

# Academic Organization

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## Instructional Areas

The academic units of the University are organized into the Hofstra College of Liberal Arts and Sciences, the Zarb School of Business, the School of Communication, and the School of Education and Allied Human Services. New College, see page 85; School for University Studies, see page 113.

### UNIVERSITY COLLEGE FOR CONTINUING EDUCATION

In service to the community, University College offers programs and courses on a noncredit basis.

### HOFSTRA COLLEGE OF LIBERAL ARTS AND SCIENCES

#### DIVISION OF THE HUMANITIES

##### Comparative Literature and Languages

- Arabic
- Chinese
- Comparative Literature
- English Language Program
- German
- Greek
- Hebrew
- Japanese
- Jewish Studies
- Latin
- Linguistics
- Literature in Translation
- Modern Greek
- Russian
- Swahili

##### Drama and Dance

- Theater Arts

##### English

- Creative Writing and Literature
- English and American Literature
- Publishing Studies and Literature

##### Fine Arts, Art History and Humanities

- Ceramics
- Design
- Painting
- Photography
- Sculpture-Jewelry

##### Music

##### Romance Languages and Literatures

- French
- Ibero-American Studies
- Italian
- Italian Studies
- Portuguese
- Spanish

### DIVISION OF THE NATURAL SCIENCES, MATHEMATICS, ENGINEERING AND COMPUTER SCIENCE

#### Biology

- Aquaculture/Mariculture

#### Chemistry

- Biochemistry
- Natural Science

#### Computer Science

#### Engineering

- Computer Engineering
- Electrical Engineering
- Engineering Science
  - Biomedical
  - Civil
  - Environmental
  - Industrial Engineering
  - Mechanical Engineering
  - Technology and Public Policy

#### Geology

- Environmental Resources

#### Mathematics

- Applied Mathematics

#### Physics and Astronomy

- Meteorology

### DIVISION OF THE SOCIAL SCIENCES

#### Economics and Geography

- Business Economics

#### History

- American
- European
- Public\*

#### Philosophy and Religious Studies

- Philosophy of Science
- Religious Studies

#### Political Science

- International Affairs
- Public Affairs

#### Psychology

#### Sociology and Anthropology

#### Speech-Language-Hearing Sciences

- Audiology
- Speech-Language Pathology

### ADDITIONAL AREAS

#### Africana Studies

#### American Studies

#### Asian Studies

#### Labor Studies

#### Latin American and Caribbean Studies

#### Liberal Arts

#### Liberal Arts Colloquia

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\*Applications not accepted in 2003-2004.

Middle Eastern and Central Asian Studies  
 Military Science  
 Physician's Assistant Studies  
 Women's Studies

#### NEW COLLEGE

A small, interdisciplinary liberal arts college where students study for the Bachelor of Arts degree in humanities, natural sciences, social sciences, creative studies or interdisciplinary studies. Students have opportunities for individual study on campus and internship projects off campus as well as classroom course work and study abroad. The College offers a graduate program in interdisciplinary studies. Students have access to all University resources.

#### COMPLEMENTARY AND ANCILLARY PROGRAMS

Off-Campus Education  
 University Without Walls

#### FRANK G. ZARB SCHOOL OF BUSINESS

Accounting, Taxation, and Business Law  
 Business Computer Information Systems and  
 Quantitative Methods  
 Finance  
 Management, Entrepreneurship, and General Business  
 Marketing and International Business

#### SCHOOL OF COMMUNICATION

Audio/Video/Film  
 Audio/Radio  
 Video/Television (Note: B.A. and B.S.)  
 Film Studies and Production  
 Video/Television and Business  
 Video/Television and Film  
 Journalism and Mass Media Studies  
 Print Journalism  
 Broadcast Journalism  
 Public Relations  
 Speech Communication and Rhetorical Studies  
 Speech Communication Education

#### SCHOOL OF EDUCATION AND ALLIED HUMAN SERVICES

Counseling, Research, Special Education, and  
 Rehabilitation  
 Special Education  
 Curriculum and Teaching  
 Elementary Education  
 Early Childhood  
 Secondary Education  
 Art (K-12)  
 Business  
 English  
 Foreign Languages  
 Mathematics  
 Music (K-12)  
 Science  
 Social Studies  
 Speech Communication

Foundations, Leadership and Policy Studies  
 Educational Studies Program  
 Foundations of Education  
 Health Professions and Family Studies  
 Community Health  
 Health Education  
 School Health Education  
 Literacy Studies  
 Physical Education and Sport Sciences  
 Athletic Training  
 Exercise Specialist  
 Physical Education  
 Teaching of Physical Education

#### SCHOOL FOR UNIVERSITY STUDIES

The Freshman Division provides a unique first year collegiate curriculum for high school graduates requesting or requiring a structured approach to a university undergraduate education.

The Transfer Division enrolls a limited number of students with college experience not at Hofstra University whose academic potential is best realized through a structured initial year.

The PALS Division provides skills workshops and other forms of assistance to students with professionally diagnosed learning disabilities.

The Degree Division enables part-time students, as well as traditional students, to fulfill the requirements of a Bachelor of Arts degree in a more flexible manner than is available at most universities.

#### HONORS COLLEGE

A thirty-credit undergraduate program leading to honors designations at graduation. The Honors curriculum offers a twelve-credit first year program, honors seminars, and the opportunity to do honors-level work in any undergraduate major or concentration. (See page 118)

#### SATURDAY COLLEGE AT HOFSTRA

Serves mature, nontraditional students, allowing them to earn an undergraduate degree in four years without interrupting their career and family responsibilities. (See page 278)

## University Advisement

The University recognizes that it has an advisement responsibility from the time a student expresses an interest in enrolling until the time of graduation. It has, therefore, established the Center for University Advisement, responsible for various advisement functions and services. For full details, see page 14.

## Full-Time Study

Hofstra University has a full-time undergraduate student body of approximately 8,000 students usually attending classes between the hours of 7 a.m. and 11 p.m., Monday through Thursday, and between 8 a.m. and 3 p.m. on Friday. Some part-time undergraduates and graduates

also attend during these hours. The regular day program is organized into two fifteen-week semesters. The average full-time student (registered for 12 to 17 semester hours) completes all course work for the degree in four academic years.

## Part-Time Study

Hofstra University encourages the enrollment of undergraduate part-time students who vary greatly in age and educational objectives. Primarily, these students are older than the typical full-time day undergraduates, have major responsibilities outside the University, have gaps between their high school graduation and attending college, or between attending one college and another. They attend college on a part-time basis and attend in the evening. There are, however, many variations to these patterns, and individual needs—such as the needs of those who must attend during the day—can be accommodated. All regular degree requirements and academic standards of the University apply to part-time students.

Part-time students with no previous college credits generally require six to eight years to complete all requirements for bachelor's degrees. They usually enroll in two or three courses, totaling 6 to 9 semester hours of credit, each semester. Although part-time study is intended primarily for students who plan to earn degrees, enrollment is open to students who wish to further their education in specific areas if they meet admission and course requirements.

Requests for information or course schedules for evening programs should be directed to the Office of Admissions. Semester schedules include pertinent information on admission and registration procedures. The Office is open Monday through Thursday, 9 a.m. to 8 p.m.; Friday, 9 a.m. to 5 p.m., and on Saturday, 9 a.m. to 2 p.m. throughout the year for assistance with academic questions.

## January Session

The emphasis of this mini-semester (a three-week session starting the first week in January) is on diversity—there are beginning, advanced and courses of general interest; courses earning up to three credits; day, evening and weekend courses; on-campus and off-campus courses and courses which involve travel.

Students attending this session may not earn more than three semester hours of credit or four semester hours of credit if offered on that basis.

Students may attend the January Session on one of four bases:

1. as former or continuing students in good standing;
2. as students who are attending the University for the first time;
3. as visiting students from other accredited colleges or universities provided they are enrolled and are in good standing at those institutions (visiting students expecting to transfer credits earned during the January Session to another college should get advance official

approval from that institution for course work to be taken);

4. high school graduates interested in taking a course.

Information on registration, tuition and fees, course offerings, schedules, etc., can be found in the January Session Schedule, which is available upon request from the Office of Admissions.

## Summer Sessions

The University offers a full program of day and evening undergraduate courses during two separate five-week academic sessions, and one three-week session each summer. Day and evening classes usually meet Monday through Thursday.

No undergraduate student may enroll in one summer session for more than 6 semester hours, or if 3 and 4 credit hour courses—7 semester hours. For the three-week session, no undergraduate student may take more than one 3 or 4 credit course. Exceptions to the above may be granted when special circumstances and the student's special capacities for the work permit. Written approval is required of the dean of the academic unit of the major or proposed major field of study.

Students may obtain credit on their Hofstra records for courses taken in the summer session at another accredited institution if the courses have been approved in advance by the appropriate department and the Office of Academic Records, and are in accordance with the Advanced Standing Policy and the Graduate Transfer Regulations set forth in the Hofstra *Bulletin*.

Visiting students are permitted to attend Hofstra University summer session(s) provided they are enrolled at another accredited college or university. Students expecting to transfer summer credits to another institution should get advance official approval of their selection of courses from that college. A special application form for visiting students can be found in the *Summer Sessions Bulletin*, which is available in the Office of Admissions. On request, an official transcript of all credits earned is forwarded to each visiting student's college after the summer sessions. There is no fee for an official transcript sent to a third party; for a student copy, the cost is \$3 per transcript.

Details of the course offerings and schedules, as well as information about residence halls, may be obtained by inquiring at the Office of Admissions.

## University College for Continuing Education

Hofstra University's Continuing Education program makes available to the Long Island and surrounding communities a broad range of workshops, seminars, conferences, lectures, events, and courses in the arts, business, computer science, humanities, sciences, legal studies, test review, sports and recreation. These noncredit programs are oriented to diverse audiences: adult and youth, professional and general, experienced and novices, indeed all those interested in learning more about their world, their society, and themselves.

Listed below are some of the major programs being offered throughout the year. Detailed brochures on all curricula are available in the University College Office. For additional information, telephone (516) 463-5993 or write to University College, 250 Hofstra University, Hempstead, NY 11549. Regarding the Summer Program, courses are offered from May 15 through August 31 for both learning and leisure. Courses and trips are scheduled during the day, evening, and weekends. Details of course offerings, schedules, and copies of the Summer *Bulletin* may be obtained by calling University College at (516) 463-5993.

### **DIVISION OF PROFESSIONAL DEVELOPMENT**

**ALLIED HEALTH** encompasses several programs for professionals seeking training, basic and more advanced, in their field of expertise. In some cases, registrants earn a certificate, license renewal, or continuing education units applicable to their professional association. Courses of study include the Deaf Studies Certificate Program, the Medical Massage Therapy Conference, Certified Alcohol and Substance Abuse Counselor, and the Personal Trainer Fitness Instructor Program.

**CENTER FOR BUSINESS STUDIES** offers courses, seminars, conferences, workshops and certificate programs in areas such as insurance, real estate, financial planning, pensions, personal investment, direct marketing, credit management, purchasing management, management, non-profit management, small business, entrepreneurship, employee benefits, appraising, travel agent training, career development facilitation, and other business education fields.

Several insurance programs are offered in cooperation with professional societies amongst them: preparation courses for the CLU (Chartered Life Underwriter) designation and ChFC (Chartered Financial Consultant) designation are offered as well as preparation courses for the CPCU (Chartered Property and Casualty Underwriter), ARM (Associate in Risk Management), and AIC (Associate in Claims) designations. The Insurance Brokers and Agents Qualifying Course, and the Health Insurance Agents Training Course meet New York State requirements as well as provide continuing education credits for those holding New York State licenses.

Real estate programs are offered to meet New York State licensing requirements for real estate appraisers.

**CEBS PROGRAM** (Certified Employee Benefit Specialist) is designed for those active in the field and interested in earning the professional designation.

**ACCOUNTING CERTIFICATE PROGRAM (ACP)** enables college graduates to become accountants, usually for either public accounting or industry, and helps them meet some of the State requirements for taking the CPA examination. Participants in this program learn the basic concepts, techniques, and skills required to understand and practice accounting.

**FINANCE CERTIFICATE PROGRAM (FCP)** offers three concentrations all of which enable graduates to be eligible for positions with brokerage houses, corporations, govern-

ment agencies, not-for-profit institutions, insurance firms, and investment banks. Graduates may also be able to use these courses to fulfill the prerequisites for admittance to the CFA examination.

**GENERAL MANAGEMENT CERTIFICATE PROGRAM (GMCP)** enables graduates to advance their careers by developing high-level competencies as managers. Individuals who have recently assumed responsibility for coordinating the work of others, as well as those preparing for promotion to supervisory positions, will benefit from the GMCP.

**HUMAN RESOURCES MANAGEMENT CERTIFICATE PROGRAM (HRMCP)** offers individuals the opportunity to pursue a career in the field of human resources management. Graduates of the program become eligible for positions in a variety of business entities including corporations, not-for-profit institutions, and government agencies in both domestic and international markets.

**INTERNATIONAL BUSINESS CERTIFICATE PROGRAM (IBCP)** prepares graduates to work at a variety of exciting positions such as international financial managers, import/export managers, foreign subsidiary managers, international human resources managers, international trade managers, and others depending on prior experience and education.

**LABOR STUDIES CERTIFICATE PROGRAM (LSCP)** Labor Studies is an interdisciplinary program designed to offer students a broad background in the multiple perspectives on and different analytical approaches to labor issues in an international context. The program coordinates courses from departments throughout the University, and includes opportunities for independent course work and internships with business firms, nonprofit agencies and labor unions. It prepares students for graduate programs in labor and industrial relations and in related areas of business, education, law, public administration and the social sciences, as well as for a wide range of careers in business, government, law, teaching, and labor unions.

**MARKETING CERTIFICATE PROGRAM (MCP)** offers two concentrations for college graduates. One concentration focuses on marketing management and prepares students for positions in a variety of settings, such as direct marketing, international marketing, retail management, and marketing research. The other focuses on marketing media with emphasis on television and print advertising.

### **COMPUTER STUDIES**

**CERTIFICATE IN BUSINESS INFORMATION SYSTEMS (CBIS)** is a one-year 19 credit program which prepares college graduates for career opportunities in systems analysis and information resources management. Students learn to analyze business needs and procedures in order to design a system of computer-based tools to simplify business functions and improve productivity.

**CUTTING-EDGE COMPUTER COURSES** consist of evening, day, and weekend hands-on instruction at programs in the most popular applications and programming languages including Windows, Excel, Word, Powerpoint, C, C++,

Java, Visual Basic, e-commerce, and database design. These courses aid the computer user to keep pace with the latest trends in technology.

**NON-CREDIT COMPUTER CERTIFICATE PROGRAMS** are specifically designed to meet a variety of needs for new computer users. The nine programs are:

1. Certificate in Project Management (CPM)
2. Oracle Certified Associate (OCA)
3. Oracle Certified Professional (OCP)
4. Certificate in Database Design (CDBD)
5. Certificate in Contemporary Programming (CCP)
6. Certificate in E-Commerce (CEC)
7. Certificate in Graphic Design (CGD)
8. Certificate in Web Page Design (CWPD)
9. Certificate in Business Uses of Computers (CBUS)

**PARALEGAL STUDIES CERTIFICATE PROGRAM** is a four-month day, or nine-month evening program which prepares those with an associate's or bachelor's degree for career opportunities in law firms, corporations, banks, insurance companies, government agencies, and the courts. Students may also participate in an optional internship program designed as a practical application of and supplement to their classroom training.

**LEGAL NURSE CONSULTANT CERTIFICATE PROGRAM** is a ten-month day, or nine-month evening program which prepares registered nurses who possess current nursing licenses and three or more years of clinical experience to begin legal consulting careers. An emerging profession, career opportunities range from working independently to supporting hospitals to providing expertise to law firms. Students may also participate in an optional internship program designed as a practical application of and supplement to their classroom training.

## DIVISION OF CONTINUING EDUCATION

**LIBERAL ARTS STUDIES** spans a wide range of interests—from the traditional arts and sciences to recreation, to the outdoors, fitness, travel (both local and international), professional development, and more. Courses are designed for those with a desire to learn for the sheer pleasure of learning, as well as to gain a deeper understanding of the people, places, and events which surround them. In some cases, particularly when it comes to courses in communications and visual arts, students may acquire a specific skill. As participants in liberal arts courses firmly adhere to a philosophy that successful people never stop learning, new programs in this area are constantly being developed.

**SUMMER WRITERS' CONFERENCE** offers both beginning and published writers the opportunity to study with a faculty of noted writers in five genres: poetry, fiction, nonfiction, writing for children, and screenwriting/playwriting. These two-week intensive workshops are held in July alongside a series of guest appearances by agents, editors, writers, and others from the world of publishing.

**SUNDAYS AT HOFSTRA** is a series of lecture/presentations held on eight or nine Sundays each semester in such areas

as archaeology, art history, literature, self-awareness, business, personal finances, and many others. Classes begin at 10 a.m., 11 a.m. or 1:30 p.m., and there is opportunity beforehand for students from each class to meet over refreshments to discuss the latest news in their field of study.

**TEST REVIEW** programs are for those heading to college, graduate school, or medical school where test scores play a critical role in the admissions process. University College has brought two leading test preparation programs to the Hofstra campus to offer courses in PSAT, SAT, LSAT, GRE, GMAT, NTE/LAST, and MCAT review as well as the Catholic High School Admissions Test and the New York State Regents (English, Global Studies, Earth Science, Biology, Chemistry, and Sequential Mathematics I and II). Hofstra University Cambridge Testprep Plus (TM) specializes in comprehensive test preparation courses in a short, cost-effective format. Students who enroll in the GMAT Preparation through Hofstra Cambridge Testprep Plus (TM) and are accepted to the MBA or M.S. in business programs in the Zarb School of Business at Hofstra University, will be eligible to receive a rebate on their tuition. For information about this program, call (516) 463-5016.

**PROFESSIONALS AND EXECUTIVES IN RETIREMENT**, a self-directed, learner-centered daytime campus program, is designed for individuals in or approaching retirement who wish to utilize their leisure time in stimulating and creative ways. PEIR members actively explore their personal interests and larger concerns through lectures, panels, and informal discussion on diverse topics such as contemporary affairs, literature, social advocacy, and the arts.

## DIVISION OF YOUTH PROGRAMS

**SATURDAY CLASSES FOR YOUNG PEOPLE** for ages 3 to 18 years, are offered throughout the academic year. Classes meet the exploratory and artistic needs of children of all intellectual and experiential levels through programs which strive to balance academic learning with physical and recreational skills. Science, literature computer studies, drama, and fine arts, are but a few examples of these enrichment courses. Swimming, prereading, tennis, reading/mathematics tutorial, modeling, writing, prelaw, and cartooning are others. Also, a number of adult classes for the parents of young people runs concurrently with the children's programs.

**SUMMER CAMPS** offer specialties in actor's workshop, athletic development, baseball, basketball, computer, dance, deck hockey, fine arts, golf, mathematics, reading, science, soccer, tennis, and writer's workshop all for children between five and fourteen. The full program is seven weeks, running throughout July and August. Campers may register for two, four or six week sessions with a one-week special session at the end and may participate in as many as three specializations in a six week program. Campers spend half of each day participating in their area

of specialization and the other half in planned recreational activities centering on Hofstra's athletic fields and a period of swim in an Olympic-sized pool. Additionally, the special end-of-the-season, one-week program is offered for youngsters who wish to engage in a fully recreational or academic camp experience.

**HOFSTRA UNIVERSITY SUMMER BASKETBALL DAY CAMP** is geared toward those boys and girls entering grades 2 through 12 who desire a training experience in all facets of basketball. Campers are grouped by age and ability. This camp's objectives are to present the fundamentals of basketball so that each youngster fully understands and appreciates the sport; to provide instruction in group settings, as well as through supervised competition, so that all participants realize their maximum potential; to expose each camper to the various philosophies and techniques representative of college and professional coaches and players; and to provide an enriching experience through the development of competitive spirit, athletic skill, and good sportsmanship.

## Alumni Relations

The Office of Alumni Relations, located in Alumni House next to the Hofstra Stadium, serves as the main link between Hofstra University and its 97,000 alumni.

The Hofstra University Alumni Organization is the official vehicle for volunteers to get involved on behalf of their *alma mater*. A variety of committees enable alumni to direct their energies in the specific areas of interest.

Volunteers have mobilized regionally as well as nationally. Chapters have been established in Arizona; Atlanta, GA; Charlotte, NC; Mid Atlantic (MD, VA, Washington, DC); New England; North Carolina Triangle; Southern California; Northern California and South Florida. From time to time alumni gather in New York City; Northern NJ; Tampa/St. Pete; CT and Westchester, NY. Throughout the nation, alumni assist the Admissions Office with student recruitment through the Hofstra Alumni Recruitment Team (HART) program. Hofstra CAN! (Career

Assistance Network) members serve as career mentors to students. Members of Hofstra's Graduates of the Last Decade (GOLD) organize educational and social activities for those alumni who have graduated within the last ten years.

Alumni interest groups include Alpha Epsilon Phi, Alpha Phi, Alpha Theta Beta, Black/Hispanic, Booster, *Chronicle*, Crown and Lance, Delta Chi Delta, Delta Phi Epsilon, Delta Sigma Phi, Epsilon Sigma, The Gray Wig, Hofstra Concerts, Hofstra George M. Estabrook, Hofstra Pride Club, Journalism, Manchester House, Phi Epsilon, Radio, Rehabilitation Counseling, Zarb School of Business, School of Communication, School of Education and Allied Human Services, School of Law, Sigma Delta Tau, Sigma Pi, Tau Chi, Rho/Sigma Sigma Sigma, Veterans and Wreath and Foil/Phi Sigma Sigma. In addition to social and cultural activities, most groups fundraise to support legacy scholarships.

Activities, services and special events for alumni are all coordinated through the Office of Alumni Relations. Events such as Homecoming, reunions and networking receptions serve as opportunities to meet fellow alumni and friends of the University. Alumni services include Alumni directories, various life and health insurance programs, Hofstra MasterCard, group savings home/auto coverage, New York State custom license plates, discounts on selected bookstore merchandise and some athletic and cultural events. Use of Axinn Library, Career Center Services and the Recreation Center, as well as special Swim Center memberships and reduced rates for non-credit courses offered through the University College for Continuing Education are also available. Alumni also receive a free subscription to the *Hofstra Update*, published three times each year.

Children and grandchildren of Hofstra alumni who are enrolled or intend to enroll at Hofstra are eligible to apply for the Adelaide H. Sternfeld/Alumni Organization Endowed Scholarship.

For more information contact the Office of Alumni Relations at (516) 463-6636 or e-mail at [alumni@Hofstra.edu](mailto:alumni@Hofstra.edu) or visit us at [www.hofstra.edu/alumni](http://www.hofstra.edu/alumni)