

GRADUATE PROGRAMS

Lincoln University's Graduate Programs include the Master of Education (with concentrations in Elementary Education/K-6, Early Childhood Education/N-3, Biology/7-12, Chemistry/7-12, Mathematics/7-12, Physics/7-12), the Master of Science in Reading (MSR), the Master of Science in School Administration (MSSA), the Master of Science in Administration (with concentrations in Budget and Finance and Human Resources Management) (MSA), the Master of Science in Mathematics (MSM), and the Master of Human Services (MHS). Programs for persons seeking only certification from the Pennsylvania Department of Education are available and offered under program-specific guidelines.

Graduate programs are offered at Lincoln University's Urban Center for Graduate and Continuing Education, located at 3020 Market Street in Philadelphia – one block from the 30th Street Train Station. Classes are scheduled on weekday evenings and on Saturdays.

Administration

Grant D. Venerable, II, Ph.D.
Vice President for Academic Affairs
Gladys J. Willis, Ph.D.
Dean

Program Directors

Goro Nagase, Ph.D., Interim Chair
Department of Mathematics and Computer Science
Helen Oliver, Ph.D., Chair
Department of Education
Oswald Richards, Ph.D., Interim Chair
Department of Economics and Business Administration
David Royer, Ph.D., Chair
Department of Biology
Szabi Ishtai-Zee, Ph.D., Chair
Department of Human Services

Admission Requirements

All Lincoln University graduate degree programs, except the Master of Human Services Program, require a bachelor's degree from an accredited college or university and a cumulative G.P.A. of 2.7 on a scale of 4.0 or a 3.0 for graduate level course work in the major concentration or program area of study. An applicant with a cumulative G.P.A. slightly lower than a 2.7 in his or her undergraduate program may be considered for provisional status when there is strong evidence of the ability to complete the program with a 3.00 cumulative G.P.A. or better. The Graduate Record Examination (GRE) and/or The Miller Analogies Test (MAT) may be required when deemed essential to the admissions decision. Each applicant for matriculation must submit the following items as part of the application packet:

1. Copy of bachelor's degree from an accredited four-year undergraduate institution;
2. An official undergraduate academic transcript;
3. An official academic transcript of previously taken graduate courses;
4. A 500-word essay describing past academic/career achievements, future career goals, and interest in the specific Lincoln graduate program; and
5. Three letters of recommendation (from professional and academic sources).

Each applicant for non-matriculation must submit the following:

1. Copy of bachelor's degree from an accredited four-year institution; and
2. An official academic undergraduate transcript.

A non-matriculating student may take a total of nine (9) credits. To continue beyond this point, the student must apply for admission to the graduate program and be accepted in the program.

M.E.D. and MSR Programs

The cumulative G.P.A. requirement is governed by guidelines of The Pennsylvania Department of Education. As of 2003, the required cumulative G.P.A. is 3.00.

Program-Specific Requirements

M.Ed. in Secondary Mathematics

Admission Standards:

1. Bachelor's degree from an accredited college or university with an undergraduate major in mathematics or a minimum of 18 credit hours of advanced* undergraduate math courses.
2. A grade point average of 3.0 overall and in math, or a 2.8 cumulative G.P.A. and a passing score on the Praxis I**.
3. Two letters of recommendation testifying to the applicant's academic abilities and interest in teaching.
4. An essay describing the applicant's academic background, goals and career plans.

*Advanced undergraduate math courses refer to courses appropriate for math majors beyond the standard three semester calculus sequence.

**An emergency permit holder with a 2.5 cumulative G.P.A. overall and in math, and 6 credits of advanced mathematics may be considered for provisional status when there is strong evidence of ability to reach

admission standards within one year. The GRE or MAT may be required. Students must show mastery of the required level of mathematics by completing the appropriate undergraduate math courses with a B or better or by passing comprehensive exams in these subjects with a score of 80% or above.

M.Ed. and MSR Programs

The Cumulative G.P.A. requirement is governed by guidelines of The Pennsylvania Department of Education. As of 2003, the required cumulative G.P.A. is 3.0

Science Programs

For biology, chemistry and physics, 18 credits (with a grade of "C" or better in each course) are required in the corresponding discipline.

The Master of Science in Mathematics

Eighteen (18) course credits in higher mathematics at the undergraduate or graduate level are required.

Master of Science in Reading

A minimum of two (2) years of teaching at either the elementary or secondary level is required.

Master of Science in School Administration

A minimum of five (5) years of teaching experience and a satisfactory recommendation from the applicant's immediate supervisor or administrator are required.

Master of Human Service

Applicants without a bachelor's degree must have five (5) years or more of progressive paid work experience in human services to qualify for admission to the MHS Program.

Application Submission Deadline Dates

Summer Admission – March 30

Fall Admission – July 31

Spring Admission – November 30

(Applications for the MHS Program are accepted only for the Fall.)

Program Core Requirements and Concentrations**The Master of Education M.Ed. Certification Programs**

Thirty-six (36) to thirty-nine (39) credit hours are required for all Master of Education (M.Ed.) degree programs, determined by area of concentration (Elementary, Early Childhood Education, Secondary Biology, Mathematics, Chemistry, and Physics).

15 Credit hours (Core curriculum)

15-24 Credit hours (Content Areas)

- Elementary Education (15 credits)
- Early Childhood Education (15 credits)
- Mathematics (18 credits)
- Biology (16 credits)
- Chemistry (18 credits)
- Physics (18 credits)

Core Requirements *

1. EDU-600 Contemporary Issues in Education**
2. EDU-601 Theoretical Foundations of Reading Instruction**
3. EDU-602 Human Growth and Development**
4. EDU-604 Educational Assessment and Evaluation**
5. EDU-732 Foundations of Education*
6. Either: EDU-725 Thesis Preparation and EDU-726 Thesis Seminar
Or: EDU-755 Seminar in Qualitative Methods for Applied Social Science Research
(6 credits) and a Comprehensive Examination ***
7. One program concentration

* Core requirements for the Secondary Math Concentration are listed separately.

** Required for Certification Only Candidates

*** Alternative program-specific requirements for Secondary Math and the MSA.

The Elementary Education Concentration

1. The M.Ed. Core Requirements
2. EDU-605 Reading in the Content Area
3. EDU-607 Literature and Literacy
4. EDU-621 Creative Arts
5. EDU-623 Methods in Science/Social Studies
6. EDU-625 Methods in Elementary Classroom (Math)

The Early Childhood Education Concentration

1. The M.Ed. Core Requirements
2. EDU-607 Literature and Literacy
3. EDU-611 Integrating Reading/Language Arts
4. EDU-618 Infant and Child Development
5. EDU-619 The Preschool Child
6. One elective with departmental approval

The Biology Concentration

1. The M.Ed. Core Requirements
2. BIO-601 Cellular Biology
3. BIO-602 Immunology
4. BIO-603 Microbial Ecology
5. BIO-604 Molecular Genetics

The Chemistry Concentration

1. The M.Ed. Core Requirements
2. CHE-601 Advanced Analytical Chemistry
3. CHE-602 Advanced Organic Chemistry
4. CHE-603 Advanced Inorganic Chemistry
5. CHE-604 Advanced Biochemistry
6. CHE-605 Chemical Thermodynamics

The Physics Concentration

1. The M.Ed. Core Requirements
2. PHY-611 Mathematical Physics
3. PHY-612 Experimental Physics
4. PHY-621 Classical Mechanics
5. PHY-622 Electromagnetic Theory
6. PHY-631 Quantum Mechanics
7. PHY-632 Solid State Theory

M.Ed. candidates who are not already certified in the subject area must complete all certification requirements. Upon satisfactory completion of the M.Ed. program and all other requirements for certification, a student will qualify for a Pennsylvania Instructional I Teaching Certificate in the corresponding area of specialization. Certification requires many additional requirements, such as field experiences, student teaching and PRAXIS Exams.

M.Ed. in Secondary Mathematics

1. EDU-600 Contemporary Issues in Education
2. EDU-602 Human Growth and Development
3. EDU-604 Educational Assessment and Evaluation
4. MTE-602 Teaching Math/Middle School
5. MTE-603 Teaching Math/High School
6. MAT-621 Real Analysis I
7. MAT-623 Complex Variables I
8. MAT-625 Abstract Algebra I
9. MAT-629 Foundations of Math
10. EDU-732 Foundations of Education
11. EDU-725 Thesis Preparation
12. One of the following options:
 - a. EDU-726 Thesis Seminar with thesis
 - b. EDU-726 Thesis Seminar with project proposal
 - c. MAT-641 Applied Math I with Comprehensive Exam

Each student must complete the program with 36 credits, a cumulative G.P.A. of 3.0 and no grade less than a "C." For certification in secondary mathematics, each student must complete the certification standards for secondary mathematics.

The Master of Science in Mathematics

1. MAT-621 Real Analysis I
2. MAT-622 Real Analysis II
3. MAT-623 Complex Variables I
4. MAT-624 Complex Variables II
5. MAT-627 Topology
6. Either: a) Pure Math Option
MAT-625 Abstract Algebra I
and MAT-626 Abstract Algebra II
OR: b) Applied Math Option

- MAT-641 Applied Mathematics I
and MAT-642 Applied Mathematics II
7. Either: Pass a language examination
OR: Complete an approved course as a research tool
 8. Either: a) Thesis Option
EDU-725 Thesis Preparation
EDU-726 Thesis Seminar
Thesis Defense
One additional graduate mathematics elective
OR: b) Comprehensive Examination Option
Comprehensive Examination
Three additional graduate mathematics electives

The Master of Science in Reading

1. EDU-601 Theoretical Foundations of Reading Instruction
2. EDU-603 Reading and Language Disabilities
3. EDU-605 Reading in the Content Area
4. EDU-607 Literature and Literacy
5. EDU-609 Planning and Organizing Reading Programs
6. EDU-610 Practicum: Remedial, Corrective, and Development Reading
7. EDU-611 Integrating Reading/Language Arts
8. EDU-613 Research Seminar in Reading
9. EDU-615 Adult Reading
10. EDU-617 Advanced Topics in Reading
11. A thesis is required and is normally prepared in conjunction with EDU-613 and EDU-617

The Reading Specialist Certification

Certification as a Reading Specialist in Pennsylvania (a K-12 certificate) requires the first six (6) courses listed for the MSR (EDU-601, 603, 605, 607, 609, and 610).

The Master of Science in School Administration

1. EDU-604 Educational Assessment and Evaluation
2. EDU-756 The Principalship
3. EDU-757 Instructional Leadership
4. EDU-758 School Community Relations
5. EDU-759 Elementary and Secondary Principals Internship I
6. EDU-760 Elementary and Secondary Principals Internship II
7. EDU-710 Human Resource Management
8. EDU-725 Thesis Preparation
9. EDU-726 Thesis Seminar
10. EDU-734 School Law
11. EDU-736 Elementary and Secondary School Administration
12. EDU-738 Curriculum Design and Instructional Improvement
13. EDU-747 Management of School Fiscal Affairs

Eligibility for an Elementary Principal's Certificate requires an Elementary Teaching Certificate and at least five (5) years of teaching experience.

Eligibility for a Secondary Principal's Certificate requires a Secondary Teaching Certificate and at least five (5) years of teaching experience.

Middle school principals may hold either an Elementary Principal or a Secondary Principal's Certificate.

Persons who already hold a Master's degree may choose to complete a Certification Program by completing all of the MSSA requirements.

The Master of Science in Administration

The Budget and Finance Concentration

1. MSA-704 Management Information Systems
2. MSA-708 Organizational Behavior
3. MSA-710 Human Resources Management
4. MSA-744 Executive Accounting and Finance
5. MSA-701 Research Methodology
6. MSA-740 Special Topics in Administration
7. MSA-746 Strategic Management
8. MSA-750 Financial Management I
9. MSA-751 Financial Management II
10. MSA-752 Strategic Marketing I
11. MSA-753 Strategic Marketing II

The Human Resource Management Concentration

1. MSA-704 Management Information Systems
2. MSA-708 Organizational Behavior
3. MSA-710 Human Resources Management
4. MSA-701 Research Methodology
5. MSA-740 Special Topics in Administration
6. MSA-744 Executive Accounting and Finance
7. MSA-746 Strategic Management
8. MSA-761 Employee and Labor Relations
9. MSA-762 Compensation Analysis and Benefits Planning
10. MSA-763 Organizational Staffing

The Master of Human Services Program

The Lincoln University Master of Human Services Program is designed for full-time professionals who have a record of successful work experience in a human services field and the academic capability to enter and complete the course of studies leading to the Master of Human Services degree. The ability of an applicant to

complete the course of study is determined through rigorous testing and an extensive review of his or her academic skills and professional experience. Thus, persons with demonstrated skills and knowledge may gain admission to the Program even if they do not hold baccalaureate degrees.

The MHS graduates have proven that the Program successfully develops the analytical and professional skills required for managerial and leadership positions in human services agencies of all types. The Program's high level of academic rigor has been proven by the many MHS graduates, both with and without baccalaureate degrees, who have subsequently earned doctoral degrees at major research universities.

Students who enroll in the Program do not need to leave their jobs or relocate in order to complete the Program. In fact, they must be employed on a full-time basis in a human service agency as a condition of eligibility for the Program since a significant part of their learning takes place in practice application projects which they conduct in their agency.

The Program is competency-based, requiring students to apply relevant academic theory to problems encountered in agency practice. Students attend academic classes on Saturdays. In addition, a Theory and Practice Seminar is held one evening each week. The Program requires 54 hours of academic credit, a cumulative grade point average of 3.00 (B) or better, takes two years (four 15 week semesters and a mandatory 8 week summer semester) to complete and leads to a Master of Human Services (MHS) degree.

The MHS Program is a performance-based approach to education that organizes skills and theories into five basic competency units: Competency Unit I/ Self-Directed Learning, Competency Unit II/ Helping-Relationships, Competency Unit III/ Group Processes, Competency Unit IV/ Community Planning and Program Management, and Competency Unit V/ Planned Change and Organizational Development (see Curriculum Matrix). The subject matter of each competency is studied from the viewpoint of six dimensions: Values (Ethics), Self and Others (Psychology), Systems (Sociology), Skills (Communication/Research), Integration, and Practice Application. The classes held at Lincoln's Urban Center on Saturdays address the first four of these, while the last two are addressed one evening during the week in the Theory and Practice Seminar. These field seminars are located where students cluster geographically, usually at a human services agency or local university site. The purpose of the Theory and Practice Seminar is to integrate the student's work activities in the agency with the theoretical material presented in the Saturday coursework.

For each competency unit the student is required to complete a field project or practice application project. The field project demonstrates the understanding of theory, organization of ideas, the appropriate application of new concepts to practice, and the explanation of new steps to be taken.

In the last year of the Program, students conduct an extensive change project which is a culmination of all previous field projects, and focuses upon a specific immediate change for better service delivery within the student's agency. The final written project is presented and defended orally before the faculty, the preceptor and an external evaluator.

The Lincoln University MHS Program is one of the few graduate programs which requires the student to obtain a preceptor (mentor) to work with them throughout the Program. The nature of the MHS Program, the needs of the students, and the part that agencies play in the student's education make the role of the preceptor an indispensable one.

Admissions Requirements

Individuals holding the baccalaureate degree must have a minimum of one year of paid human services experience. Applicants who do not hold a baccalaureate degree must have five years or more of progressive, paid work experience in the human services to qualify for admission to the MHS Program. The high school diploma or the General Educational Diploma (GED) is required if the applicant has not earned the baccalaureate degree. The applicant must also be currently employed as a staff member of a human services agency in order to be eligible for admission to the MHS Program. Students must remain employed full-time in a human services position throughout their graduate studies.

Admissions Procedures

A prospective student must submit a completed resumé and application form with essay; forward an official academic transcript based on the completion of the high school diploma, the GED, or the bachelor's degree; submit the preceptor information form; forward the supervisor's evaluation form; and pay an application/testing fee. The applicant then takes the admissions test. Applicants must complete and pass all admissions examinations. The tests are administered by Lincoln University personnel. (An interview may be required to complete the admissions process.)

Academic Preparation

Prior to beginning the MHS Program, applicants may be required to sharpen their academic skills by participating in one of three levels of training in writing and critical thinking in the Pre-Master's Program (see Curriculum Matrix). The Pre-Master's Program also provides instruction in word processing and Internet skills via the personal computer. All Pre-Master's students are required to have computer access.

MASTER OF HUMAN SERVICES PROGRAM CURRICULUM MATRIX

DIMENSIONS	COMPETENCY UNIT I Fall	COMPETENCY UNIT II Spring	COMPETENCY UNIT III Summer	COMPETENCY UNIT IV Fall	COMPETENCY UNIT V Spring
	Self-Directed Learning	Helping Relationships	Group Processes	Community Planning and Program Management	Planned Change and Organizational Development
ETHICS AND VALUES IN HUMAN SERVICES	HUS 611 Ethics for Human Services: Philosophical Concepts and Ethical Dilemmas	HUS 621 Ethical Standards and Professional Obligations for Counselors/Helpers	HUS 631 Ethical Issues in Groups	HUS 641 Ethical Principles of Social Justice in Social Service Agencies	HUS 651 Ethics of Social Intervention: Planned Change
PSYCHOLOGY FOR HUMAN SERVICES	HUS 612 Psychology of Life Span Human Development	HUS 622 Theories of Counseling and Other Helping Relationships	HUS 632 Dynamics of Face-to-Face Groups	HUS 642 Psychology of Community and Organizational Intervention	HUS 652 Psychology of Planned Change in Organizations and Communities
SOCIOLOGY AND SOCIAL SYSTEMS	HUS 613 Introduction to Applied Sociology & General Systems Theory	HUS 623 Social Systems Analysis of Agencies and Society	HUS 633 Communication and Social Systems Analysis in Group Interaction	HUS 643 Social Systems Analysis of Organizational Planning and Management	HUS 653 Social Systems Analysis of Organizational and Community Change
SKILLS FOR HUMAN SERVICES	HUS 614 Communication Skills for the Human Services Practitioner	HUS 624 Helping and Problem-Solving Skills	HUS 634 Skills in Problem Solving, Research Methods & Program Planning I	HUS 644 Skills in Problem Solving, Research Methods & Program Planning II	HUS 654 Methods and Application in Program Evaluation
THEORY & PRACTICE INTEGRATION	HUS 615 Introduction to Theory & Practice Integration	HUS 625 Theory & Practice Integration: Helping Relationships	HUS 635 Theory & Practice Integration: Groups	HUS 645 Theory & Practice Integration: Social Change I	HUS 655 Theory & Practice Integration: Social Change II
THEORY & PRACTICE APPLICATION IN AN ORGANIZATIONAL SETTING	HUS 616 Theory & Practice Application: Documenting the Human Service Experience	HUS 626 Practice Application: Helping Relationships in the Organization	HUS 636 Practice Application: Group Analysis and Facilitation	HUS 646 Practice Application: Thesis I	HUS 656 Practice Application: Thesis II

PRE-MASTER'S - Writing and Critical Thinking Skills CURRICULUM MATRIX

LEVEL	FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
LEVEL I (Basic Level)	SOC 49A Basic Writing in the Human Services SOC 50A Basic Critical Thinking Skills for the Human Services Practitioner	SOC 49B Advanced Writing in the Human Services SOC 50B Advanced Critical Thinking Skills for the H.S. Practitioner	
LEVEL II (Intermediate Level)		SOC 501 Communication Applications in the Human Services SOC 502 Critical Thinking in the Social Sciences SOC 503 Technical Applications in Human Services Communication	
LEVEL III (Accelerated Level)			SOC 501 Communication Applications in the Human Services SOC 503 Technical Applications in Human Services Communication