Logistics (E) 3 crs.
- BUAD 818 International Transportation Management (E) 3 crs.
- BUAD 819 Maritime Law (E) 3 crs.
- BUAD 822 Port and Transportation Security Management (E) 3 crs.
- BUAD 823 Strategic Channel Management (E) 3 crs.
- BUAD 824 Export & Import Operations and Supply Chain Security (E) 3 crs.

Business Ethics and Theology Courses

- THEO 633 Dignity of the Human Person (G) 2 crs.
- THEO 634 Marriage and Family (G) 2 crs.

Comprehensive Examination

- BUAD 898 (R) 0 crs.

Dissertation

BUAD 900 Dissertation (R) 6 crs.

The Doctoral Dissertation requires students to matriculate the BUAD 600 course more than one time before concluding their dissertation. The number of times a student matriculates the BUAD 900 course will depend on the complexity of the investigation, the approval of the dissertation proposal, and on the time needed to complete the investigation.

MASTER OF BUSINESS ADMINISTRATION PROGRAM (M.B.A.)

GOALS AND OBJECTIVES OF THE PROGRAM

The academic programs offered by the Graduate School of Business Administration have been designed to develop skills, aptitudes and obtain the knowledge that will allow our graduates to successfully work in the field of business administration as well as create their own business.

- the basic tools for recognizing, analyzing, and solving management problems;
- the structural and interpersonal relationships of business organizations;
- the environmental factors influencing business decisions;
- the processes and techniques of scientific research in the fields of Business Administration;
- the Social Doctrine of the Church and his relevancy in the world of the business.
- the characteristics and problems of management in Puerto Rico; and
- the creation, development, and establishment of a business.

The Program is an important source for the development of managerial personnel for businesses located in the southern region. Through elective courses, the Program emphasizes the study of Human Resources and Accounting.

ADMISSIONS REQUIREMENTS OF THE M.B.A. PROGRAM

The Graduate School admits students for the fall, winter and spring sessions. Candidates for admission to the MBA Programs must meet the following requirements:

1. Completed a bachelor's degree at an accredited university.
2. Submit to the University Admissions Office
 - the official request of admission to Graduated School of Business Administration
 - two (2) official transcriptions of university studies
 - two (2) letters of recommendation of persons qualified to offer an opinion about the possibilities of success of the candidate in graduated studies. One of the letters of recommendation, at least, must belong to a teacher or a university official that can

- contest to the candidate student life. Another letter of recommendation must belong to one of the candidate supervisor from work
- the official results of one of the following test: EXADEP, GMAT, or GRE with a score of 500 points or more.
3. An interview with the Director of the Graduated School or the Committee of Admissions of the Graduated Program.

ACADEMIC REQUIREMENTS FOR ADMISSION

The candidate must fulfill at least one of the following academic requirements:

- an academic accumulative grade point average of 2.75 or higher out of a scale of 4.00 in undergraduate studies.
- an academic accumulative grade point average of 3.00 or higher out of a scale of 4.00 in the second half of the university studies.
- an academic accumulative grade point average of 2.75 or higher out of a scale of 4.00 in the MBA program's undergraduate prerequisites.
- obtained a total score of 500 or higher on either one of the Graduate Studies Admission Test (EXADEP, GMAT, or GRE).
- obtained a score of 800 or higher according to the graduate school formula.

TYPES OF ADMISSION

Bona fide Admission

Regular students who have fulfilled all bachelor's degree prerequisites and admission requirements

Provisional Admission

Regular students who have not fulfilled all bachelor's degree prerequisites and admission requirements.

Special Students

Students authorized to take graduate courses for professional development or to comply with academic requisites of another university. These students can take up to nine (9) credits with previous authorization of the Director of the Graduated School.

HONOR STUDENTS

Active undergraduate fourth year student of the Pontifical Catholic University of Puerto Rico who has approved all MBA prerequisite courses during their undergraduate studies and has not completed their degree. The student must also comply with an accumulative academic grade point average of 3.50 or higher on a scale of 4.00. Students may take up to six (6) graduate credits with prior permission from both the graduate and undergraduate directors.

MBA PROGRAM PRERREQUISITES

Students before receiving bona fide admission will have had to approve the following undergraduate courses with grade of C or higher.

CODE	COURSE	DESCRIPTION
ACCT	Accounting 213-214	Fundamentals of Accounting I & II
ECON	Economics 201-02	Fundamentals and Applications of Economics I-II, Micro & Macro Economics
FINA	Finance 211	Business Statistics I
BUAD	504	Mathematics for Management
BUAD	505	Inferential Statistics

Students who want to study a Master's in Business Administration with major in Accounting will need to approve the following additional undergraduate courses.

CODE	COURSE	DESCRIPTION
ACCT	317	Intermediate Accounting I
ACCT	318	Intermediate Accounting II

Students who want to study a Master's in Business Administration with major in Finance will need to approve the following additional undergraduate course, along with the courses stated under the section entitled **MBA PROGRAM PRERREQUISITES**.

CODE	COURSE	DESCRIPTION
FINA	315	Managerial Finance I

Depending on the MBA program, students may be required to take additional undergraduate courses. The Director of the Graduate School will determine whether additional undergraduate courses are needed during the evaluation and interview process.

ACADEMIC PROGRAM OFFERINGS

The Graduate School of Business Administration offers master's degrees with majors in General Business, International Business, Accounting, Finance, Management, Marketing, Human Resources, and a Master's in Sciences with major in Integrated Communications.

In addition, the Graduate School offers the following binary programs:

- MBA in General Business/ JD-Juris Doctor
- BBA in General Business / MBA in General Business

BBA in General Business / MBA in Human Resources
 BBA in General Business / MBA in Management
 BBA in Accounting / MBA in Accounting

The Graduate School, also offers the following professional certificates:

Professional Certificate in Accounting
 Professional Certificate in Management
 Professional Certificate in Human Resources
 Professional Certificate in Transportation and Maritime Logistics

**MASTER'S DEGREE IN BUSINESS ADMINISTRATION IN ACCOUNTING
 REQUIREMENTS FOR M.B.A. DEGREE**

REQUIRED COURSES	TYPE	CREDITS
Core	C	21
Electives	E	6
General	G	4
Project	R	3
Required Electives	RE	9
Total		43

Key: C – Core Courses, E – Electives Courses, RE – Required Electives, G – General Courses, R- Degree Requirement

CURRICULAR SEQUENCE FOR M.B.A. IN ACCOUNTING

FIRST YEAR			
FIRST TRIMESTER			
CODE	COURSE	TYPE	CREDITS
BUAD 600	Business Research Methods	C	3
BUAD 603	Management Theory and Processes	C	3
TOTAL CREDITS			6
SECOND TRIMESTER			
BUAD 602	Financial Management	C	3
BUAD 611	Managerial Accounting	RE	3
TOTAL CREDITS			6
THIRD TRIMESTER			
BUAD 606	Strategic Management	C	3
BUAD 608	Marketing Management	C	3
BUAD ____	Elective Course in Accounting	E	3
TOTAL CREDITS			9

SECOND YEAR			
FIRST TRIMESTER			
BUAD 614	Managerial Economics	C	3
BUAD 677	Financial Statements	RE	3
THEO 633	Dignity of the Human Person	G	2
TOTAL CREDITS			8
SECOND TRIMESTER			
BUAD 619	International Business	C	3
BUAD 678	Accounting Seminar	RE	3
THEO 634	Marriage and Family	G	2
TOTAL CREDITS			8
THIRD TRIMESTER			
BUAD ____	Elective in Accounting	E	3
BUAD 720 or BUAD 740	Research Project Entrepreneurial Project	R	3
TOTAL CREDITS			6
TOTAL			43

Elective Courses in Accounting

BUAD 648 Self Manage Firms
 BUAD 654 Business Education and Training
 BUAD 670 Accounting Auditing
 BUAD 671 Advanced Accounting
 BUAD 672 Taxation
 BUAD 673 Advanced Cost Accounting
 BUAD 675 International Accounting
 BUAD 676 Contemporary Accounting
 BUAD 681 Taxes in Puerto Rico
 BUAD 684 Puerto Rican Tax Litigation

CURRICULUM

MASTER'S DEGREE IN BUSINESS ADMINISTRATION IN FINANCE REQUIREMENTS FOR THE M.B.A. DEGREE

REQUIRED COURSES	TYPE	CREDITS
Core	C	21
Electives	E	6
General	G	4
Project	R	3

Required Electives	RE	9
Total		43

Key: C – Core Courses, E – Electives Courses, RE – Required Electives, G – General Courses, R- Degree Requirement

CURRICULAR SEQUENCE FOR M.B.A. DEGREE IN FINANCE

FIRST YEAR			
FIRST TRIMESTER			
CODE	COURSE	TYPE	CREDITS
BUAD 602	Financial Management	RE	3
BUAD 603	Management Theory and Processes	C	3
TOTAL CREDITS			6
SECOND TRIMESTER			
BUAD 600	Business Research Methods	C	3
BUAD 651	Financial Management II	RE	3
TOTAL CREDITS			6
THIRD TRIMESTER			
BUAD 606	Strategic Management	C	3
BUAD 608	Marketing Management	C	3
BUAD 611	Managerial Accounting	C	3
TOTAL CREDITS			9
SECOND YEAR			
FIRST TRIMESTER			
BUAD 614	Managerial Economics	C	3
BUAD ____	Elective Course in Finance	E	3
THEO 633	Dignity of the Human Person	G	2
TOTAL CREDITS			8
SECOND TRIMESTER			
BUAD 619	International Business	C	3
BUAD 653	Finance Seminar	RE	3
THEO 634	Marriage and Family	G	2
TOTAL CREDITS			8
THIRD TRIMESTER			
BUAD ____	Elective Course in Finance	E	3
BUAD 720 or BUAD 740	Research Project	R	3

	Entrepreneurial Project		
		TOTAL CREDITS	6
		TOTAL	43

Elective Courses in Finance

BUAD 612 Investment
 BUAD 648 Self Managed Firms
 BUAD 652 Financial Value in Business
 BUAD 654 Business Education and Training
 BUAD 656 Personal Financial Planification
 BUAD 657 Insurance Contingency
 BUAD 658 International Finance
 BUAD 677 Financial Statements
 BUAD 688 Financial Markets

CURRICULUM

MASTER'S DEGREE IN BUSINESS ADMINISTRATION IN GENERAL BUSINESS

REQUIREMENTS FOR THE M.B.A. DEGREE

REQUIRED COURSES	TYPE	CREDITS
Core	C	24
Electives	E	9
General	G	4
Project	R	3
Required Electives	RE	3
Total		43

Key: C – Core Courses, E – Electives Courses, RE – Required Electives, G – General Courses, R- Degree Requirement

CURRICULAR SEQUENCE FOR THE M.B.A. DEGREE IN GENERAL BUSINESS

FIRST YEAR			
FIRST TRIMESTER			
CODE	COURSE	TYPE	CREDITS
BUAD 600	Business Research Methods	C	3
BUAD 603	Management Theory and Processes	C	3
		TOTAL CREDITS	6

SECOND TRIMESTER			
BUAD 602	Financial Management	C	3
BUAD 608	Marketing Management	C	3
TOTAL CREDITS			6
THIRD TRIMESTER			
BUAD 606	Strategic Management	C	3
BUAD 611	Managerial Accounting	C	3
BUAD ____	Elective Course	E	3
TOTAL CREDITS			9
SECOND YEAR			
FIRST TRIMESTER			
BUAD 614	Managerial Economics	C	3
BUAD ____	Elective Course	E	3
Theology 633	Dignity of the Human Person	G	2
TOTAL CREDITS			8
SECOND TRIMESTER			
BUAD 619	International Business	C	3
BUAD ____	Elective Course	E	3
Theology 634	Marriage and Family	G	2
TOTAL CREDITS			8
THIRD TRIMESTER			
BUAD ____	Seminar Course	RE	3
BUAD 720 or BUAD 740	Research Project Entrepreneurial Project	R	3
TOTAL CREDITS			6
TOTAL			43

The student may select Electives Courses from any other area of specialty.

CURRICULUM

MASTER'S DEGREE IN BUSINESS ADMINISTRATION IN INTERNATIONAL BUSINESS REQUIREMENTS FOR THE M.B.A. DEGREE

REQUIRED COURSES	TYPE	CREDITS
Core	C	21
Electives	E	9
General	G	4

Project	R	3
Required Electives	RE	6
Total		43

Key: C – Core Courses, E – Electives Courses, RE – Required Electives, G – General Courses, R- Degree Requirement

CURRICULAR SEQUENCE FOR M.B.A. DEGREE IN INTERNATIONAL BUSINESS

FIRST YEAR			
FIRST TRIMESTER			
COURSE		TYPE	CREDITS
BUAD 600	Business Research Methods	C	3
BUAD 603	Management Theory and Processes	C	3
TOTAL CREDITS			6
SECOND TRIMESTER			
BUAD 602	Financial Management	C	3
BUAD 608	Marketing Management	C	3
TOTAL CREDITS			6
THIRD TRIMESTER			
BUAD 606	Strategic Management	C	3
BUAD 611	Managerial Accounting	C	3
BUAD ____	Elective Course in International Business	E	3
TOTAL CREDITS			9
SECOND YEAR			
FIRST TRIMESTER			
BUAD 614	Managerial Economics	C	3
BUAD ____	Elective Course in International Business	E	3
Theology 633	Dignity of the Human Person	G	2
TOTAL CREDITS			8
SECOND TRIMESTER			
BUAD 619	International Business	RE	3
BUAD 695	International Business Seminar	RE	3
Theology 634	Marriage and Family	G	2
TOTAL CREDITS			8
THIRD TRIMESTER			
BUAD ____	Elective Course in International Business	E	3
BUAD 720 or	Research Project	R	3

BUAD 740	Entrepreneurial Project		
		TOTAL CREDITS	6
			TOTAL
			43

Elective Courses in International Business

BUAD 627 International Marketing
 BUAD 645 International Management
 BUAD 646 Strategic Channel Management
 BUAD 648 Self Managed Firms
 BUAD 654 Business Education and Training
 BUAD 658 International Finance
 BUAD 675 International Accounting
 BUAD 697 Cultural and Organizational Environment
 BUAD 710 Maritime Logistics
 BUAD 711 Maritime Laws
 BUAD 712 International Transportation Management
 BUAD 713 Export / Import Operations and Supply Chain Security
 BUAD 714 Port and Transportation Security Management

CURRICULUM

MASTER'S DEGREE IN BUSINESS ADMINISTRATION IN MANAGEMENT REQUIREMENTS FOR THE M.B.A. DEGREE

REQUIRED COURSES	TYPE	CREDITS
Core	C	21
Electives	E	6
General	G	4
Project	R	3
Required Electives	RE	9
Total		43

Key: C – Core Courses, E – Electives Courses, RE – Required Electives, G – General Courses, R- Degree Requirement

CURRICULAR SEQUENCE FOR M.B.A. DEGREE IN MANAGEMENT

FIRST YEAR			
FIRST TRIMESTER			
CODE	COURSE	TYPE	CREDITS
BUAD 600	Business Research Methods	C	3

BUAD 603	Management Theory and Processes	RE	3
TOTAL CREDITS			6
SECOND TRIMESTER			
BUAD 602	Financial Management	C	3
BUAD 608	Marketing Management	C	3
TOTAL CREDITS			6
THIRD TRIMESTER			
BUAD 606	Strategic Management	C	3
BUAD 611	Managerial Accounting	C	3
BUAD ____	Elective Course in Management	E	3
TOTAL CREDITS			9
SECOND YEAR			
FIRST TRIMESTER			
BUAD 614	Managerial Economics	C	3
BUAD 607	Organizational Behavior	RE	3
THEO 633	Dignity of the Human Person	G	2
TOTAL CREDITS			8
SECOND TRIMESTER			
BUAD 619	International Business	C	3
BUAD ____	Elective Course	E	3
THEO 634	Marriage and Family	G	2
TOTAL CREDITS			8
THIRD TRIMESTER			
BUAD 628	Management Seminar	RE	3
BUAD 720 or BUAD 740	Research Project or Entrepreneurial Project	R	3
TOTAL CREDITS			6
TOTAL			43

Elective courses in Management

BUAD 601 Managerial Controls
 BUAD 604 Quantitative Methods
 BUAD 605 Business and Society
 BUAD 609 Leadership and Supervision
 BUAD 613 Human Resource Management
 BUAD 618 Production Control Systems
 BUAD 623 Management Information Systems
 BUAD 627 International Marketing

BUAD 639 Entrepreneurship
 BUAD 645 International Management
 BUAD 646 Strategic Channel Management
 BUAD 648 Self Managed Firms
 BUAD 650 Strategic Marketing Sales
 BUAD 654 Business Education and Training
 BUAD 668 Labor Law
 BUAD 683 Modern Techniques for Decision Making Strategic Planning
 BUAD 697 Cultural and Organizational Environment
 BUAD 710 Maritime Logistics
 BUAD 711 Maritime Laws
 BUAD 712 International Transportation Management
 BUAD 713 Export / Import Operations and Supply Chain Security
 BUAD 714 Port and Transportation Security Management

CURRICULUM

MASTER'S DEGREE IN BUSINESS ADMINISTRATION IN MARKETING REQUIREMENTS FOR THE M.B.A. DEGREE

REQUIRED COURSES	TYPE	CREDITS
Core	C	21
Electives	E	6
General	G	4
Project	R	3
Required Electives	RE	9

Key: C – Core Courses, E – Electives Courses, RE – Required Elective Courses, G – General Courses, R- Degree Requirement

CURRICULAR SEQUENCE FOR THE M.B.A. DEGREE IN MARKETING

FIRST YEAR			
FIRST TRIMESTER			
CODE	COURSE	TYPE	CREDITS
BUAD 600	Business Research Methods	C	3
BUAD 603	Management Theory and Processes	C	3
TOTAL CREDITS			6
SECOND TRIMESTER			
BUAD 602	Financial Management	C	3
BUAD 608	Marketing Management	RE	3
TOTAL CREDITS			6

THIRD TRIMESTER

BUAD 606	Strategic Management	C	3
BUAD 611	Managerial Accounting	C	3
BUAD ____	Elective Course in Marketing	E	3
TOTAL CREDITS			9

SECOND YEAR

FIRST TRIMESTER

BUAD 614	Managerial Economics	C	3
BUAD 665	Marketing Research	RE	3
THEO 633	Dignity of the Human Person	G	2
TOTAL CREDITS			8

SECOND TRIMESTER

BUAD 619	International Business	C	3
BUAD 647	Marketing Seminar	RE	3
THEO 634	Marriage and Family	G	2
TOTAL CREDITS			8

THIRD TRIMESTER

BUAD ____	Elective Course in Marketing	E	3
BUAD 720 or	Research Project	R	3
BUAD 740	Entrepreneurial Project		
TOTAL CREDITS			6

TOTAL 43

Elective Courses in Marketing

- BUAD 627 International Marketing
- BUAD 638 Introduction to Marketing Integrated Communication
- BUAD 641 Service Marketing
- BUAD 642 Business Marketing
- BUAD 643 Customer Behavior Laboratory
- BUAD 644 Brand Marketing
- BUAD 646 Strategic Channel Management
- BUAD 648 Self Managed Firms
- BUAD 649 Corporate Communications
- BUAD 654 Business Education and Training
- BUAD 697 Cultural and Organizational Environment

CURRICULUM

MASTER'S DEGREE IN BUSINESS ADMINISTRATION IN HUMAN RESOURCES REQUIREMENTS FOR THE M.B.A. DEGREE

REQUIRED COURSES	TYPE	CREDITS
Core	C	21
Electives	E	6
General	G	4
Project	R	3
Required Electives	RE	9
Total		43

Key: *C – Core Courses, E – Electives Courses, RE – Required Electives, G – General Courses, R- Degree Requirement*

CURRICULAR SEQUENCE FOR M.B.A. DEGREE IN HUMAN RESOURCES

FIRST YEAR			
FIRST TRIMESTER			
CODE	COURSE	TYPE	CREDITS
BUAD 600	Business Research Methods	C	3
BUAD 603	Management Theory and Processes	RE	3
TOTAL CREDITS			6
SECOND TRIMESTER			
BUAD 602	Financial Management	C	3
BUAD 613	Human Resources Management	RE	3
TOTAL CREDITS			6
THIRD TRIMESTER			
BUAD 606	Strategic Management	C	3
BUAD 608	Marketing Management	C	3
BUAD 611	Managerial Accounting	C	3
TOTAL CREDITS			9
SECOND YEAR			
FIRST TRIMESTER			
BUAD 614	Managerial Economics	C	3
BUAD ____	Elective Course in Human Resources	E	3
THEO 633	Dignity of the Human Person	G	2

		TOTAL CREDITS	8
SECOND TRIMESTER			
BUAD 619	International Business	C	3
BUAD 669	Human Resources Seminar	RE	3
THEO 634	Marriage and Family	G	2
		TOTAL CREDITS	8
THIRD TRIMESTER			
BUAD ____	Elective in Human Resources	E	3
BUAD 720 or	Research Project	R	3
BUAD 740	Entrepreneurial Project		
		TOTAL CREDITS	6
TOTAL			43

Elective Courses in Human Resources

- BUAD 607 Organizational Behavior
- BUAD 609 Leadership and Supervision
- BUAD 610 Compensation and Productivity
- BUAD 621 Labor Economics
- BUAD 648 Self Managed Firms
- BUAD 654 Business Education and Training
- BUAD 663 Human Resources Planning
- BUAD 667 Collective Bargaining
- BUAD 668 Labor Law
- BUAD 697 Cultural and Organizational Environment

CURRICULUM

**MASTER IN SCIENCE IN INTEGRATED COMMUNICATION
REQUIREMENTS FOR THE MS DEGREE**

REQUIRED COURSES	TYPE	CREDITS
Core	C	12
Electives	E	12
General	G	16
Project	R	3
Total		43

Key: C – Core Courses, E – Electives Courses, G – General Courses, R- Degree Requirement

CURRICULAR SEQUENCE FOR THE MASTER IN SCIENCE IN INTEGRATED COMMUNICATION

FIRST YEAR			
FIRST TRIMESTER			
CODE	COURSES	TYPE	CREDITS
BUAD 600	Business Research Methods	G	3
INCO 600	Introduction to Marketing Integrated Communication	G	3
TOTAL			6
SECOND TRIMESTER			
INCO 601	Writing for the Media	G	3
BUAD 606	Strategic Management	G	3
BUAD 608	Marketing Management	M	3
TOTAL			9
THIRD TRIMESTER			
INCO 610	Public Relations in Action	M	3
INCO 615	Promotion and Advertising	M	3
Theo 633	Dignity of the Human Person	G	2
TOTAL			8
SECOND YEAR			
FIRST TRIMESTER			
BUAD/INCO ____	Elective Course	E	3
BUAD/INCO ____	Elective Course	E	3
TOTAL			6
SECOND TRIMESTER			
BUAD/INCO ____	Elective Course	E	3
BUAD/INCO ____	Elective Course	E	3
THEO 634	Marriage and Family	G	2
TOTAL			8
THIRD TRIMESTER			
INCO 650	Integrated Communications Campaign	M	3
BUAD 720	Research Project	R	3
TOTAL			6
TOTAL			43

Elective Courses in Integrated Communication

BUAD 641 Service Marketing

BUAD 649 Corporate Communications
BUAD 665 Marketing Research
INCO 620 Brand Equity Management
INCO 621 Creative Strategies
INCO 630 Corporate Social Responsibility
INCO 635 Crisis Management
INCO 645 Health Marketing
INCO 646 Legal Aspects in the Integrated Communications

GRADUATION REQUIREMENTS

This program requires the completion of a minimum of 43 credits of graduate study with an academic accumulative grade point average of 3.00 from out of a scale of 4.00. The program includes core courses, elective courses, either a research project, or an entrepreneurial project, or a comprehensive examination with six (6) additional credits (two courses) in the major area, and two (2) graduate level theology courses.

ALTERNATIVES TO COMPLETE THE REQUISITES OF GRADUATION FOR THE MBA PROGRAM

Research Project (BUAD 720)

The research project is an important element of the MBA Program. As part of the requirements for this course, students must conduct a research project related to the field of Business Administration. A graduate school faculty member is assigned as a mentor to the student. The minimum passing grade for this course is a B.

Entrepreneurial Project (BUAD 740)

The creation, establishment, and development of a business is another alternative that students have to fulfill the requirement of graduation for the MBA program. As part of the requirements of this course, students must create a business at least in a coherent business plan. A graduate school faculty member is assigned as a mentor to the student. The minimum passing grade for this course is a B.

Before enrolling in the courses BUAD 720 Research Project or BUAD 740 Entrepreneurship Project, the student must have passed the eight (8) core courses and have satisfactory academic progress. The professor in charge of the course may confer an 'Extension' (E) grade if the student has submitted an acceptable proposal before the end of the trimester in which he / she is enrolled. This grade of extension (E) will allow the student to continue enrolling in the course.

INSTITUTIONAL REVIEW BOARD (IRB) - PROTECTION OF HUMAN SUBJECTS IN RESEARCH

For ethical and legal reasons, the Institutional Review Board must check any investigation in the Pontifical Catholic University of Puerto Rico that involves human beings for the Protection of Human Subjects in Research. The Institutional Review Board answers to the Institutional Mission Office, and operates under the Vice-President of Academic Affairs. A research project that involves human beings is subject to the

revision of the IRB. The student or investigator will have to submit a summary of his proposal with at least a month of anticipation. The Institutional Review Board must approve any questionnaire or document that is issue with the intention of compiling information.

COMPREHENSIVE EXAMINATION AND ADDITIONAL COURSES

Student may choose to take a comprehensive examination. The comprehensive examination is composed of the following eight (8) core courses: BUAD 600, BUAD 602, BUAD 603, BUAD 606, BUAD 608, BUAD 611, BUAD 614 y BUAD 619. In addition, the student must take two (2) additional elective courses (3 credits each) in their major field. The option of comprehensive examination replaces the alternatives of the following courses, BUAD 720 Research Project, and BUAD 740 Entrepreneurial Project.

Student must obtain a grade of 80% or higher in all of the eight (8) exams in order to pass the comprehensive examination. The comprehensive examination may be repeated up to three (3) times. Students failing the examination twice in its totality or in any of the eight (8) exams shall be evaluated and authorize to repeat the courses in which the examination score was lower than 80% and to repeat the exam or exams with a score of less than 80%.

SCALE FOR GRADUATE COURSES

The Grade Scale for Graduate Courses is as follows:

PERCENTAGE	GRADE	CREDIT POINTS
90 – 100	A	4.0
85 – 89	B+	3.5
80 – 84	B	3.0
75 – 79	C+	2.5
70 – 74	C	2.0
0 – 69	F	0.0

TIME ALLOTTED FOR COMPLETION OF DEGREE

Students will have a maximum of five (5) years to complete the Degree starting from their initial enrollment in the Program. Particular cases which required special consideration will be given two additional years with the approval of the Dean of Business Administration.

Students enrolled in the Binary Program (M.B.A./J.D.) may take up to eight (8) years to complete the Degrees.

BINARY PROGRAMS

(M.B.A./J.D.)

The M.B.A. Program and the School of Law sponsor a Binary Program of studies geared toward students interested in receiving both the M.B.A. and the Juris Doctor Degrees. Students admitted to the Binary Program have the opportunity of completing both Degrees in one semester less (14 credits approximately) than the time it would normally take to complete both Degrees separately.

Students interested in the Binary Program must comply with the admissions requirements of the M.B.A. Program as well as those of the School of Law. Admitted students should take their first year in the Graduate Program and their second year in the School of Law. Junior students can enroll in courses pertaining to both Programs.

ELECTIVE COURSES IN LAW

Students admitted to the Binary Program (M.B.A./J.D.) may take six (6) of the twelve (12) elective credits in the School of Law. These courses must be related to the area of Business Administration and not be essentially equivalent to other courses passed by the student in the Graduate Program. The approval of the Program Director is required.

B.B.A./M.B.A. PROGRAM

This Program consists of a combined academic Program granting both a Bachelor's and Master's Degree in Business Administration (B.B.A./M.B.A.). Students will obtain a Bachelor's Degree in General Studies and a Master's Degree in Business Administration with a specialization in one of the areas of General Business, Accounting, Management, and Human Resources, approved by the Council of Higher Education.

The main objective is to prepare professionals in the Business Administration field, giving them a multi-disciplinary emphasis within a framework of principles, moral values, and Christian values.

ADMISSIONS REQUIREMENTS FOR B.B.A./M.B.A. PROGRAM

There are four ways to enter the Program which are – to be:

- A. a freshman student;
- B. an active non-freshman student;
- C. a student transferred from another institution; or
- D. a student coming from another PCUPR campus.

The admissions requirements for each category are:

A. Freshman

- High School Grade Point Average of 3.00 or higher
- CEEB test results of 550 or higher (500 minimum on each part)
- Interview with the Admissions Committee (Graduate School Director and a Faculty member from each Department.)

- Once 106 credits are completed, the student must take the PAEG test and must obtain a minimum score of 500 points.

B. Active, transfer, or students from other PCUPR campus

- Must have passed a minimum of twelve (12) credits and no more than 70 credits
- Have a cumulative GPA of at least 3.00, and in each semester
- Have Satisfactory Academic Progress
- Once 106 credits are completed, the student must take the PAEG test and must obtain a minimum score of 500 points.

To remain in the program, students must have Satisfactory Academic Progress and a GPA of at least 3.0. The admissions requirements will also be applicable.

GRADUATION REQUIREMENTS FOR THE B.B.A./M.B.A. PROGRAM

The graduation requirements are:

- Complete all the credits required for the B.B.A. and M.B.A. for a total of 166 credits
- Maintain a GPA of 3.0
- Complete the last 90 credits of the Degrees at this Institution
- Complete the curriculum within the time established by the Institution
- Complete a Graduation Application and pay the fee before the deadline
- Have no financial debt with the Institution

CURRICULUM

B.B.A. – BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION IN GENERAL BUSINESS

M.B.A. – MASTER’S DEGREE IN BUSINESS ADMINISTRATION IN GENERAL BUSINESS

BBA – Bachelor’s Degree in Business Administration in General Business		
REQUIRED COURSES	TYPE	CREDITS
General	G	61
College	C	41
Core	D	9
Elective	E	12
Total		123

Key: G-General Education, C-College, D-Core, E-Elective

M.B.A. – Master’s Degree in Business Administration in GENERAL BUSINESS		
REQUIRED COURSES	TYPE	CREDITS
Core	C	24
Electives	E	9
Required Electives	RE	3
General	G	4
Project	R	3
Total		43

Total (BBA/MBA)	166 crs.
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Key: C-Core Courses, E-Elective Courses, RE- Required Elective Courses, G-General Courses, R-Degree Requirement

CURRICULAR SEQUENCE

B.B.A. – BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION IN GENERAL BUSINESS
M.B.A. – MASTER’S DEGREE IN BUSINESS ADMINISTRATION IN GENERAL BUSINESS

FIRST YEAR			
FIRST SEMESTER			
CODE	COURSE	TYPE	CREDITS
COMP 117 +	Introductions to Computers	C	3
ENGL 115	Oral Communication and Listening Comprehension	G	3
MATH 153	Business Mathematics	G	3
ORIE 003	Introduction University Life I	G	0
SOCI 102	Study of Human Coexistence	G	3
SPAN 141	Reading, Writing and Speech for Communication I	G	3
HIST 105	History of Western Thought	G	3
		TOTAL	18
SECOND SEMESTER			
ENGL 201	Basic Principles of Reading and Writing	G	3
MGNT 111	Management Fundamentals	D	3
ORIE 004	Introduction University Life II	G	0
PHED ____	Elective course in Physical Education (as stated in		

	the curriculum sequence of BBA in General Business)	G	1
POSC 101	Political and Economics Process	G	3
SPAN 142	Reading, Writing and Speech for Communication II	G	3
THEO 130	Devine Revelation	G	3
ARTE 101 ó MUSI 102 ó THEA 101	Art Appreciation Music Appreciation Theater Appreciation	G	3
		TOTAL	19
SECOND YEAR			
FIRST SEMESTER			
ACCT 213 +	Fundamentals and Accounting I	C	4
ECON 201	Fundamentals and Applications of Economics I	C	3
ENGL 383 +	Business Communications	G	3
MGNT 210	Organizational Behavior	C	3
SPAN ____	Elective Course in Spanish (as stated in the curriculum sequence of BBA in General Business)	G	3
CHEM 117	General Science: Physical Science	G	3
		TOTAL	19
SECOND SEMESTER			
ACCT 214 +	Fundamentals and Accounting II	C	4
ECON 202	Fundamentals and Applications of Economics II	C	3
MKTG 211	Marketing Fundamentals	D	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	G	3
THEO 131	The Church of Christ	G	3
MGNT 230	Entrepreneurship	G	3
		TOTAL	19
THIRD YEAR			
FIRST SEMESTER			
MGNT 425	Entrepreneurial Strategic Management	D	3
FINA 211 +	Business Statistics I	C	3
MGNT 313	Business Law I	C	3
MGNT ____	Elective Course in Management (as stated in the curriculum sequence of BBA in General Business)	E	3
PHIL 312	Philosophy of Man	G	3

THEO 132	The Christian Family	G	3
		TOTAL	18
SECOND SEMESTER			
ECON 304	Economic Development of Puerto Rico	C	3
MGNT 410	Global Business (Equivalent to GLBM 310)	C	3
FINA 318 +	Business Statistics II	C	3
MKTG _____	Elective course in Marketing (as stated in the curriculum sequence of BBA in General Business)	E	3
PHIL 340	Philosophy of Human Behavior (Ethics)	G	3
HIST 253	History of Puerto Rico (Compendium)	G	3
		TOTAL	18
FOURTH YEAR			
FIRST SEMESTER			
FINA 315	Managerial Finance I	C	3
MGNT _____	Elective course in Management (as stated in the curriculum sequence of BBA in General Business)	E	3
MGNT 416	Business Ethics	C	3
MKTG _____	Elective course in Marketing (as stated in the curriculum sequence of BBA in General Business)	E	3
***BUAD 603	Management Theory and Processes	C	3
***BUAD 608	Marketing Management	C	3
		TOTAL	18
FIRST TRIMESTER			
Refer to the Curriculum in MBA in General Business 37 credits remaining		TOTAL	37
Six out of 43 credits of the MBA will be taken in the undergraduate program		TOTAL	166

Core Courses in the BBA in Business General Studies; must be approved with a grade of C or higher

*** *These courses are given in the trimester program*

+ *Courses with laboratory fees*

CURRICULUM

**B.B.A. – BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION IN GENERAL BUSINESS
M.B.A. – MASTER’S DEGREE IN BUSINESS ADMINISTRATION IN HUMAN RESOURCES**

BBA – Bachelor’s Degree in Business Administration in General Business		
REQUIRED COURSES	TYPE	CREDITS
General	G	61
College	C	41
Core	D	9
Elective	E	12
Total		123

Key: G-General Education, C-College, D-Core, E-Elective

M.B.A. – Master’s Degree in Business Administration in Human Resources		
REQUIRED COURSES	TYPE	CREDITS
Core	C	21
Electives	E	6
Required Electives	RE	9
General	G	4
Project	R	3
Total		43

Total (BBA/MBA)	166 crs.
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Key: C-Core Courses, E-Elective Courses, RE- Required Elective Courses, G-General Courses, R-Degree Requirement

CURRICULAR SEQUENCE
B.B.A. – BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION IN GENERAL BUSINESS
M.B.A. – MASTER’S DEGREE IN BUSINESS ADMINISTRATION IN HUMAN RESOURCES

FIRST YEAR			
FIRST SEMESTER			
CODE	COURSE	TYPE	CREDITS
COMP 117 +	Introductions to Computers	C	3
ENGL 115	Oral Communication and Listening Comprehension	G	3
MATH 153	Business Mathematics	G	3
ORIE 003	Introduction University Life I	G	0
SOCI 102	Study of Human Coexistence	G	3
SPAN 141	Reading, Writing and Speech for Communication I	G	3
HIST 105	History of Western Thought	G	3
		TOTAL	18
SECOND SEMESTER			
ENGL 201	Basic Principles of Reading and Writing	G	3
MGNT 111	Management Fundamentals	D	3
ORIE 004	Introduction University Life II	G	0
PHED ____	Elective course in Physical Education (as stated in the curriculum sequence of BBA in General Business)	G	1
POSC 101	Political and Economics Process	G	3
SPAN 142	Reading, Writing and Speech for Communication II	G	3
THEO 130	Devine Revelation	G	3
ARTE 101 ó MUSI 102 ó THEA 101	Art Appreciation Music Appreciation Theater Appreciation	G	3
		TOTAL	19
SECOND YEAR			
FIRST SEMESTER			
ACCT 213 +	Fundamentals and Accounting I	C	4
ECON 201	Fundamentals and Applications of Economics I	C	3
ENGL 383 +	Business Communications	G	3
MGNT 210	Organizational Behavior	C	3
SPAN ____	Elective Course in Spanish (as stated in the curriculum		

	sequence of BBA in General Business)	G	3
CHEM 117	General Science: Physical Science	G	3
TOTAL			19
SECOND SEMESTER			
ACCT 214 +	Fundamentals and Accounting II	C	4
ECON 202	Fundamentals and Applications of Economics II	C	3
MKTG 211	Marketing Fundamentals	D	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	G	3
THEO 131	The Church of Christ	G	3
MGNT 230	Entrepreneurship	G	3
TOTAL			19
THIRD YEAR			
FIRST SEMESTER			
MGNT 425	Entrepreneurial Strategic Management	D	3
FINA 211 +	Business Statistics I	C	3
MGNT 313	Business Law I	C	3
MGNT _____	Elective Course in Management (as stated in the curriculum sequence of BBA in General Business)	E	3
PHIL 312	Philosophy of Man	G	3
THEO 132	The Christian Family	G	3
TOTAL			18
SECOND SEMESTER			
ECON 304	Economic Development of Puerto Rico	C	3
MGNT 410	Global Business (Equivalent to GLBM 310)	C	3
FINA 318 +	Business Statistics II	C	3
MKTG _____	Elective Course in Marketing (as stated in the curriculum sequence of BBA in General Business)	E	3
PHIL 340	Philosophy of Human Behavior (Ethics)	G	3
HIST 253	History of Puerto Rico (Compendium)	G	3
TOTAL			18
FOURTH YEAR			
FIRST YEAR			
FINA 315	Managerial Finance I	C	3
MGNT _____	Elective course in Management (as stated in the	E	3

	curriculum sequence of BBA in General Business)		
MGNT 416	Business Ethics	C	3
MKTG _____	Elective course in Marketing (as stated in the curriculum sequence of BBA in General Business)	E	3
***BUAD 603	Management Theory and Processes	RE	3
***BUAD 608	Marketing Management	C	3
		TOTAL	18
FIRST TRIMESTER			
Refer to the Curriculum in MBA in Human Resources 37 credits remaining		TOTAL	37
Six out of 43 credits of the MBA will be taken in the undergraduate program		TOTAL	166

Core Courses in the BBA in Business General Studies; must be approved with a grade of C or higher

*** *These courses are given in the trimester program*

+ *Courses with laboratory fees*

CURRICULUM

B.B.A. – BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION IN GENERAL BUSINESS

M.B.A. – MASTER’S DEGREE IN BUSINESS ADMINISTRATION IN MANAGEMENT

BBA – Bachelor’s Degree in Business Administration in General Business		
REQUIRED COURSES	TYPE	CREDITS
General	G	61
College	C	41
Core	D	9
Elective	E	12
Total		123

Key: G-General Education, C-College, D-Core, E-Elective

M.B.A. – Master’s Degree in Business Administration in Management		
REQUIRED COURSES	TYPE	CREDITS
Core	C	21
Electives	E	6
Required Electives	RE	9

General	G	4
Project	R	3
Total		43

Total (BBA/MBA)	166 crs.
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Key: C-Core Courses, E-Elective Courses, RE- Required Elective Courses, G-General Courses, R-Degree Requirement

CURRICULAR SEQUENCE

B.B.A. – BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION IN GENERAL BUSINESS

M.B.A. – MASTER’S DEGREE IN BUSINESS ADMINISTRATION IN MANAGEMENT

FIRST YEAR			
FIRST SEMESTER			
CODE	COURSE	TYPE	CREDITS
COMP 117 +	Introductions to Computers	C	3
ENGL 115	Oral Communication and Listening Comprehension	G	3
MATH 153	Business Mathematics	G	3
ORIE 003	Introduction University Life I	G	0
SOCI 102	Study of Human Coexistence	G	3
SPAN 141	Reading, Writing and Speech for Communication I	G	3
HIST 105	History of Western Thought	G	3
		TOTAL	18
SECOND SEMESTER			
ENGL 201	Basic Principles of Reading and Writing	G	3
MGNT 111	Management Fundamentals	D	3
ORIE 004	Introduction University Life II	G	0
PHED ____	Elective Course in Physical Education (as stated in the curriculum sequence of BBA in General Business)	G	1
POSC 101	Political and Economics Process	G	3
SPAN 142	Reading, Writing and Speech for Communication II	G	3
THEO 130	Divine Revelation	G	3
ARTE 101 or	Art Appreciation		

MUSI 102 or THEA 101	Music Appreciation Theater Appreciation	G	3
		TOTAL	19
SECOND YEAR			
FIRST SEMESTER			
ACCT 213 +	Fundamentals and Accounting I	C	4
ECON 201	Fundamentals and Applications of Economics I	C	3
ENGL 383 +	Business Communications	G	3
MGNT 210	Organizational Behavior	C	3
SPAN ____	Elective Course in Spanish (as stated in the curriculum sequence of BBA in General Business)	G	3
CHEM 117	General Science: Physical Science	G	3
		TOTAL	19
SECOND SEMESTER			
ACCT 214 +	Fundamentals and Accounting II	C	4
ECON 202	Fundamentals and Applications of Economics II	C	3
MKTG 211	Marketing Fundamentals	D	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	G	3
THEO 131	The Church of Christ	G	3
MGNT 230	Entrepreneurship	G	3
		TOTAL	19
THIRD YEAR			
FIRST SEMESTER			
MGNT 425	Entrepreneurial Strategic Management	D	3
FINA 211 +	Business Statistics I	C	3
MGNT 313	Business Law I	C	3
MGNT ____	Elective Course in Management (as stated in the curriculum sequence of BBA in General Business)	E	3
PHIL 312	Philosophy of Man	G	3
THEO 132	The Christian Family	G	3
		TOTAL	18
SECOND SEMESTER			
ECON 304	Economic Development of Puerto Rico	C	3
MGNT 410	Global Business (Equivalent to GLBM 310)	C	3
FINA 318 +	Business Statistics II	C	3

MKTG _____	Elective Course in Marketing (as stated in the curriculum sequence of BBA in General Business)	E	3
PHIL 340	Philosophy of Human Behavior (Ethics)	G	3
HIST 253	History of Puerto Rico (Compendium)	G	3
		TOTAL	18
FOURTH YEAR			
FIRST YEAR			
FINA 315	Managerial Finance I	C	3
MGNT _____	Elective course in Management (as stated in the curriculum sequence of BBA in General Business)	E	3
MGNT 416	Business Ethics	C	3
MKTG _____	Elective course in Marketing (as stated in the curriculum sequence of BBA in General Business)	E	3
***BUAD 603	Management Theory and Processes	RE	3
***BUAD 608	Marketing Management	C	3
		TOTAL	18
FIRST TRIMESTER			
Refer to the Curriculum in MBA in Management 37 credits remaining		TOTAL	37
Six out of 43 credits of the MBA will be taken in the undergraduate program		TOTAL	166

Core Courses in the BBA in Business General Studies; must be approved with a grade of C or higher

*** These courses are given in the trimester program

+ Courses with laboratory fees

CURRICULUM

B.B.A. – BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION IN ACCOUNTING

M.B.A. – MASTER’S DEGREE IN BUSINESS ADMINISTRATION IN ACCOUNTING

BBA – Bachelor’s Degree in Business Administration in Accounting		
REQUIRED COURSES	TYPE	CREDITS
General	G	61
College	C	36
Core	D	23
Elective	E	3
Total		123

Key: G-General Education, C-College, D-Core, E-Elective

**M.B.A. – Master’s Degree in Business Administration in
Accounting**

REQUIRED COURSES	TYPE	CREDITS
Core	C	21
Electives	E	6
Required Electives	RE	9
General	G	4
Project	R	3
	Total	43

Total (BBA/MBA)	166 crs.
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Key: C-Core Courses, E-Elective Courses, RE- Required Elective Courses, G-General Courses, R-Degree Requirement

CURRICULAR SEQUENCE

B.B.A. – BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION IN ACCOUNTING

M.B.A. – MASTER’S DEGREE IN BUSINESS ADMINISTRATION IN ACCOUNTING

FIRST YEAR

FIRST SEMESTER

CODE	COURSE	TYPE	CREDITS
ACCT 213 +	Fundamentals Accounting I	D	4
ENGL 115	Oral Communication and Listening Comprehension	G	3
MATH 153	Business Mathematics	G	3
ORIE 003	Introduction University Life I	G	0
SOCI 102	Study of Human Coexistence	G	3
SPAN 141	Reading, Writing and Speech for Communication I	G	3
HIST 105	History of Western Thought	G	3
	TOTAL		19

SECOND SEMESTER

ACCT 214 +	Fundamentals Accounting II	D	4
ENGL 201	Basic Principles of Reading and Writing	G	3
MGNT 111	Management Fundamentals	C	3
ORIE 004	Introduction University Life II	G	0
POSC 101	Political and Economics Process	G	3
SPAN 142	Reading, Writing and Speech for Communication II	G	3

THEO 130	Devine Revelation	G	3
		TOTAL	19
SECOND YEAR			
FIRST SEMESTER			
COMP 247	Spreadsheet	C	3
ACCT 317	Intermediate Accounting I	D	3
ECON 201	Fundamentals and Applications of Economics I	C	3
ENGL 383 + SPAN ____	Business Communications Elective Course in Spanish (as stated in the curriculum sequence of BBA in Accounting)	G G	3 3
CHEM 117	General Science: Physical Science	G	3
PHED ____	Elective Course in Physical Education (as stated in the curriculum sequence of BBA in Accounting)	G	1
		TOTAL	19
SECOND SEMESTER			
ACCT 318	Intermediate Accounting II	D	3
ECON 202	Fundamentals and Applications of Economics II	C	3
FINA 211 +	Business Statistics I	C	3
BIOL 115	Fundamentals of Environment Sciences and Ecology	G	3
THEO 131	The Church of Christ	G	3
MGNT 230	Entrepreneurship	G	3
		TOTAL	18
THIRD YEAR			
FIRST SEMESTER			
ACCT 322	Tax Law I	D	3
FINA 318	Business Statistics II	C	3
MGNT 313	Business Law I	C	3
PHIL 312	Philosophy of Man	G	3
THEO 132	The Christian Family	G	3
ACCT 422	Cost Accounting	D	3
		TOTAL	18
SECOND SEMESTER			
ACCT 423	Auditing	D	3
ECON 304	Economic Development of Puerto Rico	C	3
ARTE 101 or MUSI 102 or THEA 101	Art Appreciation Music Appreciation Theater Appreciation	G	3
MKTG 211	Marketing Fundamentals	C	3

PHIL 340	Philosophy of Human Behavior (Ethics)	G	3
ACCT _____	Elective course in Accounting (as stated in the curriculum sequence of BBA in Accounting)	E	3
TOTAL			18

FOURTH YEAR

FIRST YEAR

MGNT 410	Global Business (Equivalent to GLBM 310)	C	3
FINA 315	Managerial Finance I	C	3
HIST 253	History of Puerto Rico (Compendium)	G	3
MGNT 416	Business Ethics	C	3
***BUAD 611	Managerial Accounting	RE	3
***BUAD 603	Management Theory and Processes	C	3
TOTAL			18

FIRST TRIMESTER

Refer to the Curriculum in MBA in Accounting	TOTAL	37
37 credits remaining		
Six out of 43 credits of the MBA will be taken in the undergraduate program	TOTAL	166

Core Courses in the BBA in Business General Studies; must be approved with a grade of C or higher

*** *These courses are given in the trimester program*

+ *Courses with laboratory fees*

Elective Courses in Accounting

- BUAD 648 Self Manage Firms
- BUAD 654 Business Education and Training
- BUAD 670 Advanced Auditing
- BUAD 671 Advanced Accounting
- BUAD 672 Taxation
- BUAD 673 Advanced Cost Accounting
- BUAD 675 International Accounting
- BUAD 676 Contemporary Accounting
- BUAD 677 Financial Statements
- BUAD 681 Taxes in Puerto Rico
- BUAD 684 Puerto Rican Tax Litigation

Key: *Directed course, **Required elective course

PROFESSIONAL CERTIFICATES

The M.B.A. Program offers Professional Certificates in the following business areas: **Accounting, Management, Human Resources, and Transportation and Maritime Logistics.**

The purpose of Professional Certificates is to enable students with a Bachelor's Degree to acquire appropriate business tools and skills required to solve managerial problems effectively and efficiently. The Professional Certificate graduates will possess not only the necessary business techniques but also the ethical standards to perform in the field of Business Administration, Accounting, and Human Resources. Also, they will be able to do research that will contribute to management solutions.

ADMISSIONS REQUIREMENTS FOR PROFESSIONAL CERTIFICATES

- Have obtained a Bachelor's Degree from an accredited institution with a minimum GPA of 2.5
- Complete the Admissions Application and pay the fee.
- Interview with the Admissions Committee (Program Director and two full-time Faculty members)
- Academic Requirements – The student must have passed the following courses:

Candidates holding a B.B.A. and experience in the field have the option of taking a Comprehensive Examination in which they can demonstrate expertise in the area.

PROGRAM MODEL

The Program Model for Professional Certificates in **Accounting, Human Resources and, Management** is as follows:

Directed Courses	3 credits
Elective Courses	9 credits
Required Elective	<u>3 credits</u>
Total	15 credits

Professional Certificate in Transportation and Maritime Logistics – 18 credits.

CURRICULUM FOR PROFESSIONAL CERTIFICATES

Professional Certificate in Accounting (15 Credits)

FIRST TRIMESTER

	COURSE	CREDITS
*BUAD 611	Managerial Accounting	3
BUAD ____	Accounting (Elective)	<u>3</u>
	Total	6

SECOND TRIMESTER

BUAD ____	Accounting (elective)	3
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BUAD ____	Accounting (elective)		3
		Total	<u>6</u>
THIRD TRIMESTER			
**BUAD 678	Accounting Seminar		<u>3</u>
		TOTAL	15

Elective Courses in Accounting

BUAD 648 Self Manage Firms
 BUAD 654 Business Education and Training
 BUAD 670 Advanced Auditing
 BUAD 671 Advanced Accounting
 BUAD 672 Taxation
 BUAD 673 Advanced Cost Accounting
 BUAD 675 International Accounting
 BUAD 676 Contemporary Accounting
 BUAD 677 Financial Statements
 BUAD 681 Taxes in Puerto Rico
 BUAD 684 Puerto Rican Tax Litigation

Prerequisites:

ACCT 213 Fundamentals of Accounting I
 ACCT 214 Fundamentals of Accounting II
 ACCT 317 Intermediate Accounting I
 ACCT 318 Intermediate Accounting II

Key: *Directed course, **Required elective course

**PROFESSIONAL CERTIFICATE IN MANAGEMENT
 (15 Credits)**

FIRST TRIMESTER

	COURSE		CREDITS
*BUAD 603	Management Theory and Processes		3
BUAD ____	Management (Elective)		3
		Total	6

SECOND QUARTER

BUAD ____	Management (Elective)		3
BUAD ____	Management (Elective)		3
		Total	6

THIRD TRIMESTER

**BUAD 628	Management Seminar		3
		TOTAL	15

Key: *Directed courses, **Required elective course

Elective Courses in Management

BUAD 604 Quantitative Methods
 BUAD 605 Business and Society
 BUAD 606 Strategic Management
 BUAD 607 Organizational Behavior
 BUAD 618 Production Control System
 BUAD 639 Entrepreneurship
 BUAD 648 Self Manage Firms
 BUAD 654 Business Education and Training
 BUAD 667 Collective Bargaining
 BUAD 683 Modern Techniques for Decision Making and Strategic Planning
 BUAD 697 Cultural and Organizational Environment

Prerequisites:

MGNT - Management 111 – Fundamentals of Management
 FINA - Finance 211 - Business Statistics I
 MGNT - Management 210 – Organizational Conduct

**PROFESSIONAL CERTIFICATE IN HUMAN RESOURCES
(15 CREDITS)**

FIRST TRIMESTER

	COURSE		CREDITS
*BUAD 613	Human Resource Management		3
BUAD ____	Human Resource Elective Course		3
		Total	6

SECOND TRIMESTER

BUAD ____	Human Resource Elective Course		3
BUAD ____	Human Resource Elective Course		3
		Total	6

THIRD TRIMESTER

**BUAD 669	Human Resources Seminar		3
		TOTAL	15

Key: *Directed courses, **Required elective courses

Elective Courses in Human Resources

BUAD 603 Management Theory and Processes

BUAD 607 Organizational Behavior
 BUAD 609 Leadership and Supervision
 BUAD 610 Compensation and Productivity
 BUAD 621 Labor Economics
 BUAD 648 Self Manage Firms
 BUAD 654 Business Education and Training
 BUAD 663 Human Resources Planning
 BUAD 667 Collective Bargaining
 BUAD 668 Labor Law
 BUAD 697 Cultural and Organizational Environment

Prerequisites:

MGNT - Management 111
 MGNT - Management 320

**PROFESSIONAL CERTIFICATE IN
 TRANSPORTATION AND MARITIME LOGISTICS**

FIRST TRIMESTER		
BUAD 710	Maritime Logistics	3
BUAD 711	Maritime Laws	3
Total		6
SECOND TRIMESTER		
BUAD 646	Strategic Channel Management	3
BUAD 712	International Transportation Management	3
Total		6
THIRD TRIMESTER		
BUAD 713	Export / Import Operation and Supply Chain Security	3
BUAD 714	Port and Transportation Security Management	3
Total		6
TOTAL		18

REQUIREMENTS FOR PROFESSIONAL CERTIFICATES

There will be no graduation ceremony for students in this Program. When the student completes the Program satisfactorily, the student will receive the Professional Certificate. The following is required:

1. GPA of at least 3.0
2. Complete the fifteen (15) or eighteen (18) credits within two years after first registration period / date

GENERAL STANDARDS

The Graduate Program follows all the Norms, Regulations, and General Procedures that are in effect at the Pontifical Catholic University of Puerto Rico.

INSTRUCTIONAL COURSES

COURSE DESCRIPTIONS

DOCTORAL PROGRAM

BUAD 800: MODERN PERSPECTIVES IN BUSINESS MANAGEMENT

Study of the evolution of various perspectives related to modern Business Management. The analysis, synthesis, and application of the different concepts, theories, and practices, such as situational and behavioral theories; the concepts of creativity, empowerment, and learning organizations, among others are deeply emphasized. Future implications of these theories and practices are analyzed within the changes of dynamic environments.

4 hours, 1 trimester, 3 credits

BUAD 801: CREATIVE PROCESSES IN STRATEGIC PLANNING

Description of organizations and how they use the strategic management process to understand competitive forces and to develop competitive advantages systematically and consistently. Also, the concepts, tools, and techniques of the strategic management process are applied in different types of organizations. The course will emphasize the importance of identifying and determining value.

4 hours, 1 trimester, 3 credits

BUAD 802: CURRENT ISSUES IN ACCOUNTING

Ensures the important Doctoral skills of bringing together theory and practice. Students will read and discuss relevant articles and readings from important journals such as the Wall Street Journal, Journal of Accounting, Business Week, and Accounting Horizons, and other sources that are the basis of Business and Accounting news.

This course requires a research paper, which will focus on appropriate research methods and should include problem identification, literature review, explicit method selection, data gathering and analysis, conclusions, implications, and recommendations for future research. In addition, it should have detailed information about the manual of style used.

4 hours, 1 trimester, 3 credits

BUAD 803: ADVANCE THEORY IN FINANCIAL DECISIONS

Discussion and analysis of how individuals and firms allocate their economic resources through time.

Discussion from a theoretical and practical framework. Optimal investment decision making in situations of certainty and uncertainty.

4 hours, 1 trimester, 3 credits

BUAD 804: INFORMATION TECHNOLOGIES AND MANAGEMENT

Discussion of worldwide economic and social changes that have altered the business environment. One of those changes is the transition from an industrial economy to a knowledge and information based society based on service. Course provides, in its content, the subject matter and the means that business students of today need in order to face the challenges of technology and information systems through critical thinking for problem solving. Case studies will be analyzed to determine how information systems and the technological component can become the key to a business's success or failure.

4 hours, 1 trimester, 3 credits

BUAD 805: RESEARCH ANALYSIS FOR MARKETING DECISIONS

Prerequisite: BUAD 505 and BUAD 600

The course is designed to help Doctoral candidates master their understanding of the total process of generating and transforming data into relevant information for identification and analysis of issues in the field of marketing. Emphasis is placed on research designs: exploratory, descriptive, and casual; methodologies in measurement and scaling; sampling and inferential statistics; and techniques of data analysis: parametric, non parametric, simple, and multivariable. Students will gain experience in analyzing real life marketing research data using PC-based SPSS software.

4 hours, 1 trimester, 3 credits

BUAD 806: MANAGEMENT OF A GLOBAL CORPORATION FROM AN ECONOMIC PERSPECTIVE

Prerequisite: BUAD 801

Students will increase their knowledge of a global corporation and how it can be managed efficiently. They will learn about the globalization process and expansion strategies. Further, they will learn about intra-firm organization, and its interference with global activity.

4 hours, 1 trimester, 3 credits

BUAD 807: GLOBAL MARKETING STRATEGIES

The purpose of this course is to study the role of marketing activity in an international environment, especially in the export and import environment. Emphasis will be given to the application of Managerial Theory, International Marketing Management, and International Marketing Research and their impact on the design and implementation of a Global Marketing Strategy in order to achieve the vision and mission of an international business entity through its goods and services sold overseas.

4 hours, 1 trimester, 3 credits

BUAD 808: SOCIAL DEVELOPMENT THEORIES IN BUSINESS LEADERSHIP STYLES

Prerequisite: BUAD 800

This course illustrates various social development theories which permeate this dynamic and complex modern world and how they influence the different leadership styles used by modern leaders. Strategic planning, innovative decision making, control, and organization are emphasized as vital elements of creative management in modern enterprises. The significant relevance of the course is to make the modern perspective of organizations as learning entities feasible.

4 hours, 1 trimester, 3 credits

BUAD 809: CROSS CULTURAL MANAGEMENT

The course focuses on varied opportunities that arise when a person takes action outside of his/her culture. Emphasis will be on the personal level as opposed to a macro-focus on entire organizations in relation to whole cultures. This course will provide a framework to analyze key management issues and applies management techniques in a global environment.

1 trimester, 3 credits

BUAD 810: MODERN FOUNDATIONS OF DECISION MAKING AND PROBLEM SOLVING

Special attention is given to the process of decision making and problem solving. A critical analysis is made of the concepts, theories, models, styles, techniques, and issues related to both areas of content. Emphasis is given to advancing the level of critical thinking of scholar-practitioners so that they become more competent in coping with challenges in their workplace. Upon completion of this course, students will be able to make effective contributions to organizations through sound decision making and problem solving.

4 hours, 1 trimester, 3 credits

BUAD 811: BUSINESS ETHICS AND SOCIAL RESPONSIBILITY

An interdisciplinary course in which the areas of Philosophy, Theology, and Law are related to each other with their socio-economical perspectives. An analysis of the principles of the Social Doctrine of the Church and the Ethics that businesses should practice to contribute to social welfare. A study of applied Ethics and the principles of the Social Doctrine of the Church to cases and specific examples in entrepreneurial relationships: organization, internal relationships in the enterprise, consumers, property, economic systems, family, and ecology. The ethics and principles of the Social Doctrine of the Church are applied in entrepreneurial relationships as something possible and necessary for the success and efficiency of the enterprise in the economy.

4 hours, 1 trimester, 3 credits

BUAD 813: PROFESSIONAL STUDY SEMINARS

This course exposes students to professional advancement by means of active participation in conferences organized by renowned international organizations. Participation of Doctoral students in these professional group meetings will expose them to contemporary ideas and research in their area of interest. Students will be encouraged to submit papers or participate as panelists at these professional conferences and meetings.

4 hours, 1 trimester, 3 credits

BUAD 814: CONTEMPORARY TRENDS IN HUMAN RESOURCES MANAGEMENT

Prerequisite: BUAD 800

Study of new trends and developments in the area of human resources. The course will focus on such topics as increasing productivity, developing union-management cooperation, affirmative action recruiting, mobbing (emotional abuse in the American workplace), major challenges of innovation, job finding techniques, and training programs for workers who have lost their jobs.

Furthermore, topics such as motivational incentives, business ethics, current retirement issues and trends, supporting business goals, dealing with employees, employee benefits, and developing human resources to execute strategy will be analyzed.

Special emphasis will be given to applied research and the search for truth and absolute fulfillment of the human being in all of his/her dimensions.

4 hours, 1 trimester, 3 credits

BUAD 815: PROFESSIONAL INTERNSHIP IN ACADEMIA

This course is designed for Doctoral students who have passed at least 33% of the credits toward the Degree of Doctor of Business Administration and who wish to enter or continue in the academic teaching field. The student will teach a course in any of the business fields of Accounting, Business Law, Economics, Finance, Information Technology, Management, Marketing, and Taxes. The Director of the Graduate School and a senior Faculty member will supervise the student.

4 hours, 1 trimester, 3 credits

BUAD 816: FORENSIC ACCOUNTING SEMINAR

Prerequisite: BUAD 802

Analysis and study of current literature related to forensic accounting. Discussion and research in related areas such as detection, prevention, and fraud, as well as gathering evidence.

4 hours, 1 trimester, 3 credits

BUAD 817: MARITIME LOGISTICS

A thorough analysis of maritime capabilities in facilitating contemporary supply chains from a global perspective; examines the supply chain needs of the end customer, as well as, those of the maritime entities. Topics include ship ownership and operation, legislative developments, and supply chain security.

4 hours, 1 trimester, 3 credits

BUAD 818: INTERNATIONAL TRANSPORTATION MANAGEMENT

A study of the management of various modes of transportation with particular emphasis on maritime and intermodal issues; examination of transportation economics and policies in a global context, including activities of key interest groups, governmental and nongovernmental organizations, and contemporary market trends.

4 hours, 1 trimester, 3 credits

BUAD 819: MARITIME LAW

This course explores jurisdictional areas of admiralty, emphasizing maritime transportation, maritime contracts, and maritime claims and insurance. Within each of these areas, discussion, analysis, and research concerning constitutional, federal, and maritime jurisdiction in contractual matters will be performed.

4 hours, 1 trimester, 3 credits

BUAD 820: ADVANCED STATISTICAL REASONING

Prerequisite: BUAD 505

Study of the theory and methodology of Statistical Reasoning and its application to decision making in the business and research fields. It includes the following topics: general review of descriptive and inferential statistics, validation of content and reliability; development and classification of hypotheses, tests of

hypotheses' significance, Z tests of the normal curve, T test, Chi square, ordinal scales, analysis of variance and analysis of correlation coefficients.

4 hours, 1 trimester, 3 credits

BUAD 821: ADVANCED RESEARCH METHODOLOGY

Prerequisite: BUAD 600 and BUAD 820

Study of the theory and methodology of research and its application to handling problems and making decisions in the Business field. The emphasis in the course will be on all aspects of the business research endeavor. Major topics to be covered include an overview of the Scientific Method, the research process, research design, measurement, sampling design, data collection, data analysis and interpretation, the fundamentals of research communication, and ethics in business research.

4 hours, 1 trimester, 3 credits

BUAD 822: PORT AND TRANSPORTATION SECURITY MANAGEMENT

The course is designed to study the different modes of transportation, their history, importance and security, including the discussion of regulations, legislation, and treaties that local, national, and international trade must follow and comply with. The impact of the Homeland Security Enhancement Act, the Patriot Act, and Domestic Security Act and their impact on business activities are analyzed. The use of technologies, devices, and strategies that are used in ports and cargo handling is discussed.

4 hours, 1 trimester, 3 credits

BUAD 823: STRATEGIC CHANNEL MANAGEMENT

This course will study the nature of the evolution of distribution channels in several industries such as industrial products, grocery retailing, pharmaceutical products, apparel retailing, television entertainment, and so on. The focus of the course will be on the underlying causes of change from the customer's perspective. The course materials, which are heavily case-based, will pose managerial problems from the perspective of an individual firm. Thus, a large part of the course will address managerial issues concerning distribution and retailing such as managing multiple channels, merchandising, store positioning, pricing, managing channel conflicts, store expansion, in local and international terms. It also includes the evaluation of the role of information systems in the administration of distribution channels.

4 hours, 1 trimester, 3 credits

BUAD 824: EXPORT & IMPORT OPERATIONS AND SUPPLY CHAIN SECURITY

Analysis of export and import processes, international payment processes, international transportation choices and optimization, third party service providers, and risk management followed by supply chain security analysis, including planning, mitigation, detection, response, and recovery, and the role of public and private stakeholders in supply chain security. It considers the effects of these processes on a firm's performance.

4 hours, 1 trimester, 3 credits

BUAD 825 CULTURAL AND BUSINESS EXPERIENCE

This seminary is oriented to the experience of an educational and cultural travel abroad related to the administration of a business entity in the global environment. The topics will be geared, among other to international business, the cultural environment, the role of women in business administration, globalization, managing human resources, SME's, financial, political, legal and economic aspects. Includes an analysis of business management and culture based on the Social Doctrine of the Catholic Church.

4 hours, 1 trimester, 3 credits

BUAD 830 APPLIED RESEARCH SEMINAR

This course focuses on action research in areas such as: manufacturing, service, marketing, accounting, government and public administration, businesses and non-profits locally and internationally. Students are actively involved in the action research under the supervision and direction of the leading investigator who is a member of the faculty of the University Graduate School. The student participation includes the planning, development and execution of applied research to business and economic affairs. It also includes the collection, analysis and presentation of socio economic, statistical, and operational projects leading to economic impact assessment or business.

4 hours, 1 trimester, 3 credits

BUAD 878 ACADEMIC CULTURAL TOUR II

Prerequisite: BUAD 825

This course provides a second vision in relation to a trip to a foreign country with a multidisciplinary approach. Through visits and conferences scheduled holistically destinations to visit is presented. The student will acquire a global conscience by relating the country visit to the study discipline. Area of interest as applicable: cultural, social, artistic, religious, educational, linguistic, architectural, scientific, or business, among others. This course requires completion of a field study or comparative research and presenting it in an open forum.

15 to 90 hours, 1 trimester, 1 to 6 credits

BUAD 898 COMPREHENSIVE EXAMINATION

Prerequisite: Bona fide admission, 3.50 accumulative grade point average, and all 10 directed courses

The student is in the preparation stages for taking the Comprehensive Examination for the Doctor of Business Administration Degree.

4 hours, 1 trimester, 0 credits

BUAD 900 DISSERTATION

Prerequisite: BUAD 898

Development of a research related to a field of business administration. The research must result in a significant knowledge contribution and must be original. During the research process the student will be supervised by a faculty committee composed of three members. The student must submit a paper that meets the criteria of a peer-reviewed publication.

1 trimester, 6 credits

COURSE DESCRIPTIONS

Master's Degree in Business Administration (M.B.A.)

All courses described below carry three (3) semester hours of Graduate credit, with the exception of BUAD 504 and BUAD 505. Enrollment in all courses is restricted to Graduate and Special Students and requires authorization of the Program Director.

BUAD 504: MATHEMATICS FOR MANAGEMENT

An introduction to mathematical techniques with business applications. Topics include: progressions, set theory, differential and integral calculus, equations, and matrix algebra.

4 hours, 1 trimester, 3 credits (No credits toward the degree)

BUAD 505: INFERENCE STATISTICS

Prerequisite: FINA 211

Study of the theory and techniques of inferential statistics and its applications to the analysis and inferential process for decision making in the organization. Topics include: sampling, hypothesis testing, correlation, and regression analysis.

4 hours, 1 trimester, 3 credits (No credits toward the degree)

BUAD 510: COMPUTER APPLICATION SYSTEMS

This course is designed for students without a solid computer background, enabling them to acquire knowledge and skills in various applications. The course covers spreadsheets, databases, word processing, and operating systems. Also, there is emphasis on ongoing practice, integration, and the importance of computers; hands-on use for other specialized courses.

4 hours, 1 trimester, 3 credits (No credits toward the degree)

BUAD 525 ETHICAL AND LEGAL ASPECTS IN COMPUTER

Emphasize the ethical, legal and moral business implications of computerized information systems. Topics discussion includes copyrights, patents, trade secrets, privacy of information, user and company rights, computer crime, rights of persons that provide the information, the codes of ethics of the profession, the appeal process. In addition, aspects of the federal, local and international law are emphasized.

4 hours, 1 trimester, 3 credits

BUAD 600: BUSINESS RESEARCH METHODS

Prerequisites: FINA 318 or BUAD 505

Study and application of research techniques in Business Administration. It includes: research methods and designs, questions and hypothesis formulation, searches and collection of primary and secondary data, and instrument design. The student will submit a research proposal with a measurement instrument.

4 hours, 1 trimester, 3 credits

BUAD 601: MANAGERIAL CONTROLS

Prerequisite: BUAD 603

Study of principles, techniques, and role of the control function in business processes. Topics include data sources, resource transfers, cost control, profit planning, and human resources,
4 hours, 1 trimester, 3 credits

BUAD 602: FINANCIAL MANAGEMENT

Prerequisite: (FINA 318 or BUAD 505) and BUAD 504

An in-depth study of the function of the financial manager in profit planning. Topics include liquidity-profitability calculus, management of working capital, operational and capital expenditure budgeting, sources and uses of funds. Problems of valuation, reorganization, and mergers.

4 hours, 1 trimester, 3 credits

BUAD 603: MANAGEMENT THEORY AND PROCESSES

A study of managerial processes in organizations. Topics include management theories, organizational structure, goal setting and planning, the decision making process, communication, and budgeting.

4 hours, 1 trimester, 3 credits

BUAD 604: QUANTITATIVE METHODS

Prerequisite: BUAD 504

Study and application of mathematical models for business decision-making. Topics include decision theory, linear programming, simulation and forecasting. Introduction of concepts from Managerial Economics, Statistics, and Mathematics that clarify managerial problems and aid in selecting course of action. Emphasis on structure, assumptions, applications, and limitations of important mathematical and statistical models.

4 hours, 1 trimester, 3 credits

BUAD 605: BUSINESS AND SOCIETY

Prerequisite: BUAD 603

A study of environmental factors which affect management decisions. The nature, impact, and development of these factors are examined with emphasis on current social, economic, and political issues which influence business operations and decisions.

4 hours, 1 trimester, 3 credits

BUAD 606: STRATEGIC MANAGEMENT

Prerequisite: BUAD 603

An interdisciplinary course which focuses on policy-making and administration at the senior executive level, analyzing business situations from the overall viewpoint, including the social framework of the organization.

4 hours, 1 trimester, 3 credits

BUAD 607: ORGANIZATIONAL BEHAVIOR

Prerequisite: BUAD 603

A study of human behavior and attitudes of organizations. Topics include organizational behavior theories, individual and group behavior, motivation, leadership, and organizational development.

4 hours, 1 trimester, 3 credits

BUAD 608: MARKETING MANAGEMENT

A study of the management and planning of marketing activities within the business organization and their integration into the decision making process. Topics include organizational structure, marketing research, consumer behavior, pricing policy, advertising, distribution channels, product development, and government regulations.

4 hours, 1 trimester, 3 credits

BUAD 609: LEADERSHIP AND SUPERVISION

Prerequisite: BUAD 603

A study of the supervisory function within the framework of contemporary behavioral theories: motivation theory, leadership theory, functions and duties of supervision techniques, and line supervision.

4 hours, 1 trimester, 3 credits

BUAD 610: COMPENSATION AND PRODUCTIVITY

Prerequisite: BUAD 613

Economic study of the internal and external determinants of labor compensation and productivity within the firm: unit labor costs, wages and fringe benefits, incentive plans, minimum wage, legislation, job evaluation, technology, investment in human capital, and motivation.

4 hours, 1 trimester, 3 credits

BUAD 611: MANAGERIAL ACCOUNTING

Prerequisite: ACCT 214

A study of accounting structures and information systems for managerial control and decision making. Budgets, standard costs, profit planning accounting, cost behavior, and decision models are studied.

4 hours, 1 trimester, 3 credits

BUAD 612: INVESTMENT

Prerequisite: BUAD 602

Study of fundamental concepts and theories underlying the management of security portfolios and project evaluation. Analytical methods are applied to individual corporate reports and industry studies. Cost-benefit analysis and project evaluation techniques are studied from the managerial perspective of resource allocation.

4 hours, 1 trimester, 3 credits

BUAD 613: HUMAN RESOURCE MANAGEMENT

Prerequisite: BUAD 603

A study of the development, organization, and utilization of human resources within the firm; interpersonal and group responses are studied to determine their impact on policy execution and performance.

4 hours, 1 trimester, 3 credits

BUAD 614: MANAGERIAL ECONOMICS

Prerequisites: ECON 201, ECON 202, FINA 211, BUAD 504 and BUAD 505

A study of selected topics in economic theory and analysis that are particularly relevant to business problems. Material from both the theory of the firm and macro-economic theory is included. Topics include demand, production and cost functions, linear programming, price policy, capital budgeting, and external effects.

4 hours, 1 trimester, 3 credits

BUAD 618: PRODUCTION CONTROL SYSTEMS

Study and application of principles and techniques for the management of production functions. Topics include production systems, project management, production planning, inventory control, and quality control.

4 hours, 1 trimester, 3 credits

BUAD 619: INTERNATIONAL BUSINESS

Prerequisite: ECON 201, ECON 202, AND FINA 211

Study of the socio economic environment and decision-making in business firms involved in international trade, finance, and investments. Topics include the balance of payments, foreign exchange markets, international monetary systems, international economic policies, price policies, the multinational corporation, and risk analysis.

4 hours, 1 trimester, 3 credits

BUAD 621: LABOR ECONOMICS

Prerequisite: BUAD 614

Study of the labor market structure and dynamics and its effects on the organization and the national economy: labor demand and supply, wage determination, investments in human capital; economic effects on labor unions, productivity, inflation, and unemployment.

4 hours, 1 trimester, 3 credits

BUAD 623: INFORMATION SYSTEMS MANAGEMENT

The analysis and design of computer-based management information systems. Includes the communication theory and the flow of information in business organizations, methods and procedures for gathering, dissemination and control of information, integrated EDP versus batch-controlled systems, and the development and installation of management information systems.

4 hours, 1 trimester, 3 credits

BUAD 627: INTERNATIONAL MARKETING

Prerequisite: BUAD 608

A study of the theory and practice of marketing in international markets: socio economic environments, market analysis, export and import organizations, price policies, distribution channels, and export promotion.
4 hours, 1 trimester, 3 credits

BUAD 628: MANAGEMENT SEMINAR

Prerequisite: BUAD 603

Group discussion and research on special topics of contemporary management. Topics are geared to major management problems faced by business organizations operating in Puerto Rico.
4 hours, 1 trimester, 3 credits

**BUAD 638: INTRODUCTION TO INTEGRATED MARKETING COMMUNICATION
(Equivalent to INCO 600)**

An overview of the disciplines that make up integrated communications, including marketing and how this fosters the establishment of effective branding. The student will learn how advertising, public relations and marketing interacts in order to achieve marketing objectives.
4 hours, 1 trimester, 3 credits

BUAD 639: ENTREPRENEURSHIP

Prerequisite: BUAD 606, BUAD 608 and BUAD 611

Analysis of successful entrepreneurial behavior: the creative process, attitude toward risk, decision making, strategic vision, and leadership.
4 hours, 1 trimester, 3 credits

BUAD 641: SERVICE MARKETING

Prerequisites: BUAD 608

This course is designed to cultivate the skills needed to market and sell services; also covered: how service attributes are perceived and valued by customers and how the effective use of information (through database information) helps managers in the development of positioning strategies. The course focuses on quality, productivity, organization, and implementation tasks in which senior management must be actively involved if service-marketing strategy is to be relevant to organizational concerns and implemented successfully.
4 hours, 1 trimester, 3 credits

BUAD 642: BUSINESS MARKETING

Prerequisites: BUAD 606, BUAD 608

Study of situations involving the management of new and existing products/services in embryonic and mature markets; how these products/services and market issues are interrelated, and how the decisions made at each stage affect all the other marketing mix elements including pricing, promotion, and distribution.

Considerable time is spent on how customer relationship management has changed recently and where it is headed in the future.

4 hours, 1 trimester, 3 credits

BUAD 643: CUSTOMER BEHAVIOR LABORATORY

Prerequisite: BUAD 608

Customers are very diverse. Similarly, managers may respond differently to the same customer data. Market dynamics are the joint products of customers and managers and the intersection of customers' and managers' thinking. Many disciplinary perspectives will be used to explore the "What?" and "So What?" of customer behavior. Covered also will be important customer behavior concepts and the processes used to act on these insights. The course includes field work.

4 hours, 1 trimester, 3 credits

BUAD 644: BRAND MARKETING

Prerequisite: BUAD 608

This course is designed to provide students with an appreciation of the strategic importance and significance of the discipline of branding, a sound foundation in consumer brand behavior to inform the discipline of branding, and an introduction to the opportunities and challenges that confront brand strategies and familiarity with strategies and tactics involved in building, leveraging, and defending strong brands. The course exposes students to the contemporary challenges of creating and maintaining brand equity in both large and small organizations. Case studies are an important part of this course.

4 hours, 1 trimester, 3 credits

BUAD 645: INTERNATIONAL MANAGEMENT

Prerequisite: BUAD 603

Study of the differences in culture and their strategic implications for competitiveness and administration of human resources in international business. Topics include techniques and analysis of cultural differences and cultural changes, the role of cultural factors in human behavior, and strategies for development of managerial skills necessary for effectiveness and efficacy in a multicultural environmental.

4 hours, 1 trimester, 3 credits

BUAD 646: STRATEGIC CHANNEL MANAGEMENT

Prerequisite: BUAD 608

This course will study the nature of the evolution of distribution channels in several industries such as industrial products, grocery retailing, pharmaceutical products, apparel retailing, television entertainment, and so on. The focus of the course will be on the underlying causes of change from the customer's perspective. The course material, which is heavily case-based, will pose managerial problems from the perspective of an individual firm. Thus, a large part of the course will address managerial issues concerning distribution and retailing, such as managing multiple channels, merchandising, store positioning, pricing, managing channel conflicts, store expansion, and so on.

4 hours, 1 trimester, 3 credits

BUAD 647: MARKETING SEMINAR

Prerequisite: BUAD 608

Seminar course based on class discussions and analysis of current issues in marketing. The curriculum provides students with the opportunity to apply previously acquired knowledge to research and case studies. 4 hours, 1 trimester, 3 credits

BUAD 648: SELF MANAGED FIRMS

Prerequisite: BUAD 603

Study of the characteristics, historical development, and economic behavior of self-managed firms, democratically controlled by their own workers, including management, with the aim of promoting the holistic development, both individual and collective, of its members. The course also analyzes the legal framework, structure, and performance of the self-managed sector in Puerto Rico.

4 hours, 1 trimester, 3 credits

BUAD 649: CORPORATE COMMUNICATIONS

Prerequisite: BUAD 608

The course presents problems in which firms must identify specific strategies and tactics and use them to achieve effective communication with a given audience. Multiple business situations are presented, from everyday general situations to the challenges associated with crises. Special attention is given to audience reactions to the firm's communication initiatives and to media efforts. Students are expected to assume different roles as part of different groups: firm, media, and public.

4 hours, 1 trimester, 3 credits

BUAD 650: STRATEGIC MARKETING SALES

Prerequisite: BUAD 608

Study of planning, development, and direction of sales teams in contemporary business; formulation of strategic objectives in the area of sales and evaluation and control of sales efforts.

4 hours, 1 trimester, 3 credits

BUAD 651: FINANCIAL MANAGEMENT II

Prerequisite: BUAD 602

The study of theories and practices associated with capital structure, capital and debt restructuring, dividend policies, the ethical environment in the management of institution, financial analysis, financial controls, and leasing as a long term financing alternative, in addition to issues related to international finance.

4 hours, 1 trimester, 3 credits

BUAD 652: FINANCIAL FIRM VALUATION

Prerequisite: BUAD 602

The study of the theoretical aspects and the practice of firm valuation. Special attention is placed on theory, perspectives, procedures, and tools used in firm valuation, focusing on their application in the current financial environment.

4 hours, 1 trimester, 3 credits

BUAD 653: FINANCE SEMINAR

Prerequisite: BUAD 602

A seminar-style course based on class discussion and analysis of current issues and development of corporate finance, investments, and financial institutions. The course provides students with the opportunity to apply previously gained knowledge to research and case studies.

4 hours, 1 trimester, 3 credits

BUAD 654 BUSINESS EDUCATION AND TRAINING

Prerequisite: BUAD 603

Study and analysis of the teaching-learning process components in the Administration of Enterprises. The on-going process of continuous education and training, from the perspective of constant change in business will be emphasized. Special attention will be given to the following aspects: new trends in modern education, modern learning theories, creative and analytical thinking, learning styles, modern and teaching strategies, and learning assessment techniques.

4 hours, 1 trimester, 3 credits

BUAD 656: PERSONAL FINANCIAL PLANIFICATION

Prerequisite: BUAD 602

This course studies the fundamentals of personal finance with special attention to planning and financial administration. In addition, the basic principles of administration strategies, cash planning, investments, risk, debt, and retirement are covered.

4 hours, 1 trimester, 3 credits

BUAD 657: PROPERTY INSURANCE CONTINGENCY

Prerequisite: BUAD 602

The course discusses the different aspects of property and liability insurance, including protection against direct and indirect losses. Course covers non-life related protection for individuals, corporations, and organizations.

4 hours, 1 trimester, 3 credits

BUAD 658: INTERNATIONAL FINANCE

Prerequisites: BUAD 602 and BUAD 619

This course examines the performance of international financial markets, balance of payments, risk rankings, and the management of risk in international financial markets. Special attention is given to the difficulties that financial managers must deal with in the operations of international firms.

4 hours, 1 trimester, 3 credits

BUAD 663: HUMAN RESOURCES PLANNING

Prerequisites: BUAD 606, BUAD 613

Study of the organizational structure, mechanisms, and tools for human resources planning in the business firm, planning and organization, labor demand forecasting, career planning, compensation, and evaluation.

4 hours, 1 trimester, 3 credits

BUAD 664: WRITING FOR THE MEDIA (Equivalent to INCO 601)

The course emphasizes the design and preparation of written documents used in the mass media and in the business environment: letter, press release, public relations and speech item. Framed around the development and practice of the skills necessary for the correct drafting of texts. Workshop that empowers students with proper techniques for the development of written messages.

4 hours, 1 trimester, 3 credits

BUAD 665: MARKETING RESEARCH

Prerequisites: BUAD 600, BUAD 608

This course is designed to provide students with an in-depth understanding of the value of marketing research as an essential tool of the organization. Analysis of the procedures used to collect, process, and evaluate quantitative and qualitative information. Additional topics covered include research design, the value and cost of information, and errors that affect research results.

4 hours, 1 trimester, 3 credits

BUAD 667: COLLECTIVE BARGAINING

Prerequisite: BUAD 603

A study of collective bargaining and industrial relations: history of the labor movement, theories and systems of labor-management relations, collective bargaining legislation, labor contracts, conciliation, mediation, and arbitration.

4 hours, 1 trimester, 3 credits

BUAD 668: LABOR LAW

Analytical study of federal and state legislation and court decisions on wages, hours, fringe benefits, and other aspects of employment: constitutional rights of workers, minimum wage legislation, unemployment insurance, anti-discrimination laws, occupational health, and safety.

4 hours, 1 trimester, 3 credits

BUAD 669: HUMAN RESOURCES SEMINAR

Prerequisite: BUAD 613

Group discussion and research on special topics of contemporary human resources management. Topics are geared to major human resources problems faced by business organizations operating in Puerto Rico.

4 hours, 1 trimester, 3 credits

BUAD 670: ADVANCED AUDITING

Prerequisite: BUAD 611

Effective internal controls in business enterprises; theory and practice of auditing; ethics of the accounting profession; generally accepted standards, methods, and procedures of the independent auditor; case studies; and sampling.

4 hours, 1 trimester, 3 credits

BUAD 671: ADVANCED ACCOUNTING

Prerequisite: BUAD 611

In depth analysis of specialized accounting topics such as consolidation of financial statements, pension funds, trusts, and bankruptcy.

4 hours, 1 trimester, 3 credits

BUAD 672: TAXATION

Prerequisite: BUAD 611

An analysis of the federal and state internal revenue laws and the applicable regulations, rulings, and court decisions which affect individuals and corporations.

4 hours, 1 trimester, 3 credits

BUAD 673: ADVANCED COST ACCOUNTING

Prerequisite: BUAD 611

Analysis and research on the determination and allocation of costs as a management tool for planning and control. Topics include profit planning, budgeting, standard costs, production and costs, direct and distribution cost, and costs research.

4 hours, 1 trimester, 3 credits

BUAD 675: INTERNATIONAL ACCOUNTING

Prerequisite: BUAD 611

Study of the development of international accounting and global perspectives of accounting practices, exchange rates, inflation, and its effect on financial statements, international rules of accounting, and the evolution and development of financial reports.

4 hours, 1 trimester, 3 credits

BUAD 676: CONTEMPORARY ACCOUNTING

Prerequisite: BUAD 611

Analytical study of contemporary accounting theory. Topics include asset valuation, executive compensation, inflation accounting, and foreign exchange.

4 hours, 1 trimester, 3 credits

BUAD 677: FINANCIAL STATEMENTS

Prerequisites: BUAD 602, BUAD 611

The preparation of financial reports, including consolidated statements and the development of appropriate techniques for analyzing these reports.

4 hours, 1 trimester, 3 credits

BUAD 678: ACCOUNTING SEMINAR

Prerequisite: BUAD 611

Group discussion and research on major topics in contemporary accounting. Topics focus on major accounting problems faced by business organizations operating in Puerto Rico.

4 hours, 1 trimester, 3 credits

BUAD 680: COMPREHENSIVE EXAMINATION

Prerequisite: BUAD 600, BUAD 602, BUAD 603, BUAD 606, BUAD 608, BUAD 611, BUAD 614, and BUAD 619

Written Comprehensive Examination about materials covered in Core Courses. It is optional. This course is a substitute for Research Project (BUAD 720).

BUAD 681: TAXES IN PUERTO RICO

Prerequisites: BUAD 611 and BUAD 672

Study of the different taxation laws in Puerto Rico and their effects on private enterprise and fiscal policy. Discussion of property taxes, donations, inheritances, excise taxes, tariffs, municipal patents, taxes on salaries, and the laws of industrial incentives.

4 hours, 1 trimester, 3 credits

BUAD 683: MODERN TECHNIQUES FOR DECISION MAKING AND STRATEGIC PLANNING

Prerequisite: BUAD 603

Study of theories, methods, and techniques related to the decision making process and strategic planning in enterprises. Emphasis will be given to creative solutions and the effective management of managerial functions in domestic and global environments.

4 hours, 1 trimester, 3 credits

BUAD 684: PUERTO RICAN TAX LITIGATION

Prerequisites: BUAD 672 and BUAD 681

Study of the tax litigation procedures required by the different administrative agencies and courts. Discussion of administrative and judicial procedures, the application of tax litigation in both state and municipal forums.

4 hours, 1 trimester, 3 credits

BUAD 688 FINANCIAL MARKETS

Prerequisite: BUAD 602

This course focuses on the study of the changing nature of financial markets. A major focus is on the principal elements of the controversy of theory and practice in the area of financial markets. In addition, special efforts are placed on the analysis of the role of finance in the economy and monetary policy.

4 hours, 1 trimester, 3 credits

BUAD 690 INTERNATIONAL ORGANIZATIONAL BUSINESS POLICY

Prerequisite: BUAD 619

A study of managerial, economic, operations, entrepreneurial, and local, regional, and international laws that affect the establishment and development of a business organization in different international environments. Discussion includes the analysis of several economic regions in the global environment and specific key countries in each region. Emphasis is given to the business protocol and etiquette that must be followed and respected in each region and country in order to achieve the organizational goals.

Recruitment techniques, training activities, evaluation, retention, continuing education, motivation, conflict resolution, respect of diverse cultural traditions, promotion and demotion within a cultural diverse business environment is discussed.

4 hours, 1 trimester, 3 credits

BUAD 695: INTERNATIONAL SEMINAR

Prerequisite: BUAD 619

Study and research in special topics in the area of international business. Emphasis will be given to special issues of interest for enterprises in Puerto Rico, the Caribbean, North and South America, Europa, Asia, Africa, and Oceanía.

4 hours, 1 trimester, 3 credits

BUAD 697 CULTURAL AND ORGANIZATIONAL ENVIRONMENT

Prerequisite: BUAD 603

The goal of this course is to develop awareness on the importance of cultural aspects from a global point of view and the effects it has on productivity. We will analyze the principle cultural systems and the variables that define nations. Some of these are languages, space, body language, (monochromic-polychromic), silence noise, dress, habits, management styles, religion, values, work etiquette. By the end of the course the student will be able to identify and manage cultural differences efficiently in a way for these differences to become assess for the organization. Furthermore allowing these resources to become a value added for the organization in the global competitive market.

4 hours, 1 trimester, 3 credits

BUAD 710: MARITIME LOGISTICS

A thorough analysis of maritime capabilities in facilitating contemporary supply chains from a global perspective: examines the supply chain needs of the end customer as well as those of the maritime entities. Topics include ship ownership and operation, intermodal transportation management, port and terminal operations, outsourcing, legislative developments, and supply chain security.

4 hours, 1 trimester, 3 credits

BUAD 711: MARITIME LAWS

The course covers the areas of historical and present day admiralty law, with emphasis on maritime transportation, contracts in the maritime field, as well as cargo and insurance claims. Other topics include

U.S. constitutional issues, maritime law and federalism, and maritime jurisdiction in cases related to contracts.

4 hours, 1 trimester, 3 credits

BUAD 712: INTERNATIONAL TRANSPORTATION MANAGEMENT

A study of the management of various modes of transportation with particular emphasis on maritime and intermodal issues; examination of transportation economics and policies in a global context including activities of key interest groups, governmental and nongovernmental organizations, and contemporary market trends.

4 hours, 1 trimester, 3 credits

BUAD 713: EXPORT / IMPORT OPERATIONS AND SUPPLY CHAIN SECURITY

Analysis of export and import processes, international payment processes, international transportation choices and optimization, third party service providers, and risk management followed by supply chain security analysis, including planning, mitigation, detection, response and recovery, and the role of public and private stakeholders in supply chain security.

4 hours, 1 trimester, 3 credits

BUAD 714 PORT AND TRANSPORTATION SECURITY MANAGEMENT

The course is designed to centralize in the study of the different modes of transportation, their history, importance and security, including discussion of regulations, legislation, and treaties that local, national, and international trade must follow and comply with. The impact of the Homeland Security Enhancement Act, the Patriot Act, and the Domestic Security Act and their impact on business activities are analyzed. The use of technologies, devices, and strategies in ports and cargo handling is discussed.

4 hours, 1 trimester, 3 credits

BUAD 715 INTERNATIONAL HUMAN RESOURCES MANAGEMENT

Prerequisites: BUAD 613

This course focuses on development and management of human resources (HR) in an international environment. Students evaluate the importance of human capital to business performance, regardless of their size, as well as, the effects of culture and experience on working styles. Topics include international staffing, expatriation and repatriation, training, benefits, union and employee relations, labor law, and health and safety issues.

4 hours, 1 trimester, 3 credits

BUAD 720 RESEARCH PROJECT

Prerequisites: BUAD 600, BUAD 602, BUAD 606, BUAD 608, BUAD 611, BUAD 614 and BUAD 619

Formal research in Business Administration areas, individually or with a maximum of two students, under Faculty supervision.

4 hours, 1 trimester, 3 credits

BUAD 724 CULTURAL AND BUSINESS EXPERIENCE

This seminary is oriented to the experience of an educational and cultural travel abroad related to the administration of a business entity in the global environment. The topics will be geared, among other to international business, the cultural environment, the role of women in business administration, globalization, managing human resources, SME's, financial, political, legal and economic aspects. Includes an analysis of business management and culture based on the Social Doctrine of the Catholic Church.

4 hours, 1 trimester, 3 credits

BUAD 740 ENTREPRENEURIAL PROJECT

Prerequisite: BUAD 600, BUAD 602, BUAD 606, BUAD 608, BUAD 611 and BUAD 619

Practical study of the creation and development of a business: viability study; sources of financing, technology and human resources; distribution channels, government requirements, and crisis management.

4 hours, 1 trimester, 3 credits

BUAD 778 ACADEMIC AND CULTURAL TOUR II

Prerequisite: BUAD 724

This course is offered in the traveling mode. Involves visits to a destination in the world with a multi-disciplinary and academic focus. Through visits and academic conferences holistically preprogrammed destination to visit is presented. The student will relate their field of study with the country visited. Some of the areas of academic interest include cultural, social, artistic, religious, educational, linguistic, architectural, scientific, or business, among others.

15 to 90 hours, 1 trimester, 1 to 6 credits

INCO 600 INTRODUCTION TO MARKETING INTEGRATED COMMUNICATION

(Equivalent to BUAD 638)

An overview of the disciplines that make up integrated communications, including marketing and how this fosters the establishment of effective branding. The student will learn how advertising, public relations and marketing interact in order to achieve the marketing objectives.

4 hours, 1 trimester, 3 credits

INCO 601 WRITING FOR THE MEDIA (Equivalent to BUAD 664)

The course emphasizes the design and the preparation of the written documents used in the mass media and the business environment: letter, press release, article by public relations and speech. It is framed in the development and practice of the skills needed for the proper drafting of texts. A workshop that empowers students with the proper techniques for the development of written messages.

4 hours, 1 trimester, 3 credits

INCO 610 PUBLIC RELATIONS IN ACTION

The course provides experience in public relations practices. Students will participate in activities which includes: drafting of press releases, public relations strategies and tactics development, media plan design, crisis management among others.

4 hours, 1 trimester, 3 credits

INCO 615 PROMOTION AND ADVERTISING

This course provides understanding on how advertising and promotion function in the integrated communications for a brand.

4 hours, 1 trimester, 3 credits

INCO 620 BRAND EQUITY MANAGEMENT

This course provides an understanding of how to develop, measure and manage a brand. It provides a background of the content and context of the decisions of brand management. Also includes discussion of strategies and tactics to build and develop a brand. Provides attention to brand management, new product introduction, the brand management over time and creative decisions in favor of the brand.

4 hours, 1 trimester, 3 credits

INCO 621 CREATIVE STRATEGIES

The course provides a comprehensive approach on the creative strategy and its role in the process of the integrated marketing communications. Students will work on the creative aspect in the areas of print advertising, electronic advertising, direct marketing and strategies of traditional and interactive media that coexist in an integrated message, taking into account the highest ethical and moral standards.

4 hours, 1 trimester, 3 credits

INCO 630 CORPORATE SOCIAL RESPONSIBILITY

The course provides a global overview of corporate social responsibility and explore unique communication challenges that this presents. It also promotes the development of strategies and tactics to respond to this trend. Through research and case study the issue of corporate social responsibility is explored and a strategy will be developed as a final class project.

4 hours, 1 trimester, 3 credits

INCO 635 CRISIS MANAGEMENT

Development of strategies for the communication response in crisis situations. This course provides the tools for the advanced of the emergency communication and the image restoration of a person, enterprise or organizations that had passed through media crisis. Includes an intensive study of crises cases and the development of communications plans in crisis with local and international focus and supported in the highest ethics and Christian standards.

4 hours, 1 trimester, 3 credits

INCO 645 HEALTH MARKETING

The course involves the analysis, evaluation and implementation of marketing strategies in the environment of the health and directed care industry.

4 hours, 1 trimester, 3 credits

INCO 646 LEGAL ASPECTS IN THE INTEGRATED COMMUNICATIONS

Study of the legal aspects in the integrated communications. Discussion of the 4th and 8th section of the Bill of Rights in the Constitution of the Commonwealth of Puerto Rico and the first amendment in the Constitution of the United States of America. Analysis of the concepts inherent in the integrated

communications, such as: freedom of speech and press, censure of information, communication media, public relations and copyright, amongst others, from the morale-ethical principles of the **Social Doctrine** of our Catholic Church and the law in use.

4 hours, 1 trimester, 3 credits

INCO 650 INTEGRATED COMMUNICATIONS CAMPAIGN

Provides the opportunity for students to apply the accumulated knowledge gained in their integrated communications courses through the development of a campaign or a communications plan.

4 hours, 1 trimester, 3 credits

COLLEGE OF GRADUATE STUDIES

COLLEGE OF GRADUATE STUDIES IN BEHAVIORAL SCIENCES AND COMMUNITY AFFAIRS

Dr. Hernan A. Vera Rodriguez, Dean

DIRECTORS: Dr. Catherine Oliver Franco, Graduate School of Social Work; Dr. Néstor Torres Rentas, CRC, Director, Graduate School of Social Sciences; Dr. Iliá Rosario Nieves, Graduate School of Psychology, Dr. Héctor J. Velázquez González, CRC, Coordinator Rehabilitation Counseling Program.

FACULTY:

Core Courses: Dr. Laura Pietri Gómez, Ildelfonso Torres Rodríguez, J.D., M.S.S., Dr. Arvin Báez Rivera, Dra. Coral Dávila, Dr. Hernán A. Vera Rodríguez, Profa. Elsie Ruiz Santana, J.D., M.S.S.

Social Work: Dr. Wilma González Ríos, Dr. José O. Reyes Rivera, Dr. Hilda Burgos Ocasio, Dr. Javier Solís Rivera, Prof. Marilyn García Echevarría, Prof. Jesús García Rivera, Prof. Edgar Colón Santos, Prof. Cristina Maldonado de La Peña.

Social Sciences: Prof. Elsie Ruiz Santana, J.D., M.S.S., Dr. Hernán A. Vera Rodríguez, Dr. Héctor J. Velázquez González, CRC, Prof. Ana Serrano García, CRC, LRC, Dr. Néstor Torres Rentas, CRC, Ildelfonso Torres Rodríguez, J.D., M.S.S., Dr. Sandra Ramos López, Fernando Pacheco Valcourt, JD.

Industrial/Organizational Psychology: Dr. Ángela Velázquez Lugo, Dr. Ernesto Rosario Hernández, Dr. Roberto González Valles, Dr. Arvin Báez Rivera, Dr. Marilis Cuevas Torres.

Clinical Psychology: Dr. Iliá Rosario Nieves, Dr. Nilde Cordoliani Alvarado, Dr. Ana R. Pinilla Díaz, Dr. Eva Magaly Quiñones, Dr. Marisol Camacho Santiago, Dr. Margarita Maldonado Galarza, Dr. Norma García Trabal, Dr. Joanie Morales Santiago, Dr. Ana Plaza Montero, Prof. Carmen I. Rivera Lugo, Dr. Ada Túa Rivera, Dr. Laura Pietri Gómez, Dr. Nilde Defendini Cordoliani, Dr. Marian Álvarez Torres, Dr. Verónica Vélez González, Dr. Esther Quintero Cartagena.

HISTORY

The College of Graduate Studies in Behavioral Sciences and Community Affairs is an academic unit, which pursues the development and administration of graduate programs and research in behavioral sciences and community affairs. The College emerges from efforts of two colleges: the College of Arts and Humanities and the College of Science in 1996 and becomes an independent unit in the academic year 2000. In accordance with the mission and philosophy of integral education of the Pontifical Catholic University of Puerto Rico, the primary objective of the College is to provide students with a well-grounded basis and ample knowledge in their field of specialization and with Christian principles and moral values.

OBJECTIVES

1. Prepare professionals in harmony with the philosophy mission and goals of Pontifical Catholic University of Puerto Rico.
2. Encourage students to continue studies at the doctoral level in areas related to Behavioral Sciences and Community Affairs.
3. Promote research that will help understand the causes of social problems and human behavior as well as to find moral solutions to these problems.
4. Encourage graduate students to use and apply interdisciplinary models with an open dialogue between Theology and the Social Sciences.
5. Provide adequate knowledge on theories, techniques, and skills that will help students to understand the human and social realities of their environment, so that they can contribute to its transformation.
6. Make real and effective the presence of Catholic professionals in jobs in the public and private sectors of our economy.

PROGRAMS OF STUDY

The College of Graduate Studies offers programs leading to the following degrees:

- A. Doctoral Program in Philosophy with specialization in Industrial/Organizational Psychology (Ph.D.)
- B. Doctoral Program in Clinical Psychology (Psy.D.)
- C. Doctoral Program in Philosophy Clinical Psychology (Ph.D.)
- D. Master of Science with specialization in:
 - Clinical Psychology
 - Industrial/Organizational Psychology
- E. Master of Social Sciences with Specialization in:
 - Criminology
 - Public Administration
 - Rehabilitation Counseling
- F. Master of Social Work
 - Clinical Area

COURSES OF INSTRUCTION

All the programs of the College have the same curricular structure:

- Core Courses
- Courses in the area of specialization

GOVERNMENT AND ADMINISTRATION

The College of Graduate Studies is managed by a Dean who is appointed by the University's President. Each graduate school has a Director and the Rehabilitation Counseling Program has a Coordinator.

SPECIALIZED ACCREDITATIONS

Since the year 2008, the Council on Rehabilitation Education (now CACREP) has accredited our Rehabilitation Counseling Program. Similarly, the Council on Social Work Education has accredited the Master of Social Work (MSW) offered in our Ponce Campus since 2008. This program received its reaccreditation in 2016 for the Ponce Campus and its initial accreditation for the Arecibo Campus.

CORE COURSES

GENERAL COURSES

THEO 633	Dignity of the Human Person	2 credits
THEO 634	Marriage and Family	2 credits
TOTAL CREDITS		4 credits
GRCC 602	Advanced Statistical Methods	2 credits
GRCC 603	Advanced Social Research	3 credits
GRCC 604	Administrative Theory	2 credits
GRCC 605	Family Law	2 credits
GRCC 606	Human Development	2 credits
TOTAL CREDITS		11 credits

COURSE DESCRIPTION

THEO 633 DIGNITY OF THE HUMAN PERSON

Discussion of the dignity of the human person, in light of revelations and the teachings of the Church, as the image of God endowed with liberty and based on Christ. Study of other related themes, such as the interdependence between the individual and social environment, moral problems, which surround him or her, and the formation of human and Christian attitudes and virtues by means of educated moral actions.

2 hours, 1 semester, 2 credits

THEO 634 MARRIAGE AND FAMILY

Marriage as a human entity. The sacredness of Christian marriage. Matrimony, sacrament of salvation and love. The Christian vow of marriage and its indissolubility. Canonical matrimonial legislation: rights, benefits, and impediments. Preparation for marriage. Divorce as a social and pastoral problem. Family ministry in the light of Christian matrimony.

2 hours, 1 semester, 2 credits

GRCC 602 ADVANCED STATISTICAL METHODS

Focus on the basic principles of statistic theory, its application, and interpretation of data. Discussion of descriptive statistic techniques and principles of predictive and inferential statistics. Introduction to the analysis and presentation of statistical data.

2 hours, 1 semester, 3 credits

GRCC 603 ADVANCED SOCIAL RESEARCH

Emphasis on the study of diverse methods and techniques applicable to research in the areas of Public Administration, Criminology, Gerontology, Psychology, Social Work, and Rehabilitation Counseling. Use of computerized systems in the specific phases of the research process will be emphasized.

3 hours, 1 semester, 3 credits

GRCC 604 ADMINISTRATIVE THEORY

A multidisciplinary approach to the search for relevant material which can be integrated to give a theoretical basis for administrative or organizational phenomena at three levels: institutional, managerial, and technical. Exploration of various structure types, human behavior, and the administrative processes used in organizations. Review of the historical, economic, and sociopolitical context in which the discussed theories have developed.

2 hours, 1 semester, 2 credits

GRCC 605 FAMILY LAW

Critical and profound legal analysis in the context of law of the challenges which the family encounters and therefore society.

2 hour, 1 semester, 2 credits

GRCC 606 HUMAN DEVELOPMENT

Discussion and analysis of the theories of human development from a holistic perspective. Study of human development from conception until death as well as the role of the future professional of human behavior in his/her relationship with the individual families and communities.

2 hours, 1 semester, 3 credits

GRADUATE SCHOOL OF SOCIAL SCIENCES

GRADUATE PROGRAM IN PUBLIC ADMINISTRATION

DR. Néstor Torres Rentas, CRC, Director

FULL TIME FACULTY: Dr. Hernán A. Vera Rodríguez, Elsie Ruiz Santana, J.D., M.S.S., Fernando Pacheco Valcourt, J.D., Dr. Héctor Velázquez González, CRC,

PART TIME FACULTY: Ildfonso Torres, JD, MSS.

OBJECTIVES

Help to professionalize public officials from all levels of public administration through the offering of advanced courses in diverse areas of this academic field.

1. Provide public officials who lack formal studies in public administration with necessary knowledge to efficiently perform their functions.
2. Give a holistic education to students who are preparing for a career in the public sector.
3. Promote scientific research aimed at the improvement of Puerto Rican Public Administration.
4. Promote ethics, social justice, and efficiency as guidelines for administrative action in the public sector.

ADMISSION REQUIREMENTS

1. A bachelor's degree from an accredited higher learning institution.
2. A grade point average of 2.75 or higher on a 4.00 scale.
3. A score of 400 points or higher on EXADEP; or a score of 1,200 points or more in the general part of the Graduate Record Examination (GRE).
4. A successful interview with the Admission Committee.
5. Mastery of basic communication skills in English and Spanish.
6. Computer literacy.
7. Three letters of recommendation.
8. An admission fee (\$25.00).

GRADUATION REQUIREMENTS

In addition to the courses, all Public Administration Graduate Students must:

1. Obtain a GPA of no less than 3.00 points on a 4.00 scale and B or better in all specialty courses,
2. Successfully approve the a thesis, or
3. Satisfactory approval of the comprehensive examination and the approval of a research seminar (project) in the course GPUA 640, Research Seminar in Public Administration.

PREREQUISITES

All applicants to the Master of Social Science in Public Administration Program of PCUPR should have completed the following prerequisite courses at the undergraduate level:

1. Social Research
2. Statistics
3. Theory of the Organization or Foundations of Management
4. Introductory Public Administration

If an applicant has not fulfilled one or several of the previously mentioned prerequisites, the admission committee may, at its discretion, grant him or her a conditional admission to the program and allow the applicant to take a maximum of two graduate courses per semester until he/she presents evidence of fulfillment of the program's prerequisites.

MASTER IN PUBLIC ADMINISTRATION

REQUISITE COURSES:	CREDITS
GENERAL COURSES	4
SPECIALTY COURSES	24
CORE COURSES	11
ELECTIVE COURSES	6

PROGRAM SEQUENCE BY SEMESTERS AND YEARS

FIRST YEAR		
FIRST SEMESTER		
COURSE		CREDITS
THEO 633	Dignity of the Human Person	2
GRCC 602	Statistical Methods	2
GRCC 604	Administrative Theory	2
GRCC 605	Family Law	2
TOTAL CREDITS		8
SECOND SEMESTER		
COURSE		CREDITS
GRCC 603	Advanced Social Research	3
GRCC 606	Human Development	2
THEO 634	Marriage and Family	2
GPUA 620	Theory of Public Administration	3
TOTAL CREDITS		10

SECOND YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GPUA 621	Administration of Human Resources in the Public Sector	3
GPUA 635	Constitutional Law	3
GPUA 622	Management Information Systems for Public Administration	3
TOTAL CREDITS		9
SECOND SEMESTER		
COURSE		CREDITS
GPUA 623	Policy Analysis	3
GPUA 626	Fiscal Policy and Financial Analysis in the Public Sector	3
GPUA ELE/ Internship	Elective Course **Professional Internship	3
TOTAL CREDITS		9
THIRD YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GPUA 624	Administrative Law	3
GPUA 641	Integrative Seminar in Public Administration	3
GPUA 637/ GPUA 640	*Thesis/ Research Seminar In Public Administration	3
TOTAL CREDITS		9
TOTAL CREDITS		45

*Students may choose between a thesis or a research seminar (project) and the comprehensive exams (GPUA 798 & 799).

**Only students who lack administrative experience should enroll in this course which should be taken in the fourth semester.

COURSE DESCRIPTION

SPECIALTY COURSES

GPUA 620 THEORY OF PUBLIC ADMINISTRATION

Analysis of the evolution of Public Administration as a science and a field of action. Study of the diverse schools of thought, paradigms, and models which have impinged on the development of this discipline. Study of the historical aspects of the development of the public function in Puerto Rico as well as its contemporary situation in other countries.

3 hours, 1 semester, 3 credits

GPUA 621 ADMINISTRATION OF HUMAN RESOURCES IN THE PUBLIC SECTOR

Study of the nature and evolution of personnel administration with emphasis on the origin and systems of merit. Specific areas of study include: recruitment and selection, promotions, transfers, demotions, training and retention.

3 hours, 1 semester, 3 credits

GPUA 622 MANAGEMENT INFORMATION SYSTEMS FOR PUBLIC ADMINISTRATION

Prerequisites: Computer Literacy

Study of the diverse computerized systems for management support (IS) with special emphasis on decision support systems (DSS), group decision support systems (GDSS), and the expert systems (ES).

Discussion of the most recent developments in the organization of divisions and departments, computerized management support, and the automation of administrative offices.

3 hours, 1 semester, 3 credits

GPUA 623 POLICY ANALYSES

Study of the process of policy making: formulation, bargaining, implementation, and termination of social policy. Analysis of the present day situation of diverse areas of our public policy, such as: health, education, economic growth, conservation of natural resources, while emphasizing the political and economic elements that surround the process.

3 hours, 1 semester, 3 credits

GPUA 624 ADMINISTRATIVE LAW

Analysis of the different doctrines and principles involved in the administrative process and executed in the light of the Uniformed Administrative Procedure Law of Puerto Rico and the Jurisprudence created by the Supreme Court of Puerto Rico. A group of cases assigned to students will enable them to visualize the application of the doctrine.

3 hours, 1 semester, 3 credits

GPUA 626 FISCAL POLICY AND FINANCIAL ANALYSIS IN THE PUBLIC SECTOR

Analysis of the fiscal policy of the public sector: its importance, the process of its formulation, implementation, and evaluation, as well as the tools to implement it. The study of the relation between this and other public policy areas in Puerto Rico. Study of the basis of financial analysis in the public sector.

3 hours, 1 semester, 3 credits

GPUA 634 SUPERVISED PROFESSIONAL INTERNSHIP

Prerequisites: GPUA 620, GPUA 621, GPUA 622, GPUA 623, GPUA 624, GPUA 626, and GPUA 635

Internship, under the supervision of a professor, in government agencies or non-profit organizations which perform public function.

This internship provides student with experiences in an administrative context as well as in the technical level of management.

The course also provides a seminar where students can share experiences through class discussions and the preparation of a portfolio and establish links between experience and theories presented in other courses of the program. Only students who lack administrative experience should register in this course.

3 hours, 1 semester, 3 credits

GPUA 635 CONSTITUTIONAL LAW

Study and analysis of the fundamental principles and doctrines of the constitution of the Commonwealth of Puerto Rico and of the United States, in light of the jurisprudence created by the Supreme Courts of the United States and of Puerto Rico.

3 hours, 1 semester, 3 credits

GPUA 637 THESIS

Prerequisites: Approval of the specialty courses.

The thesis will consist of research in the area of public administration under the tutelage of an advisory professor. It should represent a contribution to the wealth of knowledge in the area of public administration. In the first part of the course, the student will write a thesis proposal. Upon its approval by the professor, the student will proceed with the operational phases of his/her research. If necessary, students will register for the second semester of the course to complete the research. 3 hours, 1 semester, 3 credits

GPUA 640 RESEARCH SEMINAR IN PUBLIC ADMINISTRATION

Prerequisite: Approval of Comprehensive Exams

Development of research seminar (project) in which the student will demonstrate the abilities acquired in the master's program. The research will be oriented toward public administration subject matters. It will be done under the supervision of a faculty member.

3 hours, 1 semester, 3 credits

GPUA 641 INTEGRATIVE SEMINAR IN PUBLIC ADMINISTRATION

This course integrates the basic concepts and skills acquired in the Master in Social Sciences with a specialization in Public Administration. An organizational analysis, in which the student will integrate the concepts and will apply the essential techniques, demonstrating mastery of the discipline, will take place.

3 hours, 1 semester, 3 credits

GPUA 798 COMPREHENSIVE EXAM – CORE COURSES

Prerequisite: All core degree courses, except the thesis and elective.

The student will be in the stages of preparation and taking the core courses part of the comprehensive exam toward the Master Program in Public Administration.

0 hours, 1 semester, 0 credits

GPUA 799 COMPREHENSIVE EXAM – SPECIALTY COURSES

Prerequisite: All specialty courses, except the thesis and elective.

The student will be in the stages of preparation and taking the specialization courses part of the comprehensive exam toward the Master Program in Public Administration.

0 hours, 1 semester, 0 credits

ELECTIVE COURSES

GPUA 625 LABOR RELATIONS IN THE PUBLIC SECTOR

Study of the origin and development of the work movements in Puerto Rico; labor relations in the public administration systems and in the private sector; the legal and procedural aspects of the administrative system of government personnel; and the applicable portions of the Social Doctrine of the Church.

3 hours, 1 semester, 3 credits

GPUA 628 CONTEMPORARY ISSUES IN PUBLIC ADMINISTRATION SEMINAR

Study of the latest theoretical and practical developments in the field of public administration. The seminar will present topics not discussed in other program courses.

GPUA 630 MUNICIPAL ADMINISTRATION IN PUERTO RICO

Study of the theoretic basis for the origin of municipal government. Legal and structural basis of municipalities with emphasis on the relation between municipal administration and the executive and legislative authorities in the light of the Puerto Rican experience.

3 hours, 1 semester, 3 credits

GPUA 631 COMPARATIVE ADMINISTRATIVE SYSTEMS

Prerequisite: GPUA 620

Comparative study of administrative systems. Emphasis on the analysis of the English, American, French, German, Spanish, and Puerto Rican administrative systems.

3 hours, 1 semester, 3 credits

GPUA 632 PROGRAM ADMINISTRATION

Prerequisite: GPUA 620

Analysis of the diverse phases in the process of administrative programming: planning, establishment of the organizational structure, decision making process, implementation, obtaining and managing funds, evaluation and termination of social programs and its relation with the surrounding offices. Emphasis on the diverse management techniques used in the administration of programs.

3 hours, 1 semester, 3 credits

GPUA 633 SEMINAR ON PRODUCTIVITY IN PUBLIC SERVICE

Comprehensive study of productivity in public service; factors which affect it and its problems.

Discussion of the difficulty of measuring productivity in public service as well as diverse methods and techniques utilized to increase it.

3 hours, 1 semester, 3 credits

GPUA 724 ACADEMIC-CULTURAL TRIP (STUDY ABROAD TRIP) I

This course is offered in the form of a trip to a foreign country with a multidisciplinary approach. Through visits and scheduled conferences, a holistic perspective of the destination to visit is presented. The student will relate the educational and socio-cultural experiences gained in the journey to their academic discipline or area of interest: cultural, social, artistic, religious, educational, linguistic, architectural, scientific or

business, among others. To be considered in the validation or substitution of a course, the student must prepare a manuscript or document with pictures, information and documents, and meet the criteria laid down in its curriculum. It is recommended the director of the department oriented the student previously the trip.
15-90 hours, 1 semester, 1-6 credits

GPUA 778 ACADEMIC – CULTURAL TRIP (STUDY ABROAD TRIP) II

This course provides a second vision in relation to a trip to a foreign country with a multidisciplinary approach. Through visits and conferences scheduled holistically destination to visit is presented. The student will acquire a global conscience by relating the country visited to their study discipline. Area of interest as applicable: cultural, social, artistic, religious, educational, linguistic, architectural, scientific, or business, among others. This course requires completion of a field study or comparative research and presenting it in an open forum.

15 – 90 hours, 1 semester, 1 – 6 credits

GRADUATE SCHOOL OF SOCIAL SCIENCES

Dr. Néstor Torres Rentas, CRC, Director

FULL TIME FACULTY: Dr. Hilda Burgos Ocasio, Dr. Laura Pietri Gómez, Dr. Héctor Velázquez González, Dr. Hernán A. Vera Rodríguez, Fernando Alvarado Valcourt, JD., Dr. Sandra Ramos López

PART TIME FACULTY: Dr. Edwin Asencio Pagán, Dr. Maribell Lorenzo Moreno, Dr. Kanyra Olivera.

OBJECTIVES

1. To deepen the knowledge in the field of criminology and to prepare professionals in this academic field.
2. To develop in students a critical and broad perspective of criminal conduct.
3. To help understand human behavior from various perspectives, namely: social, legal, moral, and Christian.
4. To promote scientific analysis of the causes of crime and to propose alternatives for the treatment and rehabilitation of delinquents.
5. To promote scientific research of the criminal phenomenon.

ADMISSION REQUIREMENTS

1. A bachelor's degree from an accredited higher education institution
2. A grade point average of 2.75 or higher on a 4.00 scale
3. A score of 400 points or higher on EXADEP; or a score of 1,200 points or more in the general part of the Graduate Record Examination (GRE).
4. A successful interview with the Admission Committee
5. Mastery of oral and written skills in English and Spanish
6. Computer Literacy

7. Three letters of recommendation
8. An admission fee (\$25.00).

GRADUATION REQUIREMENTS

In addition to the courses, all Criminology Graduate Students must:

1. Obtain a GPA of no less than 3.00 points on a 4.00 scale and a B or better in all major courses.
2. Successfully approve the thesis or satisfactorily complete the comprehensive exams and the Research Seminar (Project) in Criminology.

PREREQUISITES

All applicants to the Master of Criminology of PUCPR should have completed the following prerequisite courses at the undergraduate level:

- Social Research
- Statistics
- Theory of Social Deviance and Criminology

If an applicant has not fulfilled one or several of the previously mentioned prerequisites, the admission committee could, at its discretion, confer him or her a conditional admission to the program and allow the applicant to take a maximum of two graduate courses per semester until he/she presents evidence of fulfillment of the program's pre-requisites.

MASTER IN CRIMINOLOGY

REQUISITE COURSES:	CREDITS
GENERAL COURSES	4
SPECIALTY COURSES	24
CORE COURSES	11
ELECTIVE COURSES	6

PROGRAM SEQUENCE BY SEMESTERS AND YEARS

FIRST YEAR		
FIRST SEMESTER		
COURSE		CREDITS
THEO 633	Dignity of the Human Person	2
GRCC 602	Statistical Methods	2
GRCC 604	Administrative Theory	2
GRCC 605	Family Law	2
TOTAL CREDITS		8

SECOND SEMESTER		
COURSE		CREDITS
GRCC 603	Advanced Social Research	3
GRCC 606	Human Development	2
THEO 634	Marriage and Family	2
GCRI 620	Criminology	3
TOTAL CREDITS		10
SECOND YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GCRI 631	Victimology	3
GCRI 622	Criminal and Juvenile System in Puerto Rico	3
GCRI 626	Models of Treatment and Prevention in Criminology	3
TOTAL CREDITS		9
SECOND SEMESTER		
COURSE		CREDITS
GCRI 630	Penology	3
GCRI 624	Psychosocial Aspects of Criminal Behavior	3
GCRI ELE	Elective in Criminology	3
TOTAL CREDITS		9
THIRD YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GCRI 625	Public Policy and Criminology	3
GCRI ELE	*Professional Internship	3
GCRI 637/640	**Thesis/Research Seminar in Criminology	3
TOTAL CREDITS		9
TOTAL CREDITS		45

*Students who did not do an internship in criminology as part of their bachelor's degree should take this as one of their elective courses. The Program Director can substitute this course for another elective as his /her discretion

**Students may choose between a thesis or a research seminar (project) and the comprehensive exams (GCRI 798 & 799).

COURSE DESCRIPTION

SPECIALTY COURSES

GCRI 620 CRIMINOLOGY

Prerequisite: Undergraduate course in Theory of Social Deviance and Criminology

The integrated study of behavior and the search of social, psychological, and biological factors which attempt to explain the complexity of antisocial behavior. Analysis of diverse criminological currents and methods of study in order to obtain a broader vision of social reality.

The criminological policy and its importance in the implementation of programs on the level of prevention as well as treatment will also be studied.

3 hours, 1 semester, 3 credits

GCRI 621 RESEARCH METHODS AND TECHNIQUES IN CRIMINOLOGY

Prerequisite: GRCC 602, GRCC 603 and GCRI 620

Study of the steps in the process of scientific research as well as the most used investigation methods in the field of criminology and criminal justice policy. Analysis of studies of criminology and criminal justice policy. Analysis of studies completed in various facets of criminal justice research.

3 hours, 1 semester, 3 credits

GCRI 624 PSYCHOSOCIAL ASPECTS OF CRIMINAL BEHAVIOR

Study of the factors which influence criminal behavior. Discussion of cognitive and operative motivational processes of deviant and criminal behavior. Analysis of personal, social, ecological, economic, political, and religious factors which incur on criminal behavior in Puerto Rico.

3 hours, 1 semester, 3 credits

GCRI 625 PUBLIC POLICY AND CRIMINOLOGY

Study of public policy as a discipline within administrative policy, as a program of action within the confines of applied decision making and social research and as a method of evaluation, in light of the Puerto Rican reality. In depth analysis of the different components and steps in the process of establishing public policy and its application to the field of criminology and criminal justice.

3 hours, 1 semester, 3 credits

GCRI 626 MODELS OF TREATMENT AND PREVENTION IN CRIMINOLOGY

Prerequisites: GCRI 620 and GCRI 622

Study of diverse treatment modalities in the rehabilitation of delinquents. Analysis of the strategies and specific and general prevention techniques of the criminal justice and juvenile system of Puerto Rico. Analysis of the basic theories of the modalities of treatment and prevention and their relation to public policies in these areas.

3 hours, 1 semester, 3 credits

GCRI 630 PENOLOGY

Study of the diverse means of suppression, punishment, and security measures as well as the social reaction toward the phenomenon of crime. Course will provide students with ample and inclusive knowledge of penology from Christian perspective and values.

3 hours, 1 semester, 3 credits

GCRI 631 VICTIMOLOGY

Analysis of the criminal act from the victim's perspective; the relation between the victim, assailant, and the criminal/juvenile justice systems and the role of the victim in the criminal act. Study of the nature and extent of the phenomenon of victimization, contribution of victimology in the field of criminology, in the light of Christian values.

3 hours, 1 semester, 3 credits

GCRI 637 THESIS

Prerequisite: Satisfactory completion of comprehensive examination.

A research paper on a theme related to the contents of the program, rigorously developed using scientific methods and resulting in a greater knowledge of the area of criminology.

3 hours, 1 semester, 3 credits

GCRI 640 RESEARCH SEMINAR IN CRIMINOLOGY

Prerequisite: Approval of the Comprehensive Exams

Development of a research seminar (project) in which the student will demonstrate the skills learned in the master's program. The research will be oriented toward criminology subject matters and will be done under the supervision of a faculty member.

3 hours, 1 semester, 3 credits

GCRI 798 COMPREHENSIVE EXAM – CORE COURSES

Prerequisite: All core courses, except the thesis and elective.

The student will be in the stages of preparation and taking the core courses part of the comprehensive exam toward the Master Program in Criminology.

0 hours, 1 semester, 0 credits

GCRI 799 COMPREHENSIVE EXAM – SPECIALTY COURSES

Prerequisite: All specialty courses, except the thesis and elective.

The student will be in the stages of preparation and taking the specialization courses part of the comprehensive exam toward the Master Program in Criminology.

0 hours, 1 semester, 0 credits

ELECTIVE COURSES

GCRI 621 RESEARCH METHODS AND TECHNIQUES IN CRIMINOLOGY

Prerequisite: GRCC 602, GRCC 603 and GCRI 620

Study of the steps in the process of scientific research as well as the most used investigation methods in the field of criminology and criminal justice policy. Analysis of studies of criminology and criminal justice policy. Analysis of studies completed in various facets of criminal justice research.

3 hours, 1 semester, 3 credits

GCRI 622 CRIMINAL AND JUVENILE JUSTICE SYSTEM IN PUERTO RICO

Study of the historic, social, and legal bases of the components of the Criminal and Juvenile Justice System in Puerto Rico. Critical analysis of its functioning.

3 hours, 1 semester, 3 credits

GCRI 623 ADMINISTRATION OF PROGRAMS OF CRIME PREVENTION AND TREATMENT

Study of the nature of organizations which administer prevention programs and criminal processing. Analysis of the administrative process of decision making, effectiveness, and planning. Analysis of the difficulties in implementing prevention policies and criminal processing.

3 hours, 1 semester, 3 credits

GCRI 627 CRIMINAL JUSTICE SYSTEM IN PUERTO RICO

Study of the historic, social, and legal bases of the components of the Criminal System in Puerto Rico. Critical analysis of its functioning.

45 hours, 1 semester, 3 credits

GCRI 628 SEMINAR ON CONTEMPORARY ISSUES IN CRIMINOLOGY

Study of the latest theoretical and practical developments in the fields of Criminology and Criminal Justice. The seminar will present topics not discussed in other program courses.

3 hours, 1 semester, 3 credits.

GCRI 632 PROCEDURAL CRIMINAL LAW

Study of the criminal process in Puerto Rico. Analysis of the principle aspects of Procedural Law, with special emphasis on criminal investigation, arrest, prosecution, bail, and judgment. Critical assessment of each topic.

3 hours, 1 semester, 3 credits

GCRI 633 CRIMINAL INVESTIGATION

Study of the knowledge, methods, and existing procedures in criminal investigation which lead to the identification of the perpetrator or perpetrators of punishable acts.

Emphasis on the process for the establishment, gathering, preservation, and study of the evidence leading to the identification, arrest, and determination of the degree of guilt of the criminal.

3 hours, 1 semester, 3 credits

GCRI 634 SCIENTIFIC EVALUATION OF PROGRAMS

Prerequisite: GRCI 621; GRCI 623

Discussion of social scientific method. Differences between basic scientific-social and applied research. Application of the scientific-social method to the evaluation of program achievements in the administration of criminal and juvenile justice with discussion of examples, illustrations, and exercises.

3 hours, 1 semester, 3 credits

GCRI 635 PROFESSIONAL INTERNSHIP

Prerequisite: Approval of all specialization course except Thesis.

Experiences of intervention in actual setting under the supervision of a professor of the discipline. Discussion of problems related to interventions. Course includes 140 hours of field experience and 20 lecture hours.

3 hours, 1 semester, 3 credits

GCRI 636 JUVENILE DELINQUENCY

The integrated study of behavior and the pursuit of social, psychological, sociological and biological factors that make up the complexity of deviant and criminal behavior in minors. Various theories in sociology and criminology will be analyzed and the use of scientific methods in order to obtain a more comprehensive view of the social reality of juvenile delinquency will be discussed. Criminological policy and its importance will also be considered in the implementation of programs at the level of either prevention or treatment and monitoring of criminal and deviant behavior in minors.

3 hours, 1 semester, 3 credits

GCRI 724 ACADEMIC-CULTURAL TRIP (STUDY ABROAD TRIP) I

This course is offered in the form of a trip to a foreign country with a multidisciplinary approach. Through visits and scheduled conferences, a holistic perspective of the destination to visit is presented. The student will relate the educational and socio-cultural experiences gained in the journey to their academic discipline or area of interest: cultural, social, artistic, religious, educational, linguistic, architectural, scientific or business, among others. To be considered in the validation or substitution of a course, the student must prepare a manuscript or document with pictures, information and documents, and meet the criteria laid down in its curriculum. It is recommended the director of the department oriented the student previously the trip.

15-90 hours, 1 semester, 1-6 credits

GCRI 778 ACADEMIC – CULTURAL TRIP (STUDY ABROAD TRIP) II

This course provides a second vision in relation to a trip to a foreign country with a multidisciplinary approach. Through visits and conferences scheduled holistically destination to visit is presented. The student will acquire a global conscience by relating the country visited to their study discipline. Area of interest as applicable: cultural, social, artistic, religious, educational, linguistic, architectural, scientific, or business, among others. This course requires completion of a field study or comparative research and presenting it in an open forum.

15-90 hours, 1 semester, 1-6 credits

COMBINED PROGRAM IN CRIMINOLOGY (B.A. / M.S.S.)

The combined program objectives meet institutional goals. It is well known that social control problems that reflect on the high incidence of crime, illegal trafficking of arms and drugs, and other forms of socially deviant behavior, are the responsibility of all citizens. Hence, the need to train professional personnel with a humanistic vision and scientific attitude.

The combined program provides students the opportunity to make their bachelor's and master's degree in a period of five (5) years; thus reducing their period of study and 20 credits, in comparison with students that pursue both degrees in the traditional way. Students will take a total of 156 credits, since six (6) graduate credits will be credited towards their bachelor's degree. In total, the student of the combined program will take 128 credits at the undergraduate level and 28 graduate level credits. In contrast, students enrolled in our traditional programs have to approve 131 undergraduate credits and 45 credits at the graduate level.

In this program, students can start their post-graduate studies when they enter their fourth year of their bachelor's. If for any reason the student does not continue studies, he/she can still obtain the bachelor's degree in Criminology. Subsequently, if the student desires it, he/she can complete his studies and achieve master's degree.

Seeking to meet the needs and demands of the students, the program offers students the opportunity to obtain two degrees in less time, resulting in an attractive for them.

The combined program aims to:

1. Provide students a basic theoretical knowledge, principles and skills in the practical field of Criminology
2. Promote in students a critical and aware attitude of crime.
3. Provide a solid foundation for students to be motivated to continue graduate studies in Criminology in the institution.
4. Train students so they can get employed in the public and private sectors, according to labor demands and needs of Puerto Rico.
5. Highlight ethical and Christian Catholic values in a competent academic program and consequently represent a real alternative for an integral education in the field of criminology.
6. Attract to the field of Criminology students with potential that can help improve the quality of life of the people.
7. Reduce study time by combining two degrees, which will result in an attractive for the student.
8. Deepen the knowledge in the area of Criminology in order to prepare professionals in the field.
9. Provide students with a scientific view of the phenomenon of crime and propose alternatives to help in the rehabilitation and treatment of felons.
10. Promote scientific research of crime and crime – related phenomena in Puerto Rico.

11. Enable the student to get a critical and comprehensive view of the criminal conduct.
12. Help the student to understand human behavior from a legal, moral, social, and Christian perspective.

ADMISSION REQUIREMENTS

The Department requires the student to fulfill the following requirements for admission to the specialty:

- a) To have approved the basic courses in Social Sciences 110, and Political Science 110, with a grade of C or more. *
- b) Go through an evaluation interview with the Admissions Committee.
- c) To graduate from the bachelors you must have approved six (6) credits at a Masters level.

GRADUATION REQUIREMENTS

In addition to the Graduate Program courses in Criminology, it is necessary that all students comply with the following:

1. Obtain a GPA not less than 3.00 on a 4.00 scale and approve all specialty courses with a higher grade of B.
2. Approve the thesis successfully or pass the comprehensive examination and a Criminology Research Project.

FIRST YEAR		
FIRST SEMESTER		
COURSE		CREDITS
SOCI 110	Introd to the social sciences: Social and cultural aspects	3
SPAN 141	Reading, writing and Speech for communication I	3
MATH 117	Fundamental College Mathematics I	3
ENGL 115	Oral communication and listening comprehension	3
THEO 130	The Divine Revelation	3
HIST 116	Computer Application Human	3
PHED 107	Health and Physical Fitness	1
ORIE	Introduction University Life I	*
TOTAL CREDITS		19
SECOND SEMESTER		
COURSE		CREDITS
POSC 110	Introduction Social Science: Politics	3
SPAN 142	Reading, writing and Speech for communication II	3
MATH 118	Fundamental College Mathematics II	3

ENGL 201	Basic Principles of Reading and Writing	3
THEO 131	The Church of Christ	3
CHEM 117	General Science: Physical Science	3
PHED (Elective)	Elective	1
ORIE	Introduction University Life II	*
TOTAL CREDITS		19
SECOND YEAR		
FIRST SEMESTER		
COURSE		CREDITS
SOCI 218	Statistic Method Social Sciences	3
CRIM 250	Criminology	3
HIST 103	Western Civilization I	3
SPAN 205	Introduction Study Literature	3
ENGL 213/214	Engl: Advanced Reading Skills / Advanced Composition	3
SOCI ELECTIVE	Elective	3
TOTAL CREDITS		18

SECOND SEMESTER		
COURSE		CREDITS
SOCI 305	Social Research	3
SOCI 213	Sociology	3
SOCI ELECTIVE	Elective	3
HIST 104	Western Civilization II	3
SPAN ELECTIVE	Elective	3
THEO 132	The Christian Family	3
TOTAL CREDITS		18
THIRD YEAR		
FIRST SEMESTER		
COURSE		CREDITS
CRIM 350	Social Deviance in Minors	3
CRIM 353	Penology	3
CRIM ELECT	Elective	3
BIOL 118	General Sciences: Biological Sciences	3
SPAN ELECT	Elective	3

PHIL 207	Elementary Logic	3
TOTAL CREDITS		18
SECOND SEMESTER		
COURSE		CREDITS
CRIM 355	Criminal Justice System in Puerto Rico	3
CRIM 314	Social Problems	3
CRIM ELECT	Elective	3
PHIL 312	Philosophy of Man	3
HIST ELECT	Elective	3
ART 101 or MUSI 102	Art Appreciation or Music Appreciation	3
TOTAL CREDITS		18
FOURTH YEAR		
FIRST SEMESTER		
COURSE		CREDITS
SOCI 325	Social Anthropology	3
SOCI ELECT	Elective	3
PHIL 340	Ethics	3
HIST 253	History of Puerto Rico (Condensed)	3
THEO 633	Dignity of the Human Being	2
GRCC 604	Administrative Theory	2
GRCC 602	Statistical Methods	2
TOTAL CREDITS		18
SECOND SEMESTER		
COURSE		CREDITS
THEO 634	Marriage and Family	2
GRCC 603	Advanced Social Research	3
GRCC 606	Human Development	3
GCRI 620	Criminology	2
TOTAL CREDITS		10
FIFTH YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GCRI 631	Victimology	3
GCRI 625	Public Policy and Criminology	3

GCRI 626	Models of Treatment and Prevention in Criminology	3
TOTAL CREDITS		9
SECOND SEMESTER		
COURSE		CREDITS
GCRI 624	Psychosocial Aspects of Criminal Behavior	3
GCRI 637/340	Thesis/Research Seminar (Project) in Criminology	3
GCRI ELECT	Elective In Criminology	3
TOTAL CREDITS		9
GRAND TOTAL CREDITS		156

**GRADUATE SCHOOL OF SOCIAL SCIENCES
MASTER IN SOCIAL SCIENCES IN REHABILITATION COUNSELING**

Dr.. Néstor Torres Rentas, CRC, Director

Dr. Héctor Velázquez González, CRC, Coordinador

FACULTY: Dr. Héctor Velázquez González, CRC, Dr. Néstor Torres Rentas, CRC, Ana Serrano Rivera, CRC, LRC, Dr. Kanyra Olivera, CRC

OBJECTIVES

1. Apply knowledge of disability – related laws, rules, regulations, policies as well as ethical standards to their work as Rehabilitation Counselors.
2. Educate citizens and consumers regarding the rights of people with disabilities.
3. Integrate Christian values such as respect for the dignity of the human person in their daily work.
4. Understand and interpret medical/psychological information in order to use it in rehabilitation planning, career counseling, and decision – making.
5. Indicate environmental, attitudinal, and social variables that affect the integration of people with disabilities to society and to work.
6. Put into practice their knowledge of family dynamics and family systems as well as the effects of disabilities in the family.
7. Integrate relevant theories into their work as Rehabilitation Counselors.
8. Determine consumer eligibility for rehabilitation services.
9. Apply their case management knowledge to their work with Rehabilitation Counseling clients.
10. Make use and promote the use of assistive technology to help people with disabilities achieve their vocational and independent living goals.
11. Make effective use of government and community resources in the provision of services to people with disabilities.

12. Adequately administer and interpret vocational assessments in different settings.
13. Assist unemployed persons with disabilities to select and pursue suitable and attainable vocational goals.
14. Apply adequate counseling skills and techniques to different rehabilitation populations.
15. Apply their knowledge of social research and statistics to the study of research problems related to their profession.
16. Identify the different stages of human development and the impact of different disabilities in those stages.
17. Apply different administrative, supervision, and leadership theories to actual work contexts.
18. Understand their roles as Rehabilitation counselors in the federal, state, local, and community based – Rehabilitation Systems and agencies.
19. Perform their jobs in an ethical matter, with a great deal of diligence and professionalism, care for persons with disabilities, and in accordance with the values and teachings of the Catholic Church.
20. Approve the Puerto Rico License and the CRC certification.

ADMISSION REQUIREMENTS

The following are the admission requirements:

1. A bachelor's degree from an accredited university or college.
2. A grade point average of 2.75 on a 4.00 scale.
3. A score of 400 points or higher on EXADEP; or a score of 1,200 points or more in the general part of the Graduate Record Examination (GRE).
4. 70 points out of 100 on an interview (in Spanish and English) with the program's admission committee. If a student fails the interview (less than 70 points), he/she cannot be admitted to the program, despite their qualifications in other areas.
5. Excellent communication skills (oral, written, reading) in Spanish and English
6. Computer literacy.
7. Undergraduate coursework in Statistics and Social Research (with grades of B or more) is required. If the student does not have such coursework, but comply with the other requirements, the committee may confer him/her provisional admission to the program. However, these requisites have to be completed in their first academic year.

GRADUATION REQUIREMENTS

In order to successfully graduate from the program, students should:

1. Approve a program of study of 60 credits with a G.P.A. of 3.00 on a 4.00 scale above.
2. Approve all specialty courses with a grade of "B" or more.
3. Complete a 100-hour practicum in Rehabilitation Counseling.
4. Complete a 600-hours internship.
5. Approve a comprehensive exams (VORH 798 and 799) and complete a research paper in the course Research Seminar (VORH 640) or.
6. Complete a Thesis (VORH 650) (Thesis option does not require the approval comprehensive exam).

PREREQUISITES*

All applicants to the Master of Social Sciences in Rehabilitation Counseling Program should have completed the following prerequisite courses at the undergraduate level:

1. Social Research (3 credits)
2. Statistics (3 credits)

*If applicant has not fulfilled one or various of the previously mentioned prerequisites, the admission committee may, at its discretion, grant him or her a conditional admission to the program and allow the applicant to take a maximum of two graduate courses per semester until he/she presents evidence of fulfillment of the program's prerequisites.

CURRICULUM SEQUENCE

The program provides two curriculum sequences, one of 2.5 years and one of 3 (three) years to accommodate the particular situation of each student. Students may select the sequence that meets their needs, but must remain in it until completion of the degree *

MASTER IN REHABILITATION COUNSELING

REQUISITE COURSES:	CREDITS
GENERAL COURSES	4
SPECIALTY COURSES	39
CORE COURSES	11
ELECTIVE COURSES	3

REHABILITATION COUNSELING CURRICULUM Curriculum Sequence (2.5 years)

FIRST YEAR		
FIRST SEMESTER		
COURSE		CREDITS
VORH 620	Introduction to Rehabilitation Foundations	3
VORH 623	Medical and Psychosocial Aspects of Disability I	3
VORH 632	Theories in Rehabilitation Counseling	3
GRCC 606	Human Development	2
TOTAL CREDIT		11
SECOND SEMESTER		
COURSE		CREDITS

VORH 625	Medical and Psychosocial Aspects of Disability II	3
VORH 634	Techniques in Rehabilitation Counseling	3
VORH 629	Psychiatric Rehabilitation	3
VORH 631	Job Placement	3
	TOTAL CREDITS	12
SUMMER		
	COURSE	CREDITS
GRCC 604	Administrative Theory	2
GRCC 602	Advanced Statistical Methods	2
	TOTAL CREDITS	4
SECOND YEAR		
FIRST SEMESTER		
	COURSE	CREDITS
VORH 621	Case Management in Rehabilitation	3
THEO 633	Dignity of the Human Being	2
GRCC 603	Advanced Social Research	3
VORH 635	Practicum (100 hours)	3
	TOTAL CREDITS	11
SECOND SEMESTER		
	COURSE	CREDITS
VORH 630	Assessment and Vocational Evaluation	3
VORH 636	Internship I (300 hours) (1 st Semester)	3
THEO 634	Marriage and Family	2
	TOTAL CREDITS	8
SUMMER		
	COURSE	CREDITS
VORH 626	Group and Family Counseling	3
GRCC 605	Family Law	2
	TOTAL DE CREDITS	5
THIRD YEAR		
FIRST SEMESTER		
	COURSE	CREDITS
VORH 637	Internship II (300 hours) (2 nd Semester)	3
VORH*	Elective	3
VORH 640	Research Seminar in Rehabilitation Counseling, or	0
VORH 650	Thesis	0

	TOTAL CREDITS	6
	GRAND TOTAL CREDITS	57

Curriculum Sequence (3 years)

FIRST YEAR		
FIRST SEMESTER		
	COURSE	CREDITS
VORH 620	Introduction to Rehabilitation Foundations	3
VORH 623	Medical and Psychosocial Aspects of Disability I	3
VORH 632	Counseling Theories in Rehabilitation	<u>3</u>
	TOTAL CREDITS	9
SECOND SEMESTER		
	COURSE	CREDITS
VORH 625	Medical and Psychosocial Aspects of Disability II	3
VORH 634	Counseling Skills and Techniques	3
VORH 629	Psychiatric Rehabilitation	<u>3</u>
	TOTAL CREDITS	9
SUMMER		
	COURSE	CREDITS
GRCC 604	Administrative Theory	2
GRCC 602	Advanced Statistical Methods	<u>2</u>
	TOTAL CREDITS	4
SECOND YEAR		
FIRST SEMESTER		
	COURSE	CREDITS
VORH 621	Case Management in Rehabilitation	3
VORH 626	Group and Family Counseling	3
GRCC 603	Advanced Social Research	<u>3</u>
	TOTAL CREDITS	9
SECOND SEMESTER		
	COURSE	CREDITS
VORH 630	Assessment and Vocational Evaluation	3
VORH 635	Practicum (100 hours)	3

THEO 633	Dignity of the Human Being	<u>2</u>
	TOTAL CREDITS	8
SUMMER		
	COURSE	CREDITS
VORH 631	Job Placement	3
GRCC 606	Human Development	<u>2</u>
	TOTAL CREDITS	5
THIRD YEAR		
FIRST SEMESTER		
	COURSE	CREDITS
GRCC 605	Family Law	2
VORH 636	Internship I (300 hours) (1 st Semester)	3
THEO 634	Marriage and Family	<u>2</u>
	TOTAL CREDITS	7
SECOND SEMESTER		
	COURSE	CREDITS
VORH 637	Internship II (300 hours) (2 nd Semester)	3
VORH 640*/ VORH 650	Research Seminar in Rehabilitation Counseling, or Thesis	3
VORH**	Elective	3
	TOTAL CREDITS	9
	GRAND TOTAL CREDITS	57

TOTAL 57 CREDITS

*Students may choose between a thesis or a research seminar (project) and the comprehensive exams (VORH 798 & 799).

COURSE DESCRIPTION

SPECIALTY COURSES

VORH 620 INTRODUCTION TO REHABILITATION FOUNDATIONS

Introductory course to human rehabilitation. It serves as a general introduction to disability issues, the rehabilitation process, and the profession of rehabilitation counseling at the graduate level. The course is designed as a foundation for subsequent course work in the rehabilitation counseling curriculum in which students begin to develop the theoretical and practical knowledge upon which the specific competencies of rehabilitation counselors are based. This multidisciplinary knowledge base includes rehabilitation history,

legislation, philosophy, sociological perspectives on disability and rehabilitation, available community services, and consumer perspectives.

3 credits, 1 semester, 3 hours.

VORH 621 CASE MANAGEMENT IN REHABILITATION

Course devoted to the study of case management; public/private sector rehabilitation case management; process and practices; community resources and service coordination; individual assessment; individualized service planning and implementation; independent living: philosophy, practices, and outcomes; reasonable accommodations in employment, education, and living settings; the forensic rehabilitation expert; the life care plan: development, implementation, and management; computer applications in case management; and case management: monitoring and evaluation process, performance, and outcomes.

3 credits, 1 semester, 3 hours.

VORH 623 & 625 MEDICAL & PSYCHOSOCIAL ASPECTS OF DISABILITY I & II

This course covers the most common medical aspects of diverse physical, sensory, cognitive, developmental, and chronic illnesses and disease (CID) processes, and the functional limitations and capacities typically associated with these conditions. The etiology, major symptoms, diagnostic procedures, treatment modalities, and common psychosocial and vocational correlates of CID and disabling conditions will be discussed. This course is also designed to develop your knowledge of the historical and current social, cultural, spiritual, physical and psychological factors that directly and indirectly affect the quality of life, adjustment, and full societal participation of individuals with disabling conditions and the effects of disablement on the individual, family members, and society.

3 credits, 1 semester, 3 hours

VORH 626 GROUP AND FAMILY COUNSELING

Through this course students are trained in individual, group, and family counseling theory, intervention, and practices; behavior and personality theories; and human growth and development. Students will learn to view themselves as the primary point of contact for an individual with a disability seeking and others rehabilitation services, and as the person ultimately responsible for the kind and quality of services that are delivered throughout the rehabilitation process. It will focus on the attitudes, skills, and knowledge that a counselor brings to the relationship and the key areas addressed in this issue.

3 credits, 1 semester, 3 hours

VORH 629 PSYCHIATRIC REHABILITATION

The rehabilitation of persons with psychiatric disabilities requires a working knowledge of the essential components of these disorders including: symptomatology, diagnostic criteria, treatment, and prognosis. In addition, the cultural, ethnic, socioeconomic, vocational, and personal and social implications are also essential considerations in treatment planning and counseling. This course emphasizes a biopsychosocial approach to psychiatric rehabilitation. Students will acquire knowledge of the field through lecture, assigned readings, small group work, and independent library research. These activities are designed to familiarize

students with the psychiatric population, community-based service delivery, and individualization of rehabilitation planning based on the unique makeup and needs of the consumers.

3 credits, 1 semester, 3 hours

VORH 630 ASSESSMENT AND VOCATIONAL EVALUATION

This course will focus on the assessment and appraisal of individuals involved in the rehabilitation process. It provides an orientation to vocational, psychometric, and independent living assessment instruments and processes. Modifications and adaptations necessary for use with persons who have various disabilities and varied ethnic backgrounds, particularly the Spanish-speaking individual will be emphasized. In addition to more traditional assessments, observational techniques will be included. Students will be exposed to the interpretation of assessment information and how it is used in rehabilitation planning. Students will be instructed in the administration and adaptation of specific vocational evaluation instruments.

3 credits, 1 semester, 3 hours.

VORH 631 JOB PLACEMENT

This course will provide students with the background, understanding, and skills needed to assist persons with disabilities to successfully select and pursue a vocational goal. The class will include both theory and practical application. Content will address major theories of career development and practical applications related to career counseling, job seeking skills which promote competitive employment outcomes based on choice, as well as, the needs of the employer and the marketplace. Information related to the effects of disability on vocational choice, labor market information (national, regional, and local), and reasonable accommodations in the workplace are some of the core areas to be studied. Although many skills to be mastered are practical in nature, students will be required to complete field-based assignments.

3 credits, 1 semester, 3 hours.

VORH 632 THEORIES IN REHABILITATION COUNSELING

This course is designed to acquaint students with the major counseling theories which include: analytic approaches (Psychoanalytic therapy, Adlerian therapy), action based theories (Reality therapy, Behavior therapy, Cognitive-Behavior therapy), experiential and relationship-oriented theories (Existential therapy, Person-centered therapy, Gestalt therapy), and systems theories (Feminist therapy, and Family therapy). Techniques and strategies from each theory will be presented to show how they can be used to assist clients in overcoming problems and adjusting to life events, including disability related issues. In addition, professional, ethical, gender, and multi-cultural issues in counseling practice will be over viewed.

3 credits, 1 semester, 3 hours

VORH 634 TECHNIQUES IN REHABILITATION COUNSELING

Prerequisites: VORH 632

The purpose of this course is to provide a basic overview of the current counseling techniques used in rehabilitation counseling and rehabilitation client services. Structured learning experiences for development of competencies in utilization of the techniques with rehabilitation clients will be emphasized. Students will be provided with both didactic (lecture) and an experiential learning situations focusing upon empathic communication. This course is devoted to learning to use basic counseling techniques. Students will be

given opportunity to practice counseling skills through counseling dyads with fellow students. A systems approach to the rehabilitation process is stressed in the course.

3 credits, 1 semester, 3 hours

VORH 635 PRACTICUM

Prerequisites: VORH 621; VORH 626, VORH 630, VORH 631, VORH 632, and VORH 634 –, OR consent of instructor.

The purpose of the practicum is to provide students with an initial 100-hour minimum training experience working with persons with disabilities in a pre-approved agency or rehabilitation setting. This initial experience promotes personal growth; it also allows students the opportunity to develop their counseling skills, have direct experience working as a rehabilitation counselor for persons with disabilities, learn to function as part of a rehabilitation team, and develop a sense of coordinating services with other community agencies. In-class sessions serve to complement student experiential training by allowing for weekly group and individual supervision with the Coordinator pertaining to site experiences, and student self-assessment of abilities/weaknesses encountered in the setting.

3 credits, 1 semester, 100 hours

VORH 636/637 INTERNSHIP

Prerequisites: Students must have completed all other required coursework before they can begin their internship.

A 600-hour supervised internship in a selected local/state, federal or non-profit Vocational Rehabilitation setting. It is expected that students demonstrate and improve their knowledge, skills, and abilities in the following clinical practice areas: assessment and appraisal; diagnosis and treatment planning; vocational counseling, individual and group counseling interventions; case management, referral and service coordination; consultation services, job analysis, job development and placement. The internship ideally should be comprised of an organized sequence of increasingly complex, supervised activities in which the intern is given the opportunity to act as a responsible professional. The internship should provide students with experiences to increase awareness and understanding of diverse populations and promote cultural competence and personal growth. The internship serves as a link between classroom preparation and entry into employment in the rehabilitation field.

6 credits, 2 semesters, 600 hours

VORH 640 RESEARCH SEMINAR IN REHABILITATION COUNSELING

Prerequisites: approval of the comprehensive examination completion of most required courses and clearance by the Department Chair or Coordinator.

Students will develop a research paper under the direction of a faculty member.

0 credit, 1 semester, 3 hours

VORH 650 THESIS

Under the supervision of a mentor or counselor, the student will be required to develop a thesis that demonstrates the skills acquired in the master's courses. The thesis should contribute to the wealth of knowledge within the field of rehabilitation counseling. At the beginning of the course, the student will write and present a thesis proposal. Once the proposal has been approved, the student will begin the operational

phases of the investigation. The student must be enrolled for two consecutive semesters in order to fulfill this requirement.

0 credits, 2 semesters, 3 hours

VORH 798 COMPREHENSIVE EXAM – CORE COURSES

Prerequisite: All core courses, except the thesis and elective.

The student will be in the stages of preparation and taking the core courses part of the comprehensive exam toward the Master Program in Rehabilitation Counseling.

0 hours, 1 semester, 0 credits

VORH 799 COMPREHENSIVE EXAM – SPECIALTY COURSES

Prerequisite: All specialty courses, except the thesis and elective.

The student will be in the stages of preparation and taking the specialization courses part of the comprehensive exam toward the Master Program in Rehabilitation Counseling.

0 hours, 1 semester, 0 credits

ELECTIVE COURSES*

VORH 628 FAMILY AND DISABILITY

The course presents an overview of working with families that are experiencing a disability. It analyses the impact of change on the family throughout the life span and personalizes the role and potential of the family from an experiential and theoretical framework. The course focuses on appreciating the impact of loss and change on the family and understanding the physical and emotional stress on a family member experiencing a chronic illness or a disabling condition. Students are expected to understand the multidimensional impact of illness, loss, and disability on the family throughout the life span and recognizing family behaviors that are conducive or non-facilitative to treatment and rehabilitation. Course explores role relationships in a family and the family role shifts that occur in a chronic illness or disabled condition of a family member. Family intervention models will be addressed.

3 credits, 1 semester, 3 hours

VORH 633 SPECIAL TOPICS/ASSISTIVE TECHNOLOGY

This course is designed to study applications of technology to assist people with disabilities to become more fully integrated in all aspects of their lives. The course focuses on assistive technology tools, strategies, and support services. Students will be provided with a general overview of types of assistive technology. It is intended to equip students with a set of skills in assisting individuals with disabilities select assistive technology to eliminate or reduce their resulting limitations. The course will focus on practical applications, both high tech and low tech, for eliminating or reducing functional limitations.

3 credits, 1 semester, 3 hours

VORH 724 ACADEMIC-CULTURAL TRIP (STUDY ABROAD TRIP) I

This course is offered in the form of a trip to a foreign country with a multidisciplinary approach. Through visits and scheduled conferences, a holistic perspective of the destination to visit is presented. The student will relate the educational and socio-cultural experiences gained in the journey to their academic discipline.

or area of interest: cultural, social, artistic, religious, educational, linguistic, architectural, scientific or business, among others. To be considered in the validation or substitution of a course, the student must prepare a manuscript or document with pictures, information and documents, and meet the criteria laid down in its curriculum. It is recommended the director of the department oriented the student previously the trip.
15-90 hours, 1 semester, 1-6 credits

Note: Due to the specialized accreditation that this program of this program, this course can only be taken in excess of the courses required for the Master's Degree, as an additional elective course. Enrollment requires approval by the Program Director and Dean.

VORH 778 ACADEMIC – CULTURAL TRIP (STUDY ABROAD TRIP) II

This course provides a second vision in relation to a trip to a foreign country with a multidisciplinary approach. Through visits and conferences scheduled holistically destination to visit is presented. The student will acquire a global conscience by relating the country visited to their study discipline. Area of interest as applicable: cultural, social, artistic, religious, educational, linguistic, architectural, scientific, or business, among others. This course requires completion of a field study or comparative research and presenting it in an open forum.
15-90 hours, 1 semester, 1-6 credits

Note: Due to the specialized accreditation that this program of this program, this course can only be taken in excess of the courses required for the Master's Degree, as an additional elective course. Enrollment requires approval by the Program Director and Dean

GPUA 623 POLICY ANALYSIS

Study of the process of policy making: formulation, bargaining, implementation, and termination of social policy. Analysis of the actual situation of diverse areas of our public policy, such as: health, education, economic growth, conservation of natural resources, while emphasizing the political and economic elements that surround the process.
3 credits, 1 semester, 3 hours

GPUA 625 LABOR RELATIONS IN THE PUBLIC SECTOR

Study of the origin and development of the work movements in Puerto Rico; labor relations in the public administration systems and in the private sector; the legal and procedural aspects of the administrative system of government personnel; and the applicable portions of the Social Doctrine of the Church.
3 credits, 1 semester, 3 hours

CPSY 620 SYSTEMS AND THEORIES OF PERSONALITY

Critical analysis of the notion of personality in the light of current theories. Consideration of historical evaluation of the concept of personality and the socio-historic conditions which made their emergence possible. Study of the principal system and theories concerning personality as the central concept to the traditional paradigm of clinical psychology.
3 credits, 1 semester, 3 hours

CPSY 630 ADVANCED ABNORMAL PSYCHOLOGY

Prerequisite: CPSY 620

Discussion of the theories, causes, diagnoses, and treatment of the principal emotional and behavioral dysfunctions recognized in DSM IV – TR.

3 credits, 1 semester, 3 hours

IPSY 687 MENTAL HEALTH IN THE WORK PLACE

Description and clarification of those desirable work place elements which promote mental health of all in the organization. Identification of the principle factors associated with excessive stress, as well as the most common behavior disorders. The course content will be confined to the Puerto Rican social-cultural context.

3 credits, 1 semester, 3 hours

IPSY 689 LABOR LEGISLATION

Study and analysis of labor legislation and jurisprudence of Puerto Rico and the United States concerning the determination of wages, hours, marginal benefits, and other working conditions. Include in study: workers constitutional rights, unemployment insurance, anti-discrimination laws, occupational security and health.

3 credits, 1 semester, 3 hours

CLSW 615 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT

Analysis of the theories that explain and predict human behavior; the impact of the social structures; the social problems and the social policies that guide social research, provide credibility to the profession, and are socially and ideologically constructed.

Analysis of the global vision of the theories, their historical context, fundamental concepts, and variations. Discussion of contemporary issues related to the theory; implications to the social work practice and a critical analysis of the theory.

3 hours, 1 semester, 3 credits

CLSW 617 SOCIAL POLICY AND THE SOCIAL WELFARE SYSTEM

This course presents the study and analysis of the policy and social welfare service concepts. Social welfare services are examined, as well as their relation with current social policies. The social worker's role as social policy analyst is emphasized.

3 hours, 1 semester, 3 credits

CLSW 628 ADDICTION AND THE FAMILY INSTITUTION

Study of addiction to alcohol and other drugs, acquired immune deficiency syndrome (AIDS), and their effects. Analysis of the magnitude of the problem and its impact on the family. Study of diverse intervention methods on the preventative and rehabilitative levels

3 hours, 1 semester, 3 credits

CPSY 621 PHYSIOLOGICAL PSYCHOLOGY

A profound analysis of the concepts, theories, and processes related to human biological functioning.

Familiarization with the theoretical and technical framework used in psychobiology and in neuro-psychology

for evaluation and treatment.
3 hours, 1 semester, 3 credits

CLSW 618 FAMILY THERAPY

Prerequisites: CLSW 615, CLSW 617, CLSW 616

The family intervention is emphasized in this course, utilizing family therapy as a tool. The social system theory is used as framework. Different theories and techniques related to family therapy are discussed.
3 hours, 1 semester, 3 credits

GREED 652 - CAREER DEVELOPMENT

Prerequisite: GREED 650

An examination of career development as related to the work of the teacher and the counselor; acquisition, evaluation, classification, and use of occupational information in guidance -- at the elementary, secondary, and university levels, with special attention to the development of a Directory of Occupational Titles and Information Services in Puerto Rico. The need for existential and total life counseling and middle age career changing are discussed.

4 hours, 1 trimester, 3 credits

GREED 711 - ADVANCED ABNORMAL PSYCHOLOGY

Prerequisite: GREED 605

The course includes the discussion of the theories, causes, diagnosis, and treatment of the principal emotional dysfunctions and of known behaviors in the DSMIVR.

4 hours, 1 trimester, 3 credits

GPIA 621 ADMINISTRATION OF HUMAN RESOURCES IN THE PUBLIC SECTOR

Study of the nature and evolution of personnel administration with emphasis on the origin and systems of merit. Specific areas of study include: recruitment and selection, promotions, transfers, demotions, training and retention.

3 hours, 1 semester, 3 credits

Note: *Other elective courses can be authorized by the program coordinator or the Dean of the College.**

GRADUATE SCHOOL OF CLINICAL PSYCHOLOGY

Dr. Iliá Rosario Nieves, Director

FULL TIME FACULTY: Dra. Iliá Rosario Nieves, Dra. Ana R. Pinilla Díaz, Dra. Eva Magaly Quiñones, Dra. Marisol Camacho Santiago, Dra. Ana Plaza Montero, Dra. Verónica Vélez González, Dra. Laura Pietri Gómez.

PART TIME FACULTY: Dra. Marian Álvarez Torres, Dr. Pierre Altieri Sotomayor, Dra. Esther Quintero Cartagena, Dra. Nilde Defendini Cordoliani, Dra. Nilde Cordoliani Alvarado, Dra. Margarita Maldonado Galarza, Dra. Norma García Trabal, Dra. Joanie Morales Santiago, Profa. Carmen I. Rivera Lugo, Dra. Ada Túa Rivera

GENERAL OBJECTIVES

1. Promote the theoretical- practical knowledge necessary to effectively engage in the competent practice of psychology.
2. Develop capable professionals of psychology who are able to function with social and Christian conscience and ethics, in order to meet the demand of psychological services by individuals, families, groups, organizations, industries, and the community in general.
3. Prepare psychologists with ample knowledge of Puerto Rican reality, which qualifies them for developing a vision of the human being as a whole.
4. Prepare psychologist able to incorporate the biological, cognitive, affective, sociocultural, and historical dimensions of the human being in the analysis and treatment in order to develop a systemic and holistic approach.
5. Promote attention to problems related to specific human scenarios which encourage specialized intervention and investigation in areas such as Forensic Psychology, Family Therapy, and Clinical Community Psychology.
6. Encourage attitudes for scientific, creative, and critical research framed within a commitment to ethical-professional standards.
7. Contribute to the Christian formation of students through analysis of psychosocial phenomena from a Catholic set of values and point of view.
8. Promote the responsible exercise of rational abilities and freedom of action among students.
9. Contribute to the improvement of undergraduate programs through exchange of ideas and activities with the graduate programs.

SPECIFIC OBJECTIVES, MASTER OF SCIENCES IN CLINICAL PSYCHOLOGY

1. Ascertain that the students know, apply, and evaluate the theoretical and methodological basis of clinical psychology such as; theories of personality, psychopathology, and psychotherapy.
2. Develop well-grounded basis for statistical reasoning and its application in collecting, analyzing and interpreting data on the behavioral sciences.
3. Train the students on interviewing techniques and the administration and interpretation of psychological tests.
4. Develop group and individual therapeutic strategies that can help people deal more effectively with their environment.
5. Provide the students with basic research skills and their application to psychology.
6. Contribute to the Christian formation of students which will enable them to perform their function within the framework of human respect and universal concern.
7. Prepare students with the knowledge and skills needed to continue studies at the doctoral level.

SPECIFIC OBJECTIVES, PSY. D. IN CLINICAL PSYCHOLOGY

To prepare professionals of specialized knowledge, in diverse areas of the psychological realm of action and specific skills, oriented to the practice, intervention, and application of Clinical Psychology.

1. Who know the historical development of Clinical Psychology, its research methods and its applications.
2. Who acquire and demonstrate substantial understanding and knowledge of the theoretical, methodological and scientific foundations of clinical practice in the areas of Human Development, Individual Differences, Dysfunctional Behavior, and Professional Standards and Ethics.
3. Who can define and diagnose problems through psychological evaluation and psychometrics.

SPECIFIC OBJECTIVES, Ph. D. IN CLINICAL PSYCHOLOGY

1. The preparation of psychologists capable of conducting basic scientific research which improves the discipline's epistemological level.
2. The formation of Psychologists capable of formulating theoretical models that take into account the cultural diversities and historical foundations that constitute the human subject.
3. The formation of individuals trained to design, construct and use empirical as well as alternative research methodologies.
4. The qualification of students in theoretical formulations that allow the design, construction and normalization of instruments and techniques to advance the applied knowledge and field of Clinical Psychology.
5. The preparation of Doctors of Philosophy, with specialization in Clinical Psychology, who are able to assume the ethical commitment, social responsibility and critical orientation deemed necessary for a psychologist of the next millennium.

STUDY PROGRAMS

1. Master of Sciences in Clinical Psychology (M.S.)
2. Doctoral Program in Clinical Psychology (Psy.D.)
3. Doctoral Program in Philosophy Clinical Psychology (Ph.D.)

ADMISSION REQUIREMENTS

1. A bachelor's degree from an accredited higher learning institution.
2. A grade point average of 2.75 (Bachelor); 3.00 (Master) or higher on a 4.00 scale.
3. A score of 400 points or higher on EXADEP; or a score of 1,200 points or more in the general part of the Graduate Record Examination (GRE).
4. Pass an interview with the Admissions Committee.
5. Mastery of basic communication skills in English and Spanish.
6. Computer Literacy.
7. Three letters of recommendation.
8. Admission fee (\$50.00 Ph. D. or Psy. D.), (\$25.00 M.S).

9. All applicants to PUCPR'S Masters, Ph. D. or Psy.D. of Clinical Psychology

PREREQUISITES

Program should have completed the following prerequisite courses at the undergraduate level:

1. General Psychology
2. Social Psychology
3. Abnormal Psychology
4. Social Research
5. Statistics

GRADUATION REQUIREMENTS

For the Master's degree:

- Obtain a GPA of no less than 3.00 points on a 4.00 scale and B or better on all specialty courses.
- Successfully approval of 54 credits including 11 core credit courses, 4 generals credits courses, and 39 credits of required 600-level courses -
- Successfully approve the thesis, or
- Satisfactory completion of the comprehensive exams and a Research Seminar (Project)

For the doctoral degrees:

- Successfully approval of 80 credits including 11 core credit courses, 4 generals credit courses, 50 credits of required 600-level and 800-level courses and 15 credits of elective courses
- Approval of the doctoral candidate examination
- Successfully approve the dissertation.

STUDY PROGRAMS

1. MASTER OF SCIENCES IN CLINICAL PSYCHOLOGY

COURSES	CREDITS
General Courses	4
Specialty Courses	39
Core Courses	11

CURRICULAR SEQUENCE

MASTER OF SCIENCE IN CLINICAL PSYCHOLOGY (M.S.)

FIRST YEAR		
FIRST SEMESTER		
COURSE		CREDITS
THEO 633	Dignity of the Human Person	2

GRCC 602	Advanced Statistical Methods	2
GRCC 606	Human Development	2
CPSY 611	Ethical Considerations Seminar	2
CPSY 620	Systems and Theories of Personality	3
TOTAL CREDITS		11

SECOND SEMESTER		
COURSE		CREDITS
GRCC 604	Administrative Theory	2
GRCC 605	Family Law	2
CPSY 626	Psychodiagnostic I	3
CPSY 630	Advanced Abnormal Psychology	3
TOTAL CREDITS		10

SECOND YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GRCC 603	Advanced Social Research	3
THEO 634	Marriage and Family	2
CPSY 627	Psychodiagnostic II*	3
CPSY 660	Theories and Techniques of Psychotherapy I	3
TOTAL CREDITS		11

SECOND SEMESTER		
COURSE		CREDITS
CPSY 612	Cultural Diversity Seminar	1
CPSY 625	Theory and Design of Psychometric Testing	3
CPSY 661	Theories and Techniques of Psychotherapy II	3
CPSY 679	Clinical Practicum I	3
TOTAL CREDITS		10

THIRD SEMESTER		
FIRST SEMESTER**		
COURSE		CREDITS
CPSY 621	Psychophysiology	3
CPSY 640	Advanced Social Psychology	3
CPSY 681	Clinical Practicum II	3

CPSY 695	Thesis	3
TOTAL CREDITS		12
GRAND TOTAL CREDITS		54

**Students interested in obtaining a master's degree in Clinical Psychology must complete all courses at the 600 level in the first five semesters totaling 51 (fifty one) credit units and the approval of the Thesis (3 credit-units) CPSY 695

2. DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY (PSY.D.)

COURSES	CREDITS
Generals Courses	4
Specialty Courses	50
Core Courses	11
Electives	15

CURRICULAR SEQUENCE DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY (PSY. D.)

FIRST YEAR		
FIRST SEMESTER		
COURSE		CREDITS
THEO 633	Dignity of the Human Person	2
GRCC 602	Advanced Statistical Methods	2
GRCC 606	Human Development	2
CPSY 611	Ethical Considerations Seminar	2
CPSY 620	Systems and Theories of Personality	3
TOTAL CREDITS		11
SECOND SEMESTER		
COURSE		CREDITS
GRCC 604	Administrative Theory	2
GRCC 605	Family Law	2
CPSY 626	Psychodiagnostic I	3
CPSY 630	Advanced Abnormal Psychology	3
TOTAL CREDITS		10

SECOND YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GRCC 603	Advanced Social Research	3
THEO 634	Marriage and Family	2
CPSY 627	Psychodiagnostic II*	3
CPSY 660	Theories and Techniques of Psychotherapy I	3
TOTAL CREDITS		11
SECOND SEMESTER		
COURSE		CREDITS
CPSY 612	Cultural Diversity Seminar	1
IPSY 625	Theory and Design of Psychometric Testing	3
CPSY 661	Theories and Techniques of Psychotherapy II	3
CPSY 679	Clinical Practicum I	3
TOTAL CREDITS		10
THIRD SEMESTER		
FIRST SEMESTER**		
COURSE		CREDITS
CPSY 621	Psychophysiology	3
CPSY 640	Advanced Social Psychology	3
CPSY 681	Clinical Practicum II	3
TOTAL CREDITS		9
SECOND SEMESTER***		
COURSE		CREDITS
CPSY 809	History and Systems of Psychology	3
CPSY 814	Cognition and Emotion in Psychology	3
CPSY 819	Psychopharmacology	3
TOTAL CREDITS		9
FOURTH YEAR		
FIRST SEMESTER		
COURSE		CREDITS
CPSY 807	Crisis Intervention	3
CPSY 817	Programs Assessment	3

CPSY 880	Clinical Practicum III	0
CPSY 833	Computerized Data Analysis	2
TOTAL CREDITS		8
SECOND SEMESTER		
COURSE		CREDITS
CPSY 826	Supervision and Consultation	3
CPSY 881	Clinical Practicum IV	0
CPSY ELE	Elective	3
TOTAL CREDITS		6
FIFTH YEAR		
FIRST SEMESTER		
COURSE		CREDITS
CPSY ELE	Elective	3
CPSY ELE	Elective	3
TOTAL CREDITS		6
SECOND SEMESTER****		
COURSE		CREDITS
CPSY 899	Dissertation Seminar	0
CPSY 900	Internship	0
TOTAL CREDITS		0
GRAND TOTAL CREDITS		80

3. DOCTORAL PROGRAM IN PHILOSOPHY CLINICAL PSYCHOLOGY (PH.D.)

COURSES	CREDITS
General Courses	4
Specialty Courses	50
Core Courses	11
Electives	15

**CURRICULAR SEQUENCE
DOCTORAL PROGRAM IN PHILOSOPHY (PH. D.) CLINICAL PSYCHOLOGY**

FIRST YEAR

FIRST SEMESTER

COURSE		CREDITS
THEO 633	Dignity of the Human Person	2
GRCC 602	Advanced Statistical Methods	2
GRCC 606	Human Development	2
CPSY 620	Systems and Theories of Personality	3
TOTAL CREDITS		9

SECOND SEMESTER

COURSE		CREDITS
GRCC 604	Administrative Theory	2
GRCC 605	Family Law	2
THEO 634	Marriage and Family	2
CPSY 611	Ethical Considerations Seminar	2
CPSY 630	Advanced Abnormal Psychology	3
TOTAL CREDITS		11

SECOND YEAR

FIRST SEMESTER

COURSE		CREDITS
GRCC 603	Advanced Social Research	3
IPSY 625	Theory and Design of Psychometric Testing	3
CPSY 626	Psychodiagnostic I	3
CPSY 660	Theories and Techniques of Psychotherapy I	3
TOTAL CREDITS		12

SECOND SEMESTER

COURSE		CREDITS
CPSY 612	Cultural Diversity Seminar	1
CPSY 627	Psychodiagnostic II*	3
CPSY 661	Theories and Techniques of Psychotherapy II	3
CPSY 679	Clinical Practicum I	3
TOTAL CREDITS		10

**THIRD SEMESTER
FIRST SEMESTER****

	COURSE	CREDITS
CPSY 621	Physiological Psychology	3
CPSY 640	Advanced Social Psychology	3
CPSY 681	Clinical Practicum II	3
	TOTAL CREDITS	9

SECOND SEMESTER***

	COURSE	CREDITS
CPSY 802	Multivariate Statistics	3
CPSY 806	Philosophical Foundations of Psychology	3
CPSY 814	Cognition and Emotion in Psychology	3
	TOTAL CREDITS	9

**FOURTH YEAR
FIRST SEMESTER**

	COURSE	CREDITS
CPSY 807	Crisis Intervention	3
CPSY 822	Advanced Seminar in Investigation and Methodology	3
CPSY 833	Computerized Data Analysis	2
	TOTAL CREDITS	8

SECOND SEMESTER

	COURSE	CREDITS
CPSY 819	Psychopharmacology	3
CPSY 870	Research Practicum I	0
CPSY ELE	Elective	3
	TOTAL CREDITS	6

**FIFTH YEAR
FIRST SEMESTER**

	COURSE	CREDITS
CPSY 871	Research Practicum II	0
CPSY ELE	Elective	3
CPSY ELE	Elective	3
	TOTAL CREDITS	6

SECOND SEMESTER****

COURSE	CREDITS
CPSY 899 Dissertation Seminar	0
CPSY 900 Internship	0
TOTAL CREDITS	0
GRAND TOTAL CREDITS	80

***Although the sequence reflects that the doctoral program can be completed in five years, real progress will depend on how many credits the student enrolls per semester, whether or not he/she repeats courses, as well as the following conditions:

- To enroll in Internship (CPSY 900) and / or Dissertation Seminar (CPSY 899) the student must have passed the evaluation of Doctoral Candidacy
- The Internship will have a minimum length of 12 months and will be extended to a maximum of 24 consecutive months.
- The dissertation will enroll as many semesters required to complete the defense and approval of the same.

COURSE DESCRIPTION

SPECIALTY COURSES

CPSY 611 ETHICAL CONSIDERATIONS IN PSYCHOLOGY

Course involves critical and reflexive analysis of the problems and issues to be considered in the construction, development, and application of the ethical principles of the profession of psychology. Includes analysis of basic ethical premises, notions, and implications of diverse models according to diverse psychological paradigms. Allows the discussion and evaluation of the main ethical criteria in psychology (i.e. Informed Consent; Competency; Confidentiality; Dual Relations; Cultural Diversity, and others) through cases, situations and paradoxical examples in the practice of psychology as a profession in Puerto Rico.

2 hours, 1 semester, 2 credits

CPSY 612 CULTURAL DIVERSITY SEMINAR

This course proposes the critical analysis of the criteria of ethnicity and race in the Puerto Rican community as an example of the necessary inclusion of cultural aspects in the analysis of human action. It will discuss theories on prejudice, power differences, and the socio cultural bases in Puerto Rico. The course intends to present a general vision of the socio cultural development of the Puerto Rican person placing emphasis in changes from the 20th Century on, and the dialectic of modernization and its impact on the construction of ethnicity and subjectivity of the Puerto Rican society.

1 hour, 1 semester, 1 credit

CPSY 620 SYSTEMS AND THEORIES OF PERSONALITY

Critical analysis of the notion of personality in the light of current theories. Consideration of historical evaluation of the concept of personality and the sociohistoric conditions which made their emergence possible. Study of the principal system and theories concerning personality as the central concept to the traditional paradigm of clinical psychology.

3 hours, 1 semester, 3 credits

CPSY 621 PHYSIOLOGICAL PSYCHOLOGY

A profound analysis of the concepts, theories, and processes related to human biological functioning. Familiarization with the theoretical and technical framework used in psychobiology and in neuro-psychology for evaluation and treatment.

3 hours, 1 semester, 3 credits

IPSY 625 THEORY AND DESIGN OF PSYCHOMETRIC TESTING

Prerequisite: GRCC 602

Analysis of the methods and procedures in the process of developing, analyzing, and validating tests.

CPSY 626 PSYCHODIAGNOSTIC I

Prerequisite: CPSY 611, CPSY 630

The first part of the course of psychodiagnostic is directed to the psychometric and psychological assessment and evaluation field and the design and diagnosis prevention and remediable programs. Through the course the student will be prepared to think critically about the need of assessment and measurement of the cognitive abilities and skills, also about the risk and disadvantages that can be involved. The main aptitude, achievement and intelligence tests as well as the initial psychological interview are practiced and analyzed under the supervision of a faculty member. The course intends to prepare students in the administration and interpretation of the psychological and psychometrical testing, such as Stanford – Binet, Weschsler, Bender – Gestalt, Raven etc; the course requires simulated practice.

3 hours, 1 semester, 3 credits

CPSY 627 PSYCHODIAGNOSTICS II

Prerequisite: CPSY 626

This second part of the course of psychodiagnostics is directed at the psychological assessments of the personality and its uses for the diagnosis and the design of intervention programs, both, prevention and remedial ones. It intends to prepare the student in the selection, administration and interpretation of projective tests and personality inventories, as well as test report writing. The use of the DSM IV – TR, along with the discussion and analysis of advantages, disadvantages, dangers, and achievements of the symptom based and differential diagnosis is incorporated in the course. The role of values, personal relation, culture, and history impacting the diagnostic process is considered, as well as the critical analysis of the interpretation and clinical use of projective and psychometric tests. The student will work with the main tests such as Rorschach, TAT, CAV, Incomplete Sentences, Human Figure Drawing, MMPI and California Psychological Inventory, among others.

3 hours, 1 semester, 3 credits, 2 extra hours

CPSY 630 ADVANCED ABNORMAL PSYCHOLOGY

Prerequisite CPSY 620

Discussion of the theories, causes, diagnoses and treatment of the principal emotional and behavioral dysfunctions recognized in DSM IV – TR.

3 hours, 1 semester, 3 credits

CPSY 640 ADVANCED SOCIAL PSYCHOLOGY

Based on historical analysis and the social structure model, a critical review of the subject matter of traditional social psychology and an analysis of the new subject matter in this area. Application of a critical social psychology to the building of the Puerto Rican Psychosocial reality.

3 hours, 1 semester, 3 credits

CPSY 660 THEORIES AND TECHNIQUES OF PSYCHOTHERAPY I

Prerequisite: CPSY 611, CPSY 620, CPSY 630

Analysis of the theoretic approaches connected with the principal therapeutic models and their application to the field of psychology as a theoretic and practical discipline.

Particular emphasis on the development of the therapeutic process, the therapist-client relationship, and the techniques and procedures used within the frame of individual and group therapy.

3 hours, 1 semester, 3 credits, 2 extra hours

CPSY 661 THEORIES AND TECHNIQUES OF PSYCHOTHERAPY II

Prerequisite: CPSY 660

A continuation of CPSY 660 in which the theoretical approaches related to the main therapeutical models are described and analyzed. Discussion of theories and techniques to be applied by the psychotherapist becomes a central issue in this course. Emphasis is offered on the development of the therapeutically process, the relation client – therapist, and the techniques and procedures used in individual, family, and group therapies. Analysis and practice through role playing and hypothetical cases allow the student to apply the various orientations or model (ie. Psychodynamic, behavior, cognitive, humanistic, existential, and systemic among others). The course covers a panoramic vision of the current tendencies in psychotherapy and its application through simulation.

3 hours, 1 semester, 3 credits, 2 extra hours

CPSY 679 CLINICAL PRACTICUM I

Prerequisite: CPSY 611, CPSY 620, CPSY 630, CPSY 661

This course provides the student with the opportunity to put in practice and apply the theoretical foundations and skills of the psychological interviewing and assessment with a diversity of populations in a variety of community and institutional settings. Furthermore, it attempts to prepare the student through a clinical and didactic experience which would provide the basic knowledge and opportunity to develop necessary psychotherapeutic skills such as interviewing and interventions. These experiences will give the student the opportunity to identify and assess behaviors, attitudes and emotions that can interfere or facilitate the process of the psychological interview student must complete minimum of 250 hours of practice in this course. The student will be expected to apply acquired knowledge to real situations in the practice of clinical

psychology while being supervised by a professional psychologist at the center / clinical and by the professor leading the course's seminar.

3 hours, 1 semester, 3 credits

CPSY 681 CLINICAL PRACTICUM II

Prerequisite: CPSY 626-627, CPSY 660-661

This course involves the actual practice of theoretical foundations and therapeutic intervention skills in diverse scenarios. The student will apply his/her knowledge and skills in real life situations under professional and academic supervision. The students must complete a minimum of 250 hours in this course.

3 hours, 1 semester, 3 credits

CPSY 695 THESIS

Prerequisites: Approval of the specialty courses.

The thesis will consist of research in the area of clinical psychology under the tutelage of an advisory professor. It should represent a contribution to the wealth of knowledge in the area of clinical psychology. In the first part of the course, the student will write a thesis proposal. Upon its approval by the professor, the student will proceed with the operational phases of his/her research. If necessary, students will register for the second semester of the course to complete the research.

3 hours, 1 semester, 3 credits

CPSY 802 MULTIVARIATE STATISTICAL ANALYSES

Prerequisite: GRCC 602, GRCC 603

This is a second level statistics course. It intends to present different statistical techniques for the analysis of multivariate data. Statistical packages to demonstrate these techniques using computers will be used.

3 hours, 1 semester, 3 credits

CPSY 806 PHILOSOPHICAL FOUNDATIONS OF PSYCHOLOGY

An analysis of the process of knowledge production in its dual dimension: epistemological and historic-social. A close look at the most significant paradigmatic changes in the history of science and their relation with the historic development of psychology. It reviews the ruptures and changes in social relations, the crisis of reason, the new theoretical approaches to relation/knowledge/power, daily practices and their consequences in the development of theories in psychology.

3 hours, 1 semester, 3 credits

CPSY 807 CRISIS INTERVENTION

(EQUIVALENT CPSY 651)

This course is an introduction to the fundamental concepts, theories, strategies, and necessary skills to understand and conduct effective intervention in crisis. It presents the conceptual and multicultural aspects to be considered in working with crises. Included in this course is the crisis management model with specific situations particularly with post-traumatic syndromes, suicide, marital abuse, sexual abuse, addictions, death and grief, violence in institution and hostages situations. The role of the therapist as well as the utilization of various therapeutic models is analyzed. Crisis intervention and its evaluation in the new

millennium is also discussed. The course content is presented alongside ethical-legal considerations relevant to crisis intervention.

3 hours, 1 semester, 3 credits, 2 extra hours

CPSY 809 HISTORY AND SYSTEMS OF PSYCHOLOGY

A critical journey through the historic development of the field of psychology from the “psychological” notions of ancient eastern hemisphere to western contemporaneous psychology. Emphasis is given to the paradigmatic and epistemological movement of an empirical, positive and objective psychology. The contrasting reflection between both movements and the present state of the discipline, particularly in Latin American, complete this course.

3 hours, 1 semester, 3 credits

CPSY 814 COGNITION AND EMOTION IN PSYCHOLOGY

Includes main theories, basic research, and paradigms that explain the relation and interdependence among mental events, behavior, and human emotions. It involves the genetic epistemology of Piaget, Guidano’s evolutional post-national epistemology, the historic-cultural watershed according to Vigotsky and Luria and the biology of knowledge of Maturana.

Emphasis is given to the role of the socio-cultural context in the construction of cognitions and emotions based on work by Bruner, Cole, and Rorty. A focused vision contrasting the views mentioned above, as an instrument towards a critical and radical analysis of cognition and emotion saturated the course. The discussion of the implications of the conceptualizations about cognition and emotions to be considered in the professional and investigative practice of psychology will complete the analysis.

3 hours, 1 semester, 3 credits

CPSY 817 PROGRAMS ASSESSMENT

**Prerequisite: GRCC 602, GRCC 603
(EQUIVALENT GCRI 634)**

This course involves a literature review and the analysis of techniques and strategies to be used in the assessment of programs in a variety of settings and context such as governmental agencies, educational programs, community-action programs, preventive and rehabilitation services in general.

3 hours, 1 semester, 3 credits

CPSY 819 PSYCHOPHARMACOLOGY

Prerequisite: CPSY 621, CPSY 630

The course was designed as an introduction to the physiological effects caused by chemical compounds. It includes a review of the historic development of pharmacology and its application to the field of psychology. The most important area of the course is the analysis of those physiological processes associated with the diverse states of consciousness and human behavior and the attempts to control behaviors using psychoactive compounds. The latest findings in the field of psychopharmacology and its relations to psychological/mental disorders are considered and presented.

3 hours, 1 semester, 3 credits

CPSY 822 ADVANCED SEMINAR IN INVESTIGATION AND METHODOLOGY

Prerequisite: GRCC 602, GRCC 603, CPSY 806/809

Advanced course in qualitative and quantitative research emphasizing the study of research designs and its implementations in different disciplines. Students will be provided with the tools to select the best design for a particular research. The course will enable the student to develop sound quantitative and qualitative research independently.

3 hours, 1 semester, 3 credits, 2 extra hours

CPSY 833 COMPUTERIZED DATA ANALYSIS (Equivalent to CPSY 692)

The student will be taught how to use computers during the data analysis phase of research. The advantages and disadvantages of the use of computers as a tool in research will also be discussed. Emphasis is given to the collection of data, inventory construction, codification, quality control, creating a database, clearing of data, and statistical analysis of such.

2 hours, 1 semester, 2 credits, laboratory

CPSY 870 RESEARCH PRACTICUM I

Prerequisite: GRCC 602, GRCC 603, CPSY 681, CPSY 802, CPSY 806, CPSY 822, CPSY 833

Provides the student with necessary experiences to integrate theoretical knowledge in this research practice.

250 hours, 1 semester, 0 credits

CPSY 871 RESEARCH PRACTICUM II

Prerequisite: CPSY 870

This is the final course in the research practice prior to the dissertation. It consists of the integration of all knowledge required for the appropriate scientific research and the application of theoretical and practical aspects. It requires the elaboration of a formal research proposal that could but does not have to be used for the doctoral dissertation.

250 hours, 1 semester, 0 credits

CPSY 880 CLINICAL PRACTICUM III

Prerequisite: CPSY 626- 627, CPSY 660- 661, CPSY 679, CPSY 681

This course is an extension of other clinical practicum focusing on integration of knowledge and skills under professional and academic supervision. One of the objectives of this practicum is to provide students with the opportunity to acquire more experience in specific areas of direct intervention. Some areas may be children, adolescents, women, couples, addiction.

250 hours, 1 semester, 0 credits

CPSY 881 CLINICAL PRACTICUM IV

Prerequisite: CPSY 626-627, CPSY 660- 661, CPSY 807, CPSY 819, CPSY 880

This is an advanced level practicum focusing on giving students the opportunity to acquire more experience with a wide range of populations. At this level, students will also have the opportunity of being involved in supervisory activities. The real life intervention will site by professionals and students will also have an academic supervisor. The student must complete a minimum of 250 practice hours in this course.

250 hours, 1 semester, 0 credits

CPSY 899 DISSERTATION SEMINAR

Pre-requirements: Completion of all curriculum courses, approval of Doctoral Candidacy Evaluation

This course is designed so that the student may demonstrate skills and knowledge regarding the design, execution, and analysis needed in order to complete a research seminar (project) in the area of psychology. Skills regarding oral presentation and writing of a formal research paper will also be presented as topics in this course. This is a minimum of two (2) semester course.

1 semester, 0 credits

CPSY 900 INTERNSHIP

Requirement: Successful completion and approval of Doctoral Candidacy Evaluation

This is an integrative and intense practical experience. Students will be supervised both on site and in the capacity of academic supervisor. A minimum of 2000 hours in clinical practice are required for students, as well as evaluations from the on site and academic supervisor. Before enrolling in the Internship, students must have successfully completed their candidacy evaluation.

2,000 hours, 1 semester, 0 credits, 12 month and a 24 month maximum.

ELECTIVE COURSES

GCRI 621 RESEARCH METHODS AND TECHNIQUES IN CRIMINOLOGY

Study of the stages of the process of scientific research as well as those investigative methods of greater application in the field of criminology and criminal justice policy. Analysis of studies of criminology and criminal justice policy. Analysis of studies performed in various facets of criminal justice research.

3 hours, 1 semester, 3 credits

GCRI 622 CRIMINAL JUSTICE SYSTEM IN PUERTO RICO

Study of the historic, social, and legal bases of the components of the Criminal and Juvenile Justice System in Puerto Rico. Critical analysis of its functioning.

3 hours, 1 semester, 3 credits

GCRI 624 PSYCHOSOCIAL ASPECTS OF CRIMINAL BEHAVIOR

Study of the factors which converge toward criminal behavior. Discussion of cognizant and operative motivational processes of deviant and criminal behavior. Analysis of personal, social, ecological, economic, political and religious factors which impinge on criminal behavior in Puerto Rico.

3 hours, 1 semester, 3 credits

GCRI 626 MODELS OF TREATMENT AND PREVENTION IN CRIMINOLOGY

Study of diverse treatment modalities in the rehabilitation of delinquents. Analysis of strategies and specific and general prevention techniques of the criminal justice and juvenile system of Puerto Rico. Analysis of the basic theories of the modalities of treatment and prevention and their relation to public policies in these areas.

3 hours, 1 semester, 3 credits

GCRI 630 PENOLOGY

Study of the diverse means of suppression, punishment, and security measures as well as the social reaction against the criminal phenomenon. Course will provide students with ample and inclusive knowledge of penology from a Christian perspective and standards.

3 hours, 1 semester, 3 credits

GCRI 631 VICTIMOLOGY

Analysis of the criminal act from the victim's perspective; the relation between the victim, assailant, and the criminal/juvenile justice systems and the role of the victim in the criminal act. Study of the nature and extent of the phenomenon of victimization, contribution of victimology in the field of criminology, in the light of Christian standards.

3 hours, 1 semester, 3 credits

GCRI 632 PROCEDURAL CRIMINAL LAW

Study of the criminal process in Puerto Rico. Analysis of the principles aspects of Procedural Law, with special emphasis on criminal investigation, arrest, accusation, bail, and trial/verdict. Critical assessment of each topic.

3 hours, 1 semester, 3 credits

GCRI 634 SCIENTIFIC EVALUATION OF PROGRAMS

Discussion of social scientific method. Differences between scientific - social basic and applied research. Application of the scientific method to the evaluation of program achievements in the administration of criminal and juvenile justice with discussion of examples, illustrations, and exercises.

3 hours, 1 semester, 3 credits

CLSW 619 SOCIAL WORK WITH GROUPS, ORGANIZATIONS, AND COMMUNITY

Study of the fundamental concepts and principles which govern social work practice with groups, organizations, and the community.

3 hours, 1 semester, 3 credits

CLSW 620 SOCIAL WORK WITH MULTI-PROBLEMATIC FAMILIES

Study and analysis of different tension situations which affect the family institution, using as a theoretical framework the system theory approach.

3 hours, 1 semester, 3 credits

CLSW 626 FAMILY VIOLENCE AND SUPPORT SYSTEMS

Study and analysis of family violence using as the conceptual framework the system theory approach and including the physical, emotional, psychological, and social aspects related to violence. Identification of different support systems and services which help restore the functioning family aside from emphasizing the social worker's role with it.

3 hours, 1 semester, 3 credits

CLSW 628 ADDICTION AND THE FAMILY INSTITUTION

Study of addiction to alcohol and other drugs, acquired immune deficiency syndrome (AIDS), and their effects. Analysis of the magnitude of the problem and its impact on the family. Study of diverse intervention methods on the preventative and rehabilitative levels.

3 hours, 1 semester, 3 credits

CPSY 724 ACADEMIC-CULTURAL TRIP (STUDY ABROAD TRIP) I

This course is offered in the form of a trip to a foreign country with a multidisciplinary approach. Through visits and scheduled conferences, a holistic perspective of the destination to visit is presented. The student will relate the educational and socio-cultural experiences gained in the journey to their academic discipline or area of interest: cultural, social, artistic, religious, educational, linguistic, architectural, scientific or business, among others. To be considered in the validation or substitution of a course, the student must prepare a manuscript or document with pictures, information and documents, and meet the criteria laid down in its curriculum. It is recommended the director of the department oriented the student previously the trip.

15-90 hours, 1 semester, 1-6 credits

CPSY 778 ACADEMIC-CULTURAL TRIP (STUDY ABROAD TRIP) I

This course is offered in the form of a trip to a foreign country with a multidisciplinary approach. Through visits and scheduled conferences, a holistic perspective of the destination to visit is presented. The student will relate the educational and socio-cultural experiences gained in the journey to their academic discipline or area of interest: cultural, social, artistic, religious, educational, linguistic, architectural, scientific or business, among others. To be considered in the validation or substitution of a course, the student must prepare a manuscript or document with pictures, information and documents, and meet the criteria laid down in its curriculum. It is recommended the director of the department oriented the student previously the trip.

15-90 hours, 1 semester, 1-6 credits

CPSY 805 INTRODUCTION TO GRIEVING AND BEREAVEMENT MODELS OF INTERVENTION

This course is an introduction of the principal models of intervention in the bereavement and grieving models. General concepts related to death and affliction for the management of those persons who are dealing with these processes.

3 hours, 1 semester, 3 credits

CPSY 810 HUMAN SEXUALITY

A comprehensive study of the sexual physiology and behavior, which includes sexual development from childhood to old age. Sexual dysfunctions and effective therapies will also be covered.

3 hours, 1 semester, 3 credits

CPSY 826 CONSULTATION AND SUPERVISION

The main purpose of the course is to study in depth the basic principles and intervention models in the professional practice of consultation. It will emphasize the stages that take place in the relation between consultation and the processes that usually develop during the intervention of the consultant. The different roles and functions of the consultant in diverse settings. The theoretical approaches related to the main models of supervision will be also described and analyzed. The development of the therapeutic process, the

relation client-therapist, and therapist-supervisor are emphasized. Techniques and procedures in the frame work of assessment, individual and group therapy will be discussed.

3 hours, 1 semester, 3 credits

CPSY 829 CHEMICAL DEPENDENCY

The course describes and analyses the theoretical approaches that explain the etiology and progression of chemical dependence. The different types of substances, their effects and consequences of their use will be emphasized. The course offers the description and analysis of the different strategies proven effective in the intervention and prevention of substance use.

3 hours, 1 semester, 3 credits

CPSY 840 INTRODUCTION TO FORENSIC PSYCHOLOGY

The main purpose of the course is to familiarize the student with the conceptual tools necessary for the conscientious study and management of forensic psychology. A panoramic view of this field will be offered. The main functions that a forensic psychologist performs in the criminal justice system will be highlighted and discussed.

3 hours, 1 semester, 3 credits

CPSY 841 ETHICAL ISSUES IN FORENSIC PSYCHOLOGY

This course includes the analysis and study of the main norms that regulated the professional conduct of the forensic psychologist. Cases are discussed in great detail to encourage reflection and critical analysis. Course covers the review of the investigation, testimonies, and consultations concerning the psychological issues that impact the legal process, such as eye witness testimony, jury selections, juvenile testimony, repressed memories, and the like.

3 hours, 1 semester, 3 credits

CPSY 842 PSYCHOLOGY AND LAW

Prerequisite: CPSY 840

The course provides the student with the opportunity to be in contact with the legal system and its relation to the theories, practice, and investigations in the field of psychology. The learning process will describe the connection existing between the criminal justice system and the behavioral sciences, especially, psychology. Topics for discussion will be the interaction between psychology and law; use and management of psychological evaluations with the criminal justice system; penal law, civil law, and the right to mental health; psychology and criminal behavior; criminal responsibility, competency and mental insanity from a psychological perspective; psychology and the police, the lawyer and the jury. Other topics to be considered are the study and management of evidence, eye witnesses, and institutional imprisonment from the psychological perspective.

3 hours, 1 semester, 3 credits

CPSY 843 MENTAL HEALTH LAWS IN PUERTO RICO

The course includes the study and analysis of different laws and public policies of mental health and behavior in Puerto Rico. These laws are examined from the perspective of the available services and resources. Emphasis is placed on the role of the psychologist as a change and helping agent and his/her

contribution as the analyst, developer, evaluator of public policy especially in the area of new trends in mental health.

3 hours, 1 semester, 3 credits

CPSY 849 FORENSIC PSYCHOLOGY PRACTICUM

The course is designed to provide the student with the opportunity to analyze, integrate, and practice the skills and strategies that comprises the professional exercise of the forensic psychology and also includes psychological evaluation, expert witness testimony in civil and criminal responsibility, domestic violence, negligence and abuse of minors, and determination of disability. Requires 30 hours of simulated practice.

3 hours, 1 semester, 3 credits, 2 extra hours

CPSY 850 FAMILY THERAPY I (EQUIVALENT CLSW 618) Prerequisite: CPSY 611, CPSY 630, CPSY 660, CPSY 661

Includes the definition of family and the dynamics affecting it. This course takes the family as the base, primary group of society. It exposes the student to the array of knowledge and tradition of the practice of family therapy. It offers the opportunity to become familiar with analyze, and discuss the terminology used in the daily work with the family that becomes a participant of the therapeutic process. Provides the opportunity to understand more closely the structure and roles of each member in the family and the impact of new cultural trends and the variables affecting the stability of the family system.

3 hours, 1 semester, 3 credits

CPSY 851 ADVANCED FAMILY THERAPY

Prerequisite: CPSY 611, CPSY 630, CPSY 660, CPSY 661, CPSY 850

This course goes beyond a mere introduction to family therapy. It provides the student with the opportunity to study and discuss the therapeutic process in depth and learn the various ways to help a family in search and need for therapy. Emphasizes the acquisition of necessary knowledge to satisfy required competency in order to apply a systemic approach in the practice of family therapy. A guide is providing to conduct effective interview and sessions with the family while explicitly analyzing the data obtained. Topics also discussed are the woman as the head of the household, poor family, and the influence of the minority status in the family. Requires 30 hours of simulated practice.

3 hours, 1 semester, 3 credits

CPSY 855 COUPLES THERAPY

Prerequisite: CPSY 660, CPSY 661

The work with couples requires a conceptual base from which it can be drawn the importance that transactions and communication patterns have for the couple's understanding. Emphasis is placed in communication and assertiveness models, and different theories and intervention methods are considered as well. Requires 30 hours of simulated practice.

3 hours, 1 semester, 3 credits

CPSY 860 HISTORY AND THEORIES OF CLINICAL COMMUNITY PSYCHOLOGY

The course includes a critical review of the origins and historic development of community psychology and its relationship to clinical psychology through the various conceptual frame works such as, mental health, organizational, social and ecological action: premises, methods, suppositions, investigations, interventions

and “scenarios” associated with each model is described and analyzed. Comparative theoretical orientations and practices of the clinical community psychology in different parts of the world and the search of convergence are reviewed in this course. Central concepts to be discussed include community, empowerment, social change, participative intervention strategies and prevention. A critical and reflective view to the practice of clinical community psychology in Puerto Rico completes the course.

3 hours, 1 semester, 3 credits

CPSY 861 SEMINAR: SOCIAL, CHANGE, ECOLOGY, AND PUBLIC POLICY

Attention to the study of the processes of social change and its impact on the structure of subjectivities and human actions. Explores ways in which social change, in its most important manifestations in Puerto Rico, affects the interpersonal relations, the individual development, belief formation, values, and the community life in the country. It also integrates the analysis of public policies in Puerto Rico in regards to areas such as health, ecology, education, and social welfare in general thought the relation between daily life and its impact on the so-called “mental health”; the approach this course embraces as its perspective is constructivism.

3 hours, 1 semester, 3 credits

CPSY 868 SEMINAR PRACTICE: CLINICAL COMMUNITY

This course comprises the examination of clinical psychology and social intervention, including the systemic analysis of the psychological processes, the investigative base, and its applications in different “scenarios” (settings). Lectures consist of the evaluation of clinical community issues from multiple levels of analysis (person, group, organization, community, society) and the identification and critical review of related interventions. Topics to be discussed include deinstitutionalization vs. normalization, primary prevention, health promotion, support, gender issues, and professional roles. Students will be supervised by faculty staff, and they will be involved in a variety of community settings such as in the role of small support groups leader, consultant, planner and program evaluator, and as an agent of change. There will be opportunity for mutual support and the critical reflection of the experiences. Case studies and role playing will be used to help develop skills. Requires 30 hours of simulated practice.

3 hours, 1 semester, 3 credits

CPSY 876 THEORY AND TECHNIQUES OF GROUP PSYCHOTHERAPY

Prerequisite: CPSY 611, CPSY 630, CPSY 660, CPSY 661

The course describes and analyses the theoretical concepts and techniques used in group therapy. An extensive view of group dynamics and process from the systems theories is presented. Applications of group therapy concepts in family therapy, support group, and encounter groups are discussed and analyzed in the course.

3 hours, 1 semester, 3 credits

CPSY 878 ACADEMIC CULTURAL TRIP (STUDY ABROAD TRIP) II

This course provides a second vision in relation to a trip to a foreign country with a multidisciplinary approach. Through visits and conferences scheduled holistically destination to visit is presented. The student will acquire a global conscience by relating the country visited to their study discipline. Area of interest as applicable: cultural, social, artistic, religious, educational, linguistic, architectural, scientific, or

business, among others. This course requires completion of a field study or comparative research and presenting it in an open forum.

15-90 hours, 1 semester, 1-6 credits

CPSY 882 EPIDEMIOLOGY OF MENTAL DISORDERS, ALCOHOL AND DRUG ABUSE PROBLEMS

This course includes the study of the distribution among populations and main risk factors for developing mental disorders. Emphasis will be given to data, recent studies, interview design, and related research in Puerto Rico.

3 hours, 1 semester, 3 credits

GRADUATE PROGRAM IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

Dr. Ilia Rosario Nieves, Director

FULL TIME FACULTY: Dr. Ángela Velázquez Lugo, Dr. Roberto González Valles, Dr. Arvin Báez Rivera.

PART TIME FACULTY: Dr. Marilis Cuevas Torres Dr. Ernesto Rosario Hernández, Dr. Alex Barrera Ramos,

OBJECTIVES OF THE INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY GRADUATE PROGRAM

1. Promote leadership in human behavior professionals in order to develop a dignified and productive work environment.
2. Provide the theory based knowledge needed to perform organizational interventions in a complete and integrated way.
3. Develop skills for the specialists in human behavior in such areas of work as personnel psychology, organizational development, organizational behavior, worker-employer relationships, occupational and training counseling.
4. Promote work situation analysis from the Puerto Rican cultural perspective.
5. Contribute to the Christian formation of students which will enable them to perform their function within the framework of human respect and universal concern.
6. Develop research and statistics skills in the area of Industrial/Organizational Psychology with emphasis on the application of methods, techniques and instruments to the Puerto Rican reality.
7. Prepare students with the knowledge and skills needed to continue studies at the doctoral level.

STUDY PROGRAMS

1. Master of Science in Industrial/Organizational Psychology (M.S.)
2. Doctor of Philosophy in Industrial/Organizational Psychology (Ph.D.)

PREREQUISITES

Students applying to the program should have completed the following prerequisite courses at the undergraduate level:

1. General Psychology
2. Social Psychology
3. Industrial Psychology
4. Statistics
5. Social Research

ADMISSION REQUIREMENTS

1. A bachelor's degree from an accredited higher learning institution.
2. A grade point average of 2.75 (Bachelor); 3.00 (Master) or higher on a 4.00 scale.
3. Take the exam EXADEP and get at least 725 points in the evaluation of the Admissions Committee of the CEG (Does not apply to people with Master degree conferred).
4. An interview with the Admission Committee.
5. Mastery of basic communication skills in English and Spanish.
6. Computer Literacy.
7. Three letters of recommendation.
8. Admission fee (\$50.00 Ph.D.) (\$25.00 M.S).

GRADUATION REQUIREMENTS

In addition to the courses, all Industrial/ Organizational Psychology Students must:

For the master's degree:

- Obtain a GPA of no less than 3.00 points on a 4.00 scale and B or better on all specialty courses.
- Successfully approve 54 credits including 11 core credit courses, 4 general credit courses, and 39 credits of required 600 courses -
- Successfully approve the thesis, or
- Satisfactory completion of comprehensive examination and a research seminar (project).

For the doctoral degree:

- Successfully approve of 80 credits including 15 core credit courses, 50 credits of required 600 and 800 courses, and 15 credits of elective courses and
- Approval of the doctoral candidate examination
- Successfully approve the dissertation

STUDY PROGRAMS

1. MASTER OF SCIENCE IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

COURSES	CREDITS
Generals Courses	4
Specialty Courses	39
Core Courses	11

CURRICULAR SEQUENCE

MASTER OF SCIENCE IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY (M.S.)

FIRST YEAR		
FIRST SEMESTER		
COURSE		CREDITS
THEO 633	Dignity of Human Person	2
GRCC 602	Statistical Methods	2
IPSY 665	Organizational Behavior	3
IPSY 675	Personnel and Supervision Psychology	3
TOTAL CREDITS		10
SECOND SEMESTER		
COURSE		CREDITS
CPSY 611	Ethics Seminar	2
IPSY 625	Test Construction	3
IPSY 678	Introduction to Job Analysis	2
IPSY 691	Organizational Development	3
TOTAL CREDITS		10
SECOND YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GRCC 603	Advanced Social Research	3
GRCC 606	Human Development	2
IPSY 685	Psychological Evaluation Techniques	3
IPSY 698	Industrial Practicum I	3
TOTAL CREDITS		11

SECOND SEMESTER		
COURSE		CREDITS
THEO 634	Marriage and Family	2
CPSY 621	Physiological Psychology	3
IPSY 676	Training Techniques	3
IPSY 699	Industrial Practicum II	3
TOTAL CREDITS		11
THIRD YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GRCC 604	Administrative Theory	2
GRCC 605	Family Law	2
CPSY 612	Cultural Diversity	1
CPSY 640	Advanced Social Psychology	3
IPSY 677	Consulting and Business Skills Seminar	1
IPSY 695/IPSY 688*	Thesis/Research Seminar	3
TOTAL CREDITS		12
GRAND TOTAL CREDITS		54

*Students may choose between a thesis or a research seminar (project) and the comprehensive exams (IPSY 798 & 799).

2. Ph D IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

COURSES	CREDITS
General Courses	4
Specialty Courses	50
Core Courses	11
Electives	15

CURRICULAR SEQUENCE

Ph D IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

FIRST YEAR		
FIRST SEMESTER		
COURSE		CREDITS
THEO 633	Dignity of Human Person	2
GRCC 602	Statistical Methods	2

IPSY 665	Organizational Behavior	3
IPSY 675	Personnel and Supervision Psychology	3
TOTAL CREDITS		10
SECOND SEMESTER		
COURSE		CREDITS
CPSY 611	Ethics Seminar	2
IPSY 625	Test Construction	3
IPSY 678	Introduction to Job Analysis	2
IPSY 691	Organizational Development	3
TOTAL CREDITS		10
SECOND YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GRCC 603	Advanced Social Research	3
GRCC 606	Human Development	2
IPSY 685	Psychological Evaluation Techniques	3
IPSY 698	Industrial Practicum I	3
TOTAL CREDITS		11
SECOND SEMESTER		
COURSE		CREDITS
THEO 634	Marriage and Family	2
CPSY 621	Physiological Psychology	3
IPSY 676	Training Techniques	3
IPSY 699	Industrial Practicum II	3
TOTAL CREDITS		11

THIRD YEAR		
FIRST SEMESTER		
COURSE		CREDITS
GRCC 604	Administrative Theory	2
GRCC 605	Family Law	2

CPSY 612	Cultural Diversity	1
CPSY 640	Advanced Social Psychology	3
IPSY 677	Consulting and Business Skills Seminar	1
TOTAL CREDITS		9
SECOND SEMESTER		
COURSE		CREDITS
CPSY 802	Multivariate Statistics	3
CPSY 806/809	History of Psychology or Philosophical Foundations of Psychology	3
CPSY 822	Advanced Seminar in Investigation and Methodology	3
TOTAL CREDITS		9
FOURTH YEAR		
FIRST SEMESTER		
COURSE		CREDITS
CPSY 814	Cognition and Emotion in Psychology	3
CPSY 833	Computerized Data Analysis	2
CPSY 870	Research Practicum I	0
IPSY ELE	Elective	3
TOTAL CREDITS		8
SECOND SEMESTER		
COURSE		CREDITS
CPSY 871	Research Practicum II	0
IPSY ELE	Elective	3
IPSY ELE	Elective	3
TOTAL CREDITS		6
FIFTH YEAR		
FIRST SEMESTER		
COURSE		CREDITS
IPSY 899	Dissertation Seminar	0
IPSY ELE	Elective	3
IPSY ELE	Elective	3
TOTAL CREDITS		6
GRAND TOTAL CREDITS		80

COURSE DESCRIPTION

SPECIALTY COURSES

CPSY 611 ETHICAL CONSIDERATIONS IN PSYCHOLOGY

Course involves critical and reflexive analysis of the problems and issues to be considered in the construction, development, and application of the ethical principles of the profession of psychology. Includes analysis of basic ethical premises, notions, and implications of diverse models according to diverse psychological paradigms. Allows for the discussion and evaluation of the main ethical criteria in psychology (ie. Informed Consent; Competency; Confidentiality; Dual Relations; Cultural Diversity, and others through cases, situations, and paradoxical examples in the practice of psychology as a profession in Puerto Rico.

1 hour, 1 semester, 2 credit

CPSY 612 CULTURAL DIVERSITY SEMINAR

This course presents the critical analysis of the criteria of ethnicity and race in the Puerto Rican community as an example of the necessary inclusion of cultural aspects in the analysis of human action. It will discuss theories on prejudice, power differences, and the socio cultural bases in Puerto Rico. The course intends to present a general vision of the socio cultural development of the Puerto Rican person placing emphasis in changes from the 20th Century on and the dialectic of modernization its impact in the construction of ethnicity and subjectivity of the Puerto Rican society.

1 hour, 1 semester, 1 credit

CPSY 621 PHYSIOLOGICAL PSYCHOLOGY

A profound analysis of the concepts, theories, and processes related to human biological functioning. Familiarization with the theoretical and technical framework used in Psychobiology and in Neuro-Psychology for evaluation and treatment.

3 hours, 1 semester, 3 credits

IPSY 625 THEORY AND DESIGN OF PSYCHOMETRIC TESTING

Prerequisite: GRCC 602

Analysis of the methods and procedures in the process of developing, analyzing, and validating tests.

3 hours, 1 semester, 3 credits

CPSY 640 ADVANCED SOCIAL PSYCHOLOGY

Based on historical analysis and the social structure model, a critical review of the subject matter of traditional social psychology and an analysis of the new subject matter in this area. Application of a critical social psychology to the building of the Puerto Rican psychosocial reality.

3 hours, 1 semester, 3 credits

IPSY 665 ORGANIZATIONAL BEHAVIOR

A study of human behavior and attitudes in organizations. Topics include: organizational behavior theories, individual and group behavior, motivation, leadership, and organizational development.

3 hours, 1 semester, 3 credits

IPSY 675 PERSONNEL AND SUPERVISION PSYCHOLOGY

Study of the most important aspects related to personnel and supervision psychology: the historical evolution of personnel administration, recruitment and selection of personnel, supervision, training, job and performance evaluations, and job analysis.

3 hours, 1 semester, 3 credits

IPSY 676 TRAINING TECHNIQUES

Prerequisite: IPSY 665, IPSY 675

A comprehensive study of the training process as well as the techniques used in that field. Critical discussion of each of these techniques. Special emphasis on the function of training in organizations, its planning, including needs assessment, search for resources and educational materials, and evaluation and follow-up. Consideration of the relationship of a training program with the individual as an integral part of the process.

3 hours, 1 semester, 3 credits

IPSY 677 CONSULTING AND BUSINESS SKILLS SEMINAR

Prerequisite: IPSY 665, IPSY 675

Co-requisite: IPSY 691

This course discusses and develops the student's business and consulting abilities. Oral, written, and interpersonal skills will be developed. Emphasis will be placed in the development of proposals and project administration.

2 hours, 1 semester, 1 credits

IPSY 678 INTRODUCTION TO JOB ANALYSIS

Prerequisite: IPSY 675

This course provides the student with information and hands on experience in job analysis. The course expands the student's knowledge and abilities in job analysis obtained in IPSY675 – Personnel Psychology.

3 hours, 1 semester, 2 credits

IPSY 685 PSYCHOLOGICAL EVALUATION TECHNIQUES

This course presents an extensive view of the different techniques and instruments used in this field. Similarly, the historical background of the different psychological techniques, as well as their strengths and weakness are discussed.

3 hours, 1 semester, 3 credits

IPSY 688 RESEARCH SEMINAR IN CLINICAL PSYCHOLOGY

Prerequisite: Approval of Comprehensive Exams

Development of research seminar (project) in which the student will demonstrate the abilities acquired in the master's program. The research will be oriented toward industrial/organizational psychology subject matters. It will be done under the supervision of a faculty member.

IPSY 695 THESIS

Prerequisites: Approval of the specialty courses.

The thesis will consist of research in the area of industrial/organizational psychology under the tutelage of an advisory professor. It should represent a contribution to the wealth of knowledge in the area of industrial/organizational psychology. In the first part of the course, the student will write a thesis proposal. Upon its approval by the professor, the student will proceed with the operational phases of his/her research. If necessary, students will register for the second semester of the course to complete the research.

3 hours, 1 semester, 3 credits

IPSY 691 ORGANIZATIONAL DEVELOPMENT

Prerequisite: IPSY 665, IPSY 675

Survey of the historical evolution of the psychology of organizational change and its purpose. Examination of the methods used to investigate organizational development. Study of the distinct models of organization development which respond to changeable structures and organizational process, the changes which each permits and the expected results of these changes. Discussion of the ethics of organizational psychology.

3 hours, 1 semester, 3 credits

IPSY 698 PRACTICUM I

Prerequisite: IPSY 625, IPSY 665, IPSY 675, IPSY 678

21 credits in specialization approved

Supervised practice in a duly authorized center where the student is exposed to concrete experiences in the working world related to this area of specialization.

250 hours, 1 semester, 3 credits

IPSY 699 PRACTICUM II

Prerequisite: IPSY 676, IPSY 677, IPSY 685, IPSY 698

A continuation of the supervised practice in a duly authorized center where the student is exposed to concrete experiences in the working world related to this area of specialization.

250 hours, 1 semester, 3 credits

IPSY 798 COMPREHENSIVE EXAM – CORE COURSES

Prerequisite: All core courses, except the thesis and elective.

The student will be in the stages of preparation and taking the core courses part of the comprehensive exam toward the Master Program in Industrial/Organizational Psychology.

0 hours, 1 semester, 0 credits

IPSY 799 COMPREHENSIVE EXAM – SPECIALTY COURSES

Prerequisite: All specialty courses, except the thesis and elective.

The student will be in the stages of preparation and taking the specialization courses part of the comprehensive exam toward the Master Program in Industrial/Organizational Psychology.

0 hours, 1 semester, 0 credits

CPSY 802 MULTIVARIATE STATISTICAL ANALYSIS

Prerequisite: GRCC 602, GRCC 603

This is a second level statistics course. It intends to present different statistical techniques for the analysis of multivariate data. Students will be using statistical packages to demonstrate these techniques using computers.

3 hours, 1 semester, 3 credits

CPSY 806 PHILOSOPHICAL FOUNDATIONS OF PSYCHOLOGY

An analysis of the process of knowledge production in its dual dimension: epistemological and historic – social. A close look at the most significant paradigmatic changes in the history of science and its relation with the historic development of psychology. It reviews the ruptures and changes in social relations, the crisis of reason, the new theoretical approaches to relation /knowledge / power, daily practices and its consequences in the development of theories in psychology.

3 hours, 1 semester, 3 credits

CPSY 809 HISTORY AND SYSTEMS OF PSYCHOLOGY

A critical journey through the historic development of the field of psychology from the “psychological” notions of ancient eastern hemisphere to western contemporaneous psychology. Emphasis is given to the paradigmatic and epistemological movement of an empirical, positive, and objective psychology. The contrasting reflection between both and the actual state of the discipline, particularly in Latin American, complete this course.

3 hours, 1 semester, 3 credits

CPSY 814 COGNITION AND EMOTION IN PSYCHOLOGY

Includes main theories, basic research, and paradigms that explain the relation and interdependence among mental events, behavior, and human emotions. It involves the genetic epistemology of Piaget, Guidano’s evolutionary post-national epistemology, the historic-cultural aspect according to Vigotsky and Luria, and the biology of knowledge of Maturana. Emphasis given to the role of the socio-cultural context in the construction of cognition and emotions based on work by Bruner, Cole, and Rorty. A vision focused on the contrasting views mentioned above, as an instrument towards a critical and radical analysis of cognition and emotion permeate the course. The discussion of the implications of the conceptualizations about cognition and emotions to be considered in the professional and investigative practice of psychology will complete the analysis.

3 hours, 1 semester, 3 credits

CPSY 822 ADVANCED SEMINAR IN INVESTIGATION AND METHODOLOGY

Prerequisite: GRCC 602, GRCC 603, CPSY 806/809

Advanced course in qualitative and quantitative research emphasizing the study of research designs and its implementations in different disciplines. Students will be provided with the tools to select the best design for a particular research to be done. The course intends to enable the student in developing sound quantitative and qualitative research independently.

3 hours, 1 semester, 3 credits, 2 extra hours

CPSY 833 COMPUTERIZED DATA ANALYSIS (Equivalent to CPSY 692)

The student will be taught how to use computers during the data analysis phase of research. The advantages and disadvantages of the use of computers as a tool in research will also be discussed. Emphasis is given to the collection of data, inventory construction, codification, quality control, creating a data base, clearing of data, and statistical analysis of such.

2 hours, 1 semester, 2 credits, laboratory

CPSY 870 RESEARCH PRACTICUM I

Prerequisite: GRCC 602, GRCC 603, CPSY 802, CPSY 806

Co-requisite: CPSY 822, CPSY 833

This practicum provides the student with the necessary experiences to integrate theoretical knowledge in this research practice. Requires 250 minimum practice hours.

250 hours, 1 semester, 0 credits

CPSY 871 RESEARCH PRACTICUM II

Prerequisite: CPSY 870

This is the final course in the Research Practice prior to the dissertation. It consists of the integration of all knowledge required for the exercise of appropriate scientific research and the application of theoretical and practical aspects. It requires the elaboration of a formal research proposal that could but does not have to be used for the doctoral dissertation. Requires 250 minimum practice hours.

250 hours, 1 semester, 0 credits

IPSY 899 DISSERTATION SEMINAR

This course is designed so the student may demonstrate skills and knowledge regarding the design, execution, and analysis needed in order to complete a research seminar (project) in the area of psychology. Skills needed for oral presentation and the writing of a formal research paper will also be involved as topics in this course. This is a two (2) semester course.

1 semester, 0 credits

ELECTIVE COURSES

IPSY 679: JOB SATISFACTION

The course has the intention to present to the student the different theories that try to explain the job satisfaction, as well as its relation with the organizational commitment. The concept of work motivation and its relation with the satisfaction, and its effect in work facets is analyzed such as: the payment, the relations of work, the supervision and opportunities of promotion, among others.

3 hours, 1 semester, 3 credits

IPSY 687 MENTAL HEALTH IN THE WORK PLACE

Description and clarification of those desirable work place elements which promote the mental health of all in the organization. Identification of the principle factors associated with excessive stress, as well as the most common behavior disorders. The course content will be confined to the Puerto Rican social-cultural context.

3 hours, 1 semester, 3 credits

IPSY 689 LABOR LEGISLATION

Study and analysis of labor legislation and jurisprudence of Puerto Rico and the United States concerning the determination of wages, hours, marginal benefits, and other working conditions. Include: workers constitutional rights, unemployment insurance, anti-discrimination laws, occupational security and health.
3 hours, 1 semester, 3 credits

CPSY 807 CRISIS INTERVENTION (EQUIVALENT CPSY 651)

This course is an introduction to the fundamental concepts, theories, strategies and necessary skills to understand and conduct effective intervention in crisis. It presents the conceptual and multicultural aspects to be considered in working with crises. Included in this course is the crisis management models with specific situations particularly with post – traumatic syndromes, suicide, marital abuse, sexual abuse, addictions, death and grief, violence in institutions and hostages situations. The role of the therapist as well as the utilization of various therapeutic models is analyzed. The crisis intervention and its evaluation in the new millennium is also discussed. The whole course content is presented a long side ethical- legal considerations relevant to crisis intervention.

3 hours, 1 semester, 3 credits, 2 extra hours

CPSY 810 HUMAN SEXUALITY

A comprehensive study of the sexual physiology and behavior, it includes sexual development from childhood to old age. Sexual dysfunctions and effective therapies will also covered.

3 hours, 1 semester, 3 credits

IPSY 827 ORGANIZATIONAL STRESS

The study of the interaction between the physical capacities and the problematic conditions in the place of work like an attempt to understand the negative limits of the performance and effects in the workers. It enters these factors to consider are the dangerous environmental conditions, induced by toxic substances, injurious noises, illumination and scents among others. Also factors are discussed that are related to the organizational structure and the design of work such as, turns of work or the requirements of particular tasks. Other additional sources of organizational stress study that can affect the actitudinales performance, commitment and variables including reduction, harassment and pressures of work-family. To some laws and related governmental standards to the work place will be discussed.

2 hours, 1 semester, 2 credits

IPSY 828 MANAGEMENT AND PLACEMENT OF THE ELDERLY

Prerequisite: IPSY 665, IPSY 675

This course will discuss possible ways to manage elderly workers at work and the importance of knowing what generation they are from. Also, it will discuss the social, economic, and psychological aspects of retirement, as well as the elder person and society in general. This course pretends to developed and enhance knowledge and skills of graduate students of Industrial and Organizational Psychology in the areas of management and placement of older workers as well as retirement counseling.

3 hours, 1 semester, 3 credits

IPSY 831 HUMAN RESOURCE SELECTION AND PERFORMANCE APPRAISAL

Prerequisite: IPSY 675

The present course has been designed for doctoral level students in Industrial Organizational Psychology Program. This course is designed to provide information and to stimulate thinking in the areas of personnel selection and performance appraisal. The methodologies underlying decision-making in these two topic areas are presented within the context of a unified, professional personnel system and evaluated using three perspectives: validity, legality, and utility. This course attempts to bridge the gap between the skills acquired in the personnel psychology course and the application exercises to be undertaken in the industrial practicum's.

3 hours, 1 semester, 3 credit

IPSY 835 GROUP INTERACTION AND DECISION MAKING

This course has the intention to introduce to the student to the individual analysis of the decision making and human judgment in social contexts; as well as its application to the selection of personnel, the human performance and the conduct of selection. The different models and theories in the decision making and its application study from the solution of problems are considered. To the theories of the formation of groups and the processes are discussed that take part in the effectiveness of the work parties.

3 hours, 1 semester 3 credits

IPSY 878 ACADEMIC CULTURAL TRIP (STUDY ABROAD TRIP) II

This course provides a second vision in relation to a trip to a foreign country with a multidisciplinary approach. Through visits and conferences scheduled holistically destination to visit is presented. The student will acquire a global conscience by relating the country visited to their study discipline. Area of interest as applicable: cultural, social, artistic, religious, educational, linguistic, architectural, scientific, or business, among others. This course requires completion of a field study or comparative research and presenting it in an open forum.

15-90 hours, 1 semester, 1-6 credits

CPSY 620 SYSTEMS AND THEORIES OF PERSONALITY

Critical analysis of the notion of personality in the light of current theories. Consideration of historical evaluation of the concept of personality and the socio-historic conditions which made their emergence possible. Study of the principal system and theories concerning personality as the central concept to the traditional paradigm of clinical psychology.

3 hours, 1 semester, 3 credits

CPSY 630 ADVANCED ABNORMAL PSYCHOLOGY

Prerequisite CPSY 620

Discussion of the theories, causes, diagnoses and treatment of the principal emotional and behavioral dysfunctions recognized in DSM IV – TR.

3 hours, 1 semester, 3 credits

GCRI 624 PSYCHOSOCIAL ASPECTS OF CRIMINAL BEHAVIOR

Study of the factors which influence criminal behavior. Discussion of cognitive and operative motivational processes of deviant and criminal behavior. Analysis of personal, social, ecological, economic, political, and religious factors which incur on criminal behavior in Puerto Rico.

3 hours, 1 semester 3 credits

GPUA 624 ADMINISTRATIVE LAW

Analysis of the different doctrines and principles involved in the administrative process and executed in the light of the Uniformed Administrative Procedure Law of Puerto Rico and the Jurisprudence created by the Supreme Court of Puerto Rico. A group of cases assigned to students will enable them to visualize the application of the doctrine.

3 hours, 1 semester 3 credits

GPUA 625 LABOR RELATIONS IN THE PUBLIC SECTOR

Study of the origin and development of the work movements in Puerto Rico; labor relations in the public administration systems and in the private sector; the legal and procedural aspects of the administrative system of government personnel; and the applicable portions of the Social Doctrine of the Church.

3 hours, 1 semester 3 credits

CLSW 619 SOCIAL WORK WITH GROUPS, ORGANIZATIONS, AND COMMUNITY

Prerequisites: CLSW 615, CLSW 617

Study of the concepts and fundamental principles that guide the practice of social work with groups, organizations, and community. Also, the examination of the roles of the social worker in his/her different professional intervention with groups, organizations, and community.

3 hours, 1 semester 3 credits

BUAD 613 ADMINISTRATIONS OF HUMAN RESOURCES

Prerequisites: None

Study of the development, organization, and utilization of human resources in a business, integration, individual organization, organization ambience, supervision, evaluation, designing task, satisfaction and group dynamics,

4 hours, 1 trimester 3 credits.

GRADUATE SCHOOL OF SOCIAL WORK MASTER PROGRAM IN SOCIAL WORK (CLINICAL AREA)

Dr. Catherine Oliver Franco, Director

FULL-TIME FACULTY: Dr. Wilma C. González Ríos, Dr. Hilda Burgos Ocasio, Dr. José O. Reyes Rivera, Dr. Javier Solís, Dr. Elba Vélez Vázquez.

PART TIME FACULTY: Prof. Marilyn García Echevarría, Prof. Jesús García Rivera, Prof. Edgar Colón Santos, Prof. Cristina Maldonado de La Peña.

OBJECTIVES

- To prepare specialists in Social Work that can satisfy the need for direct social services in diverse settings and with diverse populations.
- To prepare professionals with a strong Christian base committed to work in the solutions of social problems the country.
- To prepare students for advanced social work practice with focus on family system.
- To prepare professionals with ethical values, techniques, strategies, and basic skills of the social work profession in the field of clinical intervention.
- To prepare professionals who will be highly skilled in the areas clinical intervention.
- To prepare social work professionals to analyze their professional roles and appreciate human diversity and the impact of oppression and discrimination in the Puerto Rican society.
- To promote critical thinking among students taking in consideration the social environment and the social work practice.
- To prepare students to understand and critically analyze the impact of social welfare policies and social services on the Puerto Rican society.

MSW PROGRAM GENERAL COMPETENCES:

- Students understand and interpret the history of social work, in order to evaluate and integrate the values, principles and ethics of the social work profession, including their own beliefs and religious practices.
- Students acquire and demonstrate intervention skills in working with people and their families in various scenarios with adequate supervision and advice.
- Students acquire and use theoretical frameworks and show critical thinking skills, on issues related to the theory and practice of social work, for the identification of the bio-psycho-social and cultural conditions that affect clients in their different systems.
- Students identify and understand the forms and mechanisms of oppression and discrimination, in order to develop a practice without discrimination and with respect. Knowledge and skills related to the age of the clients, class, color, culture, disability, and ethnicity, structure family of gender, marital status, nationality, race, religion, sex, and sexual orientation and apply strategies of promotion and social change that promote social and economic justice in a global ethnic context.
- Students critically analyze social welfare policies and services, using international, national and local models of social policy analysis in order to analyze, formulate and influence social policies, as well as the provision of services and organizational changes.
- Students critically analyze the scientific literature, using quantitative and qualitative methodologies and incorporating the use of different technologies to evaluate and apply research studies in their own clinical and intervention practices (case model).
- Students apply theoretical frameworks of skills in generalist intervention in working with individuals and their families in various settings, including the use of appropriate communication skills with diverse populations (clients, colleagues and communities).

MSW PROGRAM SPECIALTY COMPETENCES:

- Students demonstrate the ability to organize and evaluate the components of dysfunctional families, according to the medical model and the family system model.
- Students intervene with the family system and demonstrate the ability to participate through the perspective of strength with the problem identification system, goal setting and problem solving using the generalist advanced practice models and perspectives such as: empowerment and strengths, diversity and social justice.
- Students demonstrate skills in conducting a comprehensive biopsychosocial history using models of evidence-based practice.
- Students analyze and critically evaluate the uses of verbal and non-verbal languages within the therapeutic process in micro, mezzo and macro systems with individuals, families and groups.
- Students differentiate and work with family dynamics within the family culture towards family consensus using the conflict resolution model.

ADMISSION REQUIREMENTS

1. Baccalaureate of a university accredited by the Council of Higher Education
2. Have a minimum average of 2.75 high school.
3. Take the EXADEP or * GRE (Graduate Record Examination) exam. It does not apply to people with a conferred Master's degree from an accredited university.
4. Literacy or Certification of course (s) in computer.
5. Three letters of recommendation and one of them from a teacher.
6. To approve an interview with the Admissions Committee of the Graduate Studies College and obtain a minimum of 725 points in the evaluation of the Admissions Committee of the CEG which is composed of the sum of the following criteria: the general average of Baccalaureate (GPA) multiplied by 100). The results of the EXADEP and the result of the interview of the Admissions Committee of the School.
7. Have approved the prerequisites at the baccalaureate level with C or more.
8. Communication skills in English and Spanish.
9. Admission fee (\$ 25.00).

* In the Graduate Record Examination (GRE), it is required to obtain 1,200 minimum points in the general part.

PREREQUISITES

All applicants to the Graduate Social Work Program must have completed the following prerequisites at the undergraduate level (Baccalaureate):

1. Statistics
2. Social Research
3. * Introduction to Social Work and Social Welfare Institutions
4. * Interview Techniques and Drafting in Social Work
5. History of Puerto Rico
6. Biology or Biological Sciences

7. Sociology or Social Sciences
8. General Psychology
9. Western Civilizations

If applicant has not fulfilled one or various of the previously mentioned prerequisites, the admission committee may, as it discretion, grant him or her a Provisional Admission to the program and allow the applicant to take a maximum of two graduate courses per semester until he/she presents evidence of fulfillment of the program prerequisites. When the student accomplishes all the program prerequisites, he/her admission status will be changed to Regular or Bonafide Admission.

PREREQUISITES OFFERED AT MASTER LEVEL

All the students without a BSW that are interested in the Master in Social Work: Clinical Area, but that do not have a Baccalaureate in Social Work (BSW), are required to take the following courses: CLSW 501 Introduction to Social Work and Social Welfare Institutions and CLSW 502 Interview Techniques and Recording in Social Work. These courses will be offered by the Graduate School of Social Work faculty.

SOCIAL WORK CURRICULUM #1

GRADUATION REQUIREMENTS AND MASTER IN SOCIAL WORK CURRICULUM FOR STUDENTS WITHOUT A BACCALAUREATE DEGREE IN SOCIAL WORK

GRADUATION REQUIREMENTS

In addition to the courses, all social work students must:

1. Have a GPA of 3.00 or more on a 4.00 scale and B or better on all specialty courses.
2. Successfully approve comprehensive examinations
3. Successfully approve the Professional Internships I, II, and III

STUDY PROGRAM

MASTER REQUIREMENTS

Required Courses	Credits
Specialty Courses	33
College Courses	11
General Courses	4
Elective Courses	6

SOCIAL WORK CURRICULUM

FIRST YEAR		
FIRST SEMESTER		
	COURSE	CREDITS
GRCC 602	Statistical Methods	2
GRCC 606	Human Development	2
CLSW 615	Human Behavior and the Social Environment	3
CLSW 617	Social Policy and the Social Welfare System	3
CLSW 619	Social Work with Groups, Organization, and Community	3
	TOTAL CREDITS	13

SECOND SEMESTER		
	COURSE	CREDITS
CLSW 614	Models and Techniques in Clinical Interventions	3
CLSW 616	Social Work and the Family System	3
CLSW 625	Psychosocial Disorders and their Treatment	3
CLSW 631	Professional Internship I	3
	TOTAL CREDITS	12
SUMMER I		
	COURSES	CREDITS
CLSW ELE	Elective Course	3
	TOTAL CREDITS	3
SUMMER II		
		CREDITS
THEO 633	Dignity of the Human Person	2
THEO 634	Marriage and Family	2
	TOTAL CREDITS	4
SECOND YEAR		

FIRST SEMESTER		
	COURSE	CREDITS
GRCC 603	Advanced Social Research	3
GRCC 604	Administrative Theory	2
CLSW 618	Family Therapy	3
CLSW 632	Professional Internship II	3
	TOTAL CREDITS	11

SECOND SEMESTER		
	COURSE	CREDITS

GRCC 605	Family Law	2
CLSW 629 (ELE)	Human Diversity and Contemporary Issues Related to the Social Work Profession	3
CLSW 633	Professional Internship III	3
CLSW 645	Seminar of Evaluation of the Professional Practice	3
	COMPREHENSIVE EXAM	
CLSW 798	COMPREHENSIVE EXAM – CORE COURSES	0
CLSW 799	COMPREHENSIVE EXAM – SPECIALTY COURSES	0
	TOTAL CREDITS	11
	GRAND TOTAL CREDITS	54

REQUIRED ELECTIVE COURSES

Elective	Courses	12 credits
CLSW 620	Social Work with Multiproblematic Families	3
CLSW 628	Addictions and the Family System	3
CLSW 629	Human Diversity and Contemporary Issues Related to the Social Work Profession	3
CLSW 626	Family Violence	3

*It is required as a condition to approval Comprehensive Exams (Core y Specialty) for the MSW degree. They are indispensable prerequisites for enrolling in these tests have completed all the academic courses established in the curriculum.

**No course credit or exemptions are granted based on life experience or previous employment.

***Students with a BSW from an accredited program by the Council on social Work Education (CSWE), and fewer than five years since completing the degree, will be granted a maximum of nine (14) credit hours: 11 credits of foundation coursework and practice 3 credits in generalist practice. Students who receive these credits do not need to make up these credits. These courses should be approved with a grade of B or better. Students with a BSW from a Program, non-accredited by the Council on social Work Education (CSWE), will be eligible only for curriculum #1.

******Transferred Credits:** credits for courses taken at another Institution and approved with a minimum grade of B that the Director of the School of Social Work considers equivalent or may be a substitute of the requirements of the curriculum of a MSW program at PUCPR. The PUCPR'S residence and transfer of credits policies regulate the transfer of credits. Grades obtained at other institutions are not included when determining the student GPA, even though the courses are accepted towards the degree. This only applies

to students who want to transfer credits from an accredited MSW program by the Council on Social Work Education (CSWE). No transferred credits will be granted to students from a program that has not been accredited by CSWE.

*******Students from disciplines different of Social Work.** Those students must take two prerequisites courses at master level given by the Program (CLSW 501: The Profession of Social Work and Social Welfare Agencies and CLSW 502: Interviewing and Information Gathering Techniques in Social Work).

SOCIAL WORK CURRICULUM #2

GRADUATION REQUIREMENTS AND MASTER IN SOCIAL WORK CURRICULUM FOR STUDENTS WITH BACCALAUREATE IN SOCIAL WORK ACCREDITED BY THE COUNCIL ON SOCIAL WORK EDUCATION (CSWE)

In addition to the courses, all social work students must:

1. Have a GPA of 3.00 or more on a 4.00 scale and B or better on all specialty courses.
2. Successfully approve comprehensive examinations
3. Successfully approve the Professional Internships I, II, and III

STUDY PROGRAM

MASTER REQUIREMENTS

Required Courses	Credits
Specialty Courses	21 credits
College Courses	9 credits
General Courses	4 credits
Electives	6 credits

SOCIAL WORK CURRICULUM

FIRST YEAR		
FIRST SEMESTER		
	COURSE	CREDITS
THEO 633	Dignity of the Human Person	2
GRCC 602	Statistical Methods	2
CLSW 614	Models and Techniques in Clinical Interventions	3
CLSW 616	Social Work and the Family System	3
	TOTAL DE CRÉDITOS	10
SECOND SEMESTER		
	COURSES	CREDITS
GRCC 603	Advanced Social Research	3

CLSW 625	Psychosocial Disorders and their Treatment	3
GRCC 604	Administrative Theory	2
CLSW 618	Family Therapy	3
	TOTAL CREDITS	11
	SECOND YEAR	
FIRST SEMESTER		
	COURSES	CREDITS
GRCC 605	Family Law	2
CLSW 645	Seminar of Evaluation of the Professional Practice	3
CLSW ELE	Required Elective Course	3
CLSW 632	Professional Internship II	3
	TOTAL CREDITS	11
SECOND SEMESTER		
	COURSES	CREDITS
THEO634	Marriage and Family	2
CLSW 629 (ELE)	Human Diversity and Contemporary Issues Related to the Social Work Profession	3
CLSW 633	Professional Internship III	3
	Comprehensive Exams	
CLSW 798	Comprehensive Exams- Core Courses	0
CLSW 799	Comprehensive Exams- Specialty Courses	0
	TOTAL CREDITS	8
	GRAND TOTAL CREDITS	40

*It is required as a condition to approval (Core y Specialty) for the MSW degree. They are indispensable prerequisites for enrolling in these tests have completed all the academic courses established in the curriculum.

**No course credit or exemptions are granted based on life experience or previous employment.

***Students with a BSW from an accredited Program by the Council on social Work Education (CSWE), and fewer than five years since completing the degree, will be granted a maximum of nine (14) credit hours of foundation coursework. Students who receive these credits do not need to make up these credits. These courses should be approved with a grade of B or better. Students with a BSW from a Program, non-accredited by the Council on social Work Education (CSWE), will be eligible only for curriculum #1.

******Transferred Credits:** credits for courses taken at another Institution and approved with a minimum grade of B that the Director of the School of Social Work considers equivalent or may be a substitute of the

requirements of the curriculum of a MSW program at PUCPR. The PUCPR'S residences and transfer of credits policies regulate the transfer of credits. Grades obtained at other institutions are not included when determining the student GPA, even though the courses are accepted towards the degree. This only applies to students who want to transfer credits from an accredited MSW program by the Council on Social Work Education (CSWE). No transferred credits will be granted to students from a program that has not been accredited by CSWE.

COURSE DESCRIPTION

SPECIALTY COURSES

CLSW 614 MODELS AND TECHNIQUES OF CLINICAL INTERVENTION

Prerequisite: CLSW 615, CLSW 617, CLSW 619

The purpose of this course is to provide an integrated approach to the clinical practice of social work and develop the therapeutic skills of the student based on the theory, concepts and techniques of the most important models of psychotherapy. The content of the course reflects advanced material of current practice of clinical social work in an effective manner. Specifically, this course will provide updated training in evidence-based psychosocial treatments. Different theories will be studied and discussed.

3 hours, 1 semester, 3 credits

CLSW 615 HUMAN BEHAVIOR AND SOCIAL ENVIRONMENT

Prerequisites: None

Analysis of the nature of the theories that explain and predict human behavior, the impact of social structures, social problems and social policies that direct social research, give credibility to the profession and are socially and ideologically constructed. Discussion of important contemporary dilemmas related to the theory; implications for the practice of social work; and a critical analysis of the Theory. Analysis of the global vision of the theories, the historical context, the fundamental concepts, variations.

3 hours, 1 semester, 3 credits

CLSW 616 SOCIAL Work and the Family System

Prerequisites: CLSW 615, CLSW 617

This course presents the family as primary element in the human development. Discussion of the importance of family preservation and the social worker's intervention. Different models of family assessment and family intervention are presented.

3 hours, 1 semester 3 credits

CLSW 617 SOCIAL Policy and the Social Welfare System

Prerequisites: None

This course presents the study and analysis of the policy and social welfare service concepts. Social welfare services are examined, as well as their relation with current social policies. The social worker's role as social policy analyst is emphasized.

3 hours, 1 semester 3 credit

CLSW 618 FAMILY Therapy

Prerequisites: CLSW 615, CLSW 616, CLSW 617

The family intervention is emphasized in this course, utilizing family therapy as a tool. The social system theory is used as framework. Different theories and techniques related to family therapy are discussed.

3 hours, 1 semester 3 credits

CLSW 619 SOCIAL WORK WITH GROUPS, ORGANIZATIONS, AND COMMUNITY

Prerequisites: None

Study of the concepts and fundamental principles that guide the practice of social work with groups, organizations, and community. Also, the examination of the roles of the social worker in his/her different professional intervention with groups, organizations, and community.

3 hours, 1 semester 3 credits

CLSW 625 PSYCHOSOCIAL DISORDERS AND THEIR DIAGNOSIS

Prerequisites: CLSW 615, CLSW 616, CLSW 617

This course will provide students the opportunity to gain knowledge about on the symptoms of the different psychosocial, mental, and personality disorders. Students will be familiarized with the different elements to be considered when intervening with individuals, in order to assist them in improving their social functioning and interact with other social environments. The role of the clinical social worker in mental health settings will be discussed.

3 hours, 1 semester, 3 credits

CLSW 626 VIOLENCE in the Family

Prerequisites: CLSW 615, CLSW 616, CLSW 617

Study and analysis of violence in the family, utilizing the Social Systems Theory as theoretical framework. Physical, emotional, psychological, and social aspects related to violence are discussed. Different support systems and services directed to the restoration of social functioning are identified, as well as, the social worker's role working with family violence.

3 hours, 1 semester, 3 credits

CLSW 631 PROFESSIONAL INTERSHIP I

Prerequisites: GRCC 602, GRCC 606, CLSW 615, CLSW 616, CLSW 617, CLSW 619

Provides the student the opportunity to apply concepts, principles, and theories that are learned in theoretical courses. It requires a minimum of 300 hours of internship.

3 hours, 1 semester, 3 credits

CLSW 632 PROFESSIONAL INTERSHIP II

Prerequisites: THEO 633, THEO 634, GRCC 602, GRCC 603, GRCC 604, GRCC 605, GRCC 606, CLSW 615, CLSW 616, CLSW 617, CLSW 618, CLSW 619, CLSW 631

Provides the student the opportunity to apply concepts, principles, and theories that are learned in theoretical courses. It requires a minimum of 300 hours of internship.

3 hours, 1 semester, 3 credits

CLSW 633 PROFESSIONAL INTERSHIP III

Prerequisites: THEO 633, GRCC 602, GRCC 603, GRCC 604, GRCC 605, GRCC 606, THEO 634, CLSW 614, CLSW 615, CLSW 616, CLSW 617, CLSW 618, CLSW 619, CLSW 631, CLSW 632

Provides the student the opportunity to apply concepts, principles and theories that are learned in theoretical courses. It requires a minimum of 300 hours of internship.

3 hours, 1 semester, 3 credits

ELECTIVE COURSES

REQUIRED ELECTIVE COURSES

SPECIAL ELECTIVES	COURSES	12 CREDITS
CLSW 620	Social Work with Multiproblematic Families	3
CLSW 628	Addictions and the Family System	3
CLSW 629	Human Diversity and Contemporary Issues Related to the Social Work Profession	3
CLSW 626	Family Violence	3

DESCRIPTION OF COURSES

CLSW 620 SOCIAL WORK WITH MULTIPROBLEMATIC FAMILIES

Prerequisites: CLSW 615, CLSW 616, CLSW 617

This course studies and analyzes different situations of tension that affect the family system, using as a theoretical framework the Social Systems Theory. Different intervention models are discussed.

3 hours, 1 semester, 3 credits

CLSW 628 ADDICTIONS AND THE FAMILY SYSTEM

Prerequisites: CLSW 615, CLSW 616, CLSW 617

This course offers knowledge about addiction to alcohol, other drugs, the acquired immunodeficiency syndrome, and its effects. The magnitude of the problem and its impact on the family system are analyzed. Different methods of intervention at preventive and rehabilitative level are studied.

3 hours, 1 semester, 3 credits

CLSW 629 HUMAN DIVERSITY AND CONTEMPORARY ISSUES RELATED TO THE PROFESSION OF SOCIAL WORK

Prerequisites: CLSW 615, CLSW 616, CLSW 617

This course focuses on the study and analysis of current Social Work topics, including diverse groups and populations. Students will discuss and study different aspects that have a great impact on the Social Work profession. The topics will be examined, studied, discussed and analyzed with a focus on human diversity, with an emphasis its principles and values, specificity on the impact on the Social Work profession.

3 hours, 1 semester, 3 credits

CLSW 645 SEMINAR OF EVALUATION OF THE PROFESSIONAL PRACTICE

Prerequisites: THEO 633, GRCC 602, GRCC 603, GRCC 604, GRCC 605, GRCC 606, THEO 634, CLSW 615, CLSW 616, CLSW 617, CLSW 618, CLSW 619, CLSW 631

Student will acquire a broad approach about the use of base evidence and practice strategies for the clinical intervention strengths in social work. This course pursue student will acquire the knowledge and application of diverse qualitative and quantitative tools of measurement that facilitate research and evaluation skills in the social work professional practice throughout a critical perspective.

3 hours, 1 semester, 3 credits

CLSW 798 COMPREHENSIVE EXAM – CORE COURSES

Prerequisites: GRCC 602, GRCC 603, GRCC 604, GRCC 605, GRCC 606

The student will be in the stages of preparation and taking the core courses part of the comprehensive exam toward the Master Program in Social Work.

0 hours, 1 semester, 0 credits

CLSW 799 COMPREHENSIVE EXAM – SPECIALTY COURSES

Prerequisites: CLSW 614, CLSW 615, CLSW 616, CLSW 617, CLSW 618, CLSW 619, CLSW 625

The student will be in the stages of preparation and taking the specialization courses part of the comprehensive exam toward the Master Program in Social Work.

0 hours, 1 semester, 0 credits

DESCRIPTION OF PREREQUISITES COURSES OFFERED AT MASTER LEVEL

REQUIRED PREREQUISITES COURSES

Prerequisites	COURSES	6 CREDITS
CLSW 501	The Profession of Social Work and Social Welfare Agencies	3 credits
CLSW 502	Interviewing and Information Gathering Techniques in Social Work	3 credits

CLSW 501 The Profession of Social Work and Social Welfare Agencies

Prerequisites: Baccalaureate from an educational institution accredited by the Council in Higher Education in Puerto Rico (CES) or its equivalent in other states. To enroll these courses, students are required to have Special or Provisional type of admission or its equivalent in other states.

This is a conceptual study of Social Work as a profession, the primary philosophical knowledge that has contributed to its development, and the values and ethical code that govern and direct its practice. In addition, students will analyze the services offered by and the nature, structure, and policies of the welfare system.

3 hours, 1 semester, 3 credits

CLSW 502: Interviewing and Information Gathering Techniques in Social Work

Prerequisites: Baccalaureate from an educational institution accredited by the Council in Higher Education in Puerto Rico (CES) or its equivalent in other states. To enroll these courses, students are required to have Special or Provisional type of admission or its equivalent in other states.

Several interviewing and information gathering techniques that are utilized in Social Work will be studied. There will be discussions on the different ethical and legal dilemmas that can confront the Social Worker.

3 hours, 1 semester, 3 credits

**PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO
ARECIBO CAMPUS
GRADUATE SCHOOL**

Dr. Edwin Hernández Vera, Rector

Dra. Isanadis Colón Núñez, Graduate School Director

The Graduate Program of the Arecibo Campus serves the needs of the following communities: Arecibo, Aguada, Aguadilla, Barceloneta, Camuy, Cataño, Ciales, Florida, Hatillo, Isabela, Lares, Manatí, Moca, Morovis, Quebradillas, San Sebastián, Utuado, Vega Alta and Vega Baja in accordance with the Institutional norms of Pontifical Catholic University of Puerto Rico, Ponce Campus. The facilities are located in "Barrio" Santana, Road 662 in front of the airport and Pan American Grain Company.

This Program offers its Master's Degree courses on a quarter basis calendar. The Academic Calendar is divided into three Sessions: Autumn, Winter, and Spring and Summer. Courses are offered in the evenings from Monday through Friday from 6:00 p.m. to 10:00 p.m. for the three credit courses. Courses that are worth 2 credits meet from 6:00 p.m. to 9:00 p.m. Saturday classes meet from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:00 p.m. Three Academic Sessions are offered: Daytime, Nighttime, and Saturdays. Services are provided equally in all the Sessions.

To Sessions are offered during the summer: one in June and another in July. Classes meet for four weeks, Monday through Friday.

If any person would like to enroll and fill out an Application he or she can apply directly to the Arecibo Campus can be made directly through the Admissions Office, Apartado 144045, Arecibo, PR 00614-4045.

OBJECTIVES:

The Arecibo Campus has the same Mission, Objectives, and Goals as the Main Campus in Ponce. Because of its socio-economic and cultural aspects, the Campus also proposes to:

1. Serve the educational needs of the population of Arecibo and nearby towns.

2. Promote understanding of the region and its specific needs.
3. Foster commitment and a service-oriented attitude in education guided by the Catholic faith.
4. Provide an opportunity for Graduate studies to the residents of the north-central part of Puerto Rico.

ACADEMIC PROGRAMS OFFERED:

Master's Degree in

- Business Administration in Human Resources*
- Business Administration in Accounting*
- Business Administration in Management*
- Business Administration in Finance*
- Social Work in the Clinical Area
- Management and Leadership Education*
- Education in Learning and Curriculum*
- Science in Clinical Psychology*

Doctoral Program in:

- Clinical Psychology, Psy, D*

*Refer to Departments of the Ponce Campus.

MASTER'S DEGREE IN SOCIAL WORK WITH CLINICAL SPECIALIZATION

Maritza Rivera Moret, Coordinator of Program

OBJECTIVES PROGRAM

1. To prepare professionals with a strong Christian base committed to work in the solutions of social problems the country.
2. To prepare specialist in Social Work that can satisfy the need for direct social services in diverse settings and with diverse populations.
3. To prepare students for advanced social work practice with focus on family system.
4. To prepare professionals with ethical values, techniques, strategies, and basic skills of the social work profession in the field of clinical intervention.
5. To prepare professionals who will be highly skilled in the areas clinical intervention.
6. To prepare social work professionals to analyze their professional roles and appreciate human diversity and the impact of oppression and discrimination in the Puerto Rican society.
7. To promote critical thinking among students taking in consideration the social environment and the social work practice.

8. To prepare students to understand and critically analyze the impact of social welfare policies and social services on the Puerto Rican society.

MSW PROGRAM GENERAL COMPETENCES:

1. Students understand and interpret the history of social work, in order to evaluate and integrate the values, principles and ethics of the social work profession, including their own beliefs and religious practices.
2. Students acquire and demonstrate intervention skills in working with people and their families in various scenarios with adequate supervision and advice.
3. Students acquire and use theoretical frameworks and show critical thinking skills, on issues related to the theory and practice of social work, for the identification of the bio-psycho-social and cultural conditions that affect clients in their different systems.
4. Students identify and understand the forms and mechanisms of oppression and discrimination, in order to develop a practice without discrimination and with respect. Knowledge and skills related to the age of the clients, class, color, culture, disability, and ethnicity, structure family of gender, marital status, nationality, race, religion, sex, and sexual orientation and apply strategies of promotion and social change that promote social and economic justice in a global ethnic context.
5. Students critically analyze social welfare policies and services, using international, national and local models of social policy analysis in order to analyze, formulate and influence social policies, as well as the provision of services and organizational changes.
6. Students critically analyze the scientific literature, using quantitative and qualitative methodologies and incorporating the use of different technologies to evaluate and apply research studies in their own clinical and intervention practices (case model).
7. Students apply theoretical frameworks of skills in generalist intervention in working with individuals and their families in various settings, including the use of appropriate communication skills with diverse populations (clients, colleagues and communities).

MSW PROGRAM SPECIALTY COMPETENCES

1. Students demonstrate ability to organize and evaluate the components of dysfunctional families, according to the medical model and the family system model.
2. Students intervene with the family system, and demonstrate the ability to participate through the perspective of strength with the problem identification system, goal setting and problem solving using the generalist advanced practice models and perspectives such as: empowerment and strengths, diversity and social justice.

3. Students demonstrate skills in conducting a comprehensive biopsychosocial history using models of evidence-based practice.
4. Students analyze and critically evaluate the uses of verbal and non-verbal languages within the therapeutic process in micro, mezzo, and macro systems with individuals, families and groups.
5. Students differentiate and work with the family dynamics within the family culture towards family consensus using the conflict resolution model.

ADMISSION REQUIREMENTS

1. Baccalaureate of a university accredited by the Council of Higher Education.
2. Have a minimum average of 2.75 or higher on a 4.00 scale in high school.
3. Take the EXADEP or *GRE (Graduate Record Examination) exam. It does not apply to people with a conferred master's degree from an accredited university.
4. Literacy of Certification of course (s) in computer.
5. Three letters of recommendation and one of them from a teacher.
6. To approve an interview with the Admissions Committee of the Graduate Studies College and obtain a minimum of 725 points in the evaluation of the Admissions Committee of the CEG with is composed of the sum of the following criteria: the general average of Baccalaureate (GPA) multiplied by 100). The results of the EXADEP and the result of the interview of the Admissions Committee of the School.
7. Have approve the prerequisites at the baccalaureate level with a grade of "C" or more.
8. Communication skills in English and Spanish.
9. Admission fee (\$25.00).

***In the Graduate Record Examination (GRE), it is required to obtain 1,200 minimum points in the general part.**

PREREQUISITES:

All applicants to the Graduate Social Work Program must have completed the following prerequisites at the undergraduate level (Baccalaureate):

1. Statistics
2. Social Research
3. * Introduction to Social Work and Social Welfare Institutions

4. * Interview Techniques and Drafting in Social Work
5. History of Puerto Rico
6. Biology or Biological Sciences
7. Sociology or Social Sciences
8. General Psychology
9. Civilization of the West

If applicant has not fulfilled one or various of the previously mentioned prerequisites, the admission committee may, as it discretion, grant him or her a **Provisional Admission** to the program and allow the applicant to take a maximum of two graduate courses per trimester until he/she presents evidence of fulfillment of the program prerequisites. When the student accomplishes all the program prerequisites, he/her admission student status will be changed to **Regular or Bonafide Admission**.

***PREREQUISITES OFFERED AT MASTER LEVEL**

All the students without a BSW that are interested in the Master in Social Work: Clinical Area, but that do not have a Baccalaureate in Social Work (BSW), are required to take the following courses: **CLSW 501** - Introduction to Social Work and Social Welfare Institutions and **CLSW 502** - Interview Techniques and Recording in Social Work. These courses will be offered by the Graduate School of Social Work the master's level.

SOCIAL WORK CURRICULUM #1 (54 credits)

GRADUATION REQUIREMENTS AND MASTER IN SOCIAL WORK CURRICULUM FOR STUDENTS WITHOUT BACCALAUREATE IN SOCIAL WORK

In addition to the courses, all social work students must:

4. Have a GPA of 3.00 or more on a 4.00 scale and "B" or better on all specialty courses.
5. Successfully approve comprehensive examinations
6. Successfully approve the Professional Internships I, II, III and IV.

Requirements for Graduation:

This Program requires completion of a minimum of 54 credits following the curriculum specified by the Program of Graduate Studies. The courses should be passed with a minimum Grade Point Average (GPA) of 3.00 on a scale of 4.00. The Program includes Required courses, Specialty courses, and Elective courses based on the interest of each student; it also includes four (4) field education practicums - professional internships CLSW 621 (Practicum I - Generalist Practice) and CLSW 622 (Practicum II - Generalist Practice) that are each of 150 hours these are divided as follows: 105 hours in the field education scenario and 45 hours in the field education seminar (course) per each quarter. It is critical to mention that CLSW 623 (Practicum III - Clinical Practice) and CLSW 624 (Practicum IV - Clinical Practice) both require

300 hours each that are divided as follows: 255 hours in the field education scenario and 45 hours in the seminar (course). All these courses should be passed with a minimum grade of B. Two (2) Graduate courses in Theology are also required.

To request graduation, all candidates should have completed all the requirements of admission and academic coursework.

*It is required as a condition to approval Comprehensive Exams (Core and Specialty) for the MSW degree. They are indispensable prerequisites for enrolling in these tests have completed all the academic courses established in the curriculum.

**No course credit of exampions are granted based on life experience or previous employment.

***Students with a BSW from an accredited program by the Council on social Work Education (CSWE), and fewer than five years since completing the degree, will be granted a maximum of (12 credits). Students who receive these credits do not need to make up these credits. These courses should be approved with a grade of B or better. Students with a BSW from a Program, non-accredited by the Council on social Work Education (CSWE), will be eligible only for curriculum #1.

******Transferred Credits:** credits for courses taken at another Institution and approved with a minimum grade of B that the Director of the School of Social Work considers equivalent or may be a substitute of the requirements of the curriculum of a MSW program at PCUPR. The transfer of credits is regulated by the PCUPR'S residences and transfer of credits policies. Grades obtained at other institutions are not included when determining the student GPA, even though the courses are accepted towards the degree. This only applies to students who want to transfer credits from an accredited MSW program by the Council on Social Work Education (CSWE). No transferred credits will be granted to students from a program that has not been accredited by CSWE.

*******Students from disciplines different of Social Work.** Those students must take two prerequisites courses at master level given by the Program (**CLSW 501:** The Profession of Social Work and Social Welfare Agencies and **CLSW 502:** Interviewing and Information Gathering Techniques in Social Work).

MASTER REQUIREMENTS

Required Courses	Credits
Specialty Courses	39
College Courses	11
General Courses	4
TOTAL	54

STUDY PROGRAM CURRICULUM

FIRST YEAR

Autumn	Credits	Winter	Credits	Spring	Credits
GRCC 602	2	CLSW 614	3	CLSW 616	3
GRCC 604	2	CLSW 615	3	CLSW 619	3
GRCC 606	2	CLSW 617	3	CLSW 621	1.5
	6 Credits		9 Credits		7.5 Credits

SUMMER OF FIRST YEAR

June/ July	Credits
THEO 633	2
THEO 634	2
	4 Credits

SECOND YEAR

Autumn	Credits	Winter	Credits	Spring	Credits
GRCC 603	2	GRCC 605	2	CLSW 624	3
CLSW 622	1.5	CLSW 618	3	CLSW 629 (Elect. Directive)	3
CLSW 625	3	CLSW 623	3	CLSW 645	3
		CLSW (Elect)	3	EXAM. COMPREN	0
	7.5 Credits		11 Credits		9 Credits

SOCIAL WORK CURRICULUM #2 – (40 credits)

GRADUATION REQUIREMENTS AND MASTER IN SOCIAL WORK CURRICULUM FOR STUDENTS WITH BACCALAUREATE IN SOCIAL WORK ACCREDITED BY THE COUNCIL ON SOCIAL WORK EDUCATION (CSWE)

In addition to the courses, all social work students must:

4. Have a GPA of 3.00 or more on a 4.00 scale and “B” or better on all specialty courses.
5. Successfully approve comprehensive examinations
6. Successfully approve the Professional Internships III and IV.

STUDY PROGRAM MASTER REQUIREMENTS

Required Courses	Credits
Specialty Courses	27 credits
College Courses	9 credits
General Courses	4 credits
TOTAL	40

FIRST YEAR

Autumn	Credits	Winter	Credits	Spring	Credits
GRCC 602	2	GRCC 603	3	GRCC 605	2
CLSW 614	3	GRCC 604	2	CLSW 623	3
CLSW 616	3	CLSW 618	3	CLSW 625	3
	8 Credits		8 Credits		8 Credits

SUMMER OF FIRST YEAR

June/ July	Credits
THEO 633	2
THEO 634	2
	4 Credits

SECOND YEAR

Autumn	Credits	Winter	Credits
CLSW 624	3	CLSW____ (Elective)	3
CLSW 629	3	Comprehensive Exams	0
CLSW 645	3		
	9 Credits		3 Credits

*It is required as a condition to approval Comprehensive Exams (Core y Specialty) for the MSW degree. They are indispensable prerequisites for enrolling in these tests have completed all the academic courses established in the curriculum.

**No course credit or exemptions are granted based on life experience or previous employment.

***Students with a BSW from an accredited Program by the Council on social Work Education (CSWE), and fewer than five years since completing the degree, will be granted a maximum of nine (14) credit hours of foundation coursework. Students who receive these credits do not need to make up these credits. These

courses should be approved with a grade of B or better. Students with a BSW from a Program, non-accredited by the Council on social Work Education (CSWE), will be eligible only for curriculum #1.

******Transferred Credits:** credits for courses taken at another Institution and approved with a minimum grade of B that the Director of the School of Social Work considers equivalent or may be a substitute of the requirements of the curriculum of a MSW program at PUCPR. The PCUPR'S residences and transfer of credits policies regulate the transfer of credits. Grades obtained at other institutions are not included when determining the student GPA, even though the courses are accepted towards the degree. This only applies to students who want to transfer credits from an accredited MSW program by the Council on Social Work Education (CSWE). No transferred credits will be granted to students from a program that has not been accredited by CSWE.

COURSE DESCRIPTIONS

THEO 633: DIGNITY OF THE HUMAN PERSON

The course introduces the student to the topic of the dignity of human persons according to Revelation and the teachings of the Church, as the image of God, gifted with liberty and Christian principles. Other related topics such as the interdependence between a person and his/her social environment, the moral problems that surrounds a person, and the creation of attitudes and human moral Christian virtues by means of moral education of the human being.

3 hours, 1 trimester, 2 credits

THEO 634: MARRIAGE AND FAMILY

Marriage as a human reality, Sacramentality of Christian marriage. The mysterious marriage of salvation and love. Christian commitments of Marriage, Canon Law legislation on the **indissolubility of Matrimony**; properties, goods, impediments, preparation for Matrimony. Divorce as a social and pastoral problem. The family from the pastoral perspective of Christian Matrimony.

3 hours, 1 trimester, 2 credits.

GRCC 602: STATISTICAL METHODS

Prerequisites: Have completed a undergraduate course in Statistics

The course is designed to provide the Graduate student with the basic principles of statistical theory, its application, and interpretation of data. Statistics techniques and principles regarding predictions and inferences will also be discussed. Students will be introduced to the analysis and presentation of statistical data.

3 hours, 1 trimester, 2 credits.

GRCC 603: ADVANCED SOCIAL RESEARCH

Prerequisites: undergraduate course of Statistics and Social Investigation and GRCC 602

An advanced social research course, emphasizing the different methods and techniques applicable to investigations in the disciplines of Public Administration, Criminology, Gerontology, Psychology, and Social Work. Emphasis will be made on computerized systems in the different stages of the research process.

4 hours, 1 trimester, 3 credits.

GRCC 604: ADMINISTRATIVE THEORY

A critical and multidisciplinary study of the organizational and administrative phenomena. Administrative theories will be studied and their components analyzed technical management, which emphasizes the overall institutional organization. Explores different types of structures, human conduct, and administrative processes found in organizations. The historical, economical, and socio-political contexts will be highlighted.

3 hours, 1 trimester, 2 credits.

GRCC 605: FAMILY LAW

A critical and profound legal analysis of challenges of family life and social life in the context of rights.

3 hours, 1 trimester, 2 credits.

GRCC 606: HUMAN DEVELOPMENT

Analysis of human development from a bio-psycho-sacred-spiritual (holistic) perspective from conception until death. Study of the role of future professionals in human conduct in relation to individual families and communities.

3 hours, 1 trimester, 2 credits.

CLSW 614: Clinical Intervention Models & Techniques

Prerequisites: CLSW 615, CLSW 617

The purpose of this course is to provide an integrated approach to the social work clinical practice and to develop student's therapeutic skills based on theory, concepts and techniques of the most important psychotherapy models. The course content reflects advanced material of current relevance for effective clinical social work practice. Specifically, this course will provide updated training in the evidence based psychosocial treatments. Different models and theories will be studied and discussed. The course will furnish the student with a practical guide on how to effectively interview, assess and conceptualize a clinical case.

4 hours, 1 trimester, 3 credits.

CLSW 615: HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT

Analysis of the theories that explain and predict human behavior; the impact of social structures; social problems and the social policies that guide social research, provide credibility to the profession, and are socially and ideologically constructed. Analysis of the global vision of the theories, their historical context, fundamental concepts, and variations. Discussion of contemporary issues related to theory; implications to the practice of Social Work and a critical analysis of the theory.

4 hours, 1 trimester, 3 credits.

CLSW 616: SOCIAL WORK AND THE FAMILY SYSTEM

Prerequisites: CLSW 615, CLSW 617

This course presents the family as the primary element in human development. Discussion of the importance of family preservation and the Social Worker's intervention. Different models of family assessment and family intervention are presented.

4 hours, 1 trimester, 3 credits.

CLSW 617: SOCIAL POLICY AND THE SOCIAL WELFARE SYSTEM

Prerequisites: None

This course presents the study and analysis of policy and social welfare service concepts. Social welfare services are examined, as well as their relation with current social policies. The Social Worker's role as social policy analyst is emphasized.

4 hours, 1 trimester, 3 credits.

CLSW 618: FAMILY THERAPY

Prerequisites: CLSW 615, CLSW 617

Family intervention is emphasized in this course, utilizing family therapy as a tool. The social system theory is used as a framework. Different theories and techniques related to family therapy are discussed.

4 hours, 1 trimester, 3 credits.

CLSW 619 SOCIAL WORK WITH GROUPS, ORGANIZATIONS, AND COMMUNITY

Prerequisites: None

Study of the concepts and fundamental principles that guide the practice of social work with groups, organizations, and community. Also, the examination of the roles of the social worker in his/her different professional intervention with groups, organizations, and community.

4 hours, 1 trimester, 3 credits.

CLSW 620 SOCIAL WORK WITH MULTIPROBLEMATIC FAMILIES

Prerequisites: CLSW 615, CLSW 616, CLSW 617

Study and analysis of different social problems and situations that affect the family system, utilizing the social system theory as theoretical framework. Different treatment models are discussed.

4 hours, 1 trimester, 3 credits.

CLSW 625: PSYCHO-SOCIAL DISORDERS AND THEIR TREATMENT

Prerequisites: CLSW 615, CLSW 616, CLSW 617

This course will provide students the opportunity to gain knowledge about the symptoms of the different Psycho-social, mental, and personality disorders. Students will be familiarized with the different elements to be considered when intervening with individuals, in order to assist them in improving their social functioning and interaction with other social environments. The role of the Clinical Social Worker in mental health settings will be discussed.

4 hours, 1 trimester, 3 credits

CLSW 626 VIOLENCE IN THE FAMILY

Prerequisites: CLSW 615, CLSW 616, CLSW 617

Study and analysis of violence in the family, utilizing the social systems theory as theoretical framework. Physical, emotional, psychological, and social aspects related to violence are discussed. Different support systems and services directed to the restoration of social functioning are identified, as well as, the social worker's role working with family violence.

4 hours, 1 trimester, 3 credits.

CLSW 628 ADDICTIONS AND THE FAMILY SYSTEM

Prerequisites: CLSW 615, CLSW 616, CLSW 617

Students will acquire knowledge about alcohol and drug addiction. HIV and AIDS syndrome are examined. The magnitude of the addiction problem is analyzed, as well as its impact on the family. Different preventive and rehabilitative methods of intervention are studied.

4 hours, 1 trimester, 3 credits.

CLSW 629 HUMAN DIVERSITY AND CONTEMPORARY ISSUES RELATED TO THE SOCIAL WORK PROFESSION

Prerequisites: CLSW 615, CLSW 616, CLSW 617

This course focuses on the study and analysis of current social work topics including diverse groups and populations. Students will discuss and study different “issues” that have a great impact in the profession of Social Work. The topics will be examined, studied, discussed and analyzed with a focus human diversity and how they impact in the Social Work profession, their principles and values.

4 hours, 1 trimester, 3 credits.

CLSW 621: PRACTICUM-PROFESSIONAL INTERNSHIP I (Generalist)

Prerequisites: GRCC 601, 602, 603, 604, 605, 606, CLSW 615, 616, 617

Provides the student the opportunity to apply concepts, principles, and learned theories. 150 hours of practice are required in the quarter

4 hours, 1 trimester, 1.5 credits.

CLSW 622: PRACTICUM: PROFESSIONAL INTERNSHIP II (Generalist)

Prerequisites: CLSW 621

Provides the student the opportunity to apply concepts, principles, and theories learned. A minimum of 150 hours of practice per quarter are required.

4 hours, 1 trimester, 1.5 credits.

CLSW 623: PRACTICUM: PROFESSIONAL INTERNSHIP III (Clinical)

Prerequisites: CLSW 621, 622

Provides the student the opportunity to apply concepts, principles, and theories learned. A minimum of 300 hours of practice per quarter are required.

4 hours, 1 trimester, 3 credits.

CLSW 624: PRACTICUM: PROFESSIONAL INTERNSHIP IV (Clinical)

Prerequisites: CLSW 621, 622, 623

Provides the student the opportunity to apply concepts, principles, and theories learned. This course permits students to complete 300 hours of practice that add up to a total of 900 hours required in the Social Work Program.

4 hours, 1 trimester, 3 credits.

CLSW 645 SEMINAR OF EVALUATION OF THE PROFESSIONAL PRACTICE

Prerequisites THEO633, GRCC 602, GRCC 603, GRCC 604, GRCC 605, GRCC 606, THEO 634, CLSW 615, CLSW 616, CLSW 617, CLSW 618, CLSW 619, CLSW631

Student will acquire a broad approach about the use of base evidence practice strategies for the clinical intervention strengths in social work. This course pursue student will acquire the knowledge and application of diverse qualitative and quantitative tools of measurement that facilitate research and evaluation skills in the social work professional practice throughout a critical perspective

4 hours, 1 trimester, 3 credits.

CLSW 798 COMPREHENSIVE EXAM- CORE COURSES

Prerequisites: GRCC 602, GRCC 603, GRCC 604, GRCC 605, GRCC 606

The student will be in the stages of preparation and taking the core courses part of the comprehensive exam toward the Master Program in Social Work.

0 hours, 1 trimester, 0 credits.

CLSW 799 COMPREHENSIVE EXAM-CLINICAL SPECIALITY

Prerequisites: CLSW 614, CLSW 615, CLSW 616, CLSW 617, CLSW 618, CLSW 619, CLSW 625

The student will be in the stages of preparation and taking the specialization courses part of the comprehensive exam toward the Master Program in Social Work.

0 hours, 1 trimester, 0 credits.

DESCRIPTION OF PREREQUISITES COURSES OFFERED AT MASTER LEVEL

REQUIRED PREREQUISITES COURSES

Prerequisites	COURSES	6 CREDITS
CLSW 501	The Profession of Social Work and Social Welfare Agencies	3 credits
CLSW 502	Interviewing and Information Gathering Techniques in Social Work	3 credits

CLSW 501 The Profession of Social Work and Social Welfare Agencies

Prerequisites: Baccalaureate from an educational institution accredited by the Council in Higher Education in Puerto Rico (CES) or its equivalent in other states. To enroll these courses, students are required to have Special or Provisional type of admission or its equivalent in other states.

This is a conceptual study of Social Work as a profession, the primary philosophical knowledge that has contributed to its development, and the values and ethical code that govern and direct its practice. In addition, students will analyze the services offered by and the nature, structure, and policies of the welfare system.

4 hours, 1 trimester, 3 credits

CLSW 502: Interviewing and Information Gathering Techniques in Social Work

Prerequisites: Baccalaureate from an educational institution accredited by the Council in Higher Education in Puerto Rico (CES) or its equivalent in other states. To enroll these courses, students are required to have Special or Provisional type of admission or its equivalent in other states.

Several interviewing and information gathering techniques that are utilized in Social Work will be studied. There will be discussions on the different ethical and legal dilemmas that can confront the Social Worker.

4 hours, 1 trimester, 3 credits

MAYAGUEZ CAMPUS

Graduate Program

Dr. Norma I. Cardona Soltero, Ed. D, Graduate Program Coordinator

HISTORY

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico is a young academic institution. Given its dynamic, rapid growth and development, it has become an option for higher education in the western part of Puerto Rico. This Campus began as an Extension of the Catholic University of Puerto Rico at the beginning of the 1960s. In 1982, the Institution was awarded the official title of Center, later becoming the Mayagüez Campus of the Catholic University of Puerto Rico in 1996. In the 1989-1990 Academic Year, the Institution inaugurated its existing facilities on Post 482 South Street, in Mayagüez, Puerto Rico.

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico offers its services to two groups of students: high school graduates, known as traditional students, and non-traditional students or adults who generally take courses at night. These students come mainly from low-income families with limited opportunities for personal and professional growth. The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico offers its population the opportunity of achieving a quality higher education of excellence according to the Institutional Mission.

Since August 1998, an additional population has been served in the Graduate Programs. Initially, the courses were offered on a semester modality. Since August 2004, the courses are offered in the trimester modality.

LOCATION

The Mayaguez Campus is located on the Ramon Emeterio Betances Street (known as the Post Street) #482 South. Its mailing address is: P.O. Box 1326, Mayaguez, PR 00681. Its telephone number is: 787-834-5151. The fax number is: 787-833-8478

PHYSICAL FACILITIES AND EQUIPMENT

The Mayagüez Campus possesses modern facilities and equipment to support its academic offerings. The physical plant consists of three (3) buildings. The Main Building has three (3) stories which house the Library, the Chaplaincy Office, Classrooms, an Electronic Classroom, Administrative and Service Offices, Natural Science, Optics, Secretarial Science, and Computer Laboratories. In addition, the Campus has another two-story building, which houses the Chapel, a Physical Education Laboratory, a game room, a Language Laboratory, the Hotel and Restaurant Laboratory, electronic classrooms for the Master's Programs, and the Amphitheater. Adjacent to the Main Building, there is a structure which houses the Nursing Offices, a Radio and TV Laboratory, a storage area on the second floor, and a work area for the janitorial services. Other facilities provide for the development of academic, social, cultural, and recreation activities. The Campus also has a Security Guard booth and parking space for the Administration, Faculty, Students, and Visitors.

VISION

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico is an institution of higher education committed to the Catholic tradition and the community of the western area which it serves.

The commitment of the Campus is to promote a learning community which emphasizes the development of skills for decision-making processes, problem solving, critical thinking, and the development of creative skills. The Institution also promotes the development of an integrated human being accepting the call of God to live in a family and community and to strengthen the comprehensive education of the student through its curriculum. The Institution also promotes the acquisition of lively experiences and Christian values which give meaning to the lives of people, knowledge, and search for truth through the study, research, and inter-disciplinary dialogue between science and faith in the light of the Gospel of the Church, community service as a guiding principle for professionals, and encourages an educated Christian to search for solutions to modern social problems.

GOALS

The Mayagüez Campus organizes its administrative, academic, and student processes towards achieving the Mission and the Vision of the Institution. It also recognizes and accepts its special position in the western region of Puerto Rico. The Campus proposes to increase enrollment of students through constant innovation of its academic Programs in the next four years.

The Mayagüez Campus of the PCUPR proposes to:

- Strengthen the system of recruitment and retention of students of high academic performance.
- Continue to strengthen the recruitment and retention of traditional students and adult non-traditional students in the Academic Recovery Program (ERP).
- Strengthen the public image of the Institution so it will be recognized as an option for higher education in the region.

- Continue to develop innovative academic Programs and non-traditional Programs that meet the needs and current trends of our society and at the same time, to develop professionals who possess a business vision.
- Develop new models of teaching and androgogical methods aimed at the development of complete students which promote a genuine encounter between the student and teacher.
- Establish service to God and the community as a guiding principle of an educated Christian professional.
- Establish and promote the integration of technology as a facilitator for services and the professional development of the student.
- Strengthen the recruitment, retention, and professional development of a Faculty committed to the holistic development of students.
- Continue strengthening the scholarship fund for students and develop other means to attract other types of external funding.
- Develop a Continuing Education Program in various areas of interest to the community.
- Develop a system of assessment that allows the Institution to gather information from student achievements.
- Strengthen relationships with industry, commerce, and government agencies.
- Promote the search for truth through research and interdisciplinary dialogue.

HUMAN RESOURCES

In order to achieve the Goals of the Institution, the Campus has a number of human and physical resources, financial aid, counseling, career and spiritual guidance, in addition to academic counseling.

The most valuable and important resource available at the Campus is its employees. The Institution has a faculty of 110 full-time and part-time Professors offering services in the undergraduate and graduate Programs. This Faculty has the required academic preparation and experience necessary for each concentration and specialization offered at the Campus as required by accreditation agencies for higher education institutions.

In terms of the administrative support staff, the Institution has 32 full-time and part-time employees who offer guidance, counseling and other services for students.

STUDENT AFFAIRS

The Mayagüez Campus gives a paramount importance to intellectual development and formal learning through research and study. It also takes into account that students should develop not only intellectually but also physically, spiritually, personally, and socially to be true educators.

The Program of Student Services offers its students a variety of activities that provide opportunities to refine their particular interests and skills and to develop their initiative and leadership skills.

Students, as members of the University community, have the right to form academic, social, religious, sports, cultural, and recreational organizations, as long as their goals and objectives are not contrary to

those of the Pontifical Catholic University. Any organization that wishes to operate on Campus must apply for official recognition

EMOTIONAL SUPPORT OFFICE

The Emotional Support Office aims to provide individualized assistance to students who are dealing with particular situations. It supports students who are suffering from an emotional, social or adaptive difficulty that interferes with their academic learning.

LIBRARY

MISSION AND GOALS

The Library aims to contribute to achieving the Mission and Goals of the Mayagüez Campus of the Pontifical Catholic University of Puerto Rico and, in particular, to achieve the highest aspiration of "developing a highly competent professional with extensive humanistic, scientific, technical and Christian knowledge" who will serve, both professionally and personally, the development of an individual capable of "learning to learn".

Its primary Mission is to support the educational process by strengthening its collections in accordance with the priorities of the curriculum and strengthening of the service areas, in particular, the instructional function of the Library. The Library will give special attention to teaching bibliographic research skills and the development of competencies and skills in information management (Information Literacy).

The Library has set the following Objectives for the achievement of its aspirations:

1. Develop, organize, and maintain collections in tune with the curriculum offerings and provide fast and effective access to resources.
2. Contribute to the student's development of research skills and information management (Informational Literacy) through an effective Program developed by the Institution.
3. Achieve the maximum utilization of resources and services by the University community.
4. Have highly trained human resources to provide excellent service and encourage professional development so that it may contribute to strengthening the quality of teaching.
5. Collaborate with Faculty professional development by providing educational opportunities in accordance with faculty needs and promote their effective participation in the development of the Library.
6. Optimize audiovisual services by providing the necessary equipment and resources for strengthening teaching in the light of new technology.
7. Strengthen administrative processes and provide the Library with the resources required to offer a service of excellence to the University community.

LIBRARY STAFF

The Library has a highly trained and committed staff to offer services to the population of the Institution. Currently, the Library has three full-time Professional Librarians, a part-time Professional Librarian, two full-time Assistant Librarian, and one part-time Assistant Librarians.

PHYSICAL FACILITIES

The Library of the Mayagüez Campus is located on the 1st floor of the Mons. Ulises A. Casiano Vargas Building. There are two main service areas that provide quality service to the University community and the community at large. The Information Services area includes Reserve, Circulation, and Audiovisual. The Research Center area includes: Journals, Reference, and the Electronic Resources Center.

HOURS OF OPERATION

Schedule

The library's Schedule during the regular semester is:

Monday through Thursday	7:30 a.m. - 9:00 p.m.
Fridays	8:00 a.m. - 4:00 p.m.
Saturdays	9:00 a.m. – 1:00 p.m.

Note: During academic recesses and Summer Sessions, special hours of service will be reported to the academic community. During official holidays, the Library is closed.

Bibliographic Collection

The Circulation Collection has 34,571 titles printed in 38,674 volumes. There is also an online database of books via the Internet with approximately 45,000 titles in full text. The Reference Collection has 4,132 titles and 4,756 volumes. There are 37 magazine titles acquired by subscription, available free of charge, and from donations. The Audiovisual Collection consists of 1,094 titles and 11,913 pieces in different formats such as movies on 16mm, VHS, slides, film, audiocassettes, DVDs, among others. The Library has a database from Audiovisual Resources with the title Films on Demand with about 20,970 titles available for use by the faculty in the classroom.

The Library of the Mayagüez Campus has several online databases available to the University community via the Internet with remote access. Among these are EBSCO Host, ProQuest Direct, Social Work Abstracts, E-Books, Infotract, Films on Demand, Microjuris, Index of Newspapers of Puerto Rico, Index of Puerto Rican Magazines, and El Nuevo Día Electrónico.

SERVICES

The Library offers the following services: photocopy machines, Literary Information through a Program of Instruction for User Service, Inter-library loans services, electronic book loans, among others. Among the

collection owned by the Institution, there are the Census Data of Puerto Rico and the United States available.

ACADEMIC OFFERINGS

APPROVED BY THE COUNCIL OF HIGHER EDUCATION

The academic offerings of Mayagüez Campus are classified as undergraduate studies (undergraduate)-associate and bachelor's degree or graduate studies (graduate) and master's degree program. In addition, there are others leading to certificates that are intermediate diplomas between the levels mentioned above.

The academic calendar is organized into the semester modality for undergraduate studies and each consists of about 15 weeks. For master's programs the schedule is organized into trimester.

The Mayagüez Campus has eight (8) graduate programs, divided into three (3) schools, namely:

1. College of Arts & Humanities

- Master of Social Science (M.S.S.) in:
-Criminology

2. College of Business Administration

- Master of Business Administration (MBA) in:
-Accounting
-Marketing
-Human Resource
-Management Information Systems

3. College of Education

- Master of Education (M.Ed.) in:
-Curriculum and Teaching in Physical Education
-Curriculum and Teaching in Primary Education
-Management and Educational Leadership
-Professional Counseling

MASTER DEGREE IN SOCIAL SCIENCE WITH SPECIALIZATION IN CRIMINOLOGY

Dr. Norma Iris Cardona Soltero, Graduate Program Coordinator

Faculty: Dr. Cristian R. Marrero Díaz, Dr. Domingo Guzmán Nazario, Dra. Coralís Sánchez Laporte, Lcda. Silka Sepúlveda Ramos, Lcda. Brenda Acosta Vélez.

PROFILE OF THE GRADUATE STUDENT

1. Develop in the graduate students the seed of respect and the Human Dignity in light of the Sacred Revelations and the Magisterium of the Catholic Church, as God's image, endowed with freedom and foundations in our Lord Jesus Christ. Furthermore, they will analyze from a legal basis the challenges facing the family as a social institution and the social life from the Judicial context as a law abiding citizen.
2. Analyze from a critical perspective and point of view how the social structures generate changes and transformations in the Puerto Rican society and how they will perform as "agents of change".
3. Analyze from an ethical and moral perspective the implications of the decision-making process, before establishing any criminological policy, by providing guidance and the proper evaluation regarding the social factors that have led any offender towards the criminal behavior.
4. Conduct scientific investigations that allow students to highlight the factors that promote any positive or negative impact on society. Understanding that crime is a criminological phenomenon that is present in every society by leaving prejudice behind and providing new alternatives, recommendations and strategies to promote crime prevention.
5. Coach the graduate students in the basic principles of Statistic Theory, its application and interpretation while conducting scientific investigations.
6. Promote the research from the diverse techniques and applicable methods of investigation in the following disciplines: Public Administration, Criminology, Gerontology, Psychology and Social Work.
7. Evaluate the fundamental aspects of delinquency and the social reactions based on the criminological phenomenon exposed in the social structure. This can be achieved through the theoretical and practical applicability of the offender's bio-psycho-social profile study, as well as the social feedback (reactions) that is generated from the public opinion.
8. Develop leadership characteristics and a well-grounded attitude which will allow graduate students to solve and confront social related issues intertwined with the criminal scenario.

OBJECTIVES OF THE PROGRAM

1. Create a real and effective presence of the Catholic Christian professional occupying responsible employment positions in our government and the private sector.
2. Provide students the theories, techniques and appropriate skills that will enable them to understand the human behavior and the social reality in which they live and can, therefore, help transform it.
3. Apply up to the graduate educational level the interdisciplinary principles of open dialogue between the Theological Currents and the Social Sciences.
4. Develop receptivity to new ideas in appreciation to other cultures.

5. Train graduate students in line with the principles of the Christian philosophy that promotes the Pontifical Catholic University of Puerto Rico.
6. Develop any research that helps understand the causes of the social problems and human conduct, as well to understand and investigate alternative solutions in search of justice, moral equity and the preservation of human dignity.
7. Help understand the graduate students the technology integration in the professional field and promote its uses.
8. Develop the objective and critical thinking in graduate students to help them achieve better solutions while solving problems and confronting stressful environments in the field.

**** To see the requirements of Admission to the Graduate Program refer to the Graduate Catalog of Ponce Campus.**

CURRICULUM

The School of Graduate Studies offers courses leading to the following Degree:

A. Master's Degree in Social Science (M.S.S.) in Criminology.

CURRICULAR SEQUENCE

MASTER'S DEGREE IN SOCIAL SCIENCE WITH SPECIALIZATION IN CRIMINOLOGY

FIRST TRIMESTER	
GRCC 602 Advanced Statistical Methods	2
GCRI 620 Criminology	3
THEO 633 Dignity of the Human Being	2
SECOND TRIMESTER	
GRCC 603 Advanced Social Research	3
GCRI 631 Victimology	3
THEO 634 Marriage and Family	2
THIRD TRIMESTER	
GRCC 604 Administrative Theory	2
GCRI 627 Criminal and Juvenile Justice Systems in Puerto Rico	3
GRCC 605 Family Law	2
FOURTH TRIMESTER	
GCRI 625 Public Policy and Criminology	3
GCRI____-Elective (E)	3

FIFTH TRIMESTER	
GRCC 606 Human Development	2
GCRI 624 Psychosocial Aspects of Criminal Behavior	3
SIXTH TRIMESTER	
GCRI 630 Penology	3
GCRI 626 Models of Treatment and Prevention in Criminology	3
SEVEN TRIMESTER	
GCRI ____ -Elective (E)	3
GCRI 626 Models of Treatment and Prevention in Criminology	3
GCRI 637 Thesis or GCRI 640 Research Project in Criminology	3

TOTAL 45 CREDITS

Caption: M-Core Course, E- Elective, ER- Required G-General

CURRICULAR STRUCTURE

All Programs under the Institute will have the same curricular structure, as follows:

- Common Core Courses
- Specialty Courses

MASTER DEGREE IN SOCIAL SCIENCE WITH SPECIALIZATION IN CRIMINOLOGY

CURRICULUM CORE COURSES	
COURSES	CREDITS
GRCC 602 Advanced Statistical Methods	2
GRCC 603 Advanced Social Research	3
GRCC 604 Administrative Theory	2
GRCC 605 Family Law	2
GRCC 606 Human Development	2
CRÉDITOS 11	

THEOLOGY	
COURSES	CREDITS
THEO 633 Dignity of the Human Being	2
THEO 634 Marriage and Family	2
CREDITS	

SPECIALIZATION COMPONENT	
COURSES	CREDITS
GCRI 620 Criminology	3
GCRI 631 Victimology	3
GCRI 627 Criminal and Juvenile Justice Systems in Puerto Rico	3
GCRI 630 Penology	3
GCRI 624 Psychosocial Aspects of Criminal Behavior	3
GCRI 625 Public Policy and Criminology	3
GCRI 626 Models of Treatment and Prevention in Criminology	3
GCRI 637 Thesis or GCRI 640 Research Project in Criminology	3
CREDITS 24	

ELECTIVES	
COURSES	CREDITS
GCRI 627 Research Methods and Technique in Criminology	3
GCRI 623 Administration of Programs of Crime Prevention and Treatment	3
GCRI 632 Procedural Criminal Law	3
GCRI 633 Criminal Investigation	3
GCRI 634 Scientific Evaluations Programs	3
GCRI 635 (638-639) Professional Internship	3
GCRI 636 Juvenile Delinquency	3
CREDITS 6	

For a description of these courses, refer to the Catalog of Graduate Studies of the PUCPR in Ponce.

MASTER'S DEGREE IN BUSINESS ADMINISTRATION

Dr. Norma Iris Cardona Soltero, Graduate Program Coordinator

Faculty: Dr. Frank J. Sierra Cortés, Dra. Mei-Ling Velázquez Sepúlveda, Dr. Luis Baquero Rosas, Dra. Melissa Bonilla Oliver, Dr. Rafael Cortina Cruz, Dr. Jesús Sánchez Cortés, Profa. Nilsa Soto Cruz, Dra. Ana Rosario Rodríguez, Dr. Cristian R. Marrero Díaz, Prof. Luis Olivares López, Dra. Melissa Cortina Mercado

VISION OF THE GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

The business world in the global economy produces opportunities, presents challenges, requires inspiration and offers satisfaction for anyone who, attentive to the trends, can interpret the signs of the times and make them present in the future. The demand for ethical professionals is attractive and suggests a fertile field for enthusiasm, initiative, and creative expression.

The Graduate School of Business Administration of the Pontifical Catholic University opens its doors to all people in all fields of knowledge wishing to be part of this great experience. The idea is to develop competent professionals with inspiring vision and a mission for service. The School offers a modern and balanced Program, committed to academic excellence and the full development of human beings.

Thus, it is appropriate to suggest that the Vision of the Institution is the pursuit of knowledge whose end is to obtain a Degree. However, achievement is more attractive if it leads to a contribution to the people of Puerto Rico. At present, Puerto Rico urgently needs people with minds capable of creating entrepreneurial businesses and helping its economic development. Therefore, the possibility of self-employment motivated by necessity and by authorities of the country find in the Graduate School of the Pontifical Catholic University of Puerto Rico a genuine partner.

PROFILE OF THE GRADUATE STUDENT

The graduate of the Graduate Program (M.B.A.) will possess a comprehensive understanding of all his/her talents that will allow him/her to integrate into his/her physical and human environment with a positive attitude to serve and be devoted to the pursuit of truth and the desire to improve as a human being in all his/her dimensions. The student will have the ability to succeed in his/her social, scientific, cultural, business, and personal surroundings, in tune with the values of the Gospel, and engage the challenges of the Puerto Rican situation and also that of the international community.

The professional training of the graduate, as well as the cognitive, affective, and psychomotor skills acquired, through a process of a total comprehensive education of an interdisciplinary nature, will allow the student to perform in his/her roles with excellence and function in both public and private organizations in a business environment both nationally and internationally.

As a result of this education, the graduate will:

- Take responsibility in the decision-making process through objective, creative, and innovative means in a systematic way through the analysis and examination of information systems related to the present or critical aspects in order to set priority issues in his/her working environment.
- Perform successfully at work as a team through effective communication in both Spanish and English, especially in business contexts that require interpersonal and multicultural exchanges.
- Use new technology properly and adequately to develop appropriate systems in order to create, manage, and disseminate information to support the decisions and the implementation of changes and innovations that will help to improve the competitiveness of the company.
- Keep his/her search for knowledge updated and be vigilant about the impact and implications of the changes taking place in the social, economic, political, and technological development of business organizations, in both the national and international levels. This will help the student to develop an attitude of inquiry, which will encourage him/her to continue improving his/her professional growth through a continuous self-learning process.
- Have the appropriate specialized knowledge and mastery of quantitative skills to anticipate problem situations; identify and manage critical issues in complex socio-economic environments where the continuous process of change is accelerated and has a high level of uncertainty.
- Develop the vision and appropriate entrepreneurial attitudes to revitalize existing businesses and create new businesses with the potential to better serve the demands of citizens in order to expand and strengthen the local and global economy.
- Revive the potential, social and ecological responsibility as well as the role of leadership of the corporate sector to contribute to the socio-economic transformation of the country and promote effective conservation of its natural resources, cultural heritage and the achievement of a better quality of life.
- Recognize the importance of using these findings and integrating scientific research skills in performing the student's roles and duties. This will help the student develop an inquisitive attitude to seek the truth through scientific research that will help him/her change his/her leadership styles, both managerial and organizational, in order to enable him/her to operate effectively and efficiently using all the resources available to the company to optimize its competitiveness.

PROGRAM OBJECTIVES

The Graduate School of Business Administration has been designed to develop the techniques; skills and knowledge in the field of Management to enable graduate students to perform successfully in management, professional and academic positions, and the creation of new businesses. The purpose of the Graduate School is to develop in the student a clear understanding of:

- Basic tools to identify, analyze, and solve Management problems.
- Structural and interpersonal relationships within the company.
- Social and economic factors, both domestic and international, that affect decision-making in the company.
- Processes and techniques of scientific research in the field of Business Administration.

- Catholic doctrine and its relevance in the business world.
- The characteristics and problems of Management in Puerto Rico.
- The creation, development, and establishment of a company.
- Promote and use basic tools to recognize, analyze and solve management problems.

The Graduate School is an important source in the creation and elaboration of skilled human resources to create and manage companies, both nationally and internationally.

**** To see the requirements of Admission to the Graduate Program refer to the Graduate Catalog of Ponce Campus.**

PREREQUISITES

The variety of fields of knowledge present in any classroom is a very valuable asset for the Graduate Program. Thus, to maintain this wealth, every student must have passed, prior to admission, with a Grade Point Average of not less than 3.00 (on a scale of 4.00), the following Bachelor's level courses or their equivalents:

FINA 211: Business Statistics I

ACCT 213-214: Accounting Principles I & II

ECON 201-202: Fundamentals and Applications of Economics I & II

BUAD 504: Mathematics in Management

BUAD 505: Inferential Statistics I

A grade of C or higher is required in each of these courses. The student may take a maximum of twelve (12) Graduate credits, with prior permission from the Program Director, before completing the requirements of the Bachelor's Degree. Students who wish to take all their elective courses in the area of Accounting must have passed the following courses at the Bachelor level:

ACCT. 317: Intermediate Accounting I

ACCT. 318: Intermediate Accounting II

According to the area of specialty that the student desires, other basic Bachelor's level courses will be required. The Director will make the decision during the assessment and interview processes. Students who wish to take all their elective courses in the area of Management Information Systems must have passed the following prerequisite courses:

BUAD 510-Applications of Automated Systems

BUAD 515-Information Systems Management

BUAD 525- Ethical and Legal Aspects of Computerization

In recognition of the need for proper mastery of Mathematics and Statistics to pursue Graduate studies, the courses BUAD 504-Mathematics in Management and BUAD 505- Inferential Statistics have been designed.

All students must enroll or demonstrate their academic training and satisfactory and adequate knowledge in Mathematics and Statistics. These courses will be offered only to students and graduates who have not met the minimum number of credits to obtain the Degree.

ALTERNATIVES TO COMPLETE THE REQUIREMENTS FOR GRADUATION

Research Project (BUAD 720)

Research is a very important element in the M.B.A. Program. As part of the graduation requirements, a student must undertake a Research Project under the supervision of one or more members of the Faculty on a topic related to Business Administration. Once this Project has been completed, it will be evaluated by a committee of Faculty from the Program. ***It must be passed with a minimum grade of B.*** Before enrolling in this course (BUAD 720), the student must have passed eighteen (18) graduate credits (including BUAD 600) and must not be on Probation. The Instructor in charge of the course may confer a grade of "Extension" (E) if the student has submitted an acceptable Research Proposal before the end of the semester in which he/she is registered. This grade will allow the student to continue enrolling in the course, paying only for one credit.

Entrepreneurial Project (BUAD 740)

The creation, development and establishment of an enterprise is another alternative for the student to complete the requirements for his/her Degree. The Entrepreneurial Project (BUAD 740) is unique in Puerto Rico. Students who choose this alternative should know that:

1. The time available for the Project is one semester. If the student cannot complete the Project, he/she will receive an "I" (Incomplete) as a grade. This means that the Regulations of the PCUPR that apply to this grade are in effect.
2. The student must comply with all the requirements indicated in the description of the course.
3. The student must have developed a written coherent plan (Business Plan) for the company in
4. The evaluation and the grade of the Entrepreneurial Project must be a B or higher.
5. The Project should be the last course taken to complete the Degree.

COMPREHENSIVE EXAMINATION AND ADDITIONAL COURSES

The student may choose, in fulfillment of the Graduation Requirements, to take a Comprehensive Examination with six (6) additional credits in lieu of the courses Research Project (BUAD 720) and Entrepreneurial Project (BUAD 740).

The average of the parts must be 80% or more and the minimum for each part is 70%. The Examination, in whole or in part, cannot be repeated more than three times. If a student fails the Examination twice, the student will be evaluated and will be allowed to repeat those courses in which he/she failed the Examination and repeat the part or parts that he/she failed by not obtaining the 70% minimum required.

OFFERINGS

The Graduate School of Business Administration offers a Master's Degree in Business Administration in: ***Accounting, Management, Marketing, Human Resources, and Management Information Systems.***

CURRICULAR SEQUENCE

MASTER DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALIZATION IN ACCOUNTING

FIRST TRIMESTER	
BUAD 600- Business Research Methods (M)	3
BUAD 603-Management Theory and Processes (M)	3
SECOND TRIMESTER	
BUAD 602-Financial Management (M)	3
BUAD 611- Managerial Accounting (ER)	3
THIRD TRIMESTER	
BUAD 606-Strategic Management (M)	3
BUAD 608-Marketing Management (M)	3
___ BUAD-Elective in Accounting (E)	3
FOURTH TRIMESTER	
BUAD 614-Managerial Economics (M)	3
BUAD 677-Financial Statements (ER)	3
THEO 633-Dignity of the Human Person (G)	2
FIFTH TRIMESTER	
BUAD 619-International Business (M)	3
BUAD 678- Accounting Seminar (ER)	3
THEO 634-Marriage and Family (G)	2
SIXTH TRIMESTER	
___ BUAD-Elective in Accounting (3) E___	3
BUAD 720-Research Project or BUAD 740 Entrepreneurial Project	3
TOTAL 43 CREDITS	
ELECTIVE COURSES IN ACCOUNTING	
BUAD 648 Self-Managed Firms	
BUAD 654-Education and Training in Business Administration	
BUAD 670- Advanced Auditing	
BUAD 671 - Advanced Accounting	
BUAD 672- Taxation	

BUAD 673 - Advanced Costs Accounting

BUAD 675- International Accounting

BUAD 676- Contemporary Accounting

BUAD 681-Taxes in Puerto Rico

BUAD 684- Puerto Rico Tax Litigation

TOTAL 43 CREDITS

Caption: M-Core Course, E- Elective, ER- Required G-General

CURRICULAR STRUCTURE

All Programs under the Institute will have the same curricular structure, as follows:

- Common Core Courses
- Specialty Courses

MASTER DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALIZATION IN ACCOUNTING

CURRICULUM CORE COURSES	
COURSES	CREDITS
BUAD 600- Business Research Methods (M)	3
BUAD 602-Financial Management (M)	3
BUAD 603-Management Theory and Processes (M)	3
BUAD 608-Marketing Management (M)	3
BUAD 614-Managerial Economics (M)	3
BUAD 606-Strategic Management (M)	3
BUAD 619-International Business (M)	3
CRÉDITOS 21	
THEOLOGY	
COURSES	CREDITS
THEO 633 Dignity of the Human Being	2
THEO 634 Marriage and Family	2
CREDITS 4	
SPECIALIZATION COMPONENT	
COURSES	CREDITS
BUAD 611- Managerial Accounting (ER)	3
BUAD 677-Financial Statements (ER)	3
BUAD 678- Accounting Seminar (ER)	3

BUAD 720-Research Project or BUAD 740 Entrepreneurial Project	3
CREDITS 12	
ELECTIVES	
COURSES	CREDITS
BUAD 648 Self-Managed Firms	3
BUAD 654-Education and Training in Business Administration	3
BUAD 670- Advanced Auditing	3
BUAD 671 - Advanced Accounting	3
BUAD 672- Taxation	3
BUAD 673 - Advanced Costs Accounting	3
BUAD 675- International Accounting	3
BUAD 676- Contemporary Accounting	3
BUAD 681-Taxes in Puerto Rico	3
BUAD 684- Puerto Rico Tax Litigation	3
CREDITS 6	

CURRICULAR SEQUENCE

MASTER DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALIZATION IN MARKETING

FIRST TRIMESTER	
BUAD 600- Business Research Methods (M)	3
BUAD 603-Management Theory and Processes (M)	3
SECOND TRIMESTER	
BUAD 602-Financial Management (M)	3
BUAD 608-Marketing Management (ER)	3
THIRD TRIMESTER	
BUAD 611- Managerial Accounting (M)	3
BUAD 606-Strategic Management (M)	3
___ BUAD-Elective in Marketing (E)	3
FOURTH TRIMESTER	
BUAD 614-Managerial Economics (M)	3
BUAD 665-Marketing Research (ER)	3
THEO 633-Dignity of the Human Being (G)	2
FIFTH TRIMESTER	
BUAD 619-International Businesses (M)	3

BUAD 647- Marketing Seminar (ER)	3
THEO 634-Marriage and Family (G)	2
SIXTH TRIMESTER	
___ BUAD-Elective in Marketing (E)	3
BUAD 720-Research Project or BUAD 740 Entrepreneurial Project (M)	3
TOTAL 43 CREDITS	
ELECTIVE COURSES IN MARKETING	
BUAD 627 International Marketing	
BUAD 641 Services Marketing	
BUAD 642 Business Marketing	
BUAD 643 Consumer Behavior Laboratories	
BUAD 644 Brand Marketing	
BUAD 646 Strategic Channel Management	
BUAD 648 Self-Managed Firms	
BUAD 649 Corporate Communications	
BUAD 654 Education and Training in Business Administration	
BUAD 697 Culture and Organizational Environment	
TOTAL 43 CREDITS	

Caption: M- Core course, E-Elective, ER-Elective Required, G-General

CURRICULAR STRUCTURE

All Programs under the Institute will have the same curricular structure, as follows:

- Common Core Courses
- Specialty Courses

MASTER DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALIZATION IN MARKETING

CURRICULUM CORE COURSES	
COURSES	CREDITS
BUAD 600- Business Research Methods (M)	3
BUAD 602-Financial Management (M)	3
BUAD 611- Managerial Accounting (M)	3
BUAD 614-Managerial Economics (M)	3

BUAD 606-Strategic Management (M)	3
BUAD 619-International Businesses (M)	3
CRÉDITOS 21	

THEOLOGY	
COURSES	CREDITS
THEO 633 Dignity of the Human Being	2
THEO 634 Marriage and Family	2
CREDITS 4	

SPECIALIZATION COMPONENT	
COURSES	CREDITS
BUAD 608-Marketing Management (ER)	3
BUAD 665-Marketing Research (ER)	3
BUAD 647- Marketing Seminar (ER)	3
BUAD 720-Research Project or BUAD 740 Entrepreneurial Project	3
CREDITS 12	
ELECTIVES	
COURSES	CREDITS
BUAD 627 International Marketing	3
BUAD 641 Services Marketing	3
BUAD 642 Business Marketing	3
BUAD 643 Consumer Behavior Laboratories	3
BUAD 644 Brand Marketing	3
BUAD 646 Strategic Channel Management	3
BUAD 648 Self-Managed Firms	3
BUAD 649 Corporate Communications	3
BUAD 654 Education and Training in Business Administration	3
BUAD 697 Culture and Organizational Environment	3
CREDITS 6	

CURRICULAR SEQUENCE

MASTER DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALIZATION IN HUMAN RESOURCES

FIRST TRIMESTER	
BUAD 600- Business Research Methods (M)	3
BUAD 603- Management Theory and Processes (ER)	3
SECOND TRIMESTER	
BUAD 602-Financial Management (M)	3
BUAD 613-Human Resources Management (ER)	3
THIRD TRIMESTER	
BUAD 606-Strategic Management (M)	3
BUAD 608-Marketing Management (M)	3
BUAD 611-Managerial Accounting (M)	3
FOURTH TRIMESTER	
BUAD 614-Managerial Economics (M)	3
___ BUAD-Elective in Human Resources (E)	3
THEO 633-Dignity of the Human Being (G)	2
FIFTH TRIMESTER	
BUAD 619-International Businesses (M)	3
BUAD 669-Elective in Human Resources (ER)	3
THEO 634-Marriage and Family (G)	2
SIXTH TRIMESTER	
BUAD___ - Elective in Human Resources (ER)	3
BUAD 720 Research Project or BUAD 740 or Entrepreneurial Project (M)	3
TOTAL 43 CREDITS	
ELECTIVE COURSES IN HUMAN RESOURCES	
BUAD 607 - Organizational Behavior	
BUAD 609- Leadership and Supervision	
BUAD 610-Compensation and Productivity	
BUAD 621-Labor Economics	
BUAD 648 Self-Managed Firms	
BUAD 654-Education and Training in Business Administration	
BUAD 663-Human Resources Planning	

BUAD 667-Collective Bargaining
BUAD 668-Labor Law
BUAD 697-Culture and Organizational Environment

TOTAL 43 CREDITS

Caption: M-Core Course, E-Elective, ER-Elective Required, G-General

CURRICULAR STRUCTURE

All Programs under the Institute will have the same curricular structure, as follows:

- Common Core Courses
- Specialty Courses

MASTER DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALIZATION IN HUMAN RESOURCES

CURRICULUM CORE COURSES	
COURSES	CREDITS
BUAD 600- Business Research Methods (M)	3
BUAD 602-Financial Management (M)	3
BUAD 611-Managerial Accounting (M)	3
BUAD 608-Marketing Management (M)	3
BUAD 614-Managerial Economics (M)	3
BUAD 606-Strategic Management (M)	3
BUAD 619-International Businesses (M)	3
CRÉDITOS 21	

THEOLOGY	
COURSES	CREDITS
THEO 633 Dignity of the Human Being	2
THEO 634 Marriage and Family	2
CREDITS 4	

SPECIALIZATION COMPONENT	
COURSES	CREDITS
BUAD 613-Human Resources Management (ER)	3
BUAD 603- Management Theory and Processes	3

(ER)	
BUAD 669-Elective in Human Resources (ER)	3
BUAD 720 Research Project or BUAD 740 or Entrepreneurial Project (M)	3
CREDITS 12	

ELECTIVES	
COURSES	CREDITS
BUAD 607 - Organizational Behavior	3
BUAD 609- Leadership and Supervision	3
BUAD 610-Compensation and Productivity	3
BUAD 621-Labor Economics	3
BUAD 648 Self-Managed Firms	3
BUAD 654-Education and Training in Business Administration	3
BUAD 663-Human Resources Planning	3
BUAD 667-Collective Bargaining	3
BUAD 668-Labor Law	3
BUAD 697-Culture and Organizational Environment	3
CREDITS 6	

CURRICULAR SEQUENCE

MASTER DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALIZATION IN MANAGEMENT INFORMATION SYSTEMS (MIS)

FIRST TRIMESTER	
BUAD 600- Business Research Methods (M)	3
BUAD 603- Management Theory and Processes (M)	3
SECOND TRIMESTER	
BUAD 602-Financial Management (M)	3
BUAD 631-Analysis and Design of Information Systems (ER)	3
THIRD TRIMESTER	
BUAD 608-Marketing Management (M)	3
BUAD 611- Managerial Accounting (M)	3

FOURTH TRIMESTER	
BUAD 614- Managerial Economics (M)	3
BUAD 634 – Database Management (ER)	3
THEO 633-Dignity of the Human Being (G)	2
FIFTH TRIMESTER	
BUAD 698- Expert System (ER)	3
THEO 634-Marriage and Family (G)	2
BUAD 633 Telecommunications for Management Infor Sys (ER)	3
SIXTH TRIMESTER	
BUAD 637-Seminar in Management Information Technology (ER)	3
___ BUAD-Elective in MIS (ER)	3
BUAD 720-Research Project (M)	3
TOTAL 43 CREDITS	
ELECTIVE COURSES IN INFORMATION SYSTEMS	
BUAD 626 Networking	
BUAD 636 Database Programming	
BUAD 700 Auditing	
BUAD 701 Installing, Configuring & Administering Server	
BASIC PREREQUISITES	
Programming 510 Applications of Microcomputer Systems	
Programming 515 Management Information Systems	
Legal and Ethical Aspects of Computing (Prerequisites: <i>BUAD 510-BUAD 515</i>)	

TOTAL 43 CREDITS

Caption: M- Core, E-Elective, ER- Required Elective, G-General

DESCRIPTION SPECIALIZATION COURSES

BUAD 631 ANALYSIS AND DESIGN OF INFORMATION SYSTEMS

Study of the tools required for the design and analysis of information systems in a business. Emphasis is given to design techniques and implementation strategies. Special focus is given to the life cycle of system development. Other topics included are: systems data flow diagrams, data element dictionaries, input and output design, the human factor, cost/benefit analysis, testing procedures, user manual design, and documentation techniques. A design and analysis final project is required.

4 hours, 1 trimester, 3 credits

BUAD 633 TELECOMMUNICATIONS FOR INFORMATION SYSTEMS

Emphasis on the importance of knowing how to use and manage information technology, (within business networks and global markets); how to trust global information networks, share information and ideas, and how to work in teams over geographic and cultural distances. Basic telecommunication and network design concepts such as servers, routers, bridges, gateway, and transmission are studied.

4 hours, 1 trimester, 3 credits

BUAD 634 DATABASE ADMINISTRATION

It consists of the application of Database concepts to the Information Systems Management. It serves as an introduction to database concepts and their impact on the business environment. Basic database models are introduced, including hierarchy, network, and relationship models. Other topics include the role of the DBA, security and recovery techniques, entities, attributes and relationships, languages of definition and manipulation of data, and analysis of organizational implications of the database environment.

BUAD 637 SEMINAR IN INFORMATION TECHNOLOGY

The exploration of selected topics that represent recent technological advance with important and direct implications in the field of computer information systems. Integration of topics discussed in specialized courses. Current research, readings, lectures, discussions, and/or hands-on computer experience or other appropriate measures will be employed to stimulate student learning.

4 hours, 1 trimester, 3 credits

BUAD 698 EXPERT SYSTEM

Application of the theory and the techniques of the analysis of the Expert Systems. Study of methodologies that compose the investigations in the field of the artificial Intelligence. Analysis of the systems of computers that work with techniques of Artificial intelligence. To understand the situations for combining information of intelligence form, to reach conclusions and to justify them. The development and design of the Expert system as an expression of the systems based on the knowledge. The application of focused techniques of Artificial Intelligence to business administration in the transition of the data processing to the processing of knowledge in order to make appropriate process decision making.

4 hours, 1 trimester, 3 credits

RESEARCH PROJECT: (BUAD 720)

Research is an important element of the Graduate Program. As a requirement for graduation, students must conduct a research project under the direction of a Graduate Faculty member. The topic must be related to the field of Business Administration. The research project must be passed with a minimum grade of B. Before enrolling in BUAD 720, the student must have passed at least 24 Graduate credits (BUAD 500 included) and should not be on probation. The Advisor, who directs the research project, can grant an E (Extension) if the student has submitted an acceptable Research Proposal before the last day of the trimester for those unfinished project. An Extension (E) allows students to pay on a two-credit basis instead of three (3) full credits in the following enrollment period.

DESCRIPTION ELECTIVE COURSES

BUAD 626 NETWORKING

This course gives students a foundation in the study of computer networks. Current methods, practices and issues in the use of computer networks to enable communications are covered. Also the physical and architectural elements and information layers of a communications network are discussed. Emphasis is given on International standards, network architectures, communication protocols, data links, switching, routing and LSANs.

4 hours, 1 trimester, 3 credits

BUAD 636 DATABASE PROGRAMMING

The course provides resource for bridging information management needs by applying Visual database programming features and benefits to businesses. Explores the use of Structure Query Language (SQL) as a tool for data management environments.

4 hours, 1 trimester, 3 credits

BUAD 700 AUDITING

The course will enable you to learn the principles of auditing information systems & controls. The primary emphasis of Information Systems Audit and Control is to ensure that information needed by businesses is provided by technology and that the required qualities of information are met. The eleven areas to be included in the Required Information Systems (IS) Auditing are listed below: 1) Information technology and use; 2) Systems analysis, design, development, purchase and implementation; 3) Internal control and documentation of IS; 4) Data structures and data base concepts and management; 5) Information systems applications and processing cycles; 6) Management and monitoring of IS; 7) Computer programming languages and procedures; 8) Communication and networks; 9) Model based systems (decision support and expert systems); 10) Systems security and disaster recovery planning; and, 11) Auditing of IS and it's role in business.

4 hours, 1 trimester, 3 credits

BUAD 701 INSTALLING, CONFIGURING & ADMINISTERING SERVER

Study and application of the theory and the techniques of the analysis for the Network Servers. This course provides students the knowledge and the abilities needed to install and to operate Which Operating systems for networks in computers servants and computers workstation, who comprise a workgroup or a domain. In addition, it provides the knowledge and the skills necessary to install, to form files, to print, as well as to be terminal servers. Also, it provides the students with essential knowledge and skills that are required for the implementation of an infrastructure of networks. In the theoretical and practical areas it is geared toward offering students the suitable formation to perform tasks in administration in a domain or workgroup, at the same time that it offers the concepts necessary to create file servers, impression and of terminal, as well as the accounts of users and privileges of access.

4 hours, 1 trimester, 3 credits

For a description of these courses, refer to the Catalog of Graduate Studies of the PUCPR in Ponce.

CURRICULAR STRUCTURE

All Programs under the Institute will have the same curricular structure, as follows:

- Common Core Courses
- Specialty Courses

MASTER DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALIZATION IN MANAGEMENT INFORMATION SYSTEMS (MIS)

CURRICULUM CORE COURSES	
COURSES	CREDITS
BUAD 600- Business Research Methods (M)	3
BUAD 602-Financial Management (M)	3
BUAD 603- Management Theory and Processes (M)	3
BUAD 608-Marketing Management (M)	3
BUAD 611- Managerial Accounting (M)	3
BUAD 614- Managerial Economics (M)	3
CRÉDITOS 18	
THEOLOGY	
COURSES	CREDITS
THEO 633 Dignity of the Human Being	2
THEO 634 Marriage and Family	2
CREDITS 4	
SPECIALIZATION COMPONENT	
COURSES	CREDITS
BUAD 631-Analysis and Design of Information Systems (ER)	3
BUAD 633 Telecommunications for Management Information Systems (ER)	3
BUAD 634 – Database Management (ER)	3
BUAD 698- Expert System (ER)	3
BUAD 637-Seminar in Management Information Technology (ER)	3
BUAD 720 Research Project	3
CREDITS 12	

ELECTIVES	
COURSES	CREDITS
BUAD 626 Networking	3
BUAD 636 Database Programming	3
BUAD 700 Auditing	3
BUAD 701 Installing, Configuring & Administering Server	3
CREDITS 6	

Caption: M- Core, E-Elective, ER- Required Elective, G-General
For a description of these courses, refer to the Catalog of Graduate Studies of the PUCPR in Ponce.

MASTER'S IN EDUCATION

Dr. Norma Cardona Soltero, Graduate Program Coordinator

Facultad Dra. Norma Cardona Soltero, Dra. Carmen Ossorio Sánchez, Dr. Andrés Ausúa Pagán, Dra. Mariluz Silva Almodóvar, Dra. Saraí Nieves Bernard, Dra. Sandra Morales Arroyo, Dra. Sara López Albino, Dra. María de los Ángeles Nazario Barreras

OFFERINGS

The Graduate School of Education offers a Master's Degree in Education with Specialization in:

- ***Curriculum and Instruction in Physical Education***
- ***Early Childhood Education***
- ***Professional Counseling***
- ***Management and Educational Leadership***

MASTER IN EDUCATION WITH SPECIALIZATION IN CURRICULUM AND INSTRUCTION IN PHISICAL EDUCATION

PROFILE OF THE GRADUATE STUDENT

1. A solid spiritual formation in the Christian-Catholic values, which will allow students to function in society and in their workplace as exemplary Christians.
2. Train the graduate students in critical thinking skills to help them face the educational problems our society carries away so they can perform effectively in solving problems related to their field of expertise.

3. Demonstrated competence to communicate effectively and efficiently as leader of an educational organization, plus the ability to establish productive relationships with staff, community and students.
4. Ability to work in teams of people from diverse educational, social and economic levels.
5. A broad and solid humanistic preparation that will allow graduates to make ethical and moral decisions based on the Christian values.
6. Knowledge about legal and regulatory aspects of Puerto Rican education.
7. Possessing the skills to conduct various types of research and analysis of findings for decision making and problem solving in their daily work.
8. Knowledge of the legal and regulatory aspects to use technology appropriately in educational processes.
9. Ability to understand, learn, appreciate and apply knowledge about organizational behavior in making decisions and solving problems of educational organizations.

PROGRAM OBJETIVES

1. Prepare the students for the specialty in Curriculum and Instruction in Physical Education from the Christian faith perspective with a humanistic – Christian formation; which at the same time, will enable them to forge better individuals aware of the moral values of mankind oriented towards the search of Truth.
2. To train professionals who demonstrate mastery of knowledge, inquiring skills, think critically and creatively, solve problems and make decisions on the basic processes of curriculum engineering, systematic planning of the components of a curriculum, curriculum evaluation and other areas of the field that contribute to the enrichment of our education system and society.
3. To train professionals in the field of Curriculum and Instruction in Physical Education that apply effective skills in oral and written communication while expressing ideas, opinions and emotions so as to maintain effective interpersonal and collaboration relationships.
4. Prepare Physical Education teachers who by virtue of their academic, Christian formation and professional integrity, can harmonize with the demands of justice, respect for the human dignity without involving any personal prejudice and integrating human values as a means to strengthen a culture of peace and tolerance.
5. Coach physical education teachers professionally, able to face challenges with a high sense of duty, devotion and commitment in the light of the issues that prevail in our society and the conflicts that confronts the Department of Education of Puerto Rico and the private institutions of our country.
6. Educate physical education teachers to organize, analyze, evaluate and integrate ideas, using qualitative and quantitative methods to perform researches or tasks related to their profession.
7. To contribute with the professional development in this field creating the necessary competencies knowledgeable in the use and management of information and, computer application and emerging technology as a useful tool for the learning process strengthening the performance of their duties.
8. To develop the ability to apply previously learned principles and generalizations to new problems and situations that may help in the process of decision making and problem solving to overcome the many education affairs that confront the Department of Education of Puerto Rico and private institutions in the country.

CURRICULAR SEQUENCE

**MASTER IN EDUCATION WITH SPECIALIZATION IN CURRICULUM AND INSTRUCTION IN
PHISICAL EDUCATION**

FIRST TRIMESTER	
GREED 600-Statistics Applied to Education and Research	3
PHED 632 - Biomechanics	3
SECOND TRIMESTER	
GREED 602 - Human Existence: Philosophy and the Innovative Development of Education	3
GREED 627- Curriculum Foundations	3
THIRD TRIMESTER	
GREED 629- Curriculum Construction (Prerequisite: GREED 627)	3
PHED 634 - Concepts of Sports Medicine	3
FOURTH TRIMESTER	
GREED 612- Education Evaluation, Assessment and Accountability	3
GREED ____ -Elective (E)	3
FIFTH TRIMESTER	
GREED 630- Curriculum Evaluation (Prerequisites: GREED 627, 629)	3
PHED 636 - Anatomical and Physiological Basics of Exercise	3
SIXTH TRIMESTER	
GREED 634- Curriculum Materials and Teaching Techniques of Physical Education	3
GREED ____ -Elective (E)	3
SEVEN TRIMESTER	
GREED 601- Education Research and Development (Prerequisite: GREED 600)	3
THEO 633 - Dignity of the Human Being	2
EIGHT TRIMESTER	
PHED 682 - Internship in Curriculum and Teaching in Physical Education I	1.5
PHED 684 - Seminar in Curriculum and Teaching in Physical Education I	1.5
THEO 634-Marriage and Family	2

NINE TRIMESTER	
PHED 683 - Internship in Curriculum and Teaching in Physical Education II	1.5
PHED 685 - Seminar in Curriculum and Teaching in Physical Education II	1.5

TOTAL 47 CREDITS

Caption: M- Core, E-Elective, ER- Required Elective, G-General

For a description of these courses, refer to the Catalog of Graduate Studies of the PUCPR in Ponce.

CURRICULAR STRUCTURE

All Programs under the Institute will have the same curricular structure, as follows:

- Common Core Courses
- Specialty Courses

MASTER IN EDUCATION WITH SPECIALIZATION IN CURRICULUM AND INSTRUCTION IN PHYSICAL EDUCATION

CURRICULUM CORE COURSES (12 CREDITS)	Credits
GRED 600-Statistics Applied to Education and Research	3
GRED 601- Education Research and Development (Prerequisite: GRED 600)	3
GRED 602 - Human Existence: Philosophy and the Innovative Development of Education	3
GRED 612- Education Evaluation, Assessment and Accountability	3
CURRICULUM COMPONENT (12 CREDITS)	
GRED 627- Curriculum Foundations	3
GRED 629- Curriculum Construction (Prerequisite: GRED 627)	3
GRED 630- Curriculum Evaluation (Prerequisites: GRED 627, 629)	3
GRED 634- Curriculum Materials and Teaching Techniques of Physical Education	3
SPECIALTY COMPONENT (14 CREDITS)	
PHED 632 - Biomechanics	3
PHED 634 - Concepts of Sports Medicine	3
PHED 636 - Anatomical and Physiological Basics of Exercise	3
PHED 640 - Motor Learning and Performance	3
PHED 682 - Internship in Curriculum and Teaching in Physical Education I	1.5
PHED 683 - Internship in Curriculum and Teaching in Physical Education II	1.5
PHED 684 - Seminar in Curriculum and Teaching in Physical Education I	1.5
PHED 685 - Seminar in Curriculum and Teaching in Physical Education II	1.5

ELECTIVES (4 CREDITS)	
PHED 635 - Critical Aspects of Physical Education	2
PHED 637 - Psychosocial Aspects of Physical Education	2
PHED 638 - Organization and Administration in Physical Education	2
THEOLOGY (4 CREDITS)	
THEO 633-Dignity of the Human Being	2
THEO 634-Marriage and Family	2

MASTER IN EDUCATION WITH SPECIALIZATION IN EARLY CHILDHOOD EDUCATION

PROFILE OF THE GRADUATE STUDENT

1. Understand the religious dimension of human beings and the responses that the Catholic Church and the Christian faith offer.
2. Promote an effective vision of the human dignity, the family and marriage as the center pieces of the Christian education.
3. Promote and develop the intellectual capacities in the learning-teaching process.
4. Promote and develop the critical and creative thinking.
5. Broad commitment and responsibility to provide an education of excellency.
6. Mastery oral and written communication skills in Spanish.
7. Mastery oral and written communication skills in English.
8. Master and promote an effective communication between partnerships.
9. Conciliatory relationship between the community's schools for the development of the student.
10. Breadth of mind and flexibility of approach.
11. Solid foundation of knowledge and mastery of skills in the area of specialization on the primary education to choose.
12. Ability to plan and use the most effective means to achieve certain educational goals.
13. Ability to evaluate their strengths and use them effectively in the performance of their profession.
14. Social responsibility and cultural sensitivity.
15. Motivation and perseverance to achieve individual goals as well as organizational success.
16. Qualitative and quantitative literacy.
17. Ability to design, implement and evaluate research projects in action.
18. Information and technology literacy.
19. Knowledge and mastery of skills in decision-making.
20. Conflict management.

PROGRAM OBJECTIVES

1. To develop professionals with attributes of Christian teachers all the result of a set of skills and educational experiences integrated with moral values, respect, honesty, excellency in service, dedication, devotion and an active engagement with Puerto Rico's educational system.
2. Contribute to the preparation and professional development of primary education staff to promote critical thinking and the use of creative techniques for problem-solving to be able to confront the many affairs that affect the Puerto Rican educational system.
3. Coach the professional community in this field into applying effective communication skills, so he or she be able to express any ideas, opinions or emotions to maintain effective partnerships and interpersonal relationships encouraging a successful atmosphere in the Primary Education system.
4. Encourage the Primary Education professionals to collaborate in the processes of social change in order to improve their quality of life and that of others to achieve a successful educational management.
5. Coach professionals in this field with the necessary knowledge and competencies required to accept with tolerance and respect the ambiguity and have an open mind in the face of changes.
6. Train the future primary education staff with the knowledge, necessary skills and the proper attitude to apply ethical principles to all cultural and human responsibilities. This as a result to overcome challenges out of personal experience, in every aspect of his or her life, in order to attend and serve well the community that surrounds us as Puerto Ricans.
7. Encourage the research, investigation and constructive critiques before any situation that may arise during the journey of truth seeking, and in every decision making situation that may affect the educational atmosphere as a social institution, as well as the commitment with the professional development in this field.
8. Promote the education, knowledge, and required skills in the proper use of technology management and information to perform successfully in the teaching of primary grades, Kinder through Third-grade, in our country's public instructional system as well as in the private; specially the West Coast.
9. Develop the necessary skills to manage conflicts that may arise in the educational community or school as to encourage a healthy and appropriate environment redirecting the effectiveness of the teaching-learning process of the Primary Education system.

CURRICULAR SEQUENCE

MASTER IN EDUCATION WITH SPECIALIZATION IN EARLY CHILDHOOD EDUCATION

FIRST TRIMESTER	
GRED 600 - Applied Statistics in Educational Research	3
GRED 604 - New Approaches in the Development and Growth of the Child during Early Childhood	3
SECOND TRIMESTER	
GRED 602 - Human Existence: Philosophy and the Innovative Development of Education	3
GRED 624 - Curriculum Design for Early Childhood	3

THIRD TRIMESTER	
GREDED 612- Education Evaluation, Assessment and Accountability	3
GREDED 636 - Family Involvement in the Educational Process	3
FOURTH TRIMESTER	
GREDED 637 - Models and Educational Approaches in Early Childhood	3
GREDED 638 - Physiological Factors in the Reading Process	3
FIFTH TRIMESTER	
GREDED 639 - Integration of Aesthetic Experiences and Games as Means to Learning and Development	3
GREDED ____ -Elective (E)	3
SIXTH TRIMESTER	
GREDED 601- Educational Research and Development (Prerequisite: GREDED600)	3
THEO 633 - Dignity of the Human Being	2
SEVEN TRIMESTER	
GREDED 743 - Internship in Supervision and Investigation in Early Childhood Part I	1.5
GREDED745 – Seminar and Investigation in Early Childhood Part I	1.5
EIGHT TRIMESTER	
GREDED 744 - Internship in Supervision and Investigation in Early Childhood Part II	1.5
GREDED 746 - Seminar and Investigation in Early Childhood Part II	1.5
TOTAL 43 CREDITS	

Caption: M- Core, E-Elective, ER- Required Elective, G-General

For a description of these courses, refer to the Catalog of Graduate Studies of the PUCPR in Ponce.

CURRICULAR STRUCTURE

All Programs under the Institute will have the same curricular structure, as follows:

- Common Core Courses
- Specialty Courses

MASTER IN EDUCATION WITH SPECIALIZATION IN EARLY CHILDHOOD EDUCATION

CURRICULUM CORE COURSES (12 CREDITS)	Credits
GREDED 600 - Applied Statistics in Educational Research	3
GREDED 601- Educational Research and Development (Prerequisite: GREDED600)	3
GREDED 602 - Human Existence: Philosophy and the Innovative Development of Education	3

GREED 612- Education Evaluation, Assessment and Accountability	3
SPECIALTY COMPONENT (24 CREDITS)	
GREED 604 - New Approaches in the Development and Growth of the Child during Early Childhood	3
GREED 624 - Curriculum Design for Early Childhood	3
GREED 636 - Family Involvement in the Educational Process	3
GREED 637 - Models and Educational Approaches in Early Childhood	3
GREED 638 - Physiological Factors in the Reading Process	3
GREED 639 - Integration of Aesthetic Experiences and Games as Means to Learning and Development	3
GREED 743 - Internship in Supervision and Investigation in Early Childhood Part I	1.5
GREED 744 - Internship in Supervision and Investigation in Early Childhood Part II	1.5
GREED745 – Seminar and Investigation in Early Childhood Part I	1.5
GREED 746 - Seminar and Investigation in Early Childhood Part II	1.5
ELECTIVES IN SUPERVISION (3 CREDITS)	
GREED 621 - Principles of Education Supervision	3
GREED 625- Strategies for Teaching	3
GREED 627- Curriculum Foundations	3
GREED 631 - Principles Educational Administration	3
THEOLOGY (4 CREDITS)	
THEO 633 - Dignity of the Human Being	2
THEO 634 - Marriage and Family	2

For a description of these Master in Education, refer to the Catalog of Graduate Studies of the PUCPR in Ponce.

- Professional Counseling
- Management and Educational Leadership

PRESIDENCY

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 Mr. Enrique J. Arroyo AcostaDirector, Internships and Employment
 Mr. Joel E. Vélez Colón..... Interim Director, International Relations
 Rev. P. Javier Iñigo Monreal..... Delegate for Institutional Mission

CAMPUS RECTORIES

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 Dr. Olga N. Hernández de Patiño..... Rector, Mayagüez Campus
 Miss Lindsay T. López Murillo, EsqLegal Adviser and Special Projects

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 Dr. Alma Santiago Cortés Dean, College of Science
 Prof. Haydeé Morales de MaltésAssociate Dean, College of Science
 Dr. Miriam Zayas Zengotita..... Dean, College of Education
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 Dr. Hernán A. Vera Rodríguez..... Interim Dean, College of Graduate Studies in Behavioral Sciences and Community Affairs
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 Mr. Fernando Moreno Orama, Esq Associate Dean, School of Law
 Mrs. Luz H. Rodríguez Rosas, Esq..... Assistant Dean of Student Affairs, School of Law
 Arq. Luis V. Badillo Lozano..... Dean, School of Architecture
 Dr. Caridad Álvarez Suárez..... Director, Liberal Studies Program, Night and Saturday Sessions
 Prof. Iván E. Dávila OstolazaRegistrar
 Dr. Carmen J. Acosta Fumero.....Director, Accreditation

Dr. Ivette Torres Vera..... Director, Institute Virtual Education
Prof. Carmen T. González Martínez Director, Faculty development Center
Miss Karen Morales Rodríguez Coordinator, Continuing Education Institute and
..... Director of Non-University Technical Certificate Careers Program

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Mrs. Gladys M. Díaz Rodríguez Director, External Resources

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Lcda. Noelia Padua de Rosario..... Director, Library Mons. Fremiot Torres Oliver School of Law
..... Director, Library School of Architecture
Prof. Edwin Ramos Cabán..... Director, Library Mayaguez Campus
Mrs. Luz C. Rivera Correa..... Director, Iñaki Mallona Library Arecibo Campus

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Prof. Myriam D. López Velázquez..... Assistant to the Vice President
Dr. Arvin Báez Rivera Director, Guidance Center
Mrs. Elizabeth Martínez Rodríguez..... Director, First Year Program
Prof. Carmen Z. Torres Hernández..... Director, Admissions
Mrs. Wanda Soto Maldonado..... Director, Services for Persons with Disabilities

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Prof. Juan E. Román Toro Treasurer
Sr. Wilfredo Cornier Hernández Director, Human Resources

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Dr. Yazdel Martínez Colón..... Dean, Academic Affairs
Prof. Joaquín Faría Serrano..... Associate Dean, Administrative Affairs
Prof. Mabel Saavedra Galán Associate Dean, Student Affairs

MAYAGÜEZ CAMPUS

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Dr. Frank J. Sierra Cortés Dean, Academic and Students Affairs
Prof. Cándida González Cebollero..... Associate Dean, Administrative Affairs
Prof. Alejandro Ruiz Caino Associate Dean, Student Affairs

FULL TIME FACULTY - GRADUATE

ARECIBO CAMPUS

- Acabá Raíces, Lilliam G Graduate Program in Psychology
Professor; Psy.D. Pontifical Catholic University of Puerto Rico; M.A. Inter American University of Puerto Rico; B.A. University of Puerto Rico
- Gerena Rivera, Ulda Graduate Program in Education
Assistant Professor; Ed.D Pontifical Catholic University of Puerto Rico; M.Ed. Inter American University of Puerto Rico; B.S.S.E. Sacred Heart University
- Mercado Alvarado, Joanny Graduate Program in Psychology
Associate Professor; Ph.D. Carlos Albizu University; M.S. University of Puerto Rico; B.S. University of Puerto Rico
- Reyes Ramos, Lilliam..... Graduate Program of Social Work
M.S.W. Inter American University of Puerto Rico; B.A. Inter American University of Puerto Rico
- Rivera Moret, Maritza Graduate Program of Social Work
Associate Professor; Ph.D. Leon University, Spain; M.S.W. Inter American University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico
- Viruet Correa, Eduardo Graduate Program of Social Work
Professor; D.S.O.C. Autonomous National University of México; M.S.W. University of Puerto Rico; B.A. Inter American University of Puerto Rico

MAYAGÜEZ CAMPUS

- Cortina Cruz, Rafael T Graduate School of Business Administration
Associate Professor; D.B.A. Argosy University; M.B.A.;B.S. Inter American University of Puerto Rico
- Sierra Cortes Frank J. Graduate School of Business Administration
Professor; Ph.D. Complutense University of Madrid;B.A., B.B.A. Inter American University of Puerto Rico

PONCE CAMPUS

- Avilés Garay, Edgardo J Graduate School of Education
Associate Professor; Ed. D. University of Illinois; M. Ed. Pontifical Catholic University of Puerto Rico
- Burgos Ocasio, Hilda Graduate School of Social Work
Professor; Ph.D. Ohio State University; M.S.W. Saint Louis University; B.A. Pontifical Catholic University of Puerto Rico
- Carrasquillo Torres, Kenya M..... Graduate School of Business Administration
Professor; Ph.D. The Union Institute; M.P.A. University of Puerto Rico
- Cintrón Valpaís, Carlos J Graduate School of Education
Associate Professor; Ed.D. Inter American University of Puerto Rico; M.A., B.A. Pontifical Catholic University of Puerto Rico
- Colón Ortiz, Abner..... Graduate School of Education
Assistant Professor; Ed.D., M.S., B.S., Pontifical Catholic University of Puerto Rico

Fuentes Ramírez, Ricardo	Graduate School of Business Administration
Assistant Professor; Ph.D., M.A. University of Massachussettes; B.A. University of Puerto Rico	
González Rios, Wilma	Graduate School of Social Work
Professor; Ph.D. University of Texas; M.A. Adventist University of the West Indies	
González Tardí, Shirley.....	Graduate School of Education
Associate Professor; Ed.D. Inter American University of Puerto Rico; M.Ed. Pontifical Catholic University of Puerto Rico; B.S. University of Puerto Rico	
González Valles, Roberto O.....	Graduate School of Psychology
Associate Professor; Ph.D.; M.S., B.S. Pontifical Catholic University of Puerto Rico	
Hernández Bello, Zulmarie.....	Graduate School of Social Work
Assistant Professor; Ph.D., M.S.W. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Landers Santiago, Patricia	Graduate School of Education
Catedrática Auxiliar; Psy.D. Escuela de Medicina de Ponce; M.Ed. Pontificia Universidad Católica de Puerto Rico; B.A. Universidad de Puerto Rico	
Lespier Ruiz, Mildred	Graduate Program in Nursing
Associate Professor; M.S. University of Puerto Rico – Medical Science; B.S.N. Pontifical Catholic University of Puerto Rico	
Maiz Vázquez, Edgar.....	Graduate School of Business Administration
Ph.D. Inter American University of Puerto Rico; M.B.A. Pontifical Catholic University of Puerto Rico; B.B.A. University of Puerto Rico	
Oliver Franco, Catherine	Social Work Graduate School
Assistant Professor; Ph.D. Pontifical Catholic University of Puerto Rico; M.S.W. Inter American University of Puerto Rico	
Ortiz Vega, Jaime.....	Graduate School of Education
Professor; Ed.D. New York University; M.Ed. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Pinilla Díaz, Ana R.....	Graduate School of Psychology
Professor; Ph.D.; M.S. Caribbean Center for Postgraduate Studies; B.A. University of Puerto Rico	
Plaza Montero, Ana.....	Graduate School of Psychology
Associate Professor; D.Psy. Pontifical Catholic University of Puerto Rico	
Quiñones Toro, Eva M.....	Graduate School of Psychology
Associate Professor; Psy.D. United States International University; M.A. Ed. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Reyes Rivera, José O.....	Graduate School of Social Work
Associate Professor; Ph.D., M.A. Inter American University of Puerto Rico; B.A. University of Puerto Rico	
Rosario Nieves, Iliá C.....	Graduate School of Psychology
Associate Professor; Ph.D.; M.A., B.A. University of Puerto Rico	
Ruiz Santana, Elsie.....	Graduate School of Social Science
J.D., M.S.S.Pontifical Catholic University of Puerto Rico	
Sanabria Mercado, Mónico	Graduate School of Education

- Associate Professor; Ed.D., B.A. Inter American University of Puerto Rico; M.A. Pontifical Catholic University of Puerto Rico
- Serrano García, AnaRehabilitation Vocational Program
Instructor; M.S., B.A. University of Puerto Rico
- Torres De Costas, Myriam.....Graduate Program in Nursing
Associate Professor; M.S., B.S. Pontifical Catholic University of Puerto Rico
- Torres Rentas, Néstor Graduate School of Psychology
Assistant Professor; Psy.D. Pontifical Catholic University of Puerto Rico; M.A. University of Puerto Rico
- Torres Santiago, Zulma.....Graduate Program in Nursing
Assistant Professor; Ed.D; M.S.N., B.S.N. Pontifical Catholic University of Puerto Rico
- Vázquez Torres, Iván Graduate School of Education
Assistant Professor; Psy.D., M.Ed., B.S. Pontifical Catholic University of Puerto Rico
- Velázquez González, HéctorRehabilitation Vocational Program
Assistant Professor; M.S.S., B.S.E.E. Pontifical Catholic University of Puerto Rico
- Velázquez Lugo, Ángela L Graduate School of Psychology
Associate Professor; Ph.D.; M.S. Psy, Pontifical Catholic University of Puerto Rico; B.A. University of Puerto Rico
- Velázquez Zamora, Lillian.....Department of Management, Information System, and Business
Professor; Ph.D.,The Union Institute; M.B.A.; B.B.A. Pontifical Catholic University of Puerto Rico
- Vélez González, Verónica.....Graduate School of Psychology
Assistant Professor; Ph.D., B.A. University of Puerto Rico
- Vélez Vázquez, Elba Graduate School of Social Work
Assistant Professor;Ph.D. Pontifical Catholic University of Puerto Rico; M.S.W., B.A. University of Puerto Rico
- Vera Rodríguez, Hernán Graduate School of Social Science
Professor; D.P.A. Nova Southeastern University; M.P.A. University of Puerto Rico; B.A. Pontifical Catholic University of Puerto Rico
- Zayas Montalvo, David H..... Graduate School of Business Administration
Associate Professor; D.B.A.; M.B.A. Pontifical Catholic University of Puerto Rico; B.S.A. University of Puerto Rico
- Zayas Zengotita, Miriam..... Education Graduate School
Professor; Ed. D. Inter American University of Puerto Rico; M.Ed. Pontifical Catholic University of Puerto Rico; B.A. Ed. University of Puerto Rico