

# JOHNSON & WALES UNIVERSITY



after hours — it's never too late

## DENVER CAMPUS

*2010–2011*

*Adult & Continuing  
Education Catalog*

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## PROGRAMS OF STUDY

### COLLEGE OF BUSINESS

#### Bachelor of Science Degrees

Management

Management (accelerated B.S. program)

Marketing

#### Concentrations

Entrepreneurship

Human Resources Management

Management

Marketing Management

### COLLEGE OF CULINARY ARTS

#### Diploma Program

Culinary Arts<sup>1</sup>

#### Associate Degree

Culinary Arts<sup>1</sup>

### THE HOSPITALITY COLLEGE

#### Bachelor of Science Degree

Hotel & Lodging Management<sup>1</sup>

#### Concentrations

Entrepreneurship

Sales, Meeting and Event Management

<sup>1</sup> Program has technical standards. Students with disabilities or special needs should contact the Center for Academic Support.

Online Learning: The university offers a limited number of online courses. Courses with an online option are identified in the Course Descriptions and Programs of Study sections of the catalog. Policies pertaining to online courses are available in the Denver Campus Student Handbook. This catalog does not apply to students enrolled in the online-only degree programs.

IMPORTANT NOTE: Certain programs of study at Johnson & Wales University, including programs in the College of Culinary Arts and The Hospitality College, include technical standards in the academic requirements essential to the program. Students with disabilities or special needs should contact the Center for Academic Support at 303-256-9461 for information about and descriptions of the applicable technical standards. Also see Page 40 for descriptions of the technical standards.

# ACCREDITATIONS & AFFILIATIONS

Johnson & Wales University (JWU) is accredited by the New England Association of Schools & Colleges, Inc. (NEASC), through its Commission on Institutions of Higher Education. This accreditation encompasses the university's four campuses in Providence, R.I.; North Miami, Fla.; Denver, Colo.; and Charlotte, N.C. Inquiries regarding JWU's accreditation status should be directed to the University Compliance Office, One Cookson Place, Sixth Floor, Providence, RI 02903; or at 401-598-1423. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433, 617-271-0022, e-mail: cihe@neasc.org.

Legal control is vested in the Board of Trustees of Johnson & Wales University.

The university is approved for the training of veterans. JWU is an institutional member of Service Members Opportunity Colleges.

The university is authorized under federal law to enroll non-immigrant alien students.

JWU is listed in the Education Directory of Colleges & Universities issued by the U.S. Department of Education. The Colorado Commission on Higher Education has authorized JWU under the Degree Authorization Act to offer instruction leading to the award of credits and/or degrees in Colorado.

The Denver Campus Culinary Nutrition program has been granted developmental accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetics Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 ext. 5400. The Denver Campus Didactic Program in Dietetics (DPD) meets the standards of education set by CADE.

Johnson & Wales University will make available for review to any enrolled or prospective student, upon request, a copy of the documents describing the institution's accreditation, approval or licensing. This information may be obtained by contacting the University Compliance Office, One Cookson Place, Sixth Floor, Providence, RI 02903; or at 401-598-1423.

JWU, its faculty, and members of the administrative staff hold affiliations with numerous organizations, including:

## General University Affiliations

Academy of International Business  
Academy of Management  
American Association for Higher Education  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Presidents of Independent Colleges and Universities  
American Association of University Women  
American Bar Association  
American Booksellers Association  
American College Personnel Association  
American Corporate Counsel Association  
American Council on Education  
American Counseling Association  
American Culinary Federation  
American Dietetic Association  
American Educational Finance Association  
American Educational Research Association  
American Hotel & Lodging Association  
American Hotel & Lodging Education Foundation  
American Institute of Certified Public Accountants  
American Institute of Wine and Food  
American Library Association  
American Management Association  
American Marketing Association  
American Payroll Association  
American Planning Association  
American Psychological Association  
American Society for Curriculum Development  
American Society for Training and Development  
American Statistical Association  
American Wine Society  
Associated Press  
Association for the Advancement of Computing in Education  
Association for Career and Technical Education (ACTE)  
Association for Institutional Research  
Association for Multicultural Counseling and Development  
Association for Student Judicial Affairs  
Association of College & Research Libraries  
Association of College & University Facility Officers  
Association of College & University Telecommunications Administrators  
Association of Governing Boards of Universities and Colleges  
Association of Independent Colleges & Universities of Rhode Island  
Association to Advance Collegiate Schools of Business (AACSB) International  
Better Business Bureau  
Boy Scouts of America  
Bread Bakers Guild of America  
Bristol County Convention and Visitors Bureau  
Business Network International  
Business Professionals of America  
Business Volunteers for the Arts  
Campus Compact  
Career College Association  
Career Counselors Consortium  
Center for Academic Integrity  
Choristers Guild  
Coalition of Library Advocates  
The College Board  
College & University Professional Association for Human Resources  
Confrerie de la Chaine des Rotisseurs  
Consortium of Rhode Island Academic & Research Libraries  
Cooperative Education Association  
Council for the Advancement and Support of Education (CASE)  
Crossroads Rhode Island  
Dorcas Place  
East Bay Chamber of Commerce  
East Bay Tourism Council  
Eastern Association of Colleges and Employers Inc.  
The Education Partnership  
Educause  
Employment Management Association  
Escoffier Society  
European Council of Hotel Restaurant & Institutional Education  
European Council of Independent Schools  
Fall River Chamber of Commerce

Family, Career and Community Leaders of America  
 Future Business Leaders of America  
 Future Farmers of America  
 Girl Scouts of America  
 Greater Attleboro Chamber of Commerce  
 Greater Providence Chamber of Commerce  
 Higher Education Library Information Network  
 The Honorable Order of the Golden Toque  
 Institute for International Human Resources  
 Institute of International Education  
 Institute of Management Accountants  
 Interfaith Counseling Center  
 Interfaith Health Care Ministries  
 International Association of Assembly Managers  
 International Association of Business Communicators  
 International Association of Culinary Professionals  
 International Association of Hotel School Directors  
 International Career Counselors  
 International Council on Hotel, Restaurant and  
     Institutional Education  
 International Food Service Editorial Council  
 International Food Service Executives Association  
 International Hotel & Restaurant Association  
 International Special Events Society  
 James Beard Foundation  
 Junior Achievement  
 Kiwanis  
 Landmark Restaurants Advisory Board  
 Leadership Rhode Island  
 Malaysian American Commission on Education Exchange  
 Marriott Hospitality High School Education Committee  
 Massachusetts Bar Association  
 Modern Language Association  
 Multicultural Foodservice & Hospitality Alliance  
 National Advisory Committee on Institutional Quality and  
     Integrity for the U.S. Department of Education  
 National Alliance for Business  
 National Association for Counseling and Development  
 National Association for Developmental Education  
 National Association of Catering  
 National Association of College & University Attorneys  
 National Association of College & University Business Officers  
 National Association of College Admissions Counselors  
 National Association of College Stores  
 National Association of Colleges & Employers  
 National Association of Educational Procurement  
 National Association of Female Executives  
 NAESA — Association of International Educators  
 National Association of Independent Colleges and Universities  
 National Association of Social Workers  
 National Association of Student Financial Aid Administrators  
 National Association of Student Personnel Administrators  
 National Business Educators Association  
 National Clearinghouse for Leadership Programs  
 National Commission for Cooperative Education  
 National Conference for Community and Justice  
 National Council of Teachers of English  
 National DECA Inc.  
 National Education Association  
 National Jewish Medical and Research Center  
 National Restaurant Association  
 National Restaurant Association Educational Foundation  
 National Society for Experiential Education  
 National Society of Fundraising Executives  
 National Staff Development Council  
 New England Association for Cooperative Education  
     and Field Experience  
 New England Association of College Admissions Counselors  
 New England Association of  
     Collegiate Registrars and Admissions Officers  
 New England Association of Schools and Colleges Inc. (NEASC)  
 New England Board of Higher Education  
 New England Business Educators Association  
 New England Faculty Development Consortium  
 New England Innkeepers' Association  
 New England Library Association  
 New England Library Network  
 New England Museum Association (NEMA)  
 New England Regional Council of Hotel,  
     Restaurant and Institutional Education  
 The Noble Academy of Empress St. Theodora Inc., U.S.A.  
 Northeast Association for Institutional Research  
 Phi Delta Kappa  
 Professional Organization & Development Network  
 The Providence Foundation  
 Providence Public Library  
 Providence/Warwick Convention and Visitors Bureau  
 Public Relations Society of America  
 Publicity Club of New England  
 Radcliffe Culinary Friends  
 Research Chefs Association  
 Rhode Island Association of Admissions Officers (RIAAO)  
 Rhode Island Association of Institutional Researchers  
 Rhode Island Association of Student Financial Aid Administrators  
 Rhode Island Association of Colleges for Teacher Education  
 Rhode Island Bar Association  
 Rhode Island Business Educators Association  
 Rhode Island Campus Compact  
 Rhode Island Commodores  
 Rhode Island Community Food Bank  
 Rhode Island Counseling Association  
 Rhode Island Department of Education  
 Rhode Island Higher Education  
 Rhode Island Higher Education Telecommunication Association  
 Rhode Island Historical Society  
 Rhode Island Hospitality and Tourism Association  
 Rhode Island Library Association  
 Rhode Island Payroll Association  
 Rhode Island Registrars Association  
 Rhode Island Society of Certified Public Accountants  
 Rhode Island Student Loan Authority  
 Rhode Island Technology Council  
 Rhode Island Telecommunications Association  
 Rhode Island Public Expenditure Council  
 Rotary Club of Providence  
 Salvation Army  
 Save the Bay  
 Skills-USA  
 Small Business Development Center  
 Society for College and University Planning  
 Society for Human Resource Management (SHRM)  
 Society Organized Against Racism in Higher Education  
 Society of Wine Educators  
 Studiorum Universitas Constantiniana (The Constantinian University)  
 Tuition Management Systems  
 United States Department of Education  
 United Way of Rhode Island  
 University Continuing Education Association (UCEA)  
 Volunteer Center of Rhode Island  
 WaterFire Providence Board of Directors  
 Weybosset Street Community Centers  
 Women Chefs & Restaurateurs  
 Women's Foodservice Forum  
 World Association for Hospitality & Tourism Training  
 World Future Society  
 Young Men's Christian Association

# MORE THAN CAREER SUCCESS

## The JWU Difference

Johnson & Wales University is a recognized leader in career education for driven students seeking a competitive advantage in the global economy. Our pioneering education model combines academics with hands-on learning, related work experiences, leadership opportunities and career services. Our industry-experienced faculty brings real-life knowledge to the classroom, adding mentorship, networking opportunities and current business practices to the academic experience.

Founded in 1914, JWU is a nonprofit, private, accredited institution with distinct campuses in Providence, R.I.; North Miami, Fla.; Denver, Colo.; and Charlotte, N.C. More than 16,000 students from all 50 states and 96 countries are pursuing accredited undergraduate and graduate degrees in business, hospitality, culinary arts, technology and education. Our graduates join a network of more than 80,000 alumni from 140 countries.

A variety of undergraduate degree programs permit students to select the educational path best suited to their career interests and objectives. Graduate programs leading to the degrees of master of arts in teaching, master of education, master of business administration, and doctor of education are also offered at JWU's Providence Campus. For details on these programs, request the graduate and doctoral catalogs or visit [www.jwu.edu/graduate](http://www.jwu.edu/graduate).

Other features of the JWU difference include our career-focused programs, hands-on learning, a suite of career services and a variety of opportunities for students to build their leadership skills.

## Career-focused Programs

JWU's educational approach is designed to help students identify a field of interest and acquire the knowledge, skills and experience to excel in that field. Students develop academic schedules and work experience plans relevant to their career goals, starting in their first term. To learn more about our undergraduate programs of study in business, hospitality and culinary arts, see pages 28–38 or visit [www.jwu.edu](http://www.jwu.edu).

### *The School of Arts & Sciences*

Today's employers want employees who, along with specialized job skills, have the ability to think critically, communicate clearly, manage ethically and contribute to the community. To meet these needs, JWU offers a wide selection of liberal arts courses including logic, psychology, communication skills, leadership studies, environmental science and ethics. Our students take at least one-third of their credits in arts and sciences to help develop the skills necessary for long-term career progression.

Many courses offered by the School of Arts & Sciences are designated writing intensive (WI). The Writing Across the Curriculum program at JWU was developed to integrate the "writing to learn" concept across all majors. Students are encouraged to use writing both to learn and to communicate, and as a tool to develop and refine skills needed for professional success.

Students at JWU may study a subject in more depth by electing 13.5 quarter credit hour concentrations. See Page 25 for a complete list of the concentrations offered. Concentrations vary by campus.

To learn more about the School of Arts & Sciences at JWU, including honors courses, cultural events programming, internships and study abroad programs, visit [www.jwu.edu](http://www.jwu.edu).

### *Study Abroad and International Programming*

The university responds to the increasingly global nature of business by fostering multiculturalism and providing an international educational experience. An important component of this experience is the opportunity to study abroad. Students choose from a range of study abroad options including four-week summer programs, three-month spring term programs, or four-to-five month independent exchanges. Each has its own academic focus and prerequisites. After selection into a program, students engage in orientation and academic pre-departure work before embarking on their immersion into foreign cultural and business settings. In some cases, JWU faculty lead the program and travel with students. In other cases local hosts lead the program, but in all programs students participate in a rigorous study and travel experience. These study abroad experiences increase students' global awareness as they explore their program's specific academic focus. Course delivery consists of lecture, industry visits and cultural excursions. The Study Abroad Office guides eligible students to register for the appropriate course(s) specific to their program.

Visit [www.jwu.edu/studyabroad](http://www.jwu.edu/studyabroad) for program information and applications. Interested students may contact the Study Abroad Office at 401-598-1406 for personal study abroad counseling.

In addition to study abroad, students can participate in on-campus experiences that add an international component to their education. Opportunities vary by campus. Contact your campus international advisor for more information.



### *Four-Term Schedule*

While most schools' academic calendars are divided into two semesters, Johnson & Wales University's academic year is divided into three terms. These 11-week sessions enable students to take three or four classes at a time, instead of the usual four or five. Plus we offer a fourth session in the summer for certain programs.

### *Upside-Down Curriculum*

JWU students take classes in their major from day one. From their first term they are immersed into courses and experiences directly related to their field of study, which also means getting a head start on their career choice.

### *Academic Support*

The Center for Academic Support (CAS) offers a variety of career-focused support services for all students which include success plans, testing, and accommodations for special needs students. CAS's goal is to support students in their efforts to develop and maximize their talents, empower them to direct their own learning, and lead them to pathways of success by helping them to acquire lifelong behaviors and attitudes which are recognized by employers as desirable. In addition, the Writing Center provides added resources and qualified writing consultants to assist students in improving and enhancing their writing skills across the curriculum.

Special needs and disabled students can also find assistance with reasonable accommodations at the center. Certain accommodations (such as alternative format and interpreters) require more time to arrange, so students who need accommodations are urged to provide as much advance notice as possible to the center. All support services at Johnson & Wales are available without extra charge to enrolled students.

## **Learning by Doing**

Experiential education plays a major role in every student's JWU education. Through hands-on learning and work experiences related to their field of study, students may learn more about their chosen field, gain on-the-job experience, and develop networking contacts for future employment. Examples of hands-on learning include internships, study abroad, and directed work experiences. Applying classroom knowledge to real-life settings advances students toward careers by providing self-confidence and the skills and knowledge necessary to hit the ground running.

### *Work Experience Programs*

Through the types of work experience programs described below, JWU students gain valuable career skills by integrating their classroom studies with practical work experiences in a field related to their academic and career goals.

### **Internships**

Internships are term-long work experiences in a student's field of study for which the student earns academic credit. Internships

- are conducted in a university-approved, professional setting under supervision
- meet specific educational objectives based on the academic program requirements

- are administered and monitored by Experiential Education & Career Services
- may be paid or unpaid
- provide an in-depth work experience in a professional role at the employer's organization. They will have the opportunity to develop professional skills and positive work-related habits while gaining first-hand insight into an organization's operation.

### **Directed Work Experiences**

Directed work experiences provide an opportunity to apply newly acquired skills and knowledge in a supervised, non-paid industry setting. The experience focuses on a specific industry-based or functional area-based project.

Refer to specific programs of study on Pages 28–38 for examples of the work experiences that JWU provides its students. Opportunities to participate vary by campus.

## **Career Services**

At JWU, we're dedicated to building careers. Unlike other universities, our approach is designed to help students identify a field of interest and acquire the knowledge, skills and experience to excel in that field.

Experiential Education & Career Services offers a variety of work programs and career services to assist students in building career skills to obtain employment and independently navigate their careers.

Career services components include

- a career capstone course for juniors and seniors that prepares them to navigate the job search process.
- career workshops that allow students to select specific skill-building topics.
- networking opportunities with industry professionals through on-campus recruiting events.
- career coaching resources providing personalized mentoring on a variety of career-related topics.
- work experience programs designed to provide practical experience in a student's chosen field of study while they earn academic credit.
- an online job posting system ([jwu.experience.com](http://jwu.experience.com)) that students can use to search for jobs.

Hundreds of employers, representing the business, hospitality and culinary fields, visit campus each year to participate in recruiting events and serve as guest lecturers and classroom speakers. These activities provide students with a real-world view of industry as well as opportunities to connect with industry professionals and career options.

# About Johnson & Wales University

## History of the University

The special approaches to career education at Johnson & Wales University (JWU) have evolved for more than 90 years and continue to adapt as the university responds to the changing needs of business and industry. JWU was founded as a business school in 1914 in Providence, R.I. by Gertrude I. Johnson and Mary T. Wales. From its origins as a school devoted to business education, JWU has grown to a junior college, to a senior college, and ultimately to university status.

The university is well established because of its strong commitment to specialized business education and the high ideals of its founders. In 1993, JWU received regional accreditation from the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges (NEASC). Accredited since 1954 by the Accrediting Council for Independent Colleges and Schools (ACICS), the university consolidated its institutional accreditation efforts under NEASC on June 30, 2000.

In 1963, the State of Rhode Island granted a charter which authorized the university to operate as a nonprofit, degree-granting institution of higher learning and to award associate degrees in the arts and sciences. In 1970, the State of Rhode Island approved a revision in the university's charter to award baccalaureate degrees. In 1980, the governor and General Assembly of the State of Rhode Island granted a legislative charter to the university, authorizing the awarding of advanced degrees.

The charter was amended in 1988, changing the institution's name to Johnson & Wales University. In 1992, the governor of the State of Rhode Island signed into law a new legislative charter with university status.

A new career emphasis was introduced at JWU in 1972 and 1973, when the university announced the addition of new associate degree programs in the fields of hospitality and culinary arts. This proved to be one of the most far-reaching changes in the educational expansion of the university, leading to additional two- and four-year degree programs in the hospitality and food service fields.

In 1984, a JWU campus was established in Charleston, S.C., which offered a variety of two- and four-year programs in food service, hospitality and travel-tourism. A JWU campus opened in Norfolk, Va. in 1986. It offered one- and two-year food service programs.

In 1985, graduate degree programs were introduced at the university. The Alan Shawn Feinstein Graduate School now offers an M.B.A. degree program in Global Business Leadership with concentrations in accounting, financial management, international trade, marketing and organizational leadership. It also offers an M.B.A. degree program in Hospitality with concentrations in event leadership and marketing. A Certificate of Advanced Graduate Study (C.A.G.S.) is offered in finance, hospitality and human resources.

The School of Education offers an M.A.T. in Teacher Education leading to certification in business education, culinary arts, food service education, elementary education, elementary special education or secondary special education. It also offers an M.Ed. in Teaching and Learning, an M.Ed. in Early Childhood Administration and Leadership, and an Ed.D. in Educational Leadership.

In 1992, a joint educational agreement allowed the university to begin programs on the campus of the Institute of Higher Marketing (IHM) Business School in Göteborg, Sweden. JWU established a formal, independent learning site there from 1994–2004, giving business and hospitality students the opportunity to complete one year of study in Sweden and finish their degrees at one of the university's domestic campuses.

Also in 1992, JWU opened a campus in North Miami, Fla., offering two- and four-year food service, business and hospitality programs.

That year also marked the university's formal establishment of the College of Business, The Hospitality College, the College of Culinary Arts and the School of Technology. A new emphasis on general studies was introduced in 1992 as well, with the development of the School of Arts & Sciences.

The university's School of Technology also offered courses in Worcester, Mass. from 1992–2002.

In 1993, JWU opened a campus in Vail, Colo., which offered an accelerated associate degree program in culinary arts to college graduates. That year also marked the beginning of a four-year bachelor's degree offering in culinary arts.

In 1995, the university created an International Hotel & Tourism Management program which offers unprecedented opportunities in international hotel management education. Students from around the world may choose from a variety of options both at JWU and abroad.

Technology programs offered by the university include Network Engineering, Graphic Design & Digital Media, Computing Technology Services, Engineering Design and Configuration Management, and Technology Services Management.

September 2000 marked the opening of the Denver, Colo. campus, which offers two- and four-year degrees in baking & pastry arts, culinary arts, hospitality, business and criminal justice, as well as the "Garnish Your Degree" accelerated associate degree program originally offered in Vail. In 2000, the Vail Campus was merged with the Denver Campus.

In 2002, the university made a strategic decision to consolidate its smaller Charleston and Norfolk campuses to build a campus in Charlotte, N.C. JWU's Charlotte Campus opened in fall 2004 and offers associate and bachelor's degree programs in business, culinary arts and hospitality. The Charleston and Norfolk campuses officially closed in May 2006.

In keeping with its tradition of focusing on the best interests of students and responding to industry, it was determined in April 2006 that beginning with the 2008–2009 academic year, JWU's College of Business and The Hospitality College



would move away from offering associate degrees and instead have students customize their education through specializations or concentrations at the baccalaureate level alone. This decision did not impact the College of Culinary Arts and the School of Technology where the two-year degree continues to be relevant.

Each year the university grows in program offerings and physical facilities. At the same time, JWU also grows in recognition and prestige, making contributions to the community, government and industry.

## The Mission Statement of the University

The mission of Johnson & Wales University is to empower its diverse student body to succeed in today's dynamic world by integrating general education, professional skills and career-focused education. To this end, the university employs its faculty, services, curricula and facilities to equip students with the conceptual and practical tools required to become contributing members of society.

## Purposes of the University

Johnson & Wales University supports the following purposes in accordance with the mission:

- to enroll students with potential from varied backgrounds and to give them every opportunity to excel in their academic and professional lives;
- to develop and assess sound programs and curricula that allow students to attain proficiencies in general education and relevant professional disciplines;
- to evaluate and assess regularly the rigor of all academic programs;
- to provide experiential education opportunities that are curriculum-driven and include practical experiences for students in every program;
- to support diversity in the curricula, activities and services for students, and in the employment of faculty and staff;
- to provide students with opportunities that support intellectual development, personal growth and civic engagement;
- to monitor the external and internal environment of the university through regular and effective planning and assessment;
- to hold each academic, administrative and support department accountable for the achievement of the mission;
- to plan for and provide facilities and resources that meet the needs of students, faculty and staff.

## Core Values

Johnson & Wales University is

### Student Centered

We are strongly student centered, stressing personal development as well as career management skills.

### Experientially Based

We integrate hands-on learning with a career-focused curriculum, to enable our students to gain real-world experience.

### Industry Relevant

We are industry relevant, focusing both on the needs of our students and the needs of our students' future employers.

### Employment Focused

Our business is developing employment-ready, motivated graduates for world-class employers in all industries.

### Globally Oriented

We respond to the increasingly global nature of business by fostering multiculturalism and providing an international educational experience.

## Outcomes Assessment Statement of Purpose

The definition of a well-educated college graduate will continue to evolve throughout this new millennium. In accordance with our mission to empower students to succeed in today's dynamic world, and to become contributing members of society, Johnson & Wales University integrates general education, professional skills and career-focused education.

Johnson & Wales University is committed to outcomes assessment. Faculty and students are therefore part of an ongoing effort to determine and refine the effectiveness of instruction and learning.

# Additional JWU Programs and Campuses

## Online Learning

The university offers a limited number of online courses to students enrolled at any JWU campus. Courses with an online option are identified in the Course Descriptions and Programs of Study sections of the catalog. Policies pertaining to online courses are available in the Denver Campus Student Handbook. Students interested in registering for an online course should consult with their academic counselor.

This catalog does not apply to students enrolled in online-only degree programs.

The university offers online degree completion programs for individuals with associate degrees in culinary arts and baking & pastry arts. For more information on these programs, contact the Online Admissions Office at 1-800-225-2454 or visit [www.jwu.edu/onlinelearning](http://www.jwu.edu/onlinelearning).

## Graduate Degree Programs

Johnson & Wales University's Providence Campus also offers graduate degree programs from the Alan Shawn Feinstein Graduate School and the School of Education. Approximately 900 students from 64 countries enroll in JWU graduate programs.

### Programs offered

*Alan Shawn Feinstein Graduate School*

MASTER OF BUSINESS ADMINISTRATION IN GLOBAL  
BUSINESS LEADERSHIP with concentrations in

Accounting  
Financial Management  
International Trade  
Marketing  
Organizational Leadership

MASTER OF BUSINESS ADMINISTRATION IN  
HOSPITALITY with concentrations in

Event Leadership  
Marketing

CERTIFICATE OF ADVANCED GRADUATE STUDY (CAGS) in:

Finance  
Hospitality  
Human Resources Management

*School of Education*

MASTER OF ARTS (M.A.T.)

Teacher Education leading to certification in  
Business Education and Secondary Special Education  
Elementary Education and Elementary Special Education  
Elementary Education and Secondary Special Education  
Elementary Education and Elementary/Secondary  
Special Education  
Food Service Education

MASTER OF EDUCATION (M.ED.)

Teaching and Learning (designed for practicing teachers)

DOCTOR OF EDUCATION

Educational Leadership (Elementary-Secondary)  
Educational Leadership (Higher Education)

### **For a catalog and more information:**

#### **Business Programs**

Graduate Admissions  
Johnson & Wales University  
8 Abbott Park Place, Providence, RI 02903  
1-800-DIAL-JWU ext. 1015  
Ph: 401-598-1015, Fax: 401-598-1286  
E-mail: [gradschool@admissions.jwu.edu](mailto:gradschool@admissions.jwu.edu)  
Web: [www.jwu.edu/graduate](http://www.jwu.edu/graduate)

#### **Education Programs**

School of Education  
Johnson & Wales University  
8 Abbott Park Place, Providence, RI 02903  
1-800-DIAL-JWU ext. 1993  
Ph: 401-598-1993, Fax: 401-598-1162  
E-mail: [soe@admissions.jwu.edu](mailto:soe@admissions.jwu.edu)

## The Denver Campus

Located in the historic Park Hill neighborhood of Denver, the Denver Campus combines old-world charm with the latest technological resources, including stately turn-of-the-century buildings and newer academic buildings in a quiet park-like landscape. Students enjoy access to a variety of academic and laboratory classrooms; residence halls with private and semi-private bathrooms; and a recreation center which includes a dining center, gymnasium and fitness center.

## Additional JWU Campuses

In an effort to expand its educational outreach, Johnson & Wales University has established several additional campuses. For more information, please consult the catalog for each campus at [www.jwu.edu](http://www.jwu.edu). Click on Academics, then JWU Catalogs.

Johnson & Wales University's **Providence Campus**, the university's original campus, has grown from a small business school to a large, international university featuring business, culinary arts, hospitality and technology programs. The campus is located within an hour of Boston and Cape Cod, and three hours from New York City. For more information about Johnson & Wales University's Providence Campus, contact the Admissions Office, 8 Abbott Park Place, Providence, RI 02903, 1-800-342-5598 or visit [www.jwu.edu/providence](http://www.jwu.edu/providence).

The **North Miami Campus** offers undergraduate culinary arts, hospitality and business programs. This campus is conveniently close to the tourism-rich areas of Fort Lauderdale and Miami, offering a superb setting for a JWU education. For more information about Johnson & Wales' North Miami Campus, contact the Admissions Office, Johnson & Wales University, 1701 N.E. 127th Street, North Miami, FL 33181, 1-866-JWU-FLORIDA (598-3567) or visit [www.jwu.edu/northmiami](http://www.jwu.edu/northmiami).

JWU's **Charlotte Campus** offers undergraduate culinary arts, hospitality and business programs. Though Charlotte is the second largest business center in the United States, it maintains a distinctive small town feel. It offers easy access to beaches, mountains, an international airport, and is a hub of athletic and cultural activity. For more information about Johnson & Wales' Charlotte Campus, contact the Admissions Office, Johnson & Wales University, 801 West Trade Street, Charlotte, NC 28202, 1-866-JWU-CHARLOTTE (598-2427) or visit [www.jwu.edu/charlotte](http://www.jwu.edu/charlotte).

For more information on programs of study options in Johnson & Wales University's Day Program or campuses in Providence, R.I.; North Miami, Fla.; and Charlotte, N.C.; call the Admissions Office. Program offerings vary between campuses for day and adult & continuing education programs. Catalogs are available.



# APPLYING FOR ADMISSION

Johnson & Wales University seeks students who have a true desire for practical career preparation in their chosen fields and who have the ability to achieve academic success.

Johnson & Wales University's Division of Adult & Continuing Education has a rolling admissions policy. Anyone with a high school diploma or equivalent education as certified by their state department of education is eligible to apply for admission to a degree program as a non-matriculating student. Non-matriculating students may take up to two courses prior to applying for matriculation status.

Due to the technical standards and requirements essential to certain technical programs at the university, applicants with special needs or disabilities should inquire with the Center for Academic Support prior to enrolling at the university. For more information about technical standards see Page 40. Copies of the technical standards applicable to various programs are available from the Center for Academic Support.

## Application Procedure

Applications for admission should be completed in full and sent to Adult & Continuing Education Admissions, Johnson & Wales University, 7150 Montview Boulevard, Denver, CO 80220. You may also apply online at [www.jwu.edu/apply](http://www.jwu.edu/apply).

There is no deadline for submitting applications, but students are advised to apply as early as possible before their intended date of enrollment to ensure full consideration. An official application form can be found in this catalog. No application fee is required.

In completing the application form, students must indicate the term in which they wish to enroll. Applications are accepted for terms beginning in September, December, March and June.

After completing the application form, students are responsible for requesting that their high school guidance office forward to the university an official copy of the secondary school record for admissions consideration. A transcript release form is available in the back of this catalog. Specific verification documents must be submitted to the Adult & Continuing Education Admissions Office.

### *High School Completion Verification*

Graduation from high school or equivalent education as certified by state departments of education is required for undergraduate admission. Graduation verification documents must be submitted to the admissions office. Verification documents include at least one of the following: a letter from an authorized high school administrator, a high school diploma recognized by their state department of education or a G.E.D. certificate. For additional methods of verification of high school completion for home-schooled students, see Page 12. It is the student's responsibility to provide verification of high school completion. Without such verification, the student may not be allowed to register for the current term or continue enrollment.

When possible, Johnson & Wales University would prefer to receive the applicant's high school transcripts at the same time as the application for admission. Transfer students must also submit official transcripts from all colleges attended.

### *Admissions Decision*

The rolling admissions policy of the university makes it possible to notify students of the admissions decision, of their acceptance or of any additional conditions necessary for admission, soon after all of their academic records have been received and reviewed.

The university may revoke any student's acceptance or enrollment if any information or documentation provided by the student is false or incomplete or if the university learns of any past or present misconduct by the student that would affect the student's ability to represent and uphold the high standards of the university.

### *Advanced Placement Credit*

Students entering Johnson & Wales University with an Advanced Placement test score of "3" or greater will be granted 4.5 quarter credits for the equivalent JWU course. Students must submit an official AP Grade Report from the College Board Advanced Placement Program. For more information about AP credit contact Student Academic & Financial Services.

### *Transfer Students*

Transfer students are eligible to apply for most JWU majors; however, they are not guaranteed credit. Credit is usually granted for courses completed with a grade of "C" or better (with a numeric value of 2.00) at another accredited institution (U.S. Department of Education). Grades of "pass" are also acceptable for transfer if credit was awarded (and a grade of "P" has the numeric value of 2.00 or greater). Credits earned in developmental and remedial courses or CEUs are nontransferable. Transfer credit evaluations are based on previous college work as it relates to the student's intended field of study.

As with prospective freshmen, acceptances are made on a rolling basis as an application becomes complete.

Transfer candidates must submit official college transcripts from all colleges previously attended prior to enrolling at JWU. Students must also submit final official high school transcripts.

It is the responsibility of those candidates who are currently attending another college to have their updated transcripts sent to JWU as soon as final grades become available and no later than the first term of enrollment. If official transcripts or other requested materials are not received within that designated time period, tentative transfer credit will be forfeited.

The university reserves the right to substitute courses at the discretion of the department chairs, directors or deans.

#### *Home-schooled Students*

Home-schooled students will be required to provide a high school transcript and a copy of their ACT or SAT test scores. Both the grades on the transcript and the ACT/SAT test scores will be reviewed to determine admissions and scholarship eligibility. Combined SAT scores of 1000 (reading and math, 500 each) or ACT equivalent are required for admittance.

A home-schooled student must be able to document that he or she has completed high school. Verification documents for home-schooled students include at least one of the following:

- a high school diploma recognized by their state department of education;
- a G.E.D. certificate

or, with respect to home-schooled students who are above the compulsory age of school attendance,

- a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent) provided for under state law;

or

- if state law does not require a home-schooled student to obtain the credential described in the preceding bullet, a certification that the student has completed a secondary school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under state law.

It is the student's responsibility to provide verification of high school completion. Without such verification, the student may not be allowed to register for the current term or continue enrollment.

#### *Facts for Military*

Johnson & Wales University is approved for the training of veterans in accordance with the rules and regulations administered by the U.S. Department of Veteran's Affairs.

Eligible veterans should contact the Department of Veterans Affairs toll free at 1-888-442-4551 or online at [www.gibill.va.gov](http://www.gibill.va.gov).

## **International Students**

International students applying to Johnson & Wales University's Adult & Continuing Education programs must provide proof of resident alien status to the Adult & Continuing Education Admissions Office. Those who cannot provide this information should apply to the Johnson & Wales University Day Program. For information on application to the day program, please request an international view-book/catalog from International Admissions.

#### *Articulation Agreements*

JWU is proud to have a large number of international articulation agreements and transfer credit equivalencies in place with schools and programs which facilitate student transfer to Johnson & Wales University for bachelor's degree completion. The university is continuously working to develop partnerships with schools around the world for the purpose of offering diverse educational opportunities for transfer students. International Articulation Agreements include

At-Sunrice Global Chef Academy, Singapore  
CIBT School of Business (AH&LA Hospitality Management Diploma), China  
Woosong University, Korea  
Taylor's University College, Malaysia  
Barbados Community College, Barbados  
Bermuda College, Bermuda  
College of the Bahamas, Bahamas  
DCT, International Hotel & Business Management School, Switzerland  
Seojeong College, Korea  
Turks and Caicos Islands Community College (TCICC), Turks & Caicos Islands

In addition, JWU recognizes and grants transfer credit exemptions for a number of diplomas and qualifications provided by accredited colleges, universities and educational organizations throughout the world. Some of these include

Educational Institute of the American Hotel & Lodging Association (E.I. of AH&LA)  
Caribbean Examinations Council — Advanced Proficiency (CAPE) Examinations  
ACT Education Solutions Ltd. — Global Assessment Certificate (GAC)  
EDEXCEL International, Higher National Diplomas (HND)  
Industrie — und Handelskammer (IHK), Germany — Professional Diplomas in Culinary Arts, Hotel Management, Restaurant Management  
National Council for Hotel Management and Catering Technology (IHMCTAN), India — Hotel Management Diploma  
Failte Ireland, National Tourism Development Authority, Ireland — Certificate in Professional Cookery

## English Language Proficiency

Applicants whose native language is not English must provide proof of English proficiency through academic transcripts or testing. English language proficiency is required for admission to all programs of study at Johnson & Wales University, regardless of country of citizenship or residency.

## ELS Program

Johnson & Wales University's collaboration with the ELS Language Center in Westminster, Colorado is designed to help students satisfy the school's English proficiency requirement. The center provides an intensive English language program and is authorized to issue an I-20 to all qualified students. The center provides housing assistance throughout the course of study. Upon completion of the center's Level 112, students are prepared to meet the university's language requirement.

## TOEFL Requirements

Johnson & Wales University recognizes the TOEFL (Test of English as a Foreign Language) as proof of English proficiency. TOEFL scores must be received as official ETS scores. The Johnson & Wales University Designated Institution (D.I.) code is: 3465. This code should be used on your TOEFL registration form so that your scores will be sent to us directly.

Minimum TOEFL requirements (all levels, undergraduate and graduate) are as follows:

TOEFL score of 80 (Internet-based or IBT)

TOEFL score of 550 (pen/paper or PPT)

Individual section scores must also meet minimum score requirements.

Acceptable proof of English proficiency may also include one of the following comparable English proficiency examinations:

- IELTS (Cambridge), Band 6.5
- ELS Level 112 Certificate of Completion and Academic Report
- City & Guilds Pitman ESOL Examinations — Higher Intermediate or Expert Level
- The London Tests of English LTE, Level 4 (Advanced)
- MELAB (Michigan English Language Battery) — 77
- S.T.E.P. Eiken — (Society for Testing English Proficiency) — Grade 1

Other English language examination results will also be considered, and experience studying in the English language, as documented through school transcripts, will be taken into consideration.

To meet English proficiency requirements, all English language examination results must be submitted on an official test transcript which is no more than two years old.

## Standardized Testing After Admission

**PLACEMENT TESTS (NON-CREDIT, NO FEES):** These tests are administered for placement purposes only to all new students, including transfer students, upon entrance. In situations where two or more levels of a subject are required for graduation, the student's academic career in this subject begins at the level determined by the placement test. This is particularly true when a student has previous academic experience in a subject. Placement tests are currently administered to determine math and foreign language placement. For a student placing out of all required levels of a foreign language, departmental policy and recommendation will determine if a Departmental Challenge Examination is in order for credit.

## Prior Learning Assessment

**PORTFOLIO ASSESSMENT:** Students may earn credits for the knowledge or skills they have mastered outside the classroom through volunteer work, employment, travel programs, organizations or other comparable sources.

To apply for a Portfolio Assessment, students must meet the university's residency requirements and complete the Portfolio Development non-credit seminar. This seminar will meet for three two-hour sessions. Students must discuss this option with an academic counselor before they are eligible to enroll.

The seminar assists students with the development of a portfolio that describes and documents how the learning took place. The completed portfolio is submitted to the appropriate department designee for review. The assessor will review the portfolio and either validate the student's learning by awarding college credits, request additional information, or deny the request for credits. Portfolios will not be returned to the students; they become property of the university.

Once the seminar is completed, eligible students, in consultation with an academic counselor, may submit additional portfolios. Refer to the Standardized Testing and Prior Learning Assessment Brochure, available at Student Academic & Financial Services and from the Center for Academic Support for more information on required fees.

**CLEP EXAMINATION (FOR-CREDIT, WITH FEES):** The College-Level Examination Program of the College Board tests are widely accepted national examinations in various subjects. The American Council on Education's recommended score is required to earn credit. JWU subject equivalencies are determined by each department for each exam. These exams are treated as transfer credit for entering freshmen and juniors transferring to JWU, or from one JWU college or school to another. JWU's Denver Campus is not a national CLEP examination site — students must go to other CLEP sites for this. Consult the CLEP application for required fees.



**DEPARTMENTAL CHALLENGE EXAMINATIONS (CREDIT BY EXAMINATION: FOR-CREDIT, WITH FEES):** Departmental exams may be taken for specifically designated courses within a department. Because of previous academic and/or work experience, all matriculating students may request such an exam when they feel they have completed the requirements of a specific JWU course. Some testing options require specific criteria in order to take tests. Refer to the Standardized Testing and Prior Learning Assessment Brochure, available at Student Academic & Financial Services and from the Center for Academic Support, for criteria and fees.

For annual examination schedules with examination dates and application deadlines, refer to the university's Standardized Testing and Prior Learning Assessment Brochure. This brochure may be obtained from Student Academic & Financial Services and from the Center for Academic Support.

In all cases, the academic department determines policy as it relates to the testing options for each course in the department. Several options may be available to students, and it is recommended that students seek the advice of an academic counselor.

#### **POLICIES FOR PORTFOLIO ASSESSMENT, CHALLENGE AND CLEP EXAMINATIONS:**

1. Portfolio Assessment and Challenge Examinations cannot be repeated if failed.
2. CLEP Exams, if failed, can be repeated in six months.
3. Portfolio Assessment, CLEP Exams and Challenge Exams may not be substituted for a class previously failed or one where a withdrawal (W) or a withdrawal/fail (WF) grade has been issued. They may not be substituted for a class previously taken or a class in which the student is presently scheduled.
4. The standardized examinations or portfolios mentioned above must fall within the residency requirement for each degree.
5. Seminar, application and processing fees are nonrefundable.
6. The university recognizes up to a maximum of 45 quarter credits earned through Prior Learning Assessment.
7. Students must present a valid picture ID when testing.

After being determined eligible to test or enroll in a seminar, students will be notified by e-mail of the time and location of their test or seminar. The Standardized Testing and Prior Learning Assessment Brochure listing course options may be obtained from Student Academic & Financial Services. For additional policies/information for Portfolio, Challenge and CLEP options, refer to the brochure.

## **Advanced Culinary Arts Program (ACAP) (for credit, with fees)**

Prospective students who possess advanced knowledge and skills in these food-related areas may apply for the Culinary Arts Advanced Standing Examination. The results of the examination are considered in addition to academic records and a letter of recommendation from a food-related employer and/or teacher.

It is generally recommended that applicants have three or more years of full-service documented professional work experience.

Upon successful completion of the ACAP examination, students will be provided with the opportunity to accelerate their program of study by one term and earn 13.5 quarter credits in place of their practicum requirement.

**Students must be accepted for admission to Johnson & Wales University prior to applying for Advanced Standing. Contact the Adult & Continuing Education Admissions Office for further information.**

## **Adult & Continuing Education Admissions Representatives**

An Adult & Continuing Education admissions representative will be happy to meet with you and answer any questions you may have about the university, application procedures and financial aid programs. Please call 303-256-9300 or e-mail [ce.den@admissions.jwu.edu](mailto:ce.den@admissions.jwu.edu) for assistance. The Adult & Continuing Education admissions staff visits companies to explain programs, transfer credit arrangements, and any other pertinent admissions information. Please call for more information.

## Notice of Nondiscrimination

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, or disability, in admission to, access to, treatment of, or employment in its programs and activities.

(The term “sexual orientation” shall mean and be limited to having an orientation for or being identified as having an orientation for heterosexuality, bisexuality or homosexuality. This Nondiscrimination Policy shall not be interpreted to prohibit Johnson & Wales University from maintaining separate facilities, sports teams, housing, university-based social fraternities and sororities, and other programs and facilities, for males and females, in accordance with the provisions of Section 16-38-1.1 of the General Laws of Rhode Island, as the same may be amended from time to time, or similar laws applicable in other states where the university conducts its operations.)

The following person has been designated to handle inquiries regarding the Nondiscrimination Policy:

University Compliance Officer,  
Johnson & Wales University,  
One Cookson Place, Sixth Floor,  
Providence, RI 02903, 401-598-1423.

Inquiries concerning the application of nondiscrimination policies may also be referred to the appropriate governmental agencies listed below:

Office for Civil Rights, U.S. Department of Education,  
Customer Service Team, 400 Maryland Avenue SW,  
Washington, DC 20202-1100, 800-421-3481. This office may refer the matter to a regional Office for Civil Rights.

### Rhode Island:

- Equal Employment Opportunity Commission  
John F. Kennedy Federal Building  
475 Government Center, Boston, MA 02203, 617-565-3200
- Rhode Island State Commission on Human Rights  
180 Westminster Street, 3rd Floor Providence, RI 02903-3768  
401-222-2661

### Massachusetts:

- Equal Employment Opportunity Commission  
John F. Kennedy Federal Building, 475 Government Center  
Boston, MA 02203, 617-565-3200
- Massachusetts Commission Against Discrimination  
One Ashburton Place  
6th Floor, Room 601, Boston, MA 02108, 617-944-6000

### Florida:

- Equal Employment Opportunity Commission  
One Biscayne Tower, 2 S. Biscayne Boulevard, Suite 2700,  
Miami, FL 33131 305-536-4491
- Florida Commission on Human Relations  
2009 Apalachee Parkway, Suite 200  
Tallahassee, FL 32301, 850-488-7082

### Colorado:

- Equal Employment Opportunity Commission  
303 East 17th Avenue  
Suite 410, Denver, CO 80203, 303-866-1300
- Colorado Civil Rights Division  
1560 Broadway, Suite 1050, Denver, CO 80202-5143  
303-894-2997

### North Carolina:

- Equal Employment Opportunity Commission  
129 West Trade Street  
Suite 400, Charlotte, NC 28202, 704-344-6682
- N.C. Human Relations Commission  
116 W. Jones Street, Suite 2109  
Raleigh, NC 27601, 919-807-4420

### Mailing Address:

N.C. Human Relations Commission  
1318 Mail Service Center  
Raleigh, NC 27699-1318

# FINANCING YOUR EDUCATION

## Tuition

The following tuition and fees schedule is effective for the 2010–2011 academic year. Tuition is subject to change annually.

General studies courses	\$158/quarter credit hour
Internship	\$320/quarter credit hour
Laboratory courses	\$320/quarter credit hour
Disciplines CUL (Culinary Arts) and BPA (Baking & Pastry Arts)	mostly designate laboratory courses.

Tuition is applicable to all students, including those on approved off-campus programs. For purposes of financial aid eligibility, full-time status is determined on a term basis and consists of a minimum of 12 quarter credit hours per term. When repeating courses already attempted, students may be assessed a fee for those courses. Students are fee assessed tuition upon course registration each term. Summer is considered a separate term.

## Student Health and Accident Insurance

All registered day program and graduate students taking credit hours are covered by a health and accident insurance plan for the terms enrolled during the academic year. Culinary Arts continuing education students are covered for accident only under the the university's Accident Only plan. No other continuing education students are covered by any university accident and/or sickness insurance plans. This does not include the summer term. Insurance brochures are available at several locations throughout the university. Refer to the insurance brochure or go to the Gallagher Koster website: [www.gallagherkoster.com](http://www.gallagherkoster.com) for a definition of the effective date of coverage, policy limits, policy termination, and the opportunity to continue coverage over the summer. Online courses do not fulfill this requirement. Students that are not eligible for the university Student Health and Accident program can apply for short-term medical insurance through the Gallagher Koster website: [www.gallagherkoster.com](http://www.gallagherkoster.com).

## Payment Options

### I. Annual Payments

The student may make one payment in full for the entire academic year. Students are responsible for paying all charges in full or making appropriate arrangements by the published due date of August 6, 2010.

### II. Term Payments

Students may choose to make three payments a year, which are payable by the publicized due dates established prior to each term. The due date for September 2010 is August 6, 2010.

## III. Monthly Payments

Students may choose to pay the annual amount due in convenient monthly payments. This option is available through Tuition Management Systems (TMS) at [www.afford.com](http://www.afford.com). There is an enrollment fee to participate. Many such plans are essentially interest free, but some accounts may incur late fees, reinstatement fees or other fees. Students interested in this option must contract with TMS and pay the first payment, in addition to the enrollment fee, by the published due date of August 6, 2010.

All Johnson & Wales University students must fulfill their financial obligations to the university by the published due date of August 6, 2010 (all off-term entrants must meet the financial obligation by the published date for that term).

To meet your financial obligation you must do one of the following by the published due date:

- Make a full term payment
- Contract with TMS and pay the first monthly payment, as well as the enrollment fee
- Have an approved loan which covers the annual balance
- Have an approved payment plan with Student Academic & Financial Services using a combination of the above options

## Refund Policies

**General Policy:** To the extent that any charges due to the university remain unpaid, no refund check will be issued. No tuition or fees will be assessed for terms that the student does not begin. Students who withdraw from the university prior to the end of the academic year will have their financial aid adjusted.\* Institutional grants and scholarships will be reduced in proportion to any tuition credit received as defined in the university's Withdrawal Credit Policy. Full-term eligibility for institutional loans will be credited to the student's account to the extent that any charges are due the university. The distribution formula for the institutional refund to the Federal Student Financial Aid program will be calculated according to federal regulations. The university's Withdrawal Credit Policy applies to all withdrawals from the university, voluntary or involuntary.

Term charges are subject to the university's Withdrawal Credit Policy upon withdrawal from the university. Term charges are defined as tuition, and if applicable, room only, and room and board. Tuition is applicable to all students, including those on approved off-campus programs including study abroad and internships. The official notice of withdrawal from the university may be done in person or by written notification through Student Academic & Financial Services. Refunds are calculated by the date of termination which is based on the date Student Academic & Financial Services receives notification of withdrawal from the student or faculty member. Any refund due will be issued within 45 days after the date that the university was first notified of the withdrawal.

University withdrawal disputes must be submitted online within 30 days after the end of the term during which the student was withdrawn. To submit a dispute, students must complete the appropriate form online. No adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. No withdrawal



disputes will be considered after 30 days from the end of the term in which the student was withdrawn. Decisions will be made within 10 business days and students will receive notification via the e-mail address provided on the dispute form.

*\* Any student enrolled solely in culinary lab courses, who fails to attempt any of the scheduled courses, will be considered to have withdrawn from the university.*

### University Withdrawal Credit Policy

If a student withdraws from Johnson & Wales University prior to the first day of the term, the university will credit 100 percent of the term charges.

If a student terminates during

- the first or second week of the term, the university will credit 90 percent of the term charges, excluding the General Fee and Orientation Fee (if applicable).
- the third or fourth week of the term, the university will credit 50 percent of the term charges, excluding the General Fee and Orientation Fee (if applicable).
- the fifth or sixth week of the term, the university will credit 25 percent of the term charges, excluding the General Fee and Orientation Fee (if applicable).

After the sixth week of the term, students will be responsible for 100 percent of the term charges.

### Individual Course Withdrawal Policy

Students who withdraw or who are withdrawn from a registered course(s) after the add/drop period but remain registered for at least one other course will not be issued a tuition credit for the dropped course(s). Full charges continue to be applied; refer to the add/drop policy in the Denver Campus Student Handbook. This policy applies to undergraduate, adult & continuing education and graduate students.

## Financial Obligations

Continued enrollment as a student in good financial standing and certain other student benefits (diplomas, transcripts, etc.) are conditional upon fulfilling all financial obligations to the university, including loans in which the university appears as a holder or guarantor.

## STUDENT FINANCIAL SERVICES (SFS)

### Financial Planning

The university realizes that financing an education can be a very complex process for many students. In order to assist students in these matters, Johnson & Wales has established a staff of financial planning counselors. These counselors are available to work with students and their families on an individual basis to help them best utilize their own funds and other available resources to meet educational expenses. For more information and assistance call 1-877-598-3368 or 303-256-9700.

### Financial Aid

To assist students in meeting their educational expenses, Johnson & Wales University offers federal financial assistance — grants and low-interest loans. In many cases, qualified students receive a financial aid package which includes both types of financial aid.

Students participating in Study Abroad programs may be eligible for financial aid. For more information, please contact Student Academic & Financial Services.

### How To Apply

To be considered for financial assistance, complete the paperwork listed below and submit all required documentation as soon as possible after January 1. Students must reapply for financial aid each year. Student Academic & Financial Services holds all information in strict confidence.

#### 1. Personal Identification Number (PIN)

Students and their parents can apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). The PIN allows students and parents to sign the FAFSA electronically and to correct previously processed FAFSA information online. Both the student and at least one parent must apply for a PIN.

#### 2. Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This form must be completed as soon as possible after January 1. The information for financial assistance is then processed by the Federal Processor and sent to the Student Academic & Financial Services Office at the university. **The FAFSA code is 003404.**

#### 3. Independent Students

To be considered independent for financial aid purposes for the 2010–2011 academic year, students must answer “yes” to one of the following questions:

1. Were you born before January 1, 1987?
2. As of today, are you married?  
(Answer yes if you are separated, but not divorced.)
3. At the beginning of the 2010–2011 school year, will you be working on a master’s or doctorate program (such as an M.A., M.B.A., M.D., J.D., Ph.D., Ed.D. or graduate certificate, etc.)?
4. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do you have children who will receive more than half of their support from you between July 1, 2010 and June 30, 2011?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2011?
8. When you were age 13 or older, were both your parents deceased, were you in foster care or were you a dependent/ward of the court?
9. As of today, are you an emancipated minor as determined by a court in your state of legal residence?
10. As of today, are you in legal guardianship as determined by a court in your state of legal residence?
11. At any time on or after July 1, 2009, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2009, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?

13. At any time on or after July 1, 2009, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Students who cannot answer yes to one of the above questions are considered dependent and must complete their Free Application for Federal Student Aid as a dependent student. Please feel free to contact the Student Academic & Financial Services Office with any questions.

#### 4. Verification and Other Documentation

Student Academic & Financial Services may request additional documentation to verify information provided on the FAFSA (i.e. verification worksheet and untaxed income worksheet). The student and his/her parents may be required to submit signed and dated copies of their Federal Income Tax Returns (1040). The student's financial aid package will not be complete until all requested documentation has been received and reviewed by the Financial Aid Office. In addition, all student loan borrowers must attend an entrance and exit counseling session during which the student will be advised on his/her loan obligations.

## Student Eligibility Requirements

Financial aid will be distributed to the student based upon the student's financial need. All students seeking financial assistance must file a FAFSA with the Federal Processor. The FAFSA form is used to determine the student's financial need.

Financial need is the difference between the cost of the student's education (tuition and fees, room and board, books and supplies, transportation and personal expenses) and the total contribution expected from the student and his/her family. The student's total family contribution is based on an analysis of the information which the student and/or parent supplied on the FAFSA. Some of the items considered are total family income, assets, the number of people in the household, the number of siblings in college, and the student's own resources, such as earnings, savings, and untaxed income which the student may receive. Johnson & Wales University also considers these items when determining eligibility for university funds.

In order to be eligible for financial aid, the student must meet the following criteria:

1. demonstrate financial need;
2. maintain satisfactory academic progress (financial aid will be suspended until satisfactory academic progress is again achieved);
3. be enrolled in an eligible degree or certificate program;
4. be enrolled on at least a half-time (at least 6.0 quarter credit hours) basis (students enrolled on a less-than-full-time basis may have their financial aid reduced; some students enrolled on a less-than-half-time basis may qualify for a Federal Pell Grant);
5. be a U.S. citizen, permanent resident, or eligible non-citizen;
6. not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan, Federal Subsidized Stafford

Loan, Federal Unsubsidized Stafford Loan, Parent Loan for Undergraduate Students (PLUS) or Supplemental Loan for Students (SLS); and

7. sign a Statement of Educational Purpose, a Statement of Registration Status and a Statement on Overpayments and Defaults.

Students are eligible to receive financial aid as long as they maintain Satisfactory Academic Progress as defined on Page 20 and in the Denver Campus Student Handbook. Students who fail to maintain satisfactory academic standing will be notified by Student Academic & Financial Services. All financial aid will be suspended until satisfactory academic progress is again achieved.

## Return of Title IV Funds (federal aid)

When a student withdraws (or becomes withdrawn) during a payment period or period of enrollment, the amount of student financial aid program assistance earned is determined by a specific formula. If the student receives (or the university receives on the student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds. Students who received more assistance than what they earned must return the excess funds.

The amount of federal assistance earned is determined on a pro-rata basis. That is, if a student completes 30 percent of the payment period or period of enrollment, the student earns 30 percent of the federal assistance he or she was originally scheduled to receive. Once the student completes more than 60 percent of the payment period or period of enrollment, the student earns all scheduled federal assistance.

The student's loan monies (subsidized, unsubsidized and PLUS) must be received by Johnson & Wales University before the student's notification date, in order for the money to be considered within the formula. If the student is eligible for a post-withdrawal disbursement, a written notice will be mailed requesting the consent of the borrower to post to the student's account. The amount of institutional assistance earned is based on the week that the student withdraws from the university and follows the percentage the university credits the student's charges (Page 17).

If a student receives excess funds that must be returned, Johnson & Wales University must return a portion of the excess equal to the lesser of

- the student's institutional charges multiplied by the unearned percentage of the student's funds
- the entire amount of the excess funds

If the university is not required to return all excess funds, the student must return the remaining amount. Any loan funds that the student must return, must be repaid by the student (or his or her parents for a PLUS Loan) in accordance with the terms of the promissory note.

If a student is responsible for returning grant funds, the student does not have to return the full amount. Students are not required to return 50 percent of the grant assistance received that is the student's responsibility to pay. Any amount not returned is a grant overpayment and the student must make arrangements with the university or Department of Education to return the funds.

Federal regulations establish the following allocation for students who receive Title IV, HEA program funds:

A refund owed to a student who received funds under any Title IV, HEA program will be returned to the Title IV, HEA programs from which the student received aid in the following order until the amounts received by the student from these programs is eliminated: the Perkins Loan, the Unsubsidized/Subsidized Stafford Loan, the Parent PLUS Loan, the Pell Grant, Academic Competitiveness Grant, the National SMART Grant, the FSEOG program, all other sources of aid, and the student.

## Financial Aid Programs

The following programs are the major financial aid resources available to students. Students may receive assistance from any one of these, or from a combination of all of these programs, in what is called a financial aid package. Student eligibility for these programs is based on completion and submission of the form(s) described in the How to Apply section. Since awards are not automatically renewable, students must reapply each year. Financial aid is awarded on an annual basis and disbursed in three equal installments (fall/winter/spring terms).

### Federal Pell Grant

The Federal Pell Grant is a federally funded entitlement program to assist needy undergraduate students. Eligibility for these grants is determined by the U.S. Department of Education based on the information provided on the FAFSA. Pell recipients can attend at less than half-time status and remain eligible for a portion of their Pell Grant. Students with a previous bachelor's degree are not eligible for a Federal Pell Grant.

The maximum Pell Grant award for the 2009–10 award year (July 1, 2009 to June 30, 2010) was \$5,350. The maximum Pell Grant award can change each award year and depends on program funding. Further information may be obtained by visiting the website of the U.S. Department of Education at <http://studentaid.ed.gov>.

### William D. Ford Federal Direct Subsidized Stafford Loan

This loan program provides low-interest loans to students who demonstrate financial need. A Master Promissory Note for these loans is available online at [dlenote.ed.gov](http://dlenote.ed.gov). First-time borrowers are required to complete an entrance interview at [dl.ed.gov](http://dl.ed.gov).

Students may borrow up to a maximum of \$3,500 per academic year for the first year of undergraduate study, \$4,500 for the second year and \$5,500 per year for the third and fourth years. The student must begin repayment six months after he/she leaves college or drops below half-time status, and the student's payment will be a minimum of \$50 per month. The amount of the student's monthly payment will be determined based upon the amount of student debt and the length of the repayment period. Please contact Direct Lending at 1-800-557-7394 for more information on repayment options.

### William D. Ford Federal Direct Unsubsidized Stafford Loan

This loan program offers low-interest loans to students who demonstrate little or no "financial need." The terms and loan limits are the same as for the Direct Subsidized Stafford Loan except that the federal government does not pay interest on the borrower's behalf while the borrower is enrolled in school. During that time, the student borrower can choose either to make quarterly interest payments or to "capitalize" interest. "Capitalizing" interest means the lender will add interest accrued to the principal balance. This will eliminate the need for interest payments while in school.

Independent students are also eligible to borrow Federal Unsubsidized Stafford Loans. Students may borrow up to a maximum of \$4,000 per academic year for the first and second years, and \$5,000 per year for the third and fourth years. These amounts are in addition to the Federal Subsidized/Unsubsidized Stafford Loan amounts discussed above.

### William D. Ford Federal Direct Parent Loan Program for Undergraduate Students (PLUS)

The Direct PLUS Program provides loans to parents of dependent students to attend college. PLUS borrowers do not have to demonstrate need, but are subject to a credit analysis by the Department of Education. The parent applying for the loan must fill out a Direct PLUS Master Promissory Note (MPN); an MPN can be completed online at [dlenote.ed.gov](http://dlenote.ed.gov). In addition the parent must complete a Loan Amount Request Form with the university. Repayment of this loan must begin within 30 days of the time the loan is fully disbursed annually, or the borrower can contact the lender to request a deferment. The borrowing limit is the total cost of attendance, minus any financial aid being received.

<i>Stafford Annual Loan Limits</i>		<i>Stafford Aggregate Loan Limits</i>	
Dependent Students	Independent Students	Dependent Students	Independent Students
\$5,500 as freshmen (including up to \$3,500 subsidized or unsubsidized)	\$9,500 as freshmen (including up to \$3,500 subsidized or unsubsidized)	\$31,000	\$57,500
\$6,500 as sophomores (including up to \$4,500 subsidized or unsubsidized)	\$10,500 as sophomores (including up to \$4,500 subsidized or unsubsidized)		
\$7,500 as juniors and seniors (including up to \$5,500 subsidized or unsubsidized)	\$12,500 as juniors and seniors (including up to \$5,500 subsidized or unsubsidized)		
<i>PLUS Annual Loan Limits for Parents of Dependent Students</i>		<i>PLUS Aggregate Loan Limit</i>	
Total cost of attendance minus other financial aid		No aggregate maximum loan limit.	

Johnson & Wales University participates in the William D. Ford Federal Direct Loan Program. All Direct Stafford Loans and parent PLUS loans will be borrowed from the U.S. Department of Education.

Please note that the loan information described in this catalog is based upon the available information as of the date of the production of this catalog. Updated information regarding federal grants and loans may be obtained by visiting the U.S. Department of Education website at <http://studentaid.ed.gov>.

Applications for these loans are available in Student Academic & Financial Services or on the Direct Lending website at [www.ed.gov/office/OSFAP/DirectLoan/index.html](http://www.ed.gov/office/OSFAP/DirectLoan/index.html).

## Satisfactory Academic Progress

A student must meet the listed standards while enrolled at Johnson & Wales University. Students in certificate or degree programs may receive financial aid for not more than 150 percent of normal program completion time.

Type of Degree	150 percent Completion Time Credit Limit <i>(includes awarded transfer, attempted and completed credits)</i>
Associate	145 quarter credit hours
Bachelor's	275 quarter credit hours

If a student exceeds the established 150 percent Completion Time Credit Limit before completing all degree requirements, the student will lose (and be ineligible to receive) financial aid for future terms. Programs vary; consult with Student Academic & Financial Services regarding your particular program.

In addition, students must maintain a specific Grade Point Average (GPA) throughout the maximum 150 percent time frame of program completion (see chart below). Credits attempted include awarded transfer, attempted and completed credits.

### Associate Degree

Credits attempted	Required GPA
20.6–41	1.26
41.1–71.5	1.50
72–107.5	1.75
107.6–114.5	2.0
115–144.5	
145+	

### Bachelor's Degree

Credits attempted	Required GPA
20.6–41	1.26
41.1–143.5	1.50
144–215.5	1.75
216–224.5	2.0
225–274.5	
275+	

Students will be reviewed at the end of each enrolled term to determine they are meeting the aforementioned satisfactory academic progress criteria. If a student is nearing stated credit and GPA requirements, the student will be notified in writing and placed on probation for up to three consecutive terms. Following the three terms, if the student has exceeded the 150 percent completion requirement and/or has not met the GPA requirement, the student will not be eligible for financial aid for the future term(s), and will be notified in writing of their loss of eligibility. Students may remain eligible to register classes; however, alternative payment arrangements with Student Academic & Financial Services will need to be made.

Students who have extenuating circumstances during a period of probation may appeal to Student Academic & Financial Services. The appeal must be filed within two weeks upon notification of probation. The Review Committee will then respond to the appeal, in writing, within two weeks of receipt. Specific guidelines can be obtained by contacting Student Academic & Financial Services.



# ACADEMIC INFORMATION

## Class Schedules

Evening classes are offered Monday through Thursday from 6–10 p.m. two nights per week for five weeks for business and hospitality students. Culinary laboratory classes meet on Saturdays from 7 a.m. to 6:30 p.m. Culinary academic classes meet on Sundays.

Occasionally, make-up classes are scheduled, due to holidays or other missed days, to meet minimum classroom hour requirements. The dates of these rescheduled classes are available on uconnect. It is possible that at times a course may not be rescheduled and the student will be responsible for all work as outlined in the syllabus.

## Summer Sessions

Optional summer session courses are offered by the university based on demand. Individual courses may not be offered in the summer if student interest or enrollment is not sufficient; as a result, summer degree completion cannot be guaranteed. Students matriculating at Johnson & Wales are not granted credit for summer session courses taken at other institutions unless prior permission has been granted by Student Academic & Financial Services.

## Courses Taken at Other Institutions

Undergraduate students requesting to take courses at another institution must submit their requests in writing to obtain prior written approval from Student Academic & Financial Services.

The following guidelines must be met:

- The student must have an overall grade point average above 2.25.
- There is a limit of three courses which may be taken during enrollment at the university.
- The course(s) must not be in the major field.
- The student may not have taken the course(s) previously at the university and received a grade of “F,” “W,” “WF,” “I” or “GP.”
- Grades of “C” or better (2.00 or equivalent) from an accredited institution may be accepted for transfer.
- The course(s) must be taken within one year of permission being granted.
- Courses cannot be taken locally unless JWU does not expect to offer the class before the student’s anticipated graduation date.
- A student will not be granted credit (transfer credit or otherwise) for any academic work done during the period of a disciplinary suspension.

Students must submit a request to take classes elsewhere form (which may be sent by fax or e-mail) which includes their ID number, descriptions of the courses they desire to take at another institution, the name of the institution, and any other pertinent details of their situation.

Students, as always, are responsible for meeting the requirements of satisfactory academic progress.

## Attendance and Tardiness

All students are expected to attend each meeting of every class in which they are enrolled on time. The maximum number of absences for valid reasons is based on the quarter credit hours for the course, with the exception of experiential education assignments and laboratories, which have their own specific attendance criteria. Absences beyond the stated maximum for each course may jeopardize academic standing or financial aid.

Student Academic & Financial Services should be notified immediately of any necessary prolonged absences. The Denver Campus Student Handbook contains rules and regulations for frequent or prolonged absences from class.

Students are expected to familiarize themselves with attendance requirements outlined in the Denver Campus Student Handbook. The Denver Campus Student Handbook can be found online at [www.jwu.edu](http://www.jwu.edu). Select the Denver Campus, then click on Student Life.

## Full-Time Status

In order for an Adult & Continuing Education student to qualify for full-time status and comply with course completion standards specified by Satisfactory Academic Progress criteria (see Page 20), he or she must schedule for 12.0 quarter credit hours per term unless mitigating circumstances are acknowledged. Students applying for Veteran’s Benefits should check with a Veterans Administration representative for credit requirements. For purposes of financial aid eligibility, full-time status is determined on a term basis and consists of 6 quarter credit hours per term.

## Undergraduate Grading System

The grading system is as follows:

Letter Grade	Grade Range	Quality Points
A+	95–100	4.00
A	90–94	4.00
B+	85–89	3.50
B	80–84	3.00
C+	75–79	2.50
C	70–74	2.00
D+	65–69	1.50
D	60–64	1.00
F	0–59	0.00
W	Withdrawal	0.00
WF	Withdrawal/Fail	0.00
WP	Withdrawal/Pass	
I	Incomplete	
NC	No Credit	
GP	Grade Pending	
AU	Audit	
P	Proficiency	
S	Satisfactory	
U	Unsatisfactory	
PL	Prior Learning Assessment	
CX	Challenge Exam Credit	
NG	No Grade	

Grade reports are viewable on uconnect.

**Honors Option (H)**

If a course was taken as an Honors Program requirement, the grade received will be followed by “H” (for example, AH, BH).

**Failure (F)**

Issued if a student maintains required attendance but fails to achieve adequate scholastic progress. The grade is recorded permanently on the student’s academic record. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript. This system allows students to recover academically from poor terms and graduate within a reasonable amount of time.

**Withdrawal (W), Withdrawal/Pass (WP), Withdrawal/Fail (WF)**

In order to record attempted credits (including for purposes of determining satisfactory academic progress), a grade of W, WP, or WF is recorded when a student withdraws, or is withdrawn from a culinary/pastry laboratory course due to excessive absences, from a registered course after its add/drop period has ended. Students withdrawing from graduate and postgraduate level courses are eligible for a W grade only. A W is a punitive and failing grade issued at the instructor’s discretion, and is entered permanently into the term and cumulative grade point averages. In order to qualify for a WP, the student must have an estimated grade of 60 or higher at the time of withdrawal. This grade is not entered into the term and cumulative grade point averages. If the estimated grade is below 60, the student will be issued a WF, which is entered into the term and cumulative grade point averages as a failing grade until successful completion of the course at a later date.

**Incomplete (I)**

Issued to students if they are unable to complete course requirements (because of authorized absences due to service commitment or illness). Outstanding work must be completed within two weeks of the final exam class day or the grade will automatically become an “F” and the grade will be included in the grade point average. For classes graded “S/U” (Satisfactory/Unsatisfactory), an Incomplete (“I”) will change to a “U.”

**No Credit (NC)**

A non-punitive designation issued to a student who has been authorized to withdraw from class, or the university, due to extenuating circumstances, or who has withdrawn from the university prior to mid-term.

**Grade Pending (GP)**

A temporary mark given when the completion of course requirements is still underway. A grade pending is not calculated into the cumulative average and is generally used under extreme, extenuating circumstances. If a grade is not submitted to replace the “GP” within one year, it will automatically become an “F.”

**Audit (AU)**

An audit occurs when no academic credit is granted. This grade is not calculated into the cumulative average.

**Proficiency (P)**

Granted for achievement of multiple levels of skills in progression where the self-paced approach is in effect. This grade is not calculated into the cumulative average.

**Prior Learning (PL)**

Students may earn credits for the knowledge or skills they have mastered outside the classroom through volunteer work, employment, travel, professional training and seminars or other comparable sources.

**Satisfactory/Unsatisfactory (S/U)**

Used for designated courses throughout the university.

**Challenge Exam (CX)**

Granted for specifically designated courses upon successful completion of department challenge exams.

**No Grade (NG)**

“No Grade” is issued temporarily when there is no grade provided by the faculty member. This grade is not factored into the student’s GPA. Once a grade is submitted, the cumulative average and transcript will reflect only the new grade. If a grade is not submitted to replace the “NG” within one year, it will automatically become an “F” and the grade will be included in the grade point average.

**Academic and Performance Transcripts**

A transcript is a representation of a student’s entire academic record while at Johnson & Wales. The university employs two types of transcripts: academic and performance. An academic transcript reflects a student’s unabridged academic history at the institution, including all letter grades. A performance transcript identifies the practical skills, including writing, associated with a student’s academic coursework. Skills are graded as “developing,” “validated,” “mastered” or “not tested.” The purpose of a performance transcript is to better represent the practical skills obtained by the student.

Official transcripts are printed on official paper and then placed in sealed envelopes issued directly to the student or authorized designee. Official transcripts may be released only upon written request of the student; this is done in accordance with the Family Educational Rights and Privacy Act (FERPA). The university does not charge a fee for transcripts. Students are only allowed 20 transcripts per year. Official transcripts will not be released if a student is not current in all financial obligations to the university. Transcripts are not official if faxed. Allow three business days for processing. Students intending to pick up transcripts in person must make the request in person at Student Academic & Financial Services or complete a transcript request form.

Unofficial transcripts may be obtained on uconnect.

## Academic Standards

The university expects all students, part time or full time, to meet minimum standards of academic achievement. Students are in good academic standing if they maintain a cumulative GPA of 2.0 or better, which is a graduation requirement. All freshman students begin in good academic standing.

### ACADEMIC PROBATION

The student will be placed on academic probation if his or her GPA is less than 2.0, but higher than suspension standards. All students placed on probation will be counseled by their academic counselor and will be offered appropriate resources. While on probation, a student may matriculate at the university and is eligible for financial aid. Students may matriculate on probationary status for no more than three consecutive terms.

During the time of academic probation, the student's progress is monitored by the Committee on Academic Standing. This committee determines whether to impose academic suspension or permanent academic dismissal if academic achievement standards are not met.

Students on probation who achieve a 2.0 or better GPA will return to good academic standing. Students on academic probation must meet with their academic counselor in order to register for courses. Web registration is not available to students on academic probation until they meet with an academic counselor.

### SUSPENSION

Students will be placed on suspension if the student's GPA is below a 1.00 after the first term; if the student's GPA is below a 1.25 after the second term; if the student's GPA is below a 1.50 after the third term. The suspended student is not allowed to matriculate at the university and is expected to work on academic deficiencies. The student must petition the Committee on Academic Standing in order to reinstate and matriculate at the university. The student must provide documentation of academic improvement.

Suspended students, after one term of non-matriculation, may appeal in writing to the Committee on Academic Standing. Dismissed students may appeal in writing to the Academic Appeals Committee. All letters should be received in Student Academic & Financial Services no later than six weeks after suspension or dismissal. Committee decisions are final.

Students who are reinstated into the university will be placed on "Academic Warning." These students risk permanent dismissal from the university if they are unable to meet the academic guidelines. In addition, students are required to attend a mandatory study skills strategies seminar and tutoring in the content areas. Failure to complete this requirement will result in immediate dismissal.

## Academic Achievement Standards

**Status: first term of enrollment  
(attempting 0-21 credits)**

### End of Term Outcome

below 1.00 = suspension  
1.00–1.99 = 1st term on probation  
2.00 or higher = good standing

**Status: first term on probation**

### End of Term Outcome

below 1.00 = dismissal  
1.00–1.25 = suspension  
1.26–1.99 = 2nd term on probation  
2.00 or higher = return to good standing

**Status: second consecutive term on probation**

### End of Term Outcome

0–1.25 = dismissal  
1.26–1.49 = suspension  
1.50–1.99 = 3rd term on probation  
2.00 or higher = return to good standing

**Status: third consecutive term on probation**

### End of Term Outcome

0–1.50 = dismissal  
1.51–1.99 = suspension  
2.00 or higher = return to good standing

## Repeat of Courses

Undergraduate students will be allowed no more than three (3) attempts to successfully complete each course. Students who passed the course but wish to improve their grade may repeat the course if it is available. The highest grade earned will be calculated into the grade point average.

### Required Courses

Students who fail a course after a second attempt will be assigned an academic standing hold and will be placed on academic probation. Students who fail the same course after a third attempt may be academically dismissed.

Students who attempt the same course three times and earn a combination of "W", "WF" and "F" grades will be assigned an academic standing hold; these students may be subject to academic suspension if the course is not successfully completed during the next course offering.

### Appeals

Appeals regarding academic suspension or dismissal can be made to the Academic Appeals Committee after one term of nonmatriculation if extenuating circumstances exist. A student may appeal only once, and the decision of the committee is final.

### Concentrations

In programs of study that require a concentration, students will be given the following options in the event that they cannot successfully complete a concentration course requirement at the third attempt:

1. Make an alternate concentration course selection (if available) or
2. Select a new concentration to meet degree requirements.

## Courses Not Required

If the attempted course is not a specific degree requirement, the student will be unable to attempt the course again. The student must then select an alternate course to meet degree requirements.

## Graduation Requirements

If the attempted course is a mandated graduation requirement such as Community Service Learning, career management course sequences or Sanitation Certification, the student has nine (9) terms to complete the course.

## Academic Counseling

Academic counselors are available in Student Academic & Financial Services to assist students with preparation for graduation. Their goal is to assist students in evaluating, developing, and maximizing their potential by providing guidance and support.

All students are encouraged to meet with an academic counselor. Such a meeting is required for students experiencing academic difficulty. Appointments are recommended.

## Unit of Credit

The university measures academic progress using the quarter credit hour system. Courses are offered in three formats and may combine two or more of those formats, which are: lecture, laboratory and experiential.

Generally, one quarter credit represents 10 hours of instruction, which includes class lecture and additional activities; one quarter credit hour equals two laboratory hours or three experiential hours. Furthermore, all courses require additional hours of study and preparation outside of the classroom or learning environment.

## Residency Requirement

The undergraduate residency requirement refers to the number of courses and credits students must take at JWU, whether they are transfer students or JWU students acquiring an additional degree. The residency requirement for all students at Johnson & Wales University pursuing an associate degree is a minimum of 31.5 quarter credit hours, half of which must be within the major field. For students pursuing a bachelor's degree, the minimum is 45 quarter credit hours, half of which must be within the major field. Upon review, certain related professional studies courses and program electives may be considered when determining residency. Standardized testing credits are not considered when determining residency requirements. Diploma/certificate candidates will be allowed to transfer a maximum of 9.0 quarter credits (including JWU courses) towards diploma/certificate program requirements.

## Graduation Requirements

Each student is required to submit an online graduation application at least two terms prior to degree completion. Students must file one application for **each** expected degree (i.e. associate, bachelor's, master's). The application ensures that the student's name is printed correctly on the diploma, the diploma is sent to the correct address and the information is reviewed at the end of the correct term.

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will be in noncompliance with the criteria for good academic standing and may be subject to academic dismissal. Furthermore, as required by their program, all students must successfully complete Career Capstone (CAR0010), and any and all requirements as indicated in the catalog (for example, culinary/pastry/hospitality students are required to take Food Safety and Sanitation Management, FSM1065, and must pass a national certification exam recognized by the Conference for Food Protection to fulfill graduation requirements.)

All associate level degrees require the completion of a minimum of 90 quarter credits. All bachelor's level degrees require a minimum of an additional ninety (90) quarter credits, for a total of 180 quarter credits. While most major programs have variations that require slightly more quarter credits for completion, no program requires fewer than the 90/180 quarter credit minimum.

All students must be current in all financial obligations to the university, including tuition, fees and other expenses, before a diploma will be issued.

Permission to participate in commencement exercises does not imply that graduation requirements have been met.

## WRITING REQUIREMENT

Students who graduate with a bachelor of science degree must leave Johnson & Wales with effective writing skills. To help them meet this requirement, all students entering or transferring to the university are required to achieve a minimum score of "validated" in a Performance Transcript assessment prior to graduating with a bachelor of science degree. Depending on the major, these writing skills will be assessed at the completion of either ENG1021 Advanced Composition or ENG2010 Technical Writing. If a "validated" assessment is not achieved at this point, students must successfully complete ENG0001 Writing Workshop, a Performance Transcript Writing course, and achieve a "validated" score. This, in effect, is a graduation writing requirement for all students pursuing a bachelor of science degree from JWU.

## Honors

Eligible degree candidates receive *cum laude*, *magna cum laude* and *summa cum laude* recognition according to their academic program average. Students with the designated GPA are eligible to receive honors as follows: *cum laude*, 3.40–3.60; *magna cum laude*, 3.61–3.80; and *summa cum laude*, 3.81–4.00.

## Transfer and Career Prerequisites

Students who intend to transfer to other colleges or enroll in graduate schools after graduation must determine the requirements of those institutions and plan their programs of study accordingly. Johnson & Wales University makes no claim or guarantee for transfer credit to other academic institutions. Similarly, students who intend to take state or foreign business, trade, or professional licensing examinations should determine the prerequisites of those jurisdictions prior to selecting programs of study. Students who are interested in transferring to JWU should see Page 11 for information on transfer admissions.



## Online Learning

The university offers a limited number of online courses to students enrolled at any JWU campus. Courses with an online option are identified in the Course Descriptions and Programs of Study sections of the catalog. Policies pertaining to online courses are available in the Denver Campus Student Handbook. Students interested in registering for an online course should consult with their academic counselor. This catalog does not apply to students enrolled in online-only degree programs.

The university offers online degree completion programs for individuals with associate degrees in culinary arts and baking & pastry arts. For more information on these programs, contact the Online Admissions Office at 1-800-225-2454 or visit [www.jwu.edu/onlinelearning](http://www.jwu.edu/onlinelearning).

## Dean's List

In recognition of scholastic achievement, full-time students (carrying a minimum of 12 quarter credit hours) at Johnson & Wales who have achieved a term GPA of 3.40 or above receive Dean's List commendation.

## Concentrations

The College of Business offers 13.5 quarter credit hour concentrations in Entrepreneurship, Human Resources Management, Management and Marketing Management.

The Hospitality College offers 13.5 quarter credit hour concentrations in Entrepreneurship and Sales, Meeting & Event Management.

NOTE: Particular majors which are not eligible for specific concentrations are listed in the "notes" section following each concentration's requirements.

Successful completion of a concentration is recorded on the student's transcript upon graduation.

## Academic Functions

**Orientation** for all new Adult & Continuing Education students is held each term before the start of classes. Activities include registration, academic orientation, distribution of photo identification cards and parking permits, and meetings with administration. Orientation also includes placement testing.

**Commencement** is held at the end of each academic year. At these exercises, degree candidates are recognized. Participation in commencement exercises does not imply that graduation requirements have been met.

# STUDENT SERVICES

## The Center for Academic Support

The Center for Academic Support (CAS) offers services to assist students in taking full advantage of their Johnson & Wales education as they prepare themselves for their careers. By confidently directing their own learning, students acquire lifelong behaviors and attitudes which are recognized and rewarded by employers. To accomplish this, the CAS offers a comprehensive menu of programs and services.

### PROGRAMS AND SERVICES OFFERED:

- “At-risk” programming including study skills, time management, decision making, etc.
- Accommodations for students with disabilities with appropriate documentation as described below.

The Center for Academic Support complements students’ academic and technical training by sharpening their ability to position themselves in today’s competitive marketplace. Programs centered around personal and career success assist students in achieving those accomplishments. The Center for Academic Support is a vehicle to assist students to succeed while at Johnson & Wales.

### SPECIAL NEEDS/DISABLED STUDENTS

Johnson & Wales is dedicated to providing reasonable accommodations to allow learning disabled, physically disabled and other challenged students to succeed in academic pursuits. While maintaining the highest academic integrity, the university strives to balance scholarship with support services which will assist special needs students in functioning in the university’s academic environment.

Because some programs of study at the university have technical standards and requirements, applicants and students with special needs or disabilities should contact the Center for Academic Support at 303-256-9461 to discuss the availability of reasonable accommodations or to obtain documentation guidelines, where appropriate. For more information on technical standards see Page 40. Available reasonable accommodations for special needs students with appropriate documentation include, but are not limited to

Decelerated Course Load  
Preferential Scheduling  
Individualized Exams  
Note-taking Assistance  
Tape Recorders Allowed in Class  
Taped Texts  
Voice Recognition Software  
Classroom Relocation  
Housing Accommodations  
Medically Excused Absences  
Reader or Scribe  
Assistive Technology

For further information regarding available reasonable accommodations and the accommodations procedure, please see the Academic Support section of the Denver Campus website at [www.jwu.edu](http://www.jwu.edu) or call the Center for Academic Support at 303-256-9461.

## Adult & Continuing Education Orientation

Johnson & Wales University’s orientation program is designed to help students become acquainted with college life and to facilitate a successful experience. Students are introduced to many university administrators, faculty, staff and student leaders who provide valuable information on academic studies, student life and university policies. Information about orientation is mailed to all incoming students.

## Computer and Technology Use

All students are required to comply with the university’s Computer and Technology Use Policy, which is accessible at [www.jwu.edu/legal](http://www.jwu.edu/legal).

The university’s Computer and Technology Use Policy prohibits students from uploading, downloading, posting, publishing, transmitting, retaining, reproducing, sharing or distributing in any way information, software, movies, music, books, articles or any other material which is protected by copyright or other proprietary right, without obtaining permission of the owner. Violation of this policy may result in the termination of a student’s access to the Internet via the university’s Internet system and student conduct review actions up to and including dismissal from the university.

In addition, students should be aware that unauthorized distribution of copyrighted material (e.g., songs, music and other materials), such as through peer-to-peer networks, may constitute copyright infringement and subject students to civil and criminal penalties. Copyright infringers could face statutory damages ranging from \$200 to \$150,000 for each work that is infringed as well as potential criminal penalties, including imprisonment in serious cases. Please refer to the Computer and Technology Use Policy for a further description of prohibited activities regarding use of university technology resources.

## Experiential Education & Career Services

Experiential Education & Career Services offers a variety of work programs and career services to assist students in building career skills to obtain employment and independently navigate their careers.

Career services components include

- a career capstone course for juniors and seniors that prepares them to navigate the job search process.
- career workshops that allow students to select specific skill-building topics.
- networking opportunities with industry professionals through on-campus recruiting events.
- career coaching resources providing personalized mentoring on a variety of career-related topics.
- work experience programs designed to provide practical experience in a student’s chosen field of study while they earn academic credit.
- an online job posting system ([jwu.experience.com](http://jwu.experience.com)) that students can use to search for jobs.

Hundreds of employers, representing the business, hospitality and culinary fields, visit campus each year to participate in recruiting events and serve as guest lecturers and classroom speakers. These activities provide students with a real-world view of industry as well as opportunities to connect with industry professionals and career options.

#### *Work Experience/Internship Programs*

Opportunities are available in the College of Business, The Hospitality College and the College of Culinary Arts. Internship is designed to provide eligible students with practical work experience in their chosen field of study while they earn academic credit for the experience.

## **Health & Wellness Center**

#### *Medical Records*

Prior to the first term of enrollment, the university requires all new, full-time undergraduate students — residents and commuters alike — to submit proof of a complete physical exam within the past year, including documented proof of two doses of the MMR vaccine, a tetanus-diphtheria booster within the past 10 years, a negative tuberculosis test or chest X-ray within the last six months, three doses of hepatitis B vaccine, and completion of the chicken pox vaccine series or proof of physician-diagnosed disease. Pursuant to Colorado law, all resident students who have not received a meningococcal meningitis vaccination must sign a form indicating their decision as to whether or not to receive the meningococcal vaccination. These forms may be obtained by contacting the university at 303-256-9448. A strongly recommended but not required immunization is hepatitis A.

For more information about Health Services, consult the Denver Campus Student Handbook.

## **Campus Safety**

The Denver Campus Safety Office is open 24 hours a day, 365 days a year. Students who have questions or need help should call 303-256-9500. The officers of the department provide crime prevention assistance and first response support for unusual incidents on campus. Incidents of an emergency nature should be reported to the Denver Police at 911, followed by contacting Campus Safety at 303-256-9500.

Campus Safety officers patrol the campus at all times and utilize an integrated electronic access control and digital camera system. Emergency blue-light telephones are strategically located throughout the campus and directly connect callers to the Campus Safety dispatcher on duty. Campus Safety also has the ability to issue timely alerts to the campus community if necessary via an emergency notification mass-messaging system.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Johnson & Wales University publishes an Annual Security Report, which discloses information about campus security, and statistics concerning reported crimes that occurred on campus, on university-controlled property, and on public property immediately adjacent to campus. A copy of the report may be obtained from the Admissions Office or Campus Safety Office.

You may also visit [www.jwu.edu/denver/safety](http://www.jwu.edu/denver/safety) to view a copy of the most recent Annual Security Report.

The university maintains a log of all fires that occur in on-campus housing. In addition, in compliance with the Higher Education Opportunity Act of 2008, the university will publish annually a fire safety report which will disclose information about the campus fire safety policies and procedures and fire statistics for each residence hall. Once published, copies of the annual fire safety report may be obtained from the Campus Safety Office or by visiting [www.jwu.edu/denver/safety](http://www.jwu.edu/denver/safety).

# COLLEGE OF BUSINESS

## PROGRAMS OF STUDY

### Management

#### BACHELOR OF SCIENCE (B.S.) DEGREE

The goal of the four-year Management program is to prepare graduates for careers in a variety of entry-level managerial positions in a wide range of firms. Students are expected to acquire the communication, critical thinking and ethical reasoning skills essential for today's managers. The program's mix of course work provides students with a broad understanding of the issues facing the business world.

An important component of the program's educational experience is the general studies courses taught by the School of Arts & Sciences. Graduates are expected to show competencies in higher order thinking, ethics, global diversity, responsible citizenship and leadership. The following literacies should also be demonstrated: sociocultural, quantitative, scientific and informational.

Students who maintain a GPA of at least 2.75 may have the opportunity to participate in an internship and gain experiential education in their area of interest. Options are also available for foreign travel through the study abroad program.

Regardless of what industry the student chooses to enter, an understanding of key business principles is critical to a successful career, whether it is vying for a first job placement or success later in life. A student may focus on studies leading to management positions in production operations, human resources, financial services and other service industries.

Students will choose one concentration from the university's offerings. The university's faculty advising system will facilitate these selections.

#### CONCENTRATIONS FOR MANAGEMENT MAJORS

- Entrepreneurship
- Human Resources Management
- Marketing Management







## MANAGEMENT

A four-year program leading to the bachelor of science degree

MAJOR COURSES		CREDITS
ACCT3023	Managerial Accounting	4.5
FISV2010	Finance	4.5
MGMT1001	Principles of Management	4.5
MGMT2001	Human Resources Management	4.5
MGMT2020	Organizational Behavior	4.5
MGMT2030	Service and Production Operations Management	4.5
MGMT3030	Managerial Technology	4.5
MGMT3040	Process and Quality Management	4.5
<b>Choose one of the following:</b>		13.5
MGMT3060	Human Resources Training and Development AND	
MGMT4001	Process Planning and Control AND	
MGMT4070	Human Resources Management Strategy OR	
IBUS4090	International Business Experience	
MGMT4020	Strategic Management	4.5
MGMT4030	Senior Management Seminar	4.5
MGMT4099	Management Internship*	13.5
MRKT1001	Principles of Marketing	4.5
Manage. Concentr.	Select one concentration from previous page	13.5

## RELATED PROFESSIONAL STUDIES

ACCT10211	Business Accounting I	4.5
ACCT10221	Business Accounting II	4.5
CAR0010	Career Capstone	1.0
FIT1000	Information Technology for Business Professionals I	4.5
FIT1020	Information Technology for Business Professionals II	4.5
LAW2001	The Legal Environment of Business I	4.5
LAW3002	The Legal Environment of Business II	4.5

## GENERAL STUDIES

ECON1001	Macroeconomics	4.5
ECON2002	Microeconomics	4.5
ENG1020	English Composition	4.5
ENG1021	Advanced Composition and Communication	4.5
ENG1030	Communication Skills	4.5
MATH2001	Statistics	4.5
Math	One math course at the MATH1002 level or higher	4.5
Science	One SCI-designated course	4.5
Electives	Two courses with an EASC attribute selected from offerings within the School of Arts & Sciences	9.0

**Choose two of the following:** 9.0

PHIL3040	Ethics of Business Leadership
History	One HIST-designated course (except HIST4030)
Literature	ENG1001 or one LIT-designated course

**Choose two of the following:** 9.0

LEAD2001	Foundations of Leadership Studies
PSYC2001	Introductory Psychology
SOC2001	Sociology I

**TOTAL CREDITS 181.0**

\* Students meeting eligibility criteria may elect a Management Internship, Summer Study Abroad or SWAP (Students Working Abroad Program) to satisfy requirements. Otherwise, students must take three additional career electives from the College of Business.

NOTES: Students must have MATH0001 (Basic Mathematics) or equivalent placement scores to enroll in the math requirement.

Students must earn a performance transcript writing assessment of "validated" or "mastered" in order to graduate with a bachelor's degree.

Study Abroad programs may satisfy a variety of History, Sociology, English and other elective requirements. Contact the Study Abroad Office at 401-598-1406 for details.

## MANAGEMENT (accelerated)

A two-year program leading to the bachelor of science degree for graduates of non-management and/or business-related associate degree programs

### FIRST TWO YEARS:

Associate Degree (or equivalent) 90.0

Students must meet program's prerequisite requirements listed below.

### THIRD AND FOURTH YEARS:

MAJOR COURSES		CREDITS
ACCT10211	Business Accounting I	4.5
ACCT10221	Business Accounting II	4.5
ACCT3023	Managerial Accounting	4.5
FISV2010	Finance	4.5
MGMT1001	Principles of Management	4.5
MGMT2001	Human Resources Management	4.5
MGMT2030	Service and Production Operations Management	4.5
MGMT3030	Managerial Technology	4.5
MGMT4020	Strategic Management	4.5
MGMT4030	Senior Management Seminar	4.5
MRKT1001	Principles of Marketing	4.5

### Choose one of the following:

MGMT3040	Process and Quality Management AND	
MGMT4050	Operations Management Strategy	
	OR	9.0
MGMT3060	Human Resources Training and	
	Development AND	
MGMT4070	Human Resources Management Strategy	

### RELATED PROFESSIONAL STUDIES

CAR0010	Career Capstone	1.0
FIT1020	Information Technology for Business Professionals II	4.5
LAW2001	The Legal Environment of Business I	4.5

### GENERAL STUDIES

ECON1001	Macroeconomics	4.5
ECON2002	Microeconomics	4.5
ENG1021	Advanced Composition and Communication	4.5
LEAD2001	Foundations of Leadership Studies	4.5
MATH2001	Statistics	4.5
History	One HIST-designated course (except HIST4030)	4.5
Elective	One course with an EASC attribute selected from offerings within the School of Arts & Sciences or any other general studies course	4.5

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<b>TOTAL CREDITS</b>	<b>100.0</b>
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<b>FOUR-YEAR CREDIT TOTAL</b>	<b>190.0</b>
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NOTES: Students must have MATH0001 (Basic Mathematics) or equivalent placement scores to enroll in the math requirement.

Students must earn a performance transcript writing assessment of "validated" or "mastered" in order to graduate with a bachelor's degree.

Study Abroad programs may satisfy a variety of History, Sociology, English and other elective requirements. Contact the Study Abroad Office at 401-598-1406 for details.

### PREREQUISITES

ENG1001	An Introduction to Literary Genres
ENG1020	English Composition
ENG1030	Communication Skills
FIT1000	Information Technology for Business Professionals I
Math	One math course, MATH1002 level or higher
Science	One science course
Social	One sociology, psychology or political science course
Science	





## Marketing

### BACHELOR OF SCIENCE (B.S.) DEGREE

The Marketing bachelor's degree program provides students with a broad range of knowledge and practical skills related to the fundamentals of marketing including product, pricing, promotion, distribution and customer relationship management.

Upon completion of the program, graduates are expected to demonstrate the ability to

- develop, implement, analyze, interpret, and make recommendations based on secondary and primary research data using qualitative and quantitative methods
- analyze consumer decision-making and behavior
- prepare and conduct a professional sales presentation
- develop e-commerce, international and strategic marketing plans

Specific skills developed include managing market research projects, developing Web-based marketing programs, developing and executing brand strategies, and developing and managing comprehensive marketing plans. Students have the opportunity to hone these skills while participating in a term-long internship, held at a wide variety of host sites.

By participating in the marketing internship, students have the opportunity to apply basic knowledge in actual, ongoing marketing research projects for the university and its outside clients. Students work together in groups for project managers under the guidance of faculty members and meet weekly in classroom seminars.

A traditional internship experience is also offered. This is a one-term, 13.5 credit experience with a business partner anywhere in the world. Students complete a specific, business-building project, which is reviewed by the faculty advisor and the business partner.

Upon graduation, students may be employed by retail, consumer goods, industrial or advertising companies in positions that utilize these skills. Typical areas of interest include entry-level positions in sales, market research, market analysis, product development or brand management.



Students should use their career electives and free electives to create a meaningful, customized career concentration. The university's faculty advising system will facilitate these selections.

An important component of the program's educational experience is the general studies courses taught by the School of Arts & Sciences. Graduates are expected to show competencies in higher order thinking, communications, ethics, global diversity, responsible citizenship, leadership and artistic responsibility. The following literacies should also be demonstrated: sociocultural, quantitative, scientific and informational.

### CONCENTRATIONS FOR MARKETING MAJORS

- Entrepreneurship
- Human Resources Management
- Management

## MARKETING

A four-year program leading to the bachelor of science degree

MAJOR COURSES		CREDITS
ADVC1010	Marketing Communications I	4.5
ADVC1011	Marketing Communications II	4.5
FISV2010	Finance	4.5
MRKT1001	Principles of Marketing	4.5
MRKT1002	Consumer Behavior	4.5
MRKT1011	Principles of Professional Selling	4.5
MRKT2020	Business-to-Business Marketing	4.5
MRKT2050	Qualitative Research	4.5
MRKT3005	Brand Marketing	4.5
MRKT3011	Direct Marketing	4.5
MRKT3040	e-Commerce	4.5
MRKT3055	Quantitative Research	4.5
MRKT4001	Strategic Marketing	4.5
MRKT4030	International Marketing	4.5
MRKT4099	Marketing Internship*	9.0
Career	Three courses with an ECAR attribute	
Electives	selected from offerings within the College of Business	
	OR	13.5
Marketing Concentr.	Select one concentration from offerings listed on Page 31	

## RELATED PROFESSIONAL STUDIES

ACCT10211	Business Accounting I	4.5
ACCT10221	Business Accounting II	4.5
CAR0010	Career Capstone	1.0
FIT1000	Information Technology for Business Professionals I	4.5
FIT1020	Information Technology for Business Professionals II	4.5
LAW2001	The Legal Environment of Business I	4.5
MGMT1001	Principles of Management	4.5

**Choose one of the following:** 13.5

IBUS4090	International Business Experience	
	OR	
IBUS4020	Summer Work Abroad International Seminar AND	
IBUS4082	SWAP Operations Management and Process Improvement	
	OR	
IBUS4020	Summer Work Abroad International Seminar AND	
IBUS4086	SWAP Process Mapping	
	OR	
MRKT4099	Marketing Internship	
	OR	
Concentr.	Three courses selected from declared College of Business concentration offerings	

## GENERAL STUDIES

ECON1001	Macroeconomics	4.5
ECON2002	Microeconomics	4.5
ENG1020	English Composition	4.5
ENG1021	Advanced Composition and Communication	4.5
ENG1030	Communication Skills	4.5
MATH2001	Statistics	4.5
Math	One math course at the MATH1002 level or higher	4.5
Science	One SCI-designated course	4.5
Electives	Two courses with an EASC attribute selected from offerings within the School of Arts & Sciences	9.0

**Choose two of the following:** 9.0

PHIL3040	Ethics of Business Leadership	
History	One HIST-designated course (except HIST4030)	
Literature	ENG1001 or one LIT-designated course	

**Choose two of the following:** 9.0

LEAD2001	Foundations of Leadership Studies	
PSYC2001	Introductory Psychology	
SOC2001	Sociology I	

**TOTAL CREDITS** 190.0

\*Students may take career electives or directed work experience to fulfill this requirement.

NOTES: Students must have MATH0001 (Basic Mathematics) or equivalent placement scores to enroll in the math requirement.

Students must earn a performance transcript writing assessment of "validated" or "mastered" in order to graduate with a bachelor's degree.

Study Abroad programs may satisfy a variety of History, Sociology, English and other elective requirements. Contact the Study Abroad Office at 401-598-1406 for details.





## CONCENTRATIONS

Students may choose to focus their electives in any of the following concentrations. Beyond the enrichment a concentration provides, students' transcripts will reflect commitment to a particular area which may be impressive to prospective employers.

Each student should consult with his/her faculty advisor in order to determine which concentration(s) will best further the student's career goals. Students then need to formally declare their concentration(s) by completing a concentration form in Student Academic & Financial Services. A student may declare up to a maximum of three concentrations per degree program.

### COLLEGE OF BUSINESS

Courses already required in a student's individual program cannot be selected to fulfill a COB concentration requirement. Students are responsible for completing any prerequisites necessary for courses listed in a concentration in order to complete the concentration.

#### Entrepreneurship

Choose any three of the following courses.

COURSES	CREDITS
ENTR2030 The Business Plan	4.5
ENTR2040 Financing the Entrepreneurial Venture	4.5
ENTR3025 Business Expansion Strategies and Tactics	4.5
ENTR4010 Managing Change and Innovation	4.5
<b>TOTAL CREDITS</b>	<b>13.5</b>

#### Human Resources Management

Choose any three of the following courses.

COURSES	CREDITS
ECON3030 Managerial Economics	4.5
MGMT2001 Human Resource Management	4.5
MGMT3050 Compensation and Benefits Management	4.5
MGMT3060 Human Resources Training and Development	4.5
MGMT3070 Contemporary Management	4.5
MGMT4070 Human Resources Management Strategy	4.5
<b>TOTAL CREDITS</b>	<b>13.5</b>

#### Management

Choose any three of the following courses.

COURSES	CREDITS
MGMT2001 Human Resource Management	4.5
MGMT2020 Organizational Behavior	4.5
MGMT3030 Managerial Technology	4.5
MGMT3060 Human Resource Training	4.5
MGMT4001 Process Planning and Control	4.5
<b>TOTAL CREDITS</b>	<b>13.5</b>

#### Marketing Management

Choose any three of the following courses.

COURSES	CREDITS
MRKT1002 Consumer Behavior	4.5
MRKT2020 Business-to-Business Marketing	4.5
MRKT2050 Qualitative Research	4.5
MRKT3005 Brand Marketing	4.5
MRKT4030 International Marketing	4.5
<b>TOTAL CREDITS</b>	<b>13.5</b>



# COLLEGE OF CULINARY ARTS

## PROGRAMS OF STUDY

### Culinary Arts

#### DIPLOMA PROGRAM

The Culinary Arts curriculum is available in a diploma program which is designed to teach basic cooking techniques to individuals interested in attaining positions in commercial food service establishments. The diploma program is designed for recent high school graduates as well as for those seeking additional food service knowledge or a career change into this field.

In the Culinary Arts diploma program, students learn basic cooking methods, and participate in an internship assignment at one of the university's food service facilities.

Students may seek immediate career opportunities upon graduation or continue their education in a two-year program.

The Culinary Arts diploma program is offered as a weekend schedule.

#### ASSOCIATE IN SCIENCE (A.S.) DEGREE

The associate degree program in Culinary Arts provides students with practical education in food production, while developing professionalism and excellence in academic achievement. Students progress through a program of study that builds proficiency in food production and cooking, cost control, nutrition, sanitation, food safety and food marketing. Hands-on training is paired with traditional academic courses resulting in a curriculum that is both dynamic and directly aligned with industry needs.

The focus of the first-year culinary lab classes is development and practice of cooking skills, complemented by the development of baking, dining and beverage service skills, which includes national certification in alcohol intervention procedures. The academic areas include mathematics, introduction to menu planning and cost control, English composition, community service, professional development and a national food safety certification.

Second-year laboratories include advanced techniques in classical and international cuisines, garde manger, patisserie/dessert and dining room, as well as the academic areas of leadership studies, personalized nutrition management and communication skills.

Students will experience one term of experiential education, which includes internships.

#### Culinary Internship

During culinary internships, students participate in actual public food service operations in preparation for future careers. Possible sites include university-owned or operated practicum educational facilities, hotels, restaurants, country clubs, resorts, casinos, spas and contract food service providers. Eligibility requirements for certain sites include a 2.75 cumulative GPA and completion of all prerequisite coursework. Additionally, select students have the opportunity to participate in international internships at host company sites throughout the world, which are chosen by the university. In addition to meeting specific college eligibility requirements, students interested in completing internship in a targeted country must exhibit the necessary conversational language skills of that country, must maintain a 3.25 cumulative grade point average and have a minimum of one year of work experience in a full-service restaurant or similar experience in a hotel or resort.

Graduates of the associate degree program in Culinary Arts have the opportunity to gain immediate, successful employment in the food service industry, which would include a variety of positions in full-service restaurants, hotels, clubs and resorts catering operations, quantity food production facilities, health spas and cruise lines.

Graduates of this program are eligible, or may apply, for entrance into the following bachelor of science degree programs: Baking & Pastry Arts (Providence Campus), Culinary Arts and Food Service Management (Day Program), Culinary Nutrition (Day Program) or Food Service Entrepreneurship (Providence Campus). Certain requirements pertain to each of these bachelor degree programs, which are noted in their respective program descriptions.

## CULINARY ARTS DIPLOMA PROGRAM

A program leading to a diploma

MAJOR COURSES		CREDITS
CUL1315	Stocks, Sauces and Soups	3.0
CUL1325	Essentials of Dining Room	3.0
CUL1335	Traditional European Cuisine	3.0
CUL1345	Introduction to Baking & Pastry	3.0
CUL1355	New World Cuisine	3.0
CUL1365	Principles of Beverage Service*	3.0
CUL1375	Nutrition and Sensory Analysis	3.0
CUL1385	Fundamentals of Food Service Production	3.0
CUL1395	Purchasing and Product Identification	3.0
CUL1405	Skills of Meatcutting	3.0
CUL2215	Garde Manger	3.0
CUL2225	Classical French Cuisine	3.0
CUL2235	Advanced Dining Room Procedures	3.0
CUL2245	International Cuisine	3.0
CUL2255	Advanced Patisserie/Desserts	3.0

### Culinary Arts Applications\*\*

CUL2626	Culinary Arts Internship	6.75–13.5
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### RELATED PROFESSIONAL STUDIES

FSM1065	Food Safety and Sanitation Management***	1.5
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**TOTAL CREDITS** **60.0**

\* ServSafe Alcohol Certification course required.

\*\* Students select or are assigned to one of the Culinary Arts applications for 6.75–13.5 quarter credit hours of the program.

\*\*\* Students must pass a national exam that is recognized by the Conference for Food Protection as a graduation requirement.

### TWO-YEAR OPTION:

- Culinary Arts

## CULINARY ARTS

A two-year program leading to the associate in science degree

MAJOR COURSES		CREDITS
CUL1315	Stocks, Sauces and Soups	3.0
CUL1325	Essentials of Dining Room	3.0
CUL1335	Traditional European Cuisine	3.0
CUL1345	Introduction to Baking & Pastry	3.0
CUL1355	New World Cuisine	3.0
CUL1365	Principles of Beverage Service*	3.0
CUL1375	Nutrition and Sensory Analysis	3.0
CUL1385	Fundamentals of Food Service Production	3.0
CUL1395	Purchasing and Product Identification	3.0
CUL1405	Skills of Meatcutting	3.0
CUL2215	Garde Manger	3.0
CUL2225	Classical French Cuisine	3.0
CUL2235	Advanced Dining Room Procedures	3.0
CUL2245	International Cuisine	3.0
CUL2255	Advanced Patisserie/Desserts	3.0

### Culinary Arts Applications\*\*

CUL2626	Culinary Arts Internship	6.75–13.5
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### RELATED PROFESSIONAL STUDIES

FSM1065	Food Safety and Sanitation Management***	1.5
FSM2045	Introduction to Menu Planning and Cost Controls	4.5

### GENERAL STUDIES

ENG1020	English Composition	4.5
ENG1021	Advanced Composition and Communication	4.5
ENG1030	Communication Skills	4.5
LEAD2001	Foundations of Leadership Studies	4.5
MATH1002	A Survey of College Mathematics	4.5
NUTR2001	Introduction to Nutrition	4.5
Science	One SCI-designated course	4.5

**TOTAL CREDITS** **96.0**

\* ServSafe Alcohol Certification course required.

\*\* Students select or are assigned to one of the Culinary Arts applications for 6.75–13.5 quarter credit hours of the program.

\*\*\* Students must pass a national exam that is recognized by the Conference for Food Protection as a graduation requirement.

NOTE: Students must have MATH0001 (Basic Mathematics) or equivalent placement scores to enroll in MATH1002.

### FOUR-YEAR OPTIONS:

- Baking & Pastry Arts (Providence Campus)
- Culinary Arts and Food Service Management (Day Program)
- Culinary Nutrition (Day Program)
- Food Service Entrepreneurship (Providence Campus)

# THE HOSPITALITY COLLEGE

## PROGRAM OF STUDY

### Hotel & Lodging Management (The Hospitality College)

#### BACHELOR OF SCIENCE (B.S.) DEGREE

The Hotel & Lodging Management bachelor's degree program focuses on current best practices for operational, strategic and staff management in lodging properties and companies. Lodging is defined as activities related to commercial, overnight accommodations of all types, including hotels, resorts and smaller lodging properties (e.g., boutique hotels, country inns, B&Bs, etc.).

The degree prepares graduates for employment in operational management or professional staff positions within commercial lodging companies, as well as positioning them to move up to higher-level positions such as general manager and various corporate staff positions. Possible career tracks might relate to front office management, housekeeping, food and beverage management and affiliated activities such as concierge, spa management, property sales and marketing, convention services, meeting and event planning, resort activities, revenue management, controller, development, regional management, etc.

Graduates are expected to be able to utilize their technical and management skills, as well as apply critical thinking skills, ethical standards and problem-solving techniques within a lodging organization.

Hotel & Lodging Management students complete a required internship experience at a local hotel. These facilities, which are open to the public, provide an opportunity to gain practical experience in lodging and food service operations through a rotation among several departments. Students may also fulfill this requirement by being assigned to an internship at local, non-JWU affiliated hotels. This is done at the discretion of the internship coordinator.

At least one three-course Hospitality College concentration is required for graduation. This program allows students to select concentrations that can lead to career growth within lodging companies or to enhance their initial and subsequent career opportunities. Students may elect to use their hospitality and free elective credits for a second concentration, an internship or a summer abroad program.

### CONCENTRATIONS FOR HOTEL & LODGING MANAGEMENT MAJORS

- Entrepreneurship
- Sales, Meeting and Event Management





## HOTEL & LODGING MANAGEMENT

A four-year program leading to the bachelor of science degree

### MAJOR COURSES CREDITS

FSM1065	Food Safety and Sanitation Management*	1.5
FSM2085	Hotel Food and Beverage Operations	4.5
FSM2095	Hotel Food and Beverage Controls	4.5
FSM4060	Hospitality Operations Management	9.0
HOSP1001	The Hospitality Field	4.5
HOSP1008	Customer/Guest Service Management	4.5
HOSP1010	Front Office Operations	4.5
HOSP2030	Hospitality Human Resources and Diversity Leadership	4.5
HOSP2011	Hospitality Sales and Meeting Management	4.5
HOSP2099	Hotel Internship	13.5
HOSP3033	Hospitality Property Operations	4.5
HOSP3077	Revenue Management	4.5
HOSP3050	Hospitality Strategic Marketing	4.5
HOSP4060	Hospitality Management Seminar	4.5
Hospitality Concentr.	Three courses selected from declared concentration. Some study abroad programs offer completion of a Hospitality concentration.	13.5
	<b>Choose one of the following:</b>	9.0

Hospitality Electives	Two courses with an EHSP attribute selected from offerings within The Hospitality College
	OR
	Second Hospitality concentration (with use of one free elective).
	Some study abroad programs offer completion of a Hospitality concentration.
	OR
	Study Abroad (with use of one free elective)
	OR
	Second Internship (with use of one free elective)

### RELATED PROFESSIONAL STUDIES

ACCT10111	Hospitality Accounting I	4.5
ACCT10121	Hospitality Accounting II	4.5
ACCT3025	Hospitality Financial Management	4.5
CAR0010	Career Capstone	1.0
LAW2010	Hospitality Law	4.5

### GENERAL STUDIES

ECON1001	Macroeconomics	4.5
ECON2002	Microeconomics	4.5
ENG1001	An Introduction to Literary Genres	4.5
ENG1020	English Composition	4.5
ENG1021	Advanced Composition and Communication	4.5
ENG1030	Communication Skills	4.5
LEAD2001	Foundations of Leadership Studies	4.5
MATH2001	Statistics	4.5
PSYC2001	Introductory Psychology	4.5
SPAN1011	Conversational Spanish I: Specialized Vocabulary	4.5
History	One HIST-designated course (except HIST4030)	4.5

Math	One math course at the MATH1002 level or higher	4.5
Science	One SCI-designated course	4.5
Electives	Two courses with an EASC attribute selected from offerings within the School of Arts & Sciences or any other general studies course	9.0

### FREE ELECTIVE\*\*

One course selected from 1002–4999 numbered offerings within the university (except ACCT1005, LAW1002, MGMT2001 or MRKT1001). It is important to save this elective if you plan to participate in a Hospitality study abroad program. 4.5

### TOTAL CREDITS 187.0

\* Students must pass a national exam that is recognized by the Conference for Food Protection as a graduation requirement.

\*\* Elective courses allow students to enhance their education by earning a second concentration or by participating in an internship or study abroad program. Students use two Hospitality electives and one free elective towards this program.

NOTES: Students must have MATH0001 (Basic Mathematics) or equivalent placement scores to enroll in the math requirement.

Students must earn a performance transcript writing assessment of "validated" or "mastered" in order to graduate with a bachelor's degree.

Study Abroad programs may satisfy a variety of History, Sociology, English and other elective requirements. Contact the Study Abroad Office at 401-598-1406 for details.



## CONCENTRATIONS

Students may choose to focus their electives in any of the following concentrations. Beyond the enrichment a concentration provides, students' transcripts will reflect commitment to a particular area which may be impressive to prospective employers.

Each student should consult with his/her faculty advisor in order to determine which concentration(s) will best further the student's career goals. Students then need to formally declare their concentration(s) by completing a concentration form in Student Academic & Financial Services. A student may declare up to a maximum of three concentrations per degree program.

### THE HOSPITALITY COLLEGE

As a condition of baccalaureate graduation, all students enrolled in Hospitality College degrees must complete a concentration during their junior and senior years.

When completing a concentration in The Hospitality College, students may not use required core courses (or their equivalent) from within their chosen major. Additionally, students may not apply the same course to different Hospitality College concentrations.

Hospitality majors have three concentration electives and two hospitality electives. Transfer students who transfer in three or more hospitality elective courses are not required to use their remaining electives toward a concentration.

### Entrepreneurship

Choose any three of the following courses.

COURSES		CREDITS
ENTR2030	The Business Plan	4.5
ENTR2040	Financing the Entrepreneurial Venture	4.5
ENTR3025	Business Expansion Strategies and Tactics	4.5
ENTR4010	Managing Change and Innovation	4.5

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<b>TOTAL CREDITS</b>	<b>13.5</b>
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### Sales, Meeting and Event Management

COURSES		CREDITS
HOSP3020	Trade Show/Exposition Management	4.5
<b>Choose two of the following:</b>		
MRKT3011	Direct Marketing	4.5
MRKT3040	e-Commerce	4.5
SEE2020	Event Management	4.5
SEE3042	Weddings & Ceremonies	4.5
SEE3045	Media Relations	4.5

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<b>TOTAL CREDITS</b>	<b>13.5</b>
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# TECHNICAL STANDARDS

## COLLEGE OF CULINARY ARTS

To participate in any program in the College of Culinary Arts, each student, with or without reasonable accommodations, must be able to safely and effectively

- communicate in person with co-workers and guests
- attend and participate in laboratory and production classes of up to six hours in length
- lift and transport food and other culinary product, equipment, small wares and utensils
- lift and transport trays with hot and cold plated foods, small wares, and other items, and serve and clear tables where guests are seated
- pour and serve liquids and beverages, including hot liquids
- use knives and other commercial cooking utensils
- operate commercial cooking and food service equipment
- maneuver in professional or commercial kitchens, dining rooms and related facilities
- test and evaluate the taste, appearance, texture and aroma of food and beverage products
- use commercial cleaning and sanitizing equipment and materials

The foregoing technical standards are essential to all programs of instruction in the College of Culinary Arts and also reflect industry requirements and standards.

## THE HOSPITALITY COLLEGE

To participate in these programs, each student, with or without reasonable accommodations, must be able to safely and effectively

- communicate with fellow workers, guests and customers in person, by telephone and by radio
- attend and participate in both day and night shift (including third shift) classes
- input data into and retrieve data from a computer
- lift, transport and set up moveable hotel furniture, serving equipment and cleaning equipment, and safely and effectively operate or use such items in the preparation, utilization and maintenance of hotel or institutional facilities
- attend and participate in laboratory and food production classes of up to six hours in length
- lift and transport food and other culinary product, equipment, small wares and utensils
- lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated
- pour and serve liquids and beverages, including hot liquids
- use knives and other commercial cooking utensils
- operate commercial cooking and food service equipment
- maneuver in professional or commercial kitchens, dining rooms and related facilities
- test and evaluate the taste, appearance, texture and aroma of food and beverage products
- perform commercial or institutional housekeeping tasks (such as bedmaking) and use commercial cleaning and sanitizing equipment and materials

The foregoing technical standards are essential to the programs of instruction in The Hospitality College and also reflect industry requirements and standards.



# COURSE NUMBERING SYSTEM

Alphabetic

Code Discipline

## Alan Shawn Feinstein Graduate School

COMM Communication  
EVNT Event Leadership  
GRAD Graduate Studies

## Career Development

CAR Career Management

## College of Business

ACCT\* Accounting  
ADVC Advertising Communications  
ENTR Entrepreneurship  
EQN Equine  
FISV\* Financial Services Management  
IBUS\* International Business  
LAW\* Law  
MGHI Management and the Hospitality Industry  
MGMT\* Management  
MRKT\* Marketing  
RTL Retail

## College of Culinary Arts

BPA Baking & Pastry Arts  
CUL Culinary Arts  
FSM Food Service Management  
NUTR Culinary Nutrition

## The Hospitality College

FSM Food Service Management  
HOSP\* Hospitality Management  
IHTV International Hotel and Tourism  
MGHI Management and the Hospitality Industry  
SEE Sports/Entertainment/Event Management  
TRVL Travel/Tourism

## School of Arts & Sciences

ARA Arabic  
ART Art  
CSL Community Service Learning  
ECON\* Economics  
ENG English  
ESL English Language Institute  
FREN French  
GER German  
HIST History  
HUM Humanities  
LEAD Leadership Studies  
LIT\* Literature  
MATH Mathematics  
PHIL Philosophy  
PSCI Political Science  
PSYC Psychology  
REL Religion  
RSCH\* Research  
RUS Russian  
SCI Science  
SOC Sociology  
SPAN Spanish

## School of Education

EDUC Education  
SPED Special Education

\*these codes also exist in the graduate school

Alphabetic

Code Discipline (continued)

## School of Technology

CAD Computerized Drafting  
CGRA Computer Graphics  
CSIS Computer Science  
DME Digital Media  
ENGN Engineering  
FIT Foundations in Technology  
ITEC Information Technology  
PRMG Project Management  
TECX Technology Experiential Education

## Other

ABRD Academic International Programs  
PHYS Physical Education

## Numeric Values

0001–0999 Non-credit and/or institutional credit courses  
1000–1999 Introductory courses  
2000–3999 Intermediate courses  
4000–4999 Advanced courses  
5000–6999 Graduate courses  
7000–9999 Doctoral courses

## First Digit

1	Freshman level	4	Senior level
2	Sophomore level	5–6	Graduate level
3	Junior level	7–9	Doctoral level

## Miscellaneous

GS Denotes a general studies course outside of the School of Arts & Sciences  
HO Denotes an honors-option course  
HY Denotes a hybrid format course  
OL Denotes an online course  
PT Denotes a course in which performance transcript skills are measured  
SL Denotes a possible service learning module  
WI Denotes a writing-intensive course

## Definitions of Elective Attributes

Elective courses, as designated by each program, allow students to personalize their program of study by selecting courses that will strengthen and support their individual or career aspirations. Eligible elective course offerings are defined by attribute type and are identified by appropriate colleges or schools. Special note: Individual program requirements will detail any exceptions when specific courses may not satisfy an elective requirement.

When selecting an elective, students must register the appropriate type of elective and are responsible for satisfying any prerequisites or restrictions that may be present on the elective course offering. Furthermore, the elective may not be a required course in the student's program of study.

Type of elective	Attribute type
accounting	EACC
arts & sciences	EASC
baking/pastry	EBAP
career elective	ECAR
criminal justice	ECJS
culinary	ECUL
elective ("free" elective)	any 1000-level or higher course except those noted
equine	EEQN
financial services	EFIN
graduate	EGRD
hospitality	EHSP
international business	EIBU
technology	ETEC

# COURSE DESCRIPTIONS

## Experiential Education & Career Services

### CAREER MANAGEMENT

#### CAR0010 CAREER CAPSTONE

This career management course focuses on preparing students to make the transition from college to career. Students learn ways to enhance and customize their job search materials such as résumés, portfolios and cover letters to market themselves effectively to employers. General job search strategies as well as networking and interview techniques are reinforced. Other topics include career self-assessment, evaluating and negotiating job offers, identifying and pursuing internships and the services provided by Experiential Education & Career Services. Prerequisite: Junior status. (PT) (OL) Quarter Credit Hours 1.0

## College of Business

### ACCOUNTING

#### ACCT10111 HOSPITALITY ACCOUNTING I

This course is designed to combine the concepts of accounting theory and practice with the specialized requirements of the hospitality industry. The course introduces the nature and purpose of accounting, the double-entry system, hospitality accounting documents and special journals, inventories, adjusting entries, financial statements and the closing process. Students learn the accounting cycle for proprietorship and corporate forms of business. (OL) Quarter Credit Hours 4.5

#### ACCT10121 HOSPITALITY ACCOUNTING II

This course is based on the Uniform System of Accounts as approved by the American Hotel & Lodging Association. Comprehensive coverage is given to revenue and expense accounting, the periodic inventory method, preparation of departmental and corporate financial statements for a hotel, ratio analysis, accounting for intangible assets, and selective topics in property and equipment accounting and hospitality payroll. Prerequisite: ACCT10011 or ACCT10111 or ACCT10211. (OL) Quarter Credit Hours 4.5

#### ACCT10211 BUSINESS ACCOUNTING I

The purpose of this course is to provide the student with an understanding of the processing of financial data with an emphasis on concepts rather than procedures. Accounting is presented with a focus in its business context, integrating ratios and financial statements to enhance the understanding of how the information is used as a tool for decision making in the business world. Quarter Credit Hours 4.5

#### ACCT10221 BUSINESS ACCOUNTING II

The purpose of this course is to provide the student with an understanding of accounting for assets, liabilities and equity necessary in running a business and evaluating its operating results and financial condition employing various analytical methods and ratios. Prerequisite: ACCT10011 or ACCT10111 or ACCT10211. Quarter Credit Hours 4.5

#### ACCT3023 MANAGERIAL ACCOUNTING

Designed for business students, this course focuses on the informational needs of internal users of financial information such as company officers, company executives, human resource managers, marketing managers, program directors and production operation managers. Emphasis is placed on acquiring and analyzing the financial and nonfinancial information that is needed by these users to plan, direct and control the business. This course is not available to accounting majors. Prerequisites: MGMT1001, ACCT10021 or ACCT10221, junior status. Quarter Credit Hours 4.5

#### ACCT3025 HOSPITALITY FINANCIAL MANAGEMENT

This course presents how accounting information is used by management to analyze and measure the efficiency and profitability of a hospitality business. The course emphasizes the managerial uses of accounting data in decision making, preparation of budgets and variance analysis, relevant cost analysis, regression analysis and cost-volume-profit relationships. Prerequisite: ACCT10021 or ACCT10121, junior status. (OL) Quarter Credit Hours 4.5

### ADVERTISING COMMUNICATIONS

#### ADVC1010 MARKETING COMMUNICATIONS I

This course covers the role of marketing communications in the overall marketing process. Emphasis is placed on the integration of advertising, sales promotion, public relations, direct marketing, personal selling and interactive marketing in the creation of effective communication campaigns. Topics include agency/client relationships, communication theory and the creative process. Prerequisite: MRKT1001 or HOSP3050. Quarter Credit Hours 4.5

#### ADVC1011 MARKETING COMMUNICATIONS II

This course focuses on the process of media analysis, selection and purchase in marketing communications planning. Students learn to combine and coordinate appropriate media choices across multiple communication options. Topics include agency/media relations, added value promotions, ratings and audience measurement, and emerging media categories. Prerequisite: ADVC1010. (PT) Quarter Credit Hours 4.5

### BUSINESS

#### BUS3092 DIRECTED WORK EXPERIENCE II

The directed work experience provides an opportunity for the application of acquired skills and knowledge in a supervised, unpaid industry setting. The focus of these experiences revolves around a specific industry-based or a functional area-based project. Prerequisite: Permission of department chair. Quarter Credit Hours 9.0

#### BUS3098 DIRECTED WORK EXPERIENCE III

The directed work experience provides an opportunity for the application of acquired skills and knowledge in a supervised, unpaid industry setting. The focus of these experiences revolves around a specific industry-based or a functional area-based project. Prerequisite: Permission of department chair. Quarter Credit Hours 13.5

#### BUS3191 DIRECTED WORK EXPERIENCE I (A MODULE)

The course is a classroom and internship learning approach to general management studies involving human resources, marketing, operations/production and finance/accounting relative to the performance excellence process. Students get an overview of the modern quality movement and the Malcolm Baldrige National Quality Award criteria for Performance Excellence. Additional topics introduced include international organizational behavior, new decision-making methodology for business environments (specifically for industries) culture and protocol, regionally focused topics, and comparative economic studies.

Emphasis is placed on analysis of organizational processes in general business management or the four main functional areas (marketing, operations/production, human resources, finance/accounting) or students may choose a concentrated focus in one area. Prerequisites: 2.75 GPA, 90 credit hours completed. Quarter Credit Hours 4.5

#### BUS3291 DIRECTED WORK EXPERIENCE I (B MODULE)

This course builds on the concepts introduced in BUS3191. Emphasis is again placed on analysis of the organizational processes in general business management or the four main functional areas (marketing, operations/production, human resources, finance/accounting) or students may choose a concentrated focus in one area. Additional topics are incorporated into the program to round out student comprehension and to interface with other disciplines such as international organizational behavior, new decision-making methodology for business environments (specifically for industries) culture and protocol, regionally focused topics, and comparative economic studies. Prerequisites: 2.75 GPA, BUS3191. Quarter Credit Hours 4.5

#### BUS3391 DIRECTED WORK EXPERIENCE I (C MODULE)

This course continues the internship learning from BUS3291. It provides students with additional exposure to general management studies involving human resources, marketing, operations/production and finance/accounting relative to the performance excellence process. Emphasis is placed on analysis of organizational processes in either general business management or the four main functional areas, (marketing, operations/production, human resources, finance/accounting) or a concentrated focus in one area. Additional topics are incorporated into the program to round out student comprehension and to interface with other disciplines such as international organizational behavior, new decision-making methodology for business environments (specifically for industries) culture and protocol, regionally focused topics, and comparative economic studies. Prerequisites: 2.75 GPA, BUS3291. Quarter Credit Hours 4.5

### ENTREPRENEURSHIP

#### ENTR1001 INTRODUCTION TO ENTREPRENEURSHIP

This is an introductory course in entrepreneurship. It demonstrates how entrepreneurs recognize business opportunities, develop ideas and identify markets. The course covers such topics as business planning, pricing, credit management, government regulation, business ethics, and the crucial role and importance of entrepreneurs to business and society. Quarter Credit Hours 4.5

#### ENTR2030 THE BUSINESS PLAN

The course teaches students how to develop a business plan for the business they are considering starting. Emphasis is placed on the realism and completeness of the business plan. Prerequisite: ACCT10021 or ACCT10121 or ACCT10221, ENTR1001 or FSM1001 or HOSP1001 or MGMT1001 or SEE1001. (PT) (WI) Quarter Credit Hours 4.5

#### ENTR2040 FINANCING THE ENTREPRENEURIAL VENTURE

Following the development of a business plan in ENTR2030, this course investigates funding sources for small businesses. The objective is to educate the entrepreneur as to what capital generating sources are available, pointing out the advantages and disadvantages of each. Prerequisite: ENTR2030. (PT) Quarter Credit Hours 4.5

### **ENTR3010 SMALL BUSINESS CONSULTING**

This course is conducted as an independent study. Participants in the program formulate an agreed-upon plan with their sponsor and educator to counsel small businesses on problems dealing with marketing/sales, management, finance/accounting, and other relevant tactical/strategic issues. Prerequisite: ENTR2040.

Quarter Credit Hours 4.5

### **ENTR3025 BUSINESS EXPANSION STRATEGIES AND TACTICS**

This course is designed to cover the different methods emerging companies use to expand nationally and internationally. Strong emphasis is placed on franchising, from both the franchisor perspective as well as the franchisee. Topics include methods for growing an emerging company, evaluating franchising systems, expansion tactics for large corporations, careers in emerging companies and financing the expansion of a company. The course is relevant for any student interested in working as a change agent in an established company, buying a franchise, or starting his or her own company.

Prerequisite: ENTR2030.

Quarter Credit Hours 4.5

### **ENTR4010 MANAGING CHANGE AND INNOVATION**

This course delves into the transitional process of growth and change of a small business venture.

Topics discussed include organizational culture and structure, networking and working with boards of directors, opportunity recognition and exploitation, and growth as a controllable variable. Prerequisite: ENTR2040. (HO)

Quarter Credit Hours 4.5

## **FINANCE**

### **FISV2010 FINANCE**

This course is designed to cover the financial management of the business entity and the role of the financial manager in creating value. Major topics include financial statement analysis, risk and return, time value of money, capital budgeting, cost of capital, business valuation, capital structure policy and the evaluation of alternative forms of financing. This course is not available to accounting majors.

Prerequisite: ACCT1002 or ACCT1012 or ACCT1022. (PT)

Quarter Credit Hours 4.5

## **INTERNATIONAL BUSINESS**

### **IBUS4020 SWAP INTERNATIONAL SEMINAR**

This is an upper-level College of Business course dealing with environmental analysis, objective setting, positioning and implementation of examining the concept of quality and tactical approaches used to manage quality improvement efforts in organizations. This is the preparatory course for the IBUS4080 Summer Work Abroad program. Prerequisites: 3.0 cumulative GPA, 90 quarter credit hours completed.

Quarter Credit Hours 4.5 (taken in conjunction with the 9.0 credit Summer Work Abroad program)

### **IBUS4082 SWAP OPERATIONS MANAGEMENT AND PROCESS IMPROVEMENT**

This is an upper-level College of Business course in which students implement and present the project developed during the IBUS4020 preparatory classroom-based course at the host company in an international (non-U.S.) setting. Students engage in a major project management initiative incorporating quality and process improvement tools. Projects are developed jointly by the advisors and host company, and students implement the initiative. Prerequisites: IBUS4020, 3.0 cumulative GPA, permission of instructor(s)/advisor(s).

Quarter Credit Hours 9.0

### **IBUS4086 SWAP PROCESS MAPPING**

This is an upper-level College of Business course in which students perform hands-on process mapping at the host company's national and international (non-U.S.) settings. They present and implement the project developed during the IBUS4020 preparatory classroom-based course at the host company

in an international (non-U.S.) setting. Prerequisites:

IBUS4020, 3.0 cumulative GPA, permission of

instructor(s)/advisor(s).

Quarter Credit Hours 9.0

### **IBUS4090 INTERNATIONAL BUSINESS EXPERIENCE**

This course refers to a series of options available that total 13.5 credits:

1) Students choose from a range of study abroad options including short-term 3 1/2 to four-week summer programs, spring term three-month programs, or four-to-five month independent exchanges. Each program has its own academic focus and prerequisites. Students apply for their program of choice through the Study Abroad Office. After selection into a program, students engage in orientation and academic pre-departure work before embarking on their immersion into foreign cultural and business settings. In some cases, JWU faculty lead the program and travel with the students. In other cases local hosts lead the program, but in all programs students participate in a rigorous study and travel experience. The purpose of these study abroad experiences is to increase students' global awareness as they explore their program's specific academic focus. Course delivery consists of lecture, industry visits and cultural excursions. Eligible students are guided by the Study Abroad Office to register for the appropriate course(s) specific to their program.

2) Eligible students may opt to take an internship(s) within their major (IBUS4099).

3) Eligible students may opt to take IBUS4020 Summer Work Abroad International Seminar and a specific course from the IBUS4080 Series of Summer Work Abroad Programs: IBUS4082 or IBUS4086.

4) Students not eligible to take the international business programs, internships or SWAP programs take three additional career electives from the College of Business or School of Technology.

Students should consult with their faculty advisor to make their selection.

Quarter Credit Hours: 13.5

### **IBUS4091 ECONOMICS AND TRADE IN AN INTERNATIONAL CONTEXT**

This course is taught only as part of a short term summer study abroad program. Students examine international economics and business, management, entrepreneurship and comparative economics and issues such as international trade and foreign exchange. Before departure, students explore basic of the host country history and culture to help understand country better and learn the context for people, society and international business. While in the host country, students discuss case studies and take lectures offered by professors and business people. Classroom-based presentations are augmented with frequent excursions to various business, government and financial institutions. Prerequisites: 2.75 cumulative GPA and 90 quarter credit hours completed prior to host country visit.

Quarter Credit Hours 13.5

### **IBUS4092 MARKETING COMMUNICATIONS IN AN INTERNATIONAL CONTEXT**

This course is taught only as part of a short-term summer study abroad program. The purpose of this upper-level course is to place students in an international context in which they can gain first-hand knowledge of how multinational organizations use positioning and communications strategies to achieve specific marketing objectives. Industry visits, cultural excursions and on-the-ground projects provide students with the knowledge and skills to develop integrated marketing communications plans, including advertising, public relations and media strategies. Prerequisites: ADVC1010, ADVC1011, 2.75 cumulative GPA, 90 quarter credit hours completed prior to host country visit.

Quarter Credit Hours 13.5

### **IBUS4093 HUMAN RESOURCE MANAGEMENT IN AN INTERNATIONAL CONTEXT**

This course is taught only as part of a short term summer study abroad program. The purpose of this upper-level course is to place students in an international context in which they can gain firsthand knowledge of how the cultural, socio-economic and legal context in which companies are run influences the management models employed. The five functional areas of HRM: planning, recruitment and selection; HR development;

compensation and benefits; safety and health; and employee and labor relations are addressed using a global perspective. Key differences in Asian, North American and European management models are explored. Industry visits, cultural excursions and on-the-ground projects provide students with the knowledge of how management models influence all aspects of human resource management. Prerequisites: MGMT1001, MGMT2001, 2.75 cumulative GPA, 90 quarter credit hours completed prior to host country visit.

Quarter Credit Hours 13.5

### **IBUS4094 OPERATIONS MANAGEMENT IN AN INTERNATIONAL CONTEXT**

This course is taught only as part of a short-term summer study abroad program. The purpose of this upper-level course is to place students in an international context in which they can gain firsthand knowledge of how the cultural context informs the operations management strategies for specific organizations. Industry visits, cultural excursions and on-the-ground projects provide students with the knowledge of how multinational organizations structure inventory acquisition, operations and distribution to achieve operational success. Prerequisites: MGMT2020, 2.75 cumulative GPA, 90 quarter credit hours completed prior to host country visit.

Quarter Credit Hours 13.5

### **IBUS4099 INTERNATIONAL BUSINESS INTERNSHIP**

The International Business Internship offers students an experiential learning opportunity within an authentic global business. Students examine how global business is managed and conducted. Students apply previous coursework and research to a variety of onsite business tasks. Through the internship and reflective assignments, students improve their understanding of what it takes to manage a business. The internship provides students with direct knowledge of and experience in the particular demands and expectations of a global company. Students earn academic credit for work experience in the global business.

To be eligible for this internship, students must:

1) maintain a cumulative grade point average of 2.75 during the entire pre-program application process, 2) have completed 130 hours of course work, 3) have appropriate elective or internship credit available in their degree audits, and 4) have the sponsorship of a faculty advisor.

Quarter Credit Hours 4.5–13.5

## **LEGAL STUDIES**

### **LAW2001 THE LEGAL ENVIRONMENT OF BUSINESS I**

This course provides an overview of the legal, regulatory and ethical environment in which business decisions must be made. The course exposes the student to a variety of legal topics: basic concepts, such as court procedures, contracts and torts, are followed by a selection of more advanced related fields which may include sales, intellectual property, real property law, constitutional law and alternate dispute resolution. Attention is paid to both the letter of the law and its practical effect on business decision making and managerial policy. This course relies on, and develops, the student's ability to read and reason critically. (HO)

Quarter Credit Hours 4.5

### **LAW2010 HOSPITALITY LAW**

This is an introductory course with emphasis placed on hotel and restaurant issues. Topics include sources of law, court systems, jurisdiction, contracts, negligence, the innkeeper-guest relationship, and liability arising from the service of food and alcoholic beverages. (OL)

Quarter Credit Hours 4.5

**LAW3002 THE LEGAL ENVIRONMENT OF BUSINESS II**

This course is a continuation of LAW2001, The Legal Environment of Business I. The student is exposed to the laws governing the internal organization and relationships within a business, the laws governing relationships between a business entity and its clientele, and the laws governing relationships between a business and its employers. Attention is paid to both the letter of the law and its practical effect on business decision making and managerial policy. This course relies on, and develops, the student's ability to read and reason critically. Prerequisite: LAW2001 or LAW2010. (HO)  
Quarter Credit Hours 4.5

**MANAGEMENT****MGMT1001 PRINCIPLES OF MANAGEMENT**

This course is a general survey of management that focuses on planning, organizing and controlling. At the end of this course, the student should demonstrate an awareness and insight into the various aspects of management.  
Quarter Credit Hours 4.5

**MGMT2001 HUMAN RESOURCES MANAGEMENT**

This course is the study of personnel management in organizations. The student learns basic functions of procuring, developing, maintaining and utilizing a labor force to meet the entry-level requirements for employment in personnel work. The course supplies students with an understanding of the personnel department. (HO) (PT) (SL) (WI)  
Quarter Credit Hours 4.5

**MGMT2020 ORGANIZATIONAL BEHAVIOR**

This course surveys organizational theory. Focus is on individual and team behavior with an emphasis on developing team-building skills. Additional topics include structure, size, technology, power relationships, and how organizations survive, decline, grow and change.  
Quarter Credit Hours 4.5

**MGMT2030 SERVICE AND PRODUCTION OPERATIONS MANAGEMENT**

This course acquaints students with the fundamentals of operations management in both goods and services industries. The course recognizes the changing face of operations, from an internally-focused supportive function to a strategic part of the enterprise value chain. The course explores five major areas: process analysis, total quality management, alternative production systems, supply chain management, and new product development. Prerequisite: ENTR1001 or MGMT1001. (PT)  
Quarter Credit Hours 4.5

**MGMT3030 MANAGERIAL TECHNOLOGY**

This course surveys the relationship of technology to the managerial process. Topics include computer and communications systems, information systems, decision support systems and expert systems. Students are required to show their understanding of these technologies. Students are also exposed to typical approaches and managerial practices through demonstrations, case studies, simulations and hands-on exercises. Prerequisite: ENTR1001 or MGMT1001.  
Quarter Credit Hours 4.5

**MGMT3040 PROCESS AND QUALITY MANAGEMENT**

The course thoroughly examines the concept of quality and the tactical approaches used to manage quality improvement efforts in organizations. Students are exposed to theoretical and practical issues to prepare them for quality process management. Prerequisites: MGMT2030, MATH2001. (PT)  
Quarter Credit Hours 4.5

**MGMT3050 COMPENSATION AND BENEFIT MANAGEMENT**

This course studies all aspects of compensation. Topics include the pay model, determining consistency, job analysis, skill-based structures, external competitiveness, designing pay levels, pay for performance, performance appraisals, employee benefits and the government's regulatory role. Linkage of compensation strategies to recruiting is also investigated. Prerequisite: MGMT2001. (PT)  
Quarter Credit Hours 4.5

**MGMT3060 HUMAN RESOURCES TRAINING AND DEVELOPMENT**

This course exposes students to training and development in a global, competitive environment. The course covers how to use employee talents effectively through new work designs (such as work teams), new technologies (such as computer-assisted manufacturing systems), and the latest "hot topics" in the training area. Prerequisite: MGMT2001. (PT)  
Quarter Credit Hours 4.5

**MGMT3070 CONTEMPORARY MANAGEMENT**

This advanced course applies both behavioral science and management techniques to foster and increase productivity, quality and job satisfaction. Practical skill exercises, case studies and site visits enhance learning. Contemporary Management intentionally does not duplicate the theoretical and conceptual background contained in earlier courses, such as MGMT2020. Prerequisite: MGMT2001. (PT)  
Quarter Credit Hours 4.5

**MGMT4001 PROCESS PLANNING AND CONTROL**

This course offers a quantitative approach to management problems which enables students to "get their feet wet" in the disciplines of quantitative methods used to improve organizational performance. Prerequisite: MATH2001. (PT)  
Quarter Credit Hours 4.5

**MGMT4020 STRATEGIC MANAGEMENT**

This Department of Management course deals with environmental analysis, strategy formulation, strategy implementation and evaluation and control, all with an enterprise view of the firm. Students learn via team projects and case studies. It is recommended that students complete all Related Professional Studies courses before attempting this capstone series course. Prerequisites: ACCT3020 or ACCT3023 or ACCT3031 or ACCT4012, senior status. (HO) (PT)  
Quarter Credit Hours 4.5

**MGMT4030 SENIOR MANAGEMENT SEMINAR**

This Department of Management course sharpens analytical skills and decision making, polishes business communications, and enhances teamwork abilities. The course is designed as a seminar in the truest sense, as the onus for success rests heavily on the student. It is recommended that students complete all related professional studies courses before attempting this capstone series course. Prerequisites: MGMT4020, senior status. (PT)  
Quarter Credit Hours 4.5

**MGMT4050 OPERATIONS MANAGEMENT STRATEGY**

This course examines the operations function as an organization's source for sustainable, competitive advantage. The concept of operations is viewed from the perspective of the firm's entire value chain. Particular attention is devoted to evolving organizational forms. The impact of technology and domain choice on operations is examined in significant depth. Prerequisites: MGMT2030, MGMT4020. (PT)  
Quarter Credit Hours 4.5

**MGMT4070 HUMAN RESOURCES MANAGEMENT STRATEGY**

This course examines the human resources function as an organization's source for sustainable, competitive advantage. Case studies, team exercises, game strategies and other human resource strategic problems demonstrate the importance of the formulation, implementation and evaluation of a management decision. Prerequisites: MGMT2001, MGMT3060. (HO) (PT)  
Quarter Credit Hours 4.5

**MGMT4099 MANAGEMENT INTERNSHIP**

The Management Internship offers students an experiential learning opportunity to experience the management of an authentic business. Students study firsthand the challenges, nuances and everyday expectations associated with a variety of management functions within a business. They are expected to apply previous management course work and research to onsite tasks. Through the internship and reflective assignments, students improve their understanding of what it takes to manage a business. The internship provides students with knowledge of the particular demands and expectations specific to managing a business. Students gain academic credit for work experience in management.

To be eligible for this internship, students must: 1) maintain a cumulative grade point average of 2.75 during the entire pre-program application process, 2) have completed 130 hours of course work, 3) have appropriate elective or internship credit available in their degree audits, and 4) have the sponsorship of a faculty advisor.

Quarter Credit Hours 4.5–13.5

**MARKETING****MRKT1001 PRINCIPLES OF MARKETING**

This introductory course presents the basic principles and practices of marketing. Topics include marketing orientation, external environments, ethical codes of conduct, and the importance of marketing to the business firm, our world economy and global culture. Case studies, field projects, a marketing simulation and using the Internet as a business and professional resource are utilized in the delivery of this course. An emphasis is placed on marketing strategy; image and branding, target markets, product, price, distribution and promotion. (WI)  
Quarter Credit Hours 4.5

**MRKT1002 CONSUMER BEHAVIOR**

The purpose of this course is to introduce the student to the various facets of consumer behavior, including the decision making process, problems, needs and goals, the consumer's search for information, and the evaluation of the purchase decision. Prerequisite: MRKT1001 or HOSP3050. (WI)  
Quarter Credit Hours 4.5

**MRKT1011 PRINCIPLES OF PROFESSIONAL SELLING**

This course is a hybrid of theory and training. Students learn about buying processes and personalities, and how to target, prospect, approach and interview customers in order to determine unmet needs and potential opportunities. Consultative selling replaces the outdated transactional approach to selling. Students learn through role-plays and skills-based training to build relationships with customers and other business partners in a relationship-oriented world. (PT)  
Quarter Credit Hours 4.5

**MRKT2020 BUSINESS TO BUSINESS MARKETING**

The course is a study of business-to-business marketing, marketing of services and channels of distribution required for all buying and selling processes. This course compares and contrasts the institutional, economic and behavioral aspects of business. Prerequisite: MRKT1001 or HOSP3050.  
Quarter Credit Hours 4.5

**MRKT2050 QUALITATIVE RESEARCH**

The course provides a broad overview of qualitative market research methods. Covering such exploratory techniques as focus groups, in-depth interviews and observations, this course familiarizes students with the appropriate uses and limitations of qualitative market research. Students use qualitative market research techniques to gain preliminary insight into decision-making problems and opportunities. Prerequisite: MRKT1001. (WI)  
Quarter Credit Hours 4.5



**MRKT3005 BRAND MARKETING**

This course examines the role of a brand as an asset to an organization and the advantages of creating strong brands. Emphasis is placed on the creation, measurement and strategic applications of brand equity. Topics covered include choosing brand elements, designing supporting marketing programs, leveraging secondary associations, building brand portfolios, and adjusting brand strategy over time and geographic boundaries. Particular emphasis is placed on the role of promotional mix elements in the communication of brand equity. Prerequisite: MRKT1001 or HOSP3050.

Quarter Credit Hours 4.5

**MRKT3011 DIRECT MARKETING**

This course teaches students the elements of direct marketing as an integrated part of a total marketing program. Students learn how newspapers, magazines, telephone, radio, TV, cable, direct mail, catalogs and new electronic media are used in direct marketing programs. Plans, measurement and accountability are covered. Prerequisites: MRKT1001 or HOSP3050 and junior status. (WI)

Quarter Credit Hours 4.5

**MRKT3040 E-COMMERCE**

This course focuses on the development and management of electronic marketing strategies through interactive media and on-line channel networks. Emphasis is placed on three distinct classes of e-Commerce applications: business-to-consumer, business-to-business, and intra-organizational. Prerequisite: MRKT1001 or HOSP3050. (PT)

Quarter Credit Hours 4.5

**MRKT3055 QUANTITATIVE RESEARCH**

This course is a continuation of MRKT2050 and provides an overview of contemporary topics in quantitative research such as competitive intelligence, survey design and scale measurement. Students use current technology and software tools to create, distribute, analyze and interpret qualitative data. Together with MRKT2050, students learn modern market research techniques that are used to make sound business decisions. Prerequisites: MRKT2050, MATH2001, junior status. (WI)

Quarter Credit Hours 4.5

**MRKT4001 STRATEGIC MARKETING**

Developing and implementing an exciting, cohesive and effective marketing strategy adaptable to a changing business environment is a must for career preparation and meaningful placement in the world of marketing. This capstone course develops skills essential to anticipating and responding to the changing needs of customers and markets in our global economy and culture. It thoroughly explores marketing strategy using a combination of texts, readings, visiting speakers, Internet sites, cases, a marketing simulation and field assignments. It is recommended that all students complete all related professional studies courses before attempting this capstone course. Prerequisites: MRKT1002, MRKT2050, MRKT3005, MRKT3055, senior status. (PT) (WI)

Quarter Credit Hours 4.5

**MRKT4030 INTERNATIONAL MARKETING**

This course deals with various differences in cultural, economic and legal factors as they relate to the marketing process. This is a systematic treatment of marketing on a global scale, extending basic principles into foreign marketing requirements. Prerequisites: MRKT1001 or HOSP3050 and junior status. (HO) (PT)

Quarter Credit Hours 4.5

**MRKT4099 MARKETING INTERNSHIP**

The marketing internship provides students with the opportunity to gain academic credit for completing internships with marketing firms, corporations, or governmental entities. Eligible students may apply for a marketing internship assignment. This assignment is an industry experience that allows students to gain academic credit for an invaluable work experience in the marketing industry. Upon completion of this term-long course, students have an understanding of the demands and expectations of the industry, as well as the role played by the agency, the client, and media organizations.

To be eligible for this internship, students must:

1) maintain a cumulative grade point average of 2.75 during the entire pre-program application process, 2) have completed 130 hours of course work, 3) have appropriate elective or internship credit available in their degree audits, and 4) have the sponsorship of a faculty advisor.

Quarter Credit Hours 4.5–13.5



## CULINARY ARTS

### CUL1315 STOCKS, SAUCES AND SOUPS

Students are introduced to simmering, emulsifications and knife skills. Lectures, demonstrations and production focus on stocks, sauces, soups and related ingredients. The proper use of knives, tools, smallwares and equipment is emphasized. (HO) (PT)  
Quarter Credit Hours 3.0

### CUL1325 ESSENTIALS OF DINING ROOM

Students are introduced to front-of-the-house (FOH) operations and professional dining service techniques. Etiquette, quality service, positive guest relations, effective communication skills and guest check handling are emphasized. Students actively perform hot and cold food and beverage service using various service techniques. Students are prepared and take the Federation of Dining Room Professionals Associate Certification exam as an outcome assessment. (HO) (PT)  
Quarter Credit Hours 3.0

### CUL1335 TRADITIONAL EUROPEAN CUISINE

Students are introduced to the cooking techniques of braising and stewing. Lecture, demonstration and production revolve around traditional European cuisine, ingredients and plate presentations. (HO) (PT)  
Quarter Credit Hours 3.0

### CUL1345 INTRODUCTION TO BAKING & PASTRY

Production includes basic breads and rolls, laminated dough, muffins, quick breads, cookies and pies. Proper use of the baker's scale, liquid measurement and equipment identification are a primary focus for this course. (HO)  
Quarter Credit Hours 3.0

### CUL1355 NEW WORLD CUISINE

Students are introduced to cooking techniques of grilling/broiling, roasting and deep-frying. Lecture, demonstration and production revolve around North, Central and South American cuisine, ingredients and plate presentations. The proper use of knives and basic vegetable cuts is emphasized. (HO) (PT)  
Quarter Credit Hours 3.0

### CUL1365 PRINCIPLES OF BEVERAGE SERVICE

The course combines introduction and application of beverage, bartending and service. Students are introduced to the identification, production, and service of nonalcoholic beverages, beer, wine, spirits, cordials, cocktails, mixed drinks and coffee. Students are introduced to sensory evaluation of beverages. This class incorporates and requires the student taking an industry recognized alcohol training intervention procedures certification program. (HO) (PT)  
Quarter Credit Hours 3.0

### CUL1375 NUTRITION AND SENSORY ANALYSIS

Students are introduced to the cooking techniques of steaming and poaching. Lecture, demonstration and production revolve around nutritional analysis of menus and recipes, and the sensory properties of food. The focus is on production of flavorful and nutritionally balanced entrées, vegetables and grains. (HO) (PT)  
Quarter Credit Hours 3.0

### CUL1385 FUNDAMENTALS OF FOOD SERVICE PRODUCTION

Students are introduced to cooking techniques of baking, sautéing and shallow frying. Lecture, demonstration and production focus on fats, oils, seasonings, flavoring and plate presentation. (HO) (PT)  
Quarter Credit Hours 3.0

### CUL1395 PURCHASING AND PRODUCT IDENTIFICATION

Students engage in identifying and handling various fresh, frozen, canned, dry ingredients and sundry items. Food service purchasing, receiving, handling, storage, issuing and evaluation processes are discussed and demonstrated. Purchasing automation, computerized purchasing and HACCP systems are discussed and demonstrated in this course. (HO)  
Quarter Credit Hours 3.0

### CUL1405 SKILLS OF MEATCUTTING

Purchasing, receiving, evaluating and proper storage procedures are discussed. Emphasis is placed on primal and sub-primal cuts, federal inspections, grading, yields, and the classification of meats, poultry and game. Laboratory activities include hands-on fabrication of pork, beef, poultry and lamb. (HO)  
Quarter Credit Hours 3.0

### CUL2215 GARDE MANGER

Students are introduced to modern and traditional techniques in the preparation of cold entrées, pâtés, terrines, galantines, chaud-froid and ice carving. Students plan, organize and set up buffets. This course also concentrates on the practical techniques of platter design and presentations. Prerequisite: Sophomore status. (HO)  
Quarter Credit Hours 3.0

### CUL2225 CLASSICAL FRENCH CUISINE

Students are introduced to the preparation of Cuisine Classique. Techniques learned in freshman culinary classes are applied and refined. Emphasis is placed on French menu terminology, techniques and sauces. Prerequisite: Sophomore status. (HO) (PT)  
Quarter Credit Hours 3.0

### CUL2235 ADVANCED DINING ROOM PROCEDURES

Students are exposed to advanced table service techniques, tableside preparation, and the importance of team service and guest satisfaction. Students apply team service utilizing various service techniques. Students are introduced to wines of Old World wine regions as well as wines of the Southern Hemisphere and the laws regulating them. Students are also introduced to methods of merchandising food and beverage. Prerequisites: CUL1325, sophomore status. (HO)  
Quarter Credit Hours 3.0

### CUL2245 INTERNATIONAL CUISINE

This course reinforces the techniques of grilling, deep-frying/shallow-frying, stir-frying, simmering, braising/stewing and steaming through the menu production of foods from around the world. The cuisines of China, Japan, Korea, Thailand, Vietnam, Philippines, India, Malaysia, Pakistan, the Middle East, Northern Africa, Greece, Turkey, Italy, Spain, Portugal, the Caribbean, Central America and South America are explored. Prerequisite: Sophomore status. (HO)  
Quarter Credit Hours 3.0

### CUL2255 ADVANCED PATISSERIE/DESSERT

Emphasis is placed on the production of creams, ice creams, sorbets, mousse, chocolate, strudel, filo (phyllo), sauces and plated desserts. Daily presentation of individual desserts and creative plate presentation are featured. Prerequisites: CUL1345, sophomore status. (HO)  
Quarter Credit Hours 3.0

### CUL2386 CULINARY ARTS INTERNATIONAL EXCHANGE

The Ireland International Exchange program combines practical and educational learning experience. Emphasis is placed on providing students with hands-on learning in preparing and serving food and beverages. The practical training takes place in some of Ireland's most prestigious hotels. The educational learning takes place in regional education centers.

The France International Exchange program takes place at Ecole Supérieure de Cuisine en Française. The academic curriculum develops a student's practical and cognitive skills through the planning and preparation of entire meals. Cultural culinary experiences enhance the program through various field trips, seminars and demonstrations. Prerequisite: Completion of all freshman-level course work.  
Quarter Credit Hours 13.5

### CUL2626 CULINARY ARTS INTERNSHIP

This intermediate level work-experience course is designed to provide students with a hands-on learning experience in the food service industry. Students apply theoretical knowledge of culinary arts, demonstrate practical skills of production, and practice professionalism in a university-approved industry setting. Upon completion of this term-long course, students have a broader understanding of the demands and expectations of the food service industry while

improving their skills in the craft of culinary arts. A minimum GPA of 2.75 may be required for certain site selections. Prerequisites: Completion of all freshman course work; sophomore status.  
Quarter Credit Hours 6.75–13.5

## FOOD SERVICE MANAGEMENT

### FSM1065 FOOD SAFETY AND SANITATION MANAGEMENT

Students explore the fundamentals of food safety and environmental sanitation. This course looks at the origins of foodborne illness and the implementation of HACCP. Students must pass a national sanitation exam that is recognized by the Conference for Food Protection to fulfill the graduation requirement. (HY)  
Quarter Credit Hours 1.5

### FSM2045 INTRODUCTION TO MENU PLANNING AND COST CONTROLS

This course allows the student to learn and to apply the skills of professional menu development while learning the importance and use of the proper tools and documents needed to control food and beverage costs and to analyze sales. This course introduces various food service concepts, explores labor and overhead expenses and introduces the income statement as a method of evaluating business success. Prerequisite: MATH0001 or concurrent or placement. (HO)  
Quarter Credit Hours 4.5

## NUTRITION

### NUTR2001 INTRODUCTION TO NUTRITION

This course emphasizes the principles of nutrition, and the six basic nutrients and related health concepts. Various eating behaviors, recommended dietary intakes, and tools for diet planning are explored. Students create an in-depth computerized personalized nutrient profile, which is self-analyzed for nutritional adequacy. (GS)  
Quarter Credit Hours 4.5

# The Hospitality College

## FOOD SERVICE MANAGEMENT

### FSM1065 FOOD SAFETY AND SANITATION MANAGEMENT

Students explore the fundamentals of food safety and environmental sanitation. This course looks at the origins of foodborne illness and the implementation of HACCP. Students must pass a national sanitation exam that is recognized by the Conference for Food Protection to fulfill the graduation requirement. (HO) (HY) Quarter Credit Hours 1.5

### FSM2085 HOTEL FOOD AND BEVERAGE OPERATIONS

This course is designed to introduce the student to the roles and standard operating procedures used for food and beverage operations in lodging settings. Emphasis is placed on food preparation techniques, basic purchasing procedures, kitchen and dining equipment, product identification and guest service styles and standards used in various lodging operations. Corequisite: FSM1065 or concurrent. Quarter Credit Hours 4.5

### FSM2095 HOTEL FOOD AND BEVERAGE CONTROLS

This course is designed to complete a student's foundation in purchasing and food and beverage operational controls. Emphasis is placed on methods used by hotel managers in order to increase food and beverage operational profits through maximizing revenues and controlling costs. Students also develop income statements and utilize spreadsheet applications to analyze food and beverage operations. Prerequisite: FSM2085 or CUL1395. Quarter Credit Hours 4.5

### FSM4060 HOSPITALITY OPERATIONS MANAGEMENT

This upper-level capstone course combines a working knowledge of food production techniques and management skills necessary to operate a food service facility. Students further enhance these skills in a small-quantity food service setting in which they have full control over the food service operation. Prerequisites: FSM2080 or FSM2095, senior status. (PT) Quarter Credit Hours 9.0

## HOSPITALITY MANAGEMENT

### HOSP1001 THE HOSPITALITY FIELD

This course is an introduction to the various segments within the hospitality industry (lodging; food service; travel and tourism; and sports, entertainment and event management). The course is intended to prepare the student to apply sound management principles to the challenges encountered within the industry. Quarter Credit Hours 4.5

### HOSP1008 CUSTOMER/GUEST SERVICE MANAGEMENT

This introductory course is a study of customer/guest service management within the hospitality industry. Emphasis is placed on the development of service standards, the problem solving process, data gathering techniques, technological methods and fiscal accountability. Students take an industry-recognized responsible alcohol service exam. Prerequisite: FSM1001 or HOSP1001 or MGH11000 or SEE1001. Quarter Credit Hours 4.5

### HOSP1010 FRONT OFFICE OPERATIONS

This course familiarizes students with the front office department of the hotel. Emphasis is placed on guestroom availability, reservation processing, guest registration, night audit and check-out procedures through a computerized property management system. Students focus on all aspects of the unique relationship between the front office and other departments in the hotel. Prerequisite: FSM1001 or FSM3001 or HOSP1000 or SEE1001. Quarter Credit Hours 4.5

### HOSP2011 HOSPITALITY SALES AND MEETING MANAGEMENT

This course familiarizes students with the scope of sales, meeting and event management within the hospitality industry. The reciprocal relationship between selling and service is presented within the context of hospitality marketing practices. Prerequisite: FSM3001 or HOSP1008 or TRVL2040. (HO) Quarter Credit Hours 4.5

### HOSP2030 HOSPITALITY HUMAN RESOURCES AND DIVERSITY LEADERSHIP

Operational and staff managers in today's hospitality-related businesses often manage a diverse group of employees and are responsible for compliance with employment laws and human resource policies. Therefore, managers must be knowledgeable about laws and best practices when working with their employees. This course helps students develop managerial knowledge and skills in several areas of human resource management including recruiting, interviewing, selection, orientation, training, performance evaluation and management, discipline, terminations, and employee and union relations. Prerequisite: Sophomore status. (PT) (WI) (HO) Quarter Credit Hours 4.5

### HOSP2099 HOTEL INTERNSHIP

This internship is designed to give the student practical experience in both lodging and food and beverage areas. Rotational assignments incorporate both front and back-of-the-house operations. It includes day, evening and weekend shifts. Prerequisites: HOSP1008, HOSP1010 or HOSP1011, FSM1065, FSM2085, approved sanitation certificate. (PT) Quarter Credit Hours 13.5

### HOSP3020 TRADE SHOW/EXPOSITION MANAGEMENT

This course is designed to give the student practical experience in developing a trade show or exhibition with special emphasis on pre-planning, budget preparation, advertising and/or public relations, and exhibit setup, including exhibit registration, booth accommodations and assignments, draping, audiovisual, programming and wrap-up. A directed work project may be incorporated into this course. Prerequisite: FSM3001 or HOSP2011 or SEE2020 or TRVL2040. Quarter Credit Hours 4.5

### HOSP3033 HOTEL PROPERTY OPERATIONS

This course introduces the student to the role of the property operations manager in a lodging context. Essential elements of engineering, housekeeping and safety are studied. The student is introduced to technical, managerial, financial and legal issues related to these departments. The environmental impact of activities in this area of management is highlighted. The course content has application to other settings as well. Prerequisite: HOSP2099 or permission of department chair. (PT) Quarter Credit Hours 4.5

### HOSP3050 HOSPITALITY STRATEGIC MARKETING

This is an upper-level course dealing with the broad scope of hospitality marketing placing emphasis on the analysis, structure and strategy of the hospitality marketing department, departmental budgeting, allocation of resources, market research, media selection and effectiveness of the marketing plan. Case studies and assigned readings examine current marketing issues. A directed work project may be incorporated into this course. Prerequisite: Junior status. (HO) (PT) (OL) Quarter Credit Hours 4.5

### HOSP3077 REVENUE MANAGEMENT

This course examines and illustrates the strategies, principles and techniques of revenue management as they relate to lodging, travel/tourism, food service and facilities management. The relationship between accurate forecasting, overbooking, reservation systems, marketing issues, pricing and e-Commerce as they relate to financial decision making are investigated. Students are required to analyze revenue management scenarios. Prerequisite: ECON2002 or HOSP1010. (PT) Quarter Credit Hours 4.5

### HOSP3092 DIRECTED WORK EXPERIENCE II

The directed work experience provides an opportunity for the application of acquired skills and knowledge in a supervised non-paid industry setting. The focus of the experience revolves around a specific industry-based project. Prerequisite: Approval of the dean. Quarter Credit Hours 9.0

### HOSP3098 DIRECTED WORK EXPERIENCE III

The directed work experience provides an opportunity for the application of acquired skills and knowledge in a supervised non-paid industry setting. The focus of the experience revolves around a specific industry-based project. Prerequisite: Approval of the dean. Quarter Credit Hours 13.5

### HOSP3191/HOSP3291/HOSP3391 DIRECTED WORK EXPERIENCE I

The directed work experience provides an opportunity for the application of acquired skills and knowledge in a supervised non-paid industry setting. The focus of these experiences revolves around a specific industry-based project. Prerequisite: Approval of the dean. Quarter Credit Hours 4.5

### HOSP4060 HOSPITALITY MANAGEMENT SEMINAR

This is a senior-level capstone course designed to give students insight into hospitality strategy. Using a variety of teaching methods including the case study approach, realism is introduced into the classroom, improving the critical thinking and decision-making ability of the student. The course is also designed to integrate appropriate computer-based simulation and applications programs into management theory. A directed work project may be incorporated into this course. Prerequisite: ACCT3020 or ACCT3025, HOSP3050 or MRKT1001. (OL) (PT) Quarter Credit Hours 4.5

### HOSP4099 HOSPITALITY INTERNSHIP

Eligible students may apply for a selective Hospitality Internship assignment. These internship assignments allow students to gain academic credit for an invaluable work experience within their chosen profession. Upon completion of this term-long course, students have a more global understanding of the demands and expectations of business and industry. Prerequisites: Junior status, 2.75 GPA for domestic internship or 3.25 GPA for international internship, elective credits available, completed application. Quarter Credit Hours 4.5–13.5



## **SPORTS/ENTERTAINMENT/EVENT MANAGEMENT**

### **SEE2015 LEADERSHIP IN RECREATION/LEISURE SETTINGS**

This course explores leadership qualities, styles and group dynamics. Students examine a selection of program activities and guidelines for presenting and developing them effectively. Focus is on developing, leading and evaluating activities based on varying participant requirements. Aspects of group facilitation, activity sequencing and debriefing are discussed.

Quarter Credit Hours 4.5

### **SEE2020 EVENT MANAGEMENT**

This course introduces students to the methods and techniques utilized in planning, organizing, promoting and delivering major events and the role of events in generating a tourist market. (HO)

Quarter Credit Hours 4.5

### **SEE3042 WEDDINGS & CEREMONIES**

This course examines the unique aspects of planning and executing various ceremonial events such as weddings (traditional and non-traditional), bar/bat mitzvahs, quinceanera parties, debutante balls, anniversaries and civilian funerals. Special emphasis is placed on adapting the traditional event cycle to the challenges presented by these social life-cycle events and the numerous ethnic and religious traditions associated with them. Industry best practices for custom event design including décor, entertainment, catering and budgeting are explored. In addition, strategies for attracting, managing and retaining clients are discussed. Prerequisite: SEE2020 or HOSP2011 or FSM3001.

Quarter Credit Hours 4.5

### **SEE3045 MEDIA RELATIONS**

This upper-level course develops the skills necessary to proactively interact with the mass communication media. Case studies are utilized in a laboratory environment. Emphasis is placed on the ethical responsibilities of a spokesperson and the experience needed to relate to the communication media in a variety of situations. Prerequisites: ENG1021 or ENG1921, ENG1030 or ENG1930. (PT)

Quarter Credit Hours 4.5





# School of Arts & Sciences

## ECONOMICS

### ECON1001 MACROECONOMICS

This course is designated as the first of two courses serving as an introduction to economics. It is a survey course covering the foundations of economics and focusing on macroeconomic concepts and issues such as the features and goals of capitalism, the market system, national income, business cycles, macroeconomic theories, and monetary and fiscal policy. (GS) (OL)  
Quarter Credit Hours 4.5

### ECON2002 MICROECONOMICS

This course consists of microeconomic principles and issues. Course content examines and analyzes both the product and resource markets with emphasis on demand, supply and elasticities. In addition, the costs of production and the basic market models of firms' short run and long run operations are discussed. Other topics covered include various current domestic microeconomic problems, as well as international economic issues such as international trade and foreign exchange. Prerequisite: ECON1001. (GS)  
Quarter Credit Hours 4.5

### ECON2010 ECONOMIC GEOGRAPHY

The purpose of this course is to provide an understanding of the economic resources at our disposal and the natural conditions under which the utilization of these resources may be achieved. Locations, characteristics and relationships of economic activities are presented to permit better insight into present world economic problems. The sources, applications and problems of energy are examined in order to better understand today's energy problems. Prerequisite: ECON1001 or ECON1901. (GS)  
Quarter Credit Hours 4.5

### ECON3030 MANAGERIAL ECONOMICS

This course introduces business students to the application of economic principles at the decision-making level in a business organization. This course demonstrates how economic concepts can be applied to decisions involving business strategy and the attainment of organizational objectives. Prerequisites: ECON2002, MGMT1001.  
Quarter Credit Hours 4.5

## ENGLISH

### ENG0001 WRITING WORKSHOP

This course fulfills the university's graduation writing requirement. Students review sentence structure, paragraph development and essay organization with the goal of applying these skills to the classroom and the workplace. Prerequisite: PT writing skills evaluated at the "developing" level. (OL)  
Quarter Credit Hours 0.0

### ENG1001 AN INTRODUCTION TO LITERARY GENRES

This course prepares students to read, analyze and write about the major literary genres: poetry, fiction and drama. Students are exposed to a variety of forms and styles in each genre from a wide range of historical periods. Literary selections represent a diverse group of classic and contemporary writers, poets and playwrights. This course fulfills part of the Literature concentration requirement. Prerequisite: ENG1020 or ENG1920. (SL) (WI) (OL)  
Quarter Credit Hours 4.5

### ENG1020 ENGLISH COMPOSITION

This course provides students with basic writing skills in a variety of genres and contexts. Instruction begins with a review of the fundamentals of writing through the use of personal narratives. The focus widens to forms of public writing as well as more informative and research-based writing. Research techniques and MLA documentation are covered. Class work includes lecture, writing workshops, and peer critique. Course requirements include a memoir, profile, rhetorical analysis essay, informative report, correspondence, collaborative writing project and final exam. (WI)  
Quarter Credit Hours 4.5

### ENG1021 ADVANCED COMPOSITION AND COMMUNICATION

This course is a continuation of ENG1020 English Composition. Building on the research and audience skills from ENG1020, students develop more complex and rhetorically advanced papers. All work, written and oral, is aimed at persuading an audience, and instruction begins with the essential components of a logically constructed and articulated argument. Critical thinking skills are reinforced throughout the course, as students develop, peer critique, and present projects to the class. Research and MLA skills are expected of students, and all projects require research from a variety of sources. At the end of the course, in addition to a final exam, students present a representative portfolio of their writing. Prerequisite: ENG1020. (WI)  
Quarter Credit Hours 4.5

### ENG1030 COMMUNICATION SKILLS

This is an introductory course which focuses on communication skills essential to career and personal success. Emphasis is placed upon awareness of and adaptation to the audience, ethical responsibility and cultural diversity. Students progress in gradual stages, gaining an understanding of the communication process along with confidence and experience in numerous speaking, listening and small group interactions. (PT) (SL)  
Quarter Credit Hours 4.5

## HISTORY

### HIST2002 WORLD HISTORY SINCE 1500

Major developments in world history from the 16th century and on are considered, with an emphasis on the impact of ideas and influences from Asia and the New World upon European culture and society and the European impact upon Asia, Africa and the Americas. The various periods and kinds of revolution — industrial, democratic, political, technological, military and cultural — are surveyed. Prerequisite: ENG1020 or ENG1920. (HO)  
Quarter Credit Hours 4.5

### HIST3001 U.S. HISTORY FROM COLONIAL TIMES TO 1876

This course is a survey and analysis of United States history and those institutions which contributed to the evolution of the American nation from colonial times through the period of the Civil War and Reconstruction. Particular attention is given to the Puritan influence upon American character, the American Revolution, the creation of the federal Constitution, western settlement, the nature of slavery and the breakdown of the American political system resulting in civil war. Prerequisite: ENG1020 or ENG1920. (HO)  
Quarter Credit Hours 4.5

### HIST3002 U.S. HISTORY SINCE 1877 (TO THE PRESENT)

This course is a survey and analysis of United States history and those institutions which contributed to the evolution of the American nation since Reconstruction. Emphasis is placed on the rise of industrialization, urbanization and immigration; the coming of imperialism, the development of American foreign policy, the rise of big business; the growth of reform movements as seen in Populism, Progressivism and the New Deal; the Women's Movement, the Civil Rights Movement and recent developments. Prerequisite: ENG1020 or ENG1920. (HO)  
Quarter Credit Hours 4.5

### HIST3020 A MULTICULTURAL HISTORY OF AMERICA

In this class students survey the broad currents of American history through the lens of immigration, race and ethnicity. Beginning with the colonization of North America, students study the experiences of Native Americans and immigrants from diverse points of origin across four centuries. Students use firsthand narratives, period fiction, contemporary journalism, and historical scholarship to interrogate the shifting nature of American identity from colonial "contact" through the present day. Prerequisite: ENG1020 or ENG1920.  
Quarter Credit Hours 4.5

### HIST4020 AMERICAN GOVERNMENT

This course involves an examination of the political and governmental system of the United States, the principles upon which it is founded, and the institutions and systems which comprise it. Topics to be discussed are constitutional foundations, federalism, political parties, public opinion, interest group activities, civil liberties and decision-making in institutions of American national government, such as Congress, the presidency and the Supreme Court. Prerequisite: ENG1020 or ENG1920. (HO)  
Quarter Credit Hours 4.5

## LEADERSHIP STUDIES

### LEAD2001 FOUNDATIONS OF LEADERSHIP STUDIES

This course draws upon a variety of research-based theories and applications germane to the study of leadership. Theoretical paradigms of motivation are discussed and applied to communication styles, decision making, risk taking, team building, conflict resolution, negotiation, diversity and inclusion. Leadership traits, leadership styles and roles are examined in the context of ethics, power and social responsibility. Prerequisite: Sophomore status. (HO) (SL)  
Quarter Credit Hours 4.5

### LEAD2010 SPECIAL TOPICS IN LEADERSHIP

The field of leadership studies encompasses a wide and complex range of topics. This course presents students and faculty alike with a unique opportunity to examine revolving areas of current and relevant leadership theories and practices. Areas of specialized leadership interest include, but are not limited to: Global Issues, Women in History (LEAD2011), Power and Leadership (LEAD2012), Entrepreneurial, Sub-Saharan Leadership or Business and Religion. Prerequisite: LEAD2001 or LEAD2901.  
Quarter Credit Hours 4.5

### LEAD2901 HONORS FOUNDATIONS OF LEADERSHIP STUDIES

This upper-level course seeks to integrate fundamental leadership principles with their practical application in business and/or community settings. Students engage in in-depth assignments designed to expand their leadership development as both individuals and team members. They also develop comprehensive projects that address important and relevant leadership issues.  
Quarter Credit Hours 4.5

### LEAD3010 LEADERSHIP THROUGH FILM AND LITERATURE

This course is an examination of contemporary theories pertaining to leadership in group, organizational and societal settings. The content of the course draws from the humanities as viewed through film and literature selections to illustrate different leadership styles and concepts. The course is based on the premise that leadership, like literature and film, is an art form whose effectiveness is enabled and enhanced through visual presentation. Prerequisite: LEAD2001 or LEAD2901 or SEE2015 or permission of instructor. (WI)  
Quarter Credit Hours 4.5

### LEAD3020 CREATIVE LEADERSHIP

Creativity can be a valuable tool for leadership in the 21st century. The objective of this course is to develop and to enhance one's own creativity, allowing each individual the opportunity to become a more productive leader of tomorrow. Extensive classroom participation and a variety of activities allows each student to experience personal growth and to influence the growth of others. Prerequisite: LEAD2001 or LEAD2901 or SEE2015 or permission of instructor. (HO) (WI)  
Quarter Credit Hours 4.5

## LITERATURE

### LIT2040 AMERICAN LITERATURE I

This course acquaints students with American literature from its Puritan origins through the mid-19th century. Students study representative authors, poets and playwrights and are exposed to a variety of forms, styles and genres. Special attention is paid to the formation of the American literary tradition. This course fulfills part of the Literature Concentration requirement. Prerequisite: ENG1020 or ENG1920. (WI)  
Quarter Credit Hours 4.5

### LIT2050 AMERICAN LITERATURE II

This course acquaints students with American literature from the Civil War to the present. Students study representative authors, poets and playwrights and are exposed to a variety of forms, styles and genres. Special attention is paid to the development of our national identity through literary experience. This course fulfills part of the Literature Concentration requirement. Prerequisite: ENG1020 or ENG1920. (WI)  
Quarter Credit Hours 4.5

### LIT3001 STUDIES IN DRAMA

This is an introductory course in the history of drama. Critical analyses of literary elements are conducted in the context of genres from the ancient Greeks to contemporary drama. Both written works and performances are examined and analyzed. This course fulfills part of the Literature concentration requirement. Prerequisite: ENG1020 or ENG1920. (WI) (HO)  
Quarter Credit Hours 4.5

## MATHEMATICS

### MATH0001 BASIC MATHEMATICS

Students are assigned to this course based on placement tests given prior to taking MATH1020 or MATH1002. The course is designed to teach students the basic mathematical concepts and methods that prepare them for studying college-level mathematics. Topics include a review of basic arithmetic, an introduction to algebra, and problem-solving techniques.  
Quarter Credit Hours 1.5 (Institutional)

### MATH1002 A SURVEY OF COLLEGE MATHEMATICS

This course is designed to teach students the basic mathematical concepts and methods that will assist them in using mathematics in both their personal and professional lives. Topics include problem solving, sets, probability, statistics, consumer mathematics, and the rudiments of college algebra. Prerequisite: MATH0001 or placement. (HO) (PT) (HY)  
Quarter Credit Hours 4.5

### MATH1020 COLLEGE ALGEBRA

This course provides students with a working knowledge of the basic elements of college algebra. Topics covered include functions, exponents and radicals, the solution of linear and quadratic equations, inequalities, matrices and systems of linear equations. Prerequisite: MATH0001 or placement. (HO) (PT)  
Quarter Credit Hours 4.5

### MATH1040 CALCULUS I

This course provides students with an introduction to the basic elements of differential and integral calculus. Topics include functions and limits, continuity, differentiation and its applications, relative extrema, and an introduction to integration. Prerequisite: MATH1013 or equivalent or placement. (PT)  
Quarter Credit Hours 4.5

### MATH1930 QUANTITATIVE ANALYSIS I

A continuation of Algebra, this course begins with the study of linear equations and their applications to business and economics. Matrices are covered in detail. Linear programming, quadratic models and a brief introduction to differential calculus are also presented. Prerequisite: MATH1020 or equivalent, or permission of department chair, or placement. (PT)  
Quarter Credit Hours 4.5

### MATH2001 STATISTICS

This course is designed to provide students with the basic statistical concepts and techniques that will assist them in both their personal and professional lives. Topics include measures of central tendency and dispersion, probability distributions of both discrete and continuous random variables, sampling distributions, estimation theory, and an introduction to hypothesis testing. Prerequisite: MATH1002 or MATH1020 (minimum grade of C in MATH1002 or MATH1020 required for hybrid sections of MATH2001) or equivalent. (HO) (OL)  
Quarter Credit Hours 4.5

## PHILOSOPHY

### PHIL3040 ETHICS OF BUSINESS LEADERSHIP

This course examines the basic principles of ethics and their philosophical foundations, particularly as they apply to institutions, environments, leadership and other activities and pursuits of business. It examines those aspects of human behavior which can be labeled right and wrong. It considers the moral obligations of leaders and followers when discussing actual cases from a variety of business organizations that have presented management and subordinates with difficult moral dilemmas. It considers also the particular responsibilities of leadership in fostering and implementing ethical awareness within a corporate culture. Prerequisite: ENG1020 or ENG1920. (PT) (HO) (OL)  
Quarter Credit Hours 4.5

## PSYCHOLOGY

### PSYC2001 INTRODUCTORY PSYCHOLOGY

This course is designed to allow the individual student the opportunity to develop an understanding of human behavior in its origins, development and manifestations. The three major theories — psychoanalysis, behaviorism and humanism — are presented so that students are knowledgeable in their major tenets. Students also determine their own view of these schools and why they find them acceptable or unacceptable. The course also proposes to alert the student to signs and symptoms of mental distress in themselves, their families, friends and co-workers. What to do about stress is also considered in terms of seeking the simplest solution first. Applications of this information on both a personal and professional level are introduced and discussed. Prerequisite: Sophomore status. (HO) (SL) (OL)  
Quarter Credit Hours 4.5

### PSYC2002 ABNORMAL PSYCHOLOGY

This course examines the major theoretical approaches to mental and emotional disorders. Included are definitional criteria and current treatment programs for both children and adults. Prerequisites: PSYC2001 or PSYC2901, sophomore status.  
Quarter Credit Hours 4.5

### PSYC2901 HONORS INTRODUCTORY PSYCHOLOGY

The honors section of Introductory Psychology is designed to expand and enrich the students' first experience in psychology. Besides accomplishing all the course objectives of the non-honors sections, honors students are expected to analyze, synthesize and evaluate complex psychological concepts and information. A major topic in psychology (such as stress, health, peace or violence) is investigated each term within the context of each unit. The class engages in a collaborative project or design and conducts an action research project centered on the psychological topic under investigation. Prerequisites: Enrollment in university Honors Program or permission of department chair, MATH2001, sophomore status.  
Quarter Credit Hours 4.5

### PSYC3001 SOCIAL PSYCHOLOGY

This course features a study of individual behavior in relation to the social stimuli of modern life. The course involves the extension of general psychological principles and methods in the study of social behavior. Prerequisites: PSYC2001 or PSYC2901, sophomore status. (WI)  
Quarter Credit Hours 4.5

## RELIGION

### REL2001 COMPARATIVE STUDY OF WORLD RELIGIONS: AN INTERDISCIPLINARY APPROACH

This course introduces the students to the world's great religions; Hinduism, Buddhism, Judaism, Christianity and Islam are emphasized. The focus is interdisciplinary and includes history, cultural traditions and textual analysis of each religion's literature in relation to these religions. (WI)  
Quarter Credit Hours 4.5

## SCIENCE

### SCI1015 INTRODUCTION TO LIFE SCIENCE

This course describes key biological and chemical principles that apply to all living things. Evolution and natural selection are studied as an explanation for the history of life on Earth. Students examine cells and cell functions, genetics, as well as structure and function of the systems of the human body. Application of scientific methodology is included. (HO)  
Quarter Credit Hours 4.5

### SCI2040 MARINE BIOLOGY

This course is an introduction to the biological and physical aspects of the marine environment, including a survey of the organisms that inhabit the world's oceans, their ecology, species evolution and distribution, and the human impact of commercial marine-related industries. Of particular interest are seafood, shellfish, and marine plants as marine food sources, as well as the shipping and maritime industries. (HO)  
Quarter Credit Hours 4.5

### SCI3010 ENVIRONMENTAL SCIENCE

This course presents major scientific concepts dealing with the biological and physical nature of the world we live in. A major theme is the impact of human population and economic growth on the biodiversity and ecosystems of our planet, considering how sustainable use of the world's resources may be achieved for both developing and developed nations. Topics such as energy, air, water or resource use, land use and agriculture are discussed. (HO)  
Quarter Credit Hours 4.5

## SOCIOLOGY

### SOC2001 SOCIOLOGY I

This course provides an introduction to sociology with the focus of study on how humans interact within a society, both as individuals and in groups. Stress is placed on sociological methods and paradigms. Prerequisite: Sophomore status. (HO) (SL) (OL)  
Quarter Credit Hours 4.5

### SOC2002 SOCIOLOGY II

This course is a continuation of Sociology I focusing on patterns of behavior or institutions that our culture has established. Emphasis is placed on studying those institutions which are essential to the survival of the individual and the group. Prerequisites: SOC2001 or SOC2901; sophomore status. (SL)  
Quarter Credit Hours 4.5

### SOC2020 CULTURE AND FOOD

This is a course on the sociology of food. Students are challenged to think and rethink the place of food in the human experience. The course explores how the discipline of sociology, and its borrowing from anthropology and other fields, examines food as a cultural and social artifact and how food and social identity intersect. Prerequisite: Sophomore status. (HO) (SL) (WI) (OL)  
Quarter Credit Hours 4.5

### SOC2035 SOCIOLOGY OF AGING

Aging is a life-long process that affects individuals, families and cultures across the globe. It encompasses a multitude of dimensions — physiological, emotional, cognitive, economic and interpersonal — that influence a person's physical and social well-being. This course examines aging from multiple perspectives and addresses the roles that individuals, families, service industries, and government play in attempting to meet the needs of this growing population. Prerequisites: SOC2001 or SOC2901, sophomore status.  
Quarter Credit Hours 4.5



### **SOC2040 COMMUNITY LEADERSHIP: AN APPLIED SOCIOLOGY**

This interdisciplinary course [sociology, leadership and service learning] provides students with the opportunity to combine theoretical learning with actual volunteer work at a non-profit organization. Through student initiated placement at one of many pre-designated sites, students are exposed to various aspects of the not-for-profit industry including administrative, fundraising, and community outreach responsibilities as well as having personal contact with the organization's clientele. Students are also expected to utilize leadership skills by initiating a substantial agency-based project, in conjunction with their on-site supervisor, that will serve as a tangible contribution to the overall organization. (SL) (WI) Quarter Credit Hours 4.5

### **SOC2060 DEVIANT BEHAVIOR**

The purpose of this course is to provide students with a clear understanding of the nature and meaning of deviance. Students learn what is considered the norm in society, what is outside the norm, and is relative in nature. Theoretical explanations, cross cultural references and in-depth analyses of deviant behavior are studied from the three dominant sociological paradigms. Who defines deviance, what is deviant, why deviance persists, the effect of labels, and the personal and social effects of deviance are discussed. Prerequisites: SOC2001 or SOC2901; sophomore status. Quarter Credit Hours 4.5

### **SOC2901 HONORS SOCIOLOGY I**

This honors course is a reading-intensive introduction to sociology. Students are introduced to the basic concepts and propositions underlying the sociological perspective and are taught to apply this perspective in an analysis of events taking place in contemporary society. The focus of study is how humans interact within a society, both as individuals and as members of groups. Stress is placed on sociological methods and on the terminology used. The attention to both the macro-issues of stratification, inequality and social structure, as well as the micro-issues of socialization, acculturation and the social construction of reality are combined with "real-life" events, making the learning process even more relevant. Prerequisites: Enrollment in the university's Honors Program or permission of department chair; sophomore status. Quarter Credit Hours 4.5

## **SPANISH**

### **SPAN1001 CONVERSATIONAL SPANISH I**

This course is an introduction to the Spanish language. Emphasis is placed on vocabulary acquisition, basic grammar construction and oral communication. Quarter Credit Hours 4.5

### **SPAN1002 CONVERSATIONAL SPANISH II**

This advanced elementary-level course is designed to further develop conversational ability by expanding both the vocabulary and the exposure to Spanish-speaking cultures. This course concentrates greatly on advanced verb forms and idiomatic expressions. Prerequisite: SPAN1001 or SPAN1011 or equivalent placement score. Quarter Credit Hours 4.5

### **SPAN1003 CONVERSATIONAL SPANISH III**

This advanced intermediate course is designed to perfect the usage of advanced grammar through extensive conversational drill, directed reading, composition and laboratory practice. Prerequisite: SPAN1002 or equivalent placement score. Quarter Credit Hours 4.5

### **SPAN1011 CONVERSATIONAL SPANISH I: SPECIALIZED VOCABULARY**

This course is designed as an introduction to the Spanish language and is tailored specifically to the needs of culinary and hospitality students. Emphasis is placed on basic sentence structure and oral communication, skills that students can use in the workplace. (HO) (OL) Quarter Credit Hours 4.5

## **School of Technology**

### **FOUNDATIONS IN TECHNOLOGY**

#### **FIT1000 INFORMATION TECHNOLOGY FOR BUSINESS PROFESSIONALS I**

This course provides basic understanding of computer equipment and procedures necessary for business professionals. Students gain practical knowledge of operations and terminology of computer systems as well as hands-on use of word processing, digital presentations, spreadsheet software and using the Internet. Computer-based assessment software may be used as both a learning and skills measurement tool. (PT) Quarter Credit Hours 4.5

#### **FIT1020 INFORMATION TECHNOLOGY FOR BUSINESS PROFESSIONALS II**

This course presents microcomputer applications chosen on the basis of local market demand. Students gain a working knowledge of spreadsheet skills and apply those skills to problem-solving cases. Students are also introduced to databases with a focus on creating a simple database as well as manipulating data to produce meaningful reports. Computer-based assessment software is used as both a learning and skills measurement tool. Prerequisite: FIT1000 or FIT1012 or equivalent. (PT) Quarter Credit Hours 4.5

## **Study Abroad**

### **ABRD4080 OVERSEAS EXCHANGE PROGRAM**

This refers to courses of varying credit amounts used by students participating in overseas exchange programs at a foreign institution through an exchange agreement with JWU. Students apply for the exchange program through the Study Abroad Office, which determines the partner institution from the available options based on a student's academic department, and approves a planned course of study at the foreign institution. Typically, students study upper-level courses in their major, combined with cultural and/or language courses, depending on the location. Students register at JWU for the appropriate ABRD4080 course(s) during the term(s) they will be on exchange. Prerequisite: 2.75 cumulative GPA and 90 quarter credit hours completed prior to departure. ABRD4083 Quarter Credit Hours 4.5  
ABRD4086 Quarter Credit Hours 9.0  
ABRD4088 Quarter Credit Hours 18.0  
ABRD4089 Quarter Credit Hours 13.5



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Australia; Diploma in Computer Education, Waikato Institute  
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A.S., University of Minnesota-Crookston;  
B.S., M.P.S., Cornell University

**Kimberly Tranter**, M.B.A., C.H.E., assistant professor;  
B.A., University of Colorado; M.B.A., University of Phoenix

**Sandra Weber**, M.B.A., C.H.E., instructor;  
A.A.S., Colorado Institute of Art;  
B.S., Colorado State University; M.B.A., Regis University

## School of Arts & Sciences

### FACULTY

**Keith Bowers**, M.A., assistant professor (Leadership,  
Communications); B.A., M.A., University of Northern Colorado

**Irit Cohen**, M.A., instructor (Biology, Chemistry, Mathematics);  
B.S., Metro State College; M.A., University of Colorado

**Nadine Dame**, M.S., assistant professor (Mathematics);  
B.S., Union College; M.S., Colorado School of Mines

**Lance Eagleman**, M.L.S., instructor (English);  
B.A., Fort Lewis College; M.L.S., University of Denver

**Thomas Fitzpatrick**, B.S., instructor (Mathematics);  
B.S., Notre Dame University

**Velda Iverson**, M.A., assistant professor (English);  
B.S., Indiana State University; M.A., Ball State University

**James Moulton**, Ph.D., associate professor (History, Sociology,  
American Government); B.A., M.A., University of Arkansas;  
Ph.D., University of Denver

**Deborah Pasquarella**, M.Ed., associate professor  
(Leadership, Communications); B.S., Bryant College;  
M.Ed., Colorado State University

**Patrick Ryan**, Ph.D., professor (Biology);  
B.Sc., Ph.D., University of Canterbury, New Zealand

**Janice Taraborelli**, M.A., associate professor (English);  
B.A., M.A., University of Rhode Island

**Sam Wells II**, M.F.A., assistant professor (English);  
B.A., Grandview College; M.F.A., Naropa University

**David Woolever**, M.Ed., instructor (Ethics, Leadership Studies);  
B.A., Shepard University; M.A., University of Colorado,  
Colorado Springs; M.Ed., East Carolina University

## Library

### LIBRARIANS

**Lori Micho**, M.L.S., director of library services;  
A.A.S., State University of New York—Cobleskill;  
B.S., State University of New York—Oswego;  
M.L.S., State University of New York—Buffalo

**Merrie Valliant**, M.L.I.S., technical services librarian;  
B.A., Regis University; M.L.I.S., University of Denver

**Bradley Kottke**, M.L.I.S., circulation supervisor;  
B.A., University of Wisconsin — Madison;  
M.L.I.S., University of California—Los Angeles

**Amanda Samland**, M.L.I.S., public services librarian;  
B.S., McPherson College; M.L.I.S., University of Denver

## DENVER CAMPUS ADMINISTRATION \*

**Bette Matkowski**, M.A., president

**Kimberly Buxton-Hamel**, B.S., director of  
student academic & financial services

**Jorge de la Torre**, M.Ed., dean of culinary education

**Jeff Ederer**, Ed.D., dean of students

**Greg Lorenz**, M.A., dean of experiential education

**Kim Ostrowski**, M.A., director of admissions

**Udai “Ken” Tadikonda**, M.B.A., controller &  
director of employee services

**Richard Wiscott**, Ph.D., dean of academic affairs

\* partial listing

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# Adult & Continuing Education Application for Admission



7150 Montview Boulevard • Denver, CO 80220  
1-877-598-3368 or 303-256-9300 • FAX: 303-256-9333

Rep \_\_\_\_\_ Date \_\_\_\_\_

**T**hank you for your interest in Johnson & Wales University. Through a review of this application and transcripts, it is our intent to learn more about you and how your past accomplishments make you a good candidate for admission.

To get started, take these next steps:

**Submit application for admission** – Students are encouraged to apply online for quicker processing. Paper applications are also accepted. Be sure to complete the application in full. For U.S. students, eligibility for university need-based and federal aid is determined through the FAFSA. NOTE: Failure to provide complete information may delay processing of your application.

**Submit all applicable high school and college transcripts** – Request that an official copy of your high school transcript or High School Equivalency Diploma be mailed to the Admissions Office. Additionally, you need to request that an official copy of your college transcript be mailed to the Admissions Office.

**Submit proof of graduation (official final transcripts)** – It is the student's responsibility to provide verification of high school/secondary school completion. Without verification, the student may not be allowed to register or continue enrollment. Refer to "Applying for Admission" in the JWU campus catalog online for information on verification documents.

If you received your A.S. degree more than 10 years ago, please attach a cover letter and current résumé documenting work experience that demonstrates how you have kept your baking or culinary skills and knowledge up-to-date.

**Please note that the preferred method of applying is online at [www.jwu.edu/apply](http://www.jwu.edu/apply).**

**APPLICATION FEE WAIVED**  
To help offset the expense associated with college applications, Johnson & Wales University allows students to apply for admission at no cost.

## ■ ENTRANCE DATE

I am applying for the term beginning ☐ September 2010 ☐ December 2010 ☐ March 2011 ☐ June 2011

## ■ PERSONAL INFORMATION (Please print clearly.)

Last/Family Name		First/Given Name	Middle Initial	Nickname
<hr/>				
Address				
<hr/>				
City	State	Zip/Postal Code	Country	
<hr/>				
Social Security Number (U.S. students only)		Date of Birth (Month/Day/Year)		
<hr/>				
Home Phone Number (include U.S. area code or country code and city code)		Cell Phone		
<hr/>				
E-mail Address				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

Are you eligible for veteran benefits? ☐ Yes ☐ No      Are you a citizen of the United States? ☐ Yes ☐ No      If no, which country are you a citizen of? \_\_\_\_\_

Do you hold permanent resident status in the United States? ☐ Yes ☐ No

Resident Alien Number \_\_\_\_\_

Have you ever been convicted of a felony? ☐ Yes ☐ No

Have you ever had a felony-type charge sustained against you in a juvenile proceeding or in a proceeding outside the U.S.? ☐ Yes ☐ No

Are you intending to file for financial aid through the Free Application for Federal Student Aid (FAFSA)? ☐ Yes ☐ No

Have you previously attended JWU? ☐ Yes ☐ No

Do you have company reimbursement? ☐ Yes ☐ No

The following ethnicity and race questions are optional. Any information that you provide will not be used in a discriminatory manner.

Are you Hispanic or Latino? ☐ Yes ☐ No

Choose one or more of the following:

- ☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American

- ☐ Native Hawaiian or Other Pacific Islander  
☐ White

(continued on other side)



## ■ MAJOR

Please select **one major** by checking only **one** box below. Refer to the catalog online at [www.jwu.edu](http://www.jwu.edu) for descriptions of majors and their potential career tracks.

### Diploma Program

☐ Culinary Arts

### Associate Degree Program

☐ Culinary Arts

### Bachelor's Degree Programs

☐ Hotel & Lodging Management

☐ Management

☐ Management (accelerated degree for A.S. graduates)\*

☐ Marketing

\* Acceptance into this program allows students to enter at junior-year status. To enter this program, students must have attained an associate degree in any program excluding Management.

## ■ EDUCATIONAL BACKGROUND

Name of High School/GED Center

Year of graduation

Address

City

State

Zip

Name at time of graduation

## ■ TRANSFER CREDIT INFORMATION

List most recent schools or colleges attended since high school.

Name of Institution

Attendance Dates

Mo.

Yr.

to

Mo.

Yr.

Address

City

State

Zip

Program

Degree received

Name of Institution

Attendance Dates

Mo.

Yr.

to

Mo.

Yr.

Address

City

State

Zip

Program

Degree received

## ■ EMPLOYER

Company Name

Address

City

State

Zip

Phone Number (      )

Position

Do you have military experience? ☐ Yes ☐ No

Length of Service \_\_\_\_\_

## ■ CONDITIONS OF ENROLLMENT AND APPLICANT'S SIGNATURE (Required)

1. All invoices are payable prior to the beginning of classes. VISA, MasterCard and American Express credit cards are honored.
2. Johnson & Wales University has a tuition refund policy. Please refer to the Johnson & Wales University online catalog.
3. Credit for any completed course is not given until all financial obligations have been cleared.
4. Johnson & Wales University reserves the right to modify its curriculum, tuition rates, program, rules and regulations.
5. The university reserves the right to schedule subjects within the curriculum in the order deemed necessary.
6. The university reserves the right to cancel any course or program announced due to insufficient enrollment.

By submitting this application, I certify to Johnson & Wales University that all information in this application and in my supporting documentation is true, correct, and complete (including the listing of all other colleges or postsecondary institutions attended by me). Johnson & Wales University does not retain all application material submitted by the applicant. I hereby authorize the university to obtain my official high school or secondary school transcript and all college or postsecondary transcripts from the schools and institutions that I have attended. I give permission to the university to contact and share information with issuing institutions or other appropriate third parties for the purpose of verifying any documentation or information I have provided. Any acceptance to the university is conditioned upon the university's right to revoke such acceptance or subsequent enrollment if I provide false or incomplete information or if the university learns of any past or present misconduct by me that would affect my ability to represent and uphold the high standards of the university. Any enrollment at Johnson & Wales University is conditioned upon my satisfaction of all financial obligations incurred by me and my compliance with and upholding of all university policies, rules and regulations. I authorize the university to use my name, image and/or voice (and recordings in which they appear) in any manner or media for university purposes, including, but not limited to, marketing and publicity purposes.

Applicant's Signature  
(Required)

Date

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, or disability in admission to, access to, treatment of, or employment in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: University Compliance Officer, Johnson & Wales University, One Cookson Place, 6th Floor, Providence, RI 02903, 401-598-1423. Inquiries concerning the application of nondiscrimination policies may also be referred to the Office for Civil Rights, U.S. Department of Education, Customer Service Team, 400 Maryland Avenue SW, Washington, DC 20202-1100, 800-421-3481. Residents of Georgia may utilize the refund policy required by Georgia law. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Johnson & Wales University publishes an Annual Security Report which discloses information about campus security and statistics concerning reported crimes that occurred on campus, on university-controlled property, and on public property immediately adjacent to campus, and commencing in October 2010, the university will publish an Annual Fire Safety Report which will disclose information about fire safety policies, statistics and procedures. Copies of the reports may be obtained from the Admissions Office or by searching keywords "annual security report" at [www.jwu.edu](http://www.jwu.edu). Completion and graduation rate data for specific cohorts of first-time, full-time undergraduate students is available. Contact the Student Academic & Financial Services Office for assistance with obtaining this information.

# Request for High School Transcript Release Form

Please forward an **official copy** of my high school transcript or G.E.D. transcript to:

**Johnson & Wales University**  
Adult & Continuing Education Admissions  
7150 Montview Boulevard  
Denver, CO 80220

*Please Print*

Name *(while in high school)*

Name *(if different from above)*

Current Address

City State Zip

Phone ( )

Date of Birth Social Security Number

High School

City State Zip

Program of Study Year of Graduation

**Thank you for your prompt attention to this request.**

Signature Date

*Please enclose in a stamped envelope and send to your high school. Photocopy this document if additional copies are needed.*



# Request for College Transcript Release Form

Please forward an **official copy** of my college transcript to:

**Johnson & Wales University**  
Adult & Continuing Education Admissions  
7150 Montview Boulevard  
Denver, CO 80220

*Please Print*

Name *(while in school)*

Name *(if different from above)*

Current Address

City State Zip

Phone ( )

Date of Birth Social Security Number

College/University

City State Zip

Program of Study Year of Graduation *(if applicable)*

**Thank you for your prompt attention to this request.**

Signature Date

*Please enclose in a stamped envelope and send to any college previously attended. Photocopy this document if additional copies are needed.*



## 2010-2011 Academic Calendar: Denver Campus

This calendar is offered for planning purposes only; dates are subject to change.  
Visit [www.jwu.edu](http://www.jwu.edu).

	= start/makeup/end class dates
	= no classes/holiday/break
	= payment deadline

- 7** Fall term classes begin  
**10** Make-up classes held for :  
-Monday classes  
-Culinary & baking labs

SEPTEMBER '10						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1** Priority financial aid deadline to submit FAFSA (school code 003404) for the 2011 -2012 year  
**7** Term break ends  
**8** Spring term classes begin  
**11** Make-up classes held for :  
-Monday classes  
-Culinary & baking labs

- 11** No classes; Columbus Day  
**15** Make-up classes held for :  
-Culinary & baking labs

OCTOBER '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL '11						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 5** Winter term payment deadline  
**12** Make-up classes held for :  
-Culinary & baking labs  
**15-18** Final exams; classes end  
**19-29** Thanksgiving & term break  
**30** Winter term classes begin

NOVEMBER '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Career Fairs & Panels:**  
Contact *Experiential Education & Career Services* for information about on-campus recruiting, career fairs and events, scheduled throughout the year.

MAY '11						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Commencement ceremonies:**  
May 21

- 6** Summer term payment deadline (note: summer term is optional)  
**13** Make-up classes held for :  
-Culinary & baking labs  
Friday classes end  
**16-19** Final exams; classes end  
**20** Residence halls close at noon

- 3** Make-up classes held for :  
-Monday classes  
-Culinary & baking labs  
**17** Holiday break begins (no classes); note: residence halls close Dec. 17 at noon & re-open Jan. 2 at noon

DECEMBER '10						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '11						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6** Summer term classes begin  
**20** Advanced Standing program begins

- 2** Holiday break ends  
**17** No classes; M.L. King Jr. Day  
**21** Make-up classes held for :  
-Culinary & baking labs

JANUARY '11						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY '11						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4** No classes; Independence Day  
**8** Fall '11 term payment deadline (for new students only)

- 4** Spring term payment deadline  
**18** Make-up classes held for :  
-Culinary & baking labs  
**21-24** Final exams; classes end  
**25** Term break begins

FEBRUARY '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

AUGUST '11						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 5** Fall '11 term payment deadline (for returning students only)  
**20** Summer internships end  
**26** Summer term ends  
Advanced Standing ends



JOHNSON & WALES  
UNIVERSITY

Adult & Continuing Education Admissions

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Denver, CO 80220  
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[www.jwu.edu/denver/ce](http://www.jwu.edu/denver/ce)