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# Degree Requirements

# General Education

The purpose of a general education is to provide students with an intellectual and cultural basis for their development as informed individuals in our society. This requires that they understand the ideas that have formed our own civilization, that they appreciate other cultures and that they have knowledge of the fundamental principles that govern the physical universe.

All students must complete Cortland General Education and SUNY General Education program requirements, including general education knowledge base, quantitative skills, composition, foreign language, writing-intensive and speaking-intensive course requirements.

## SUNY Cortland General Education

To meet the Cortland requirements, students will take one course in each of the categories listed below with the exception of the natural sciences category in which they must take two courses. These nine courses will total a minimum of 28 to 29 credit hours toward graduation. Students may not take more than two courses in any one discipline to satisfy the requirements of the program.

## Identifying courses that meet requirements

For a current and full listing of SUNY Cortland's courses that fulfill general education categories, refer to the General Education section of the registrar's Web site. For a listing of General Education courses offered within a particular semester, refer to the search-by-attribute feature of the online *Course Schedule*.

## General Education Requirements

### The Skills Base

The 15 credit hour skills base portion of the General Education Program consists of

#### 1. Academic Writing (6-8 cr. hr.)

CPN 100: Academic Writing I (3 cr. hr.) *or*

CPN 102: Academic Writing in the Community I (4 cr. hr.) *and*

CPN 101: Academic Writing II (3 cr. hr.) *or*

CPN 103: Academic Writing in the Community II (4 cr. hr.)

#### 2. Writing-Intensive Courses (6 cr. hr.)

Writing intensive courses must be taken at SUNY Cortland and must include at least one course in the major; the other course can be in or out of the major. Students must successfully complete CPN 100 or CPN 102 and CPN 101 or CPN 103 before enrolling in a Writing Intensive course.

#### 3. Quantitative Skills Requirement (3-4 cr. hr.)

Students at SUNY Cortland must demonstrate their ability to use quantitative skills by passing courses designated as quantitative skills (QUAN). You may refer to the list below or to the registrar's Web page for specific courses that meet this requirement.

COM 230

PED 434

ECO 221, 222

PHY 105, 106, 201, 202

GLY 281, 499

POL 112, 312

GRY 400

PSY 201

HLH 299, 391

SOC 494

MAT 101, 102, 105, 111, 115,

121, 125 or 135, 201, 224

#### 4. Presentation Skills Requirement

Students must demonstrate skills and experience in making oral presentations, including self-critique and peer-critique of oral presentations. If a course is taught both in the traditional classroom and online, the traditional classroom delivery may be submitted for Presentation Skills (PS) designation. Students cannot take an online course to satisfy the presentation skills requirement. Refer to the registrar's Web page for specific courses that meet this requirement.

#### 5. Foreign Language Proficiency

All students must demonstrate proficiency in a foreign language by fulfilling one of the following requirements:

- successful completion of a one-semester, college-level foreign language course (101) or the equivalent (e.g., earning CLEP or AP credits) *or*
- having earned a score of 85 or higher on the New York State Regents examination in a foreign language.

### BACHELOR OF SCIENCE CANDIDATES

Students enrolled in a B.S. or B.S.Ed. program in the School of Arts and Sciences or the School of Professional Studies need only one semester of a foreign language with the exception of speech pathology and audiology majors, who must successfully complete the fourth semester (202) of a college-level foreign language sequence.

Students enrolled in the B.S. program in early childhood, childhood, early childhood and childhood, adolescence education, or special education must

- successfully complete the second semester (102) of a college-level foreign language sequence *or*
- confirm proficiency equivalent to successful completion of the second semester (102) of a college-level foreign language sequence through a testing program approved by the International Communications and Culture Department.

*Note: Some departments require specified courses in foreign language in support of their major program requirements in addition to those described above.*

### BACHELOR OF ARTS CANDIDATES

Students enrolled in a B.A. program must

- successfully complete the fourth semester (202) of a college-level foreign language sequence *or*
- confirm proficiency equivalent to successful completion of the fourth semester (202) of a college-level foreign language sequence through a testing program approved by the International Communications and Culture Department.

### The Knowledge Base

#### GE 1: American State and Society (3 cr. hr.)

ECO 105

POL 100

HIS 200, 201

SOC 100, 150

#### GE 2: Prejudice and Discrimination (3 cr. hr.)

AAS 110, 120, 210, 431

MGS 230

ANT 230, 234

MUS 110

CIN 210

POL 110

COM 431

PSY 210

EDU 103

REC 393

ENG 252

SOC 230

EXS 290

VAL 140, 322

HLH 163, 201

**GE 3: Contrasting Cultures** (3 cr. hr.)

ANT 102	MUS 101
AST 200	POL 101
FRE 318	REC 150
GRY 120, 125	RLS 200
HLH 111	SOC 160

**GE 4: Fine Arts** (3 cr. hr.)

ATH 120, 121, 122, 223  
 ATS 101, 102, 103, 104, 105, 106, 107, 111, 112  
 INT 300  
 MUS 100, 111, 221, 222, 223  
 THT 100, 161, 162.

**GE 5: History and the History of Ideas** (3 cr. hr.)

HIS 100, 101, 110, 111  
 INT 301  
 POL 102, 270  
 SOC 160, 350

**GE 6: Literature** (3 cr. hr.)

AAS 251  
 ENG 200, 202, 203, 204, 220, 221, 250, 251, 256, 257, 260,  
 261, 262, 263, 280  
 FLT 399  
 FRE 311, 315, 316  
 ICC 201  
 JST 250  
 SPA 313, 315, 317

**GE 7: Science, Technology and Human Affairs** (3 cr. hr.)

ANT 300  
 EST 100  
 GRY 301, 370  
 POL 242, 342  
 PWR 209  
 REC 310  
 SCI 180, 300, 304, 310, 320, 325, 330, 350, 360  
 VAL 335

**GE 8: Natural Sciences** (7-8 cr. hr.)

<i>GE-8A</i>	<i>GE-8B</i>
BIO 110, 201, 202	BIO 102, 111
CHE 121, 221, 222	CHE 122, 125
GLY 171, 261	GLY 160, 172, 262
PHY 105, 106, 201, 202	PHY 150
SCI 141	SCI 142

**GE 1: American State and Society**

The goal of this category is to familiarize students with the nature of the American state and society by examining relationships within and among the elements of that state and society, including governing structures or policies, formal and informal institutions and the public.

**ASSUMPTION**

Citizens must understand the nature and consequences of the American system in order to act as informed and responsible citizens within that system.

**OBJECTIVES**

All GE 1 courses will help students

1. develop an improved understanding of the American republic by examining relationships within and among three elements:
  - a) the state/policy, including governing structures (executive, legislative, judicial, bureaucratic, economic, legal) or policies (economic/market, social, distributive, regulatory);
  - b) intermediary/mediating institutions, including formal institutions, (e.g., church, interest groups, political parties, media, education, corporations, other social institutions); and
  - c) civil society, including informal institutions (e.g., family, social clubs, fraternities/sororities, gangs) and the mass public (e.g., religious/beliefs, race, gender, public opinion, elections, protest/mass movements, consumer behavior, other individual behavior, values or culture).
2. apply at least three concepts to these three elements, such as power, class, public policy, freedom versus order, culture, multiculturalism, status, ideology, authority/legitimacy, or allocation of values.
3. improve their understanding of ethnic minorities and women in the American system.

**GE 2: Prejudice and Discrimination**

The goal of this category is to educate students about the nature of prejudice and discrimination and their impact on the people of this country and throughout the world.

**ASSUMPTIONS**

1. A liberal education should enable students to examine critically the ways they think about themselves as well as other people.
2. A knowledge of prejudice and discrimination is necessary as a first step in eliminating them.

**OBJECTIVES**

1. Students will examine issues such as power and bias as they relate to prejudice and discrimination and how these issues have determined attitudes, institutions, dominance and subdominance.
2. Students will analyze how various beliefs can lead to conflicting conclusions about a society and its norms, values and institutions.

**COURSES IN THIS CATEGORY WILL**

1. Study the individual and institutional nature, as well as the extent of prejudice and discrimination, either in the American context with attention given to the global dimension or in the global context with attention given to the American dimension.
2. Examine prejudice and discrimination in relation to unequal distribution of power.
3. Examine various aspects of prejudice and discrimination such as the moral, historical, educational, health, economic, linguistic, political, psychological and social dimensions. Other intellectual perspectives may be included. No course need embrace all disciplinary perspectives.
4. Examine the factors upon which prejudice and discrimination may be based, e.g., race and/or gender as well as class, ethnicity, religion, age, sexual orientation or disability.

**GE 3: Contrasting Cultures**

The goal of this category is to expose students to cultural assumptions and practices which differ from mainstream or dominant American culture. These would be non-North American and/or non-English-speaking cultures.

**ASSUMPTION**

The development of an awareness and understanding of cultures other than one's own is a fundamental component of a liberal education.

## OBJECTIVES

1. To compare another culture or other cultures with the dominant themes of American culture.
2. To focus on contemporary cultures, although historical materials may be used.
3. To emphasize different world views, traditions, cultural institutions, values, social systems, languages and means of communication of cultures.
4. To provide a structure in the study which allows comparisons to be made with American society.

## THIS CATEGORY MAY BE FULFILLED BY

1. Completing a course designated on the Web as a contrasting cultures course *or*
2. Successful completion of a semester (or its equivalent) in a study abroad program recommended by the International Studies Committee and approved by the General Education Committee.

## GE 4: Fine Arts

The goal of this category is to help students develop an awareness of the arts as a system of inquiry in which aesthetic elements are involved.

## ASSUMPTIONS

1. An educated person should be aware of how creative expression in the arts has formed an integral part of world civilization.
2. An understanding of the arts can be obtained by an historical approach as well as participation in the creative process itself.

## OBJECTIVES

1. Students will explore the idea that important learning experiences can take place through the use of senses and imagination *and/or*
2. Students will study artistic expression and the significance of these creative elements in past and present civilizations.

## COURSES IN THIS CATEGORY WILL

Be broadly based within or among the areas of the arts and provide this breadth through an historical approach or participation in the creative process.

## GE 5: History and the History of Ideas

The goal of this category is to provide students with an historical perspective on aspects of the contemporary world.

## ASSUMPTION

Students will study major themes over broad periods of time. They may concentrate on political, geopolitical, economic and social change. They may also focus on broad cultural developments, and/or on changes in philosophy and social and political thought.

## OBJECTIVES

1. Students will study major political, geopolitical, economic, social and intellectual developments within an historical context.
2. Students will study the relationship between the development of ideas and historical change.

## COURSES IN THIS CATEGORY WILL

1. Address the ways in which social, political, economic, geopolitical and/or intellectual movements have affected how those of us in the contemporary world think, act and organize our lives.
2. Survey historical and intellectual developments over a broad period of time.
3. Whenever appropriate, consider the impact on history of race, class, ethnicity and gender.

## GE 6: Literature

The goal of this category is to help students appreciate and understand the craft and meaning that exists in literary works.

## ASSUMPTIONS

1. Literature can provide both enlightenment and pleasure.
2. All readers are capable of responding to literature; instruction facilitates an appreciation of its complexities.

## OBJECTIVES

1. Students will be able to express responses to literature analytically.
2. Students will confront major human concerns as they are treated in literature.

## COURSES IN THIS CATEGORY WILL

Treat literature from a broad range of sources through a variety of critical approaches, covering, as appropriate, the following elements for each genre being taught: plot, character, theme, style, imagery, structure, point of view, symbolism, tone, setting and figures of speech.

## GE 7: Science, Technology and Human Affairs

The goal of this category is to enable students to consider decisions in the context of the complex relations that exist within the natural sciences, mathematics, technology and human affairs.

## ASSUMPTIONS

1. It is important to know how science and technology influence human affairs and give rise to questions of choice.
2. It is important to know how the social milieu influences human decisions.
3. It is important to reflect critically on questions of value as they influence social decisions in order to encourage independent judgment and rational processes of thought.

## OBJECTIVES

1. Students will explore ways in which value judgments are justified and the way interpretation of technical information can lead to different judgments *and/or*
2. Students will explore the major scientific or mathematical theories which have had an impact on the modern world and the significance of the social context in which they were developed.

## COURSES IN THIS CATEGORY WILL

Treat the increasingly complex judgments that are required within the natural sciences, technology and human affairs.

## GE 8: Natural Sciences

The goal of this category is to provide students with an understanding of some of the major scientific theories and an understanding of the process of scientific inquiry.

## ASSUMPTIONS

1. The formulation of predictive theory in the natural sciences has fostered the development of a large and ever growing quantity of organized information.
2. Different courses may be designed for science and non-science majors.
3. It is important to know that the scientific method is a mechanism for general problem solving.
4. Science is a body of information unified by theories wherein a laboratory provides a setting which allows the firsthand experience of doing science.

## OBJECTIVES

After completion of both courses in the category:

1. Students will demonstrate a knowledge of the principles of a broadly based natural science.
2. Students will have at least one semester of laboratory experience in which they will demonstrate an ability to a) construct hypotheses and test the hypotheses through lab experiments and/or b) gather data by observation and measurement and c) interpret the data.
3. Students will demonstrate a knowledge of technology and an ability to relate the relevant principles they have studied to modern life.

Two courses are required to fulfill this category. One must be a four-credit course and will:

1. Provide for a major emphasis on the application of scientific problem solving to the study of natural systems.
2. Present some information on modern technologies necessary for understanding such issues as recombinant DNA, energy production, or natural resource utilization.
3. Include a laboratory experience that will have substantial investigative content and significant treatment of the methodology of problem solving in science.

The second course will provide either greater breadth or depth while giving emphasis to the methods of scientific inquiry. This course may be three or four credits and will be:

1. A continuation of the sequence begun *or*
2. A course in a second natural science department *or*
3. A course in environmental studies with its basis in natural science and offered by a department different from the laboratory course described.

## COURSE SEQUENCING

If a student does not want to continue in one discipline, the second science course must be in another science department.

Examples of acceptable GE-8 sequences are:

BIO 110, 111	PHY 105, 106
BIO 201, 202	PHY 201, 202
CHE 121, 122	GLY 171, 172
CHE 221, 222	GLY 261, 262
BIO 110, GLY 160	BIO 201, PHY 150

Examples of unacceptable GE-8 sequences are:

BIO 110, 102	GLY 160 and any other GLY course
CHE 121, 125	PHY 150 and any other PHY course

## SUNY General Education

The State University of New York's General Education Requirement applies to all state-operated institutions offering undergraduate degrees. It requires bachelor's degree candidates, as a condition of graduation, to complete a General Education program designed to achieve the student learning outcomes in ten knowledge and skill areas and two competencies, as specified below. By following the SUNY Cortland General Education basic skills and knowledge program, students should fulfill the SUNY General Education requirements. For a current and full listing of SUNY Cortland's courses that fulfill SUNY General Education areas, refer to the General Education section of the SUNY Cortland registrar's Web site at [www.cortland.edu/registrar](http://www.cortland.edu/registrar) or refer to the SUNY provost's Web site at [www.sysadm.suny.edu/provost/generaleducation](http://www.sysadm.suny.edu/provost/generaleducation).

### Course Approval Process

The General Education Committee oversees the course approval process for General Education. A faculty member may submit a course for inclusion in a category by reviewing the General Education Course Submittal Guidelines and completing the General Education Course Submission Form. These forms are available at the Provost and Vice President for Academic Affairs Office.

## SUNY General Education Learning Outcomes

### Category 1: Mathematics

COM 230	HLH 299, 391
ECO 221, 222	PED 434
GLY 281	POL 112, 312
GRY 400	PSY 201
MAT 101 and 102, 105, 111, 115, 121, 125 or 135, 201, 224	SOC 494

### Category 2: Natural Sciences

BIO 102, 110, 111, 201, 202
CHE 121, 122, 125, 221, 222
GLY 160, 171, 172, 261, 262
PHY 105, 106, 150, 201, 202
SCI 141, 142

### Category 3: Social Sciences

ANT 102, 300	HLH 111
ECO 105	MUS 101
EST 100	POL 100, 101, 242
FRE 318	SCI 300, 304, 320, 330
GRY 120, 125, 370	SOC 150, 160, 350
HIS 100, 101	

### Category 4: American History

Students scoring an 85 or higher on the American History Regents Exam may take any Cortland GE-1 course:

ECO 105	POL 100
HIS 200, 201	SOC 100, 150

Students scoring an 84 or below on the American History Regents Exam must take:

HIS 200, 201	SOC 100
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### Category 5: Western Civilization

HIS 100, 101, 110, 111	POL 102, 270
INT 301	SOC 160, 350

### Category 6: Other World Cultures

ANT 102	HLH 111
AST 200	MUS 101
GRY 120	POL 101
GRY 125	

### Category 7: The Humanities

AAS 251	
ENG 200, 202, 203, 204, 220, 221, 250, 251, 256, 257, 260, 261, 262, 263, 280	
FLT 399	JST 250
FRE 311, 315, 316	
ICC 201	SPA 313, 315, 317

### Category 8: The Arts

ATH 120, 121, 122, 223
ATS 101, 102, 103, 104, 105, 106, 107, 111, 112
INT 300
MUS 100, 111, 221, 222, 223
THT 100, 161, 162

### Category 9: Foreign Language Requirement

Students scoring an 85 or higher on the Foreign Language Regents Exam fulfill the SUNY language requirement.

ASL 101, 102	GER 101, 102, 201, 202
CHI 101, 102, 201, 202	ITA 101
FRE 101, 102, 201, 202	SPA 101, 102, 201, 202

### Category 10: Basic Communication

CPN 100 and 101	CPN 102 and 103
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# Bachelor's Degree Requirements

## Bachelor's Degree Requirements

The bachelor's degree requires a minimum of 120 credit hours for all majors. Programs that are not externally accredited can require no more than 124 credit hours. Programs that are externally accredited may exceed the 124 credit hour maximum. These credit hours are obtained by meeting various College requirements:

- **English Composition**

All students must complete six to eight credit hours in English composition and at least six additional credit hours, applicable to other graduation requirements, of work in Writing-Intensive (WI) courses. The writing intensive requirement must be fulfilled by taking course work at SUNY Cortland. At least three credit hours of Writing-Intensive course work must be in the major.

- **Foreign Language**

All students must demonstrate proficiency in a foreign language through the 101 level to fulfill the SUNY General Education requirement. Students having earned a score of 85 or higher on the New York State Regents examination in a foreign language will also meet the 101-level requirement. Proficiency through the 101 level is also required for all students enrolled in teacher education programs leading to a B.S.Ed. (health education, physical education). In addition, all students in teacher education programs leading to a B.S. (other than Speech and Language Disabilities) must demonstrate proficiency in a foreign language through the 102 level. All students earning a B.A., including those in a teacher education program leading to a B.A., must demonstrate proficiency in a foreign language through the 202 level. This requirement also applies to all students earning a B.S. in Speech and Language Disabilities.

- **Activity and Participation**

No more than eight credit hours of combined activity and/or participation courses may be applied toward meeting graduation requirements except as department major requirements specify additional activity and/or participation credits.

- **General Education**

All students must complete Cortland General Education and SUNY General Education program requirements including general education knowledge base, quantitative skills, composition, foreign language, writing-intensive and presentation skills course requirements.

- **Academic Major**

All students must complete a major with a minimum of 30 credit hours of discipline-specific courses. Majors must have a minimum of 15 credit hours of discipline-specific courses at the upper level — 300 or above.

- **Residency Requirement**

At least 45 credit hours for the degree must be completed at SUNY Cortland to meet the College's residency requirement. In addition, one half of the credits for the major, minor and/or concentration must be completed at SUNY Cortland. Special requirements may be designated by each school of the College.

- **Liberal Arts and Sciences Courses**

All students must complete a minimum of 90 credit hours of liberal arts and sciences courses in B.A. programs, or a minimum of 60 credit hours of liberal arts and sciences courses in B.S. or B.S.Ed. programs. Liberal arts and sciences (LAS) courses are marked by a black square (■) after the credit hour notation in the course description.

- **Free Electives**

All programs must include a minimum of 12 credit hours of free electives. Programs which must meet external accreditation requirements, e.g., teacher education, speech pathology, recreation, may require fewer than 12 credit hours of free electives. Programs without external accreditation requirements must include 12 credit hours of free electives to meet a minimum of 120 credit hours or a maximum of 124 credit hours for the degree.

Programs with external accreditation requirements may or may not need to include free elective credit hours depending on the total number of required credit hours. For example, if the required courses (program + college) comprise 108 to 112 credit hours, inclusive, the program must include a minimum of 12 credit hours of free electives. If the required courses (program + college) comprise 113 to 123 credit hours, inclusive, the program must include free electives sufficient to meet 124 credit hours for the degree (maximum of 11 credit hours; minimum of 1 credit hour). If the required courses (program + college) comprise 124 credit hours or greater, the program does not have to include free electives.

During curriculum review, any department seeking an exemption from the 12-credit hour, free-elective rule must sufficiently demonstrate how the prescribed courses meet requirements imposed by the external accrediting agency. Free electives do not include general education, composition, quantitative skills, writing-intensive, foreign language or major requirements.

- **Grade Point Average**

Cortland students must earn a minimum of a 2.0 grade point average both overall and in the major, as well as in all minors and concentrations. Students who complete the minor or concentration with a 2.0 or higher cumulative average will have the minor or concentration recorded on their official transcript. A grade point average higher than 2.0 may be required by some degree programs.

- **Completion Status**

Completion of all course work, i.e., no "incompletes."

# English Composition and Writing-Intensive Courses

Old Main, Room 115-B  
 (607) 753-2086  
 E-mail: kennedym@cortland.edu

## English Composition Requirement for Freshmen

SUNY Cortland requires students to complete an English composition program designed to help them develop the ability to write acceptable English prose. Two courses are required:

1. either CPN 100: Academic Writing I (3 cr. hr.) *or*  
 CPN 102: Academic Writing in the Community I (4 cr. hr.)  
*and*
2. either CPN 101: Academic Writing II (3 cr. hr.) *or*  
 CPN 103: Academic Writing in the Community II (4 cr. hr.).

Students must pass these courses with grades of C- or higher to receive credit. When, in the judgment of the instructor, a student has worked hard but has not been able to attain a C-, the student may receive a grade of NC (No Credit). The student must retake the course. All students must complete both writing courses, except for those who are exempted through an accepted qualifying examination.

In addition, all students must complete a minimum of two Writing-Intensive (WI) courses which must be taken at Cortland. The WI requirements are described in the next column.

## Advanced Placement of Freshmen

Placement and credit on the basis of examinations sponsored by the Advanced Placement Program of the College Entrance Examination Board are determined on the following basis:

Examination	Score	Advanced Placement Credit	Placement
Language and Composition	5	Three credits in composition	Exemption from CPN 100 or CPN 102 and CPN 101 or CPN 103
	4, 3	Three credits in composition	Exemption from CPN 100 or CPN 102 and CPN 101 or CPN 103
Literature and Composition	5	Three credits in composition	Exemption from CPN 100 or CPN 102 and CPN 101 or CPN 103
	4, 3	Three credits in composition	Exemption from CPN 100 or CPN 102 and CPN 101 or CPN 103

## Composition Requirements for Transfer Students

Writing courses passed at other institutions will be assigned credit as follows:

1. For a one-semester composition course equivalent to CPN 100 or CPN 102, students will receive three credits and will not be required to take CPN 100 or CPN 102 but must take CPN 101 or CPN 103.
2. For a two-semester composition course sequence equivalent to CPN 100/102 and CPN 101/103, students will not be required to take CPN 100/102 or CPN 101/103. They will be eligible to enroll in a 200-level English course.

Transfer students are strongly urged to complete the composition requirement during their first year at Cortland. Transfer students also are required to complete six credits of Writing-Intensive (WI) courses at SUNY Cortland. This must include at least one course in the major; the other course can be in or out of the major. WI requirements are described below. Writing courses from other institutions cannot be used to satisfy the WI requirements.

## Writing-Intensive Course Requirements for Freshmen and Transfer Students

Most college courses involve a certain amount of writing. However, the extent of writing assignments will vary from class to class. To ensure that students receive a minimum amount of writing experience and writing instruction while at Cortland, several courses have been designed as Writing Intensive (WI). Students are required to take a minimum of two WI courses at Cortland (six credit hours), at least three credit hours of which are in their major.

WI courses are offered in all academic departments. These courses are intended to help students think critically and write effectively while they are learning course content. No WI course may enroll more than 25 students. Although they differ widely in content, WI courses require the equivalent of at least 15 pages of assigned writing and adhere to the following guidelines:

1. At least two written assignments that are reviewed before the end of the semester or in some upper division courses a single assignment that is written and reviewed in multiple drafts.
2. Opportunities for serious revision.
3. Classroom time spent on work directly related to writing.

Course offerings may change from semester to semester. Each term's WI courses are specially designated and may be found under the writing intensive attribute on the Web.

## Writing Assistance

The Academic Support and Achievement Program (ASAP) offers professional assistance to help students improve their writing skills. Tutoring is available in brainstorming/prewriting, organizing, revising, proofreading and editing for many types of writing, including essays, syntheses, research papers, speeches, critical analyses, summaries and critiques.

For more information, contact the ASAP Office, Van Hoesen Hall, Room A-12, (607) 753-4309.

# Foreign Language Requirement

## SUNY Requirements

All undergraduate students must demonstrate proficiency in foreign language by fulfilling one of the following requirements:

- successful completion of a one-semester college-level foreign language course (101) or the equivalent (e.g., earning CLEP or AP credits) *or*
- having earned a score of 85 or higher on the New York State Regents examination in a foreign language.

*Note: By virtue of completion of the Cortland foreign language requirement, students will automatically meet the SUNY GE foreign language requirement.*

## Additional degree requirements

### BACHELOR OF SCIENCE CANDIDATES

Students enrolled in a B.S. or B.S.Ed. program in the School of Arts and Sciences or the School of Professional Studies need only one semester of a foreign language with the exception of speech pathology and audiology majors, who must successfully complete the fourth semester (202) of a college-level foreign language sequence.

Students enrolled in the B.S. program in early childhood, childhood, early childhood and childhood, adolescence education, or special education must

- successfully complete the second semester (102) of a college-level foreign language sequence *or*
- confirm proficiency equivalent to successful completion of the second semester (102) of a college-level foreign language sequence through a testing program approved by the International Communications and Culture Department.

*Note: Some departments require specified courses in foreign language in support of their major program requirements in addition to those described above.*

### BACHELOR OF ARTS CANDIDATES

Students enrolled in a B.A. program must

- successfully complete the fourth semester (202) of a college-level foreign language sequence *or*
- confirm proficiency equivalent to successful completion of the fourth semester (202) of a college-level foreign language sequence through a testing program approved by the International Communications and Culture Department.

Students with no previous college-level credit who plan to meet the bachelor of arts foreign language requirements through course work in Chinese, French, German or Spanish will begin work at a level determined in consultation with an advisor according to guidelines established by the International Communications and Culture Department. The guidelines are based on criteria taking into account individual academic records.

Students who wish to begin foreign language study at a level below the level indicated by the guidelines may do so on an “audit” (no credit) basis. To begin foreign language study for credit either below or above the level indicated by the guidelines, students need the written consent of the International Communications and Culture Department chair.

When a student has achieved proficiency in a foreign language other than Chinese, French, German or Spanish, the student may arrange for a special assessment by an outside examiner, following guidelines established by the International Communications and Culture Department. Any financial burden for such assessment must be assumed by the student.

Students whose first language is not English may satisfy the foreign language requirement by special assessment or by presenting a transcript that attests to successful completion of secondary study in any language other than English. Contact the associate dean of arts and sciences for more information.

## American Sign Language

American Sign Language can meet the SUNY Cortland foreign language requirement for the following programs only:

### School of Arts and Sciences

Psychology  
Adolescence Education: Mathematics (7-12)  
Adolescence Education: Physics (7-12)  
Human Service Studies  
Political Science

### School of Education

Childhood Education  
Early Childhood Education  
Early Childhood/Childhood Education  
Inclusive Special Education

### School of Professional Studies

Athletic Training  
Kinesiology  
Kinesiology – Fitness Development  
Sport Management  
Recreation  
Speech and Language Disabilities  
Speech and Hearing Science  
Health Science  
Health Education  
Physical Education

# Presentation Skills Requirement

To meet the learning objectives of the Basic Communication category of the SUNY General Education requirement, students must demonstrate proficiency in both oral and written communication. The presentation skills requirement will provide all students with the skills and experience in making oral presentations; improve students'

abilities to organize thoughts and present them orally; and teach students self-critique and peer critique oral presentation skills. As a requirement for graduation, all students will successfully complete one course designated as Presentation Skills (PS) and/or successfully fulfill the SUNY GE 10 Basic Communication Learning Outcome Category.

### Course Eligibility

1. Students will make at least one presentation in the course and respond to questions and comments following the presentation.
2. Student must submit at least one outline with attached source list related to the presentation.
3. Students must evaluate their own presentation and those of other students, according to criteria provided by the instructor.
4. Faculty provide instruction in effective presentation skills for specific disciplines, including requirements and methods of preparation for oral assignments, i.e., structure, research, outlining, visual components, creativity and delivery.

### Approved Courses

AED 392: Methods I: Teaching Adolescence Mathematics  
COM 210: Fundamentals of Public Speaking  
COM 302: Intercultural Communication  
COM 304: Communication Research  
CRM 464: Corrections  
EDU 478: Classroom Discipline for Personal and Social Responsibility

EDU 488: Student Teaching in Speech, Language and Hearing  
ENG 252: Intro: Modern American Multicultural Literature  
EXS 410: Ethics in Sport  
EXS 490: Independent Research in Exercise Science  
GLY 262: Historical Geology  
HIS 290: Historical Methods  
HIS 490: Seminar  
MGT 454: Strategic Management  
POL 304: Constitutional Law  
POL 404: Civil Liberties  
POL 483: Public Administration and Policy Internship  
POL 484: Pre-Law Internship  
PWR 213: Writing Poetry  
SOC 464: Corrections  
SPA 306: Advanced Spanish Conversation  
SPM 466: Policy and Strategic Management of Sport Organizations  
THT 162: Theatre History II  
THT 461: Seminar in Musical Theatre

## Quantitative Skills Requirement

As part of the graduation requirements, students at Cortland must demonstrate their ability to use quantitative skills by passing one of the following courses or having equivalent credit by transfer.

You may refer to the list below, or to the registrar's Web page for specific courses that meet this requirement.

ANT 494: Methods of Social Research II  
COM 230: Statistical Methods  
ECO 221: Economic Statistics  
ECO 222: Mathematical Economics  
GLY 281: Data Analysis in Natural Sciences  
GLY 499: Independent Investigations  
GRY 400: Geographical Analysis  
HLH 299: Statistical Concepts and Applications for Health Science  
HLH 391: Epidemiology and Biostatistics  
MAT 101: Mathematics for Elementary School Teachers I

MAT 102: Mathematics for Elementary School Teachers II  
MAT 105: Mathematics in Modern Society  
MAT 111: Algebra for College Students  
MAT 115: Preparation for Calculus  
MAT 121: Calculus A  
MAT 125/135: Calculus I  
MAT 201: Statistical Methods  
MAT 224: Discrete Mathematics  
PED 434: Statistics and Assessment in Physical Education  
PHY 105: Elementary Mechanics and Heat  
PHY 106: Elementary Electricity, Light and Sound  
PHY 201: Principles of Physics I  
PHY 202: Principles of Physics II  
POL 112: Introduction to Political Research  
POL 312: Methods of Political Analysis  
PSY 201: Statistical Methods  
SOC 494: Methods of Social Research II

## Requirements for New York State Initial Teaching Certificate

### Criteria for Admission to the Teacher Education Program

Specific criteria exist for admission to each teacher education program. Minimum undergraduate cumulative grade point average for admission into undergraduate-level teacher education programs is 2.5 on a 4.0 scale; however, some programs require a higher undergraduate grade point average. Consult department or your specific program as listed in the catalog for details. In addition, all applicants for teacher education programs are required to file an Application to the Teacher Education program.

### Examinations for Teacher Certificates

A person making application for a New York State teaching certificate will be required to achieve a passing score on the appropriate tests in the New York State Teacher Certification Examinations (NYSTCE) Program. Consult your department for details. The NYSTCE information and registration booklet is available at the Counseling Center and Career Services.

## Identification and Reporting of Child Abuse and Maltreatment

All students seeking teaching certification must complete a minimum of two clock hours of instruction regarding the identification and reporting of child abuse and maltreatment.

This degree and certification requirement can be met by taking designated workshops on child abuse at SUNY Cortland. This requirement also may be met by completing a designated workshop through another New York State Education Department approved provider.

## School Violence Prevention Training

All students seeking teaching certification must complete a minimum of two clock hours of instruction regarding school violence prevention training. This degree and certification requirement may be met by taking designated workshops on school violence prevention training at SUNY Cortland. This requirement is mandated as part of the NYS Save Legislation.

The Child Abuse Identification and School Violence Prevention and Intervention (SAVE) workshops must be completed prior to graduation. Workshop dates may be accessed at [www.cortland.edu/NCATE](http://www.cortland.edu/NCATE) or [www.cortland.edu/cee](http://www.cortland.edu/cee) on the Web.

## Health and Human Development

All students seeking teaching certification must complete a course that includes “human developmental processes and variations, including but not limited to: the impact of culture, heritage, socioeconomic level, personal health and safety, nutrition, past or present abusive or dangerous environment, and factors in the home, school and community on students’ readiness to learn – and skill in applying that understanding to create a safe and nurturing learning environment that is free of alcohol, tobacco and other drugs and that fosters the health and learning of all students and the development of a sense of community and respect for one another.” (New York State Department of Education Teacher Education Program Registry, 2000)

This requirement may be met by taking one of the following courses: HLH 110, 199, 265 or 510. Students should consult their academic program/advisor regarding appropriate course selection.

## Fingerprinting

All candidates, certified and non-certified, who wish to work in schools in New York State will be subject to fingerprinting regulations and background check prior to employment. Contact Career Services for fingerprinting packet.

## Foreign Language Requirement/SUNY General Education Requirement

All undergraduate students must demonstrate proficiency in foreign language by fulfilling one of the following requirements:

- successful completion of a one-semester college-level foreign language course (101) or the equivalent (e.g., earning CLEP or AP credits) *or*
- having earned a score of 85 or higher on the New York State Regents examination in a foreign language.

*Note: Some individual programs may require additional foreign language credit hours. By virtue of completion of the Cortland foreign language requirement, students will automatically meet the SUNY GE foreign language requirement.*

## Additional Degree Requirements

### BACHELOR OF SCIENCE CANDIDATES

Students enrolled in a B.S. or B.S.Ed. program in the School of Arts and Sciences or the School of Professional Studies need only one semester of a foreign language with the exception of speech pathology and audiology majors, who must successfully complete the fourth semester (202) of a college-level foreign language sequence.

Students enrolled in the B.S. program in early childhood, childhood, early childhood and childhood, adolescence education, or special education must

- successfully complete the second semester (102) of a college-level foreign language sequence *or*
- confirm proficiency equivalent to successful completion of the second semester (102) of a college-level foreign language sequence through a testing program approved by the International Communications and Culture Department.

*Note: Some departments require specified courses in foreign language in support of their major program requirements in addition to those described above.*

### BACHELOR OF ARTS CANDIDATES

Students enrolled in a B.A. program must

- successfully complete the fourth semester (202) of a college-level foreign language sequence *or*
- confirm proficiency equivalent to successful completion of the fourth semester (202) of a college-level foreign language sequence through a testing program approved by the International Communications and Culture Department.

## Completion of All Degree and Certification Requirements Prior to Graduation

The undergraduate degree may not be posted nor an official transcript produced without the completion of the relevant teacher certification requirements for the applicable undergraduate degree program.

## Teaching Certificates after Feb. 2, 2004

The Initial Certificate for teaching will be issued to candidates who complete the requirements of a teacher education program leading to the initial teaching certificate.

In addition to completing program requirements, the applicant for an Initial Certificate must successfully pass three New York State Teacher Certification Examinations (NYSTCE): Liberal Arts and Sciences Test (LAST); Assessment of Teaching Skills – Written (ATS-W); and Content Specialty Test (CST).

The Professional Certificate will be issued to candidates who complete the requirements of a graduate-level teacher education program. Candidates will have five years to complete the master’s degree leading to the Professional Certificate. Consult your department for additional certification changes after Feb. 2, 2004.

## Field Experience in Teaching

All teacher education candidates seeking the Initial Certificate are required to successfully complete a minimum of 100 hours of field experience in K-12 schools as part of their professional preparation program prior to student teaching. Arrangements for housing and transportation during all field experiences and student teaching are the responsibility of the candidate.

## Job Placement Availability

The New York State Education Department requires publication of statistics regarding labor market and job availability for teachers. These may be accessed at the following Web sites: [www.aace.org](http://www.aace.org) for national statistics and [www.highered.nysed.gov/tcert/sup&dem.html](http://www.highered.nysed.gov/tcert/sup&dem.html) for statewide statistics. Contact specific departments for information regarding Cortland graduates.