**Questions and Answers about Selecting Professional**

 **Development Classes for the BAAS**

The purpose of the professional development (PD) module is to: (1) meet your individual career goals; and (2) relate to the capstone project which will be developed in OCED 4360/4361 taken in the semester you graduate. The Fall 2014 and future catalogs require 21 hours in the professional development module.

* The seven classes must be taken from three academic departments.
* No more than 15 hours can be taken from one area.
* A sample combination may be SOCI, PSY, CTE.
* The classes must be 3000/4000 level, preferably without a prerequisite.
* Classes at the 1000/2000/5000 level cannot be used.
* Some classes may be available only to majors or minors in a specific degree program such as Nursing or Business.
* Classes may be delivered live, internet,/hybrid, Office of Correspondence

Self-Paced Studies, or extension such as Certified Public Manager (CPM).

Q: When are the professional development classes selected?

1. Prior to or during enrollment in CTE 3313E/OCED 4350.

Q: Who selects the classes?

1. The student. The advisors and CTE 3313E/OCED 4350 instructors do not choose them.

Q: Can I take classes in San Marcos and Round Rock?

 A. Yes, most classes in San Marcos are offered during the day.

 B. Most classes in Round Rock are offered during the evenings.

 C. The Certified Public Manager program is offered in San Marcos and

 Round Rock for academic credit on the BAAS.

Q: Are there any special concerns when considering classes from Correspondence

 Self-Paced Studies?

 A: Financial aid loans normally do not pay.

B: There is a separate registration process which can be done at any time and

 course enrollment is for 9 months.

 C: The combination of Correspondence and extension cannot exceed 30 hours.

 D. If 21 hours of CPM are used, only 9 hours of Correspondence can be used

 toward the degree.

 E: If CPM is not used, students can take 18 hours of Correspondence courses.

Q: Do classes taken from the Office of Distance and Extended Learning such as

 Certified Public Manager (CPM) count toward the 30 hour residency requirement?

1. Yes.

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Q: How can the Certified Public Manager (CPM) certificate be incorporated into the

 BAAS?

1. The classes can be used in the professional development module.
2. To start the registration process, go to [www.txstate.edu/cpm](http://www.txstate.edu/cpm) and open the link “Application for Academic Course Credit” and follow the directions.

Q: Can I take classes online*?(This is separate from Correspondence Self-Paced Studies.)*

1. Yes, log into the CATSWEB Self-Service and select “Advanced…then select

Internet for method.” Financial aid loans normally pay. There is an additional fee for classes coded as distance learning.

1. Classes may have no live meetings or be designated as *hybrid* and have a few

live meetings. Some classes may require prior approval.

Q: The class does not specify a prerequisite but the system will not let me register.

1. Some classes are available only to majors and minors in a particular degree program such as Education, Business, or Nursing.
2. Some classes may require prior approval from the OWLS Department.

Q: Can I use advanced CLEPs?

1. Yes, there are 3 advanced level CLEPs: MGT 3303, MKT 3343, PSY 3300.
2. CLEPs do not count as residency credit.
3. Lower level CLEPs cannot be used in PD.

Q: Do CLEP and DSST exams count toward the 30 hour residency requirement?

1. No.

Q: What services does the Testing Center provide?

1. It is possible to take some CLEP, DSST, and departmental exams.
2. Students may complete CLEPs at any university which is a designated CLEP center and have the scores sent to the Texas State Testing Center.

Q: Can I look in the catalog for a degree plan?

 A: No, the ability to individualize the degree is a unique feature of the BAAS.

 B: The BAAS is module based: core, occupational emphasis, professional

 development, capstone.

Q: Are there any special considerations if I am planning to pursue a master’s degree?

 A: Yes, try to include 3000/4000 level courses in that subject as one area in PD.

1. Make sure the BAAS degree will satisfy graduate entrance requirements.

Q: Could I have some advice about course delivery systems?

 A: Yes, consider a *combination* of live, internet, Correspondence, advanced

 CLEP, and Certified Public Manager to complete the PD module.

B: Careful consideration must be given because there may be classes you prefer

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but they are only taught in San Marcos during the day or at times not convenient to your schedule or your financial aid package may not pay for some options such as Correspondence.

Q: What if I still do not know which classes to choose?

1. Use the office of Career Services to help you identify career pathways.
2. The OWLS staff can provide lists of available classes.

Q: Should I wait until an advisor tells me what classes to use for PD?

 A: No, prospective BAAS majors should make sure they can identify 7 classes

 to be used in PD as part of the critical thinking skills need to determine if

 the BAAS will meet individual career goals.

Q: How can I get more information about what is taught in each class?

 A: Consult the Texas State Undergraduate Catalog online for class descriptions.

They are also provided in “Look up Classes” through self-serve login.

 B: Go to the bottom of the Texas State home page and click on Course and

 Faculty Information HB 2504) to view the course syllabus.

Q: With a BAAS degree how will prospective employers know which classes were

 completed in PD and what the individual capstone was?

 A: This information can be included on your resume.

Q: Do the classes in PD have to relate to the area of the work award?

 A: No, the PD module relates to future career goals.

Q: How many semesters are there?

 A: Fall, Spring, Summer I, Summer II

 Some classes are offered in a 1st or 2nd 8 week accelerated format

Q: Why do some online classes require special permission from OWLS?

 A: If OWLS pays a department to teach an online section of a class for BAAS

 majors, students must contact the San Marcos office for special priority

 registration approval.

Q: Can I use transfer courses in PD?

1. Yes, it may possible to use three transfer courses as long as residency and the required advanced hours are with Texas State.

Q: Is it possible to complete the PD requirement with all distance learning classes?

1. Yes, as long as you can find classes that relate to your career goals.

Q: Are there any special concerns for military students who take distance learning and/or

 8 week classes?

 A: Yes, consult with advisors in the Veteran’s Office and Financial Aid offices.

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**Distance and Extended Learning**

*All courses are not offered every semester*

*Departments may open and close classes without advance notice*

*This list may not include all distance learning classes available*

Some departments offer classes through the Office of Distance Education and Extended Learning which do not require any live classes or as a *hybrid* with a few live meetings. They are available on TRACS which is accessed from the Texas State home page. You can register for these classes through CATSWEB during the normal registration periods. There is an additional distance learning fee assessed. Financial aid normally pays for internet classes. *This is not the same as Correspondence Studies.*

These are some of the classes that relate to a number of careers and are often selected by BAAS majors.

CTE 3304 Human Relations

CTE 3380 Mgt of Business Office Educ. Training Programs

CTE 3381 Instructional Strategies in Business Training Programs

CTE 3340 Occupational Skills for the 21st Century

CTE 3320 Effective Methods of Teaching & Training

CTE 3321 Work-Based Learning

CTE 3322 Teaching/Learning as a Profession

CTE 3323 Technology Applications

CTE 3313D Leadership & Professional Development

DVST 3300 Intro Global DVST

ENG 3303 Technical Writing

ENG 3315 Introduction to Creative Writing

ENG 3321 The Short Story

ENG 3341 Studies of World Literature (can be used for lit core)

ENG 3343 The Interdisciplinary Approach to Literature

FCD 3355 Family Relationship

MC 3343 Introduction to Public Relations

MC 3355 Mass Media & Society

MC 3367 Advertising

POSI 3314 State and Local Government

POSI 3318 Public Policy

PHIL 3301 Philosophical Issues (can be used for PHIL core)

PHIL 3322 Professional Ethics

PSY 3313 Adult & Aging

PSY 3315 Abnormal Psychology

SOCI 3300 Principles of Sociology

PSY 3331 Social Psychology

SOCI 3325 Social Deviance

SOCI 3327 Multicultural Relations

SOCI 3333 Socio Pop Music

SOCI 3349 Drugs and Society

SOCI 3358 Work and Society

Fall 2016 OWLS Sponsored Online Classes
CTE 3380, SOC 3327, SOCI 3358, PHIL 3322, ENG 3341

Spring 2017 OWLS Sponsored Online Classes (tentative)

MC 3343, MC 3367, CTE 3340, CTE 3323, FCD 3355, OCED 3310, SOCI 3300, SOCI 3325

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**Correspondence Self-Paced Studies**

**www.correspondence.txstate.edu**

Correspondence study offers flexibility and independence in a dynamic learning environment, allowing students to earn college-level course credit in a more flexible format. Students study at their own pace without attending regularly scheduled classes. Course enrollment is for nine months, and students may enroll in courses at any time during the academic year. Courses are open to those who meet departmental and course prerequisites and TSIP requirements. If you do not live in Texas, please contact the office before submitting your application.

*Please view their website since classes open and close without advance notice.*

Note: Financial aid loans normally do not pay.

These 3000/4000 upper division classes that can be considered for the professional development module:

CJ 3329 Introduction to Forensic Evidence

CJ 4365 Comparative Criminal Justice (prerequisite)

ENG 3311 Practices in Writing and Rhetoric

ENG 3322 The European Novel

ENG 3335 American Literature 1865-1930

ENG 3338 The American Novel

ENG 3368 The English Novel

ENG 3385 Children’s Literature

HIST 3315 History of England to 1603

HIST 3316 History of England Since 1603

MC 4382L Feature Writing and Freelancing

POSI 3322 Introduction to International Studies

POSI 4356 International Law

PSY 3300 Lifespan Development

PSY 3315 Abnormal Psychology

PSY 3333 Industrial Psychology

PSY 4391 History and Theory

SOCI 3328 Complex Organizations

SOCI 3337 The Family

*Note: there are additional 1000/2000 level classes than can be used in other modules of the degree.*

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**Certified Public Manager**

**Extension Classes**

**www.txstate.edu/cpm**

The CPM Program is a series of seven tracks, or courses, designed to enhance the skills, knowledge and abilities of public and nonprofit managers. Students may sign up for individual courses or the entire program. Courses can be completed in any order. Only courses taken at Texas State University can be used for academic credit.

CPM Tracks Transcripted on Texas State transcript as:

Track 1 Public Personnel Administration POSI 3318 Public Personnel Administration

Track 2 Managing for Quality POSI 3316 Introduction to Public Administration \*Track 3 Organizational Communication \*COMM 4315 Directed Research in Comm Studies

Track 4 Public Finance and Budgeting POSI 3328 Public Finance Administration

Track 5 Productivity and Program Evaluation POSI 3377 Analytical Techniques

Track 6 Information Systems for Managers CTE 4310 Independent Study in CTE

Track 7 Applied Projects Practicum POSI 4379 Independent Study

*Note: After the Fall 2016 semester COMM 4315 will be replaced by POSI 4337C*

**College Level Examination Program (CLEP)**

[**www.collegeboard.org/clep**](http://www.collegeboard.org/clep)

Texas State Testing Center

[www.txstate.edu/trec](http://www.txstate.edu/trec)

CLEPs are administered at over 1,800 institutions nationwide and 2,900 colleges and universities award college credit to those who perform well on them. This rigorous program allows many self-directed students of a wide range of ages and backgrounds to demonstrate their mastery of introductory college-level material.

Only three advanced level CLEPs can be used for professional development: MGT 3303, MKT 3343, PSY 3300.

Lower division CLEPs may be considered for use in other modules of the BAAS to satisfy some core, foreign language, occupational emphasis, and elective classes. If a student changes majors, other degrees may not accept this credit.

CLEPs can be taken from any university which is designated as a CLEP center and a limited number are available at the Texas State Testing Center. CLEPs do not count toward the 30 hours of residency.

**Departmental Exams**

The Texas State Testing Center administers departmental exams on an institutional basis only to currently enrolled students, former students, or students who have been accepted for admission to Texas State for the following semester. Only advanced level exams can be used for professional development: FCD 3355, ID 3329, NUTR 3362, TECH 4383. Lower division departmental exams may be considered for use in other modules of the BAAS.

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 **DSST/DANTE**

The DSST exams were developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. TREC offers 38 subject level exams.

Only advanced level DANTEs can be used for professional development.

Additional tests may be considered for use in other modules of the BAAS.

DANTE exams do not count toward the 30 hours of residency.

**Location and Building Designations**

The BAAS degree is offered in Round Rock and San Marcos. Be aware of abbreviations if you only want to take classes in one city. Some distance learning hybrid classes may have a few live meetings in either city.

CAM San Marcos

PED San Marcos, Pedernales Building, Pleasant Street, OWLS Office

RRC Round Rock Campus—1555 University Blvd., Round Rock, TX 78665

AVRY The name of the building in Round Rock (named for Avery family

**The degree will say:**

**Bachelor of Applied Arts and Sciences**

**with a Major in**

**Applied Arts and Sciences**

*You can list professional development courses on the resume*

There are numerous “sample professional development modules” if you are trying to identify career pathways and those classes are listed in a separate document.

* Business Concentration
* Training and Development Concentration
* Human Relations Concentration
* Certified Public Manager Concentration
* Human Resources Development Concentration
* Public Relations Concentration
* Leadership/Supervision Concentration
* Healthcare Administration Concentration
* Human Services/Counseling Type Concentration
* Criminal Justice Concentration
* Education Concentration
* Create Your Personal Concentration—Unlimited Possibilities

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**Round Rock Campus**

The Round Rock Campus is located at 1555 University Boulevard. It is approximately a 1.5 hour drive from San Marcos. The campus offers a limited number of live classes and most are in the evenings. Prospective BAAS majors should be sure the available classes will meet their career goals. For example, if someone wants to include Agriculture classes in professional development it would be necessary to travel to San Marcos. These are the usual classes that rotate through Round Rock on a consistent basis such as each spring or fall but may not be offered each semester.

College of Applied Arts

CTE 3304 Human Relations (hybrid

CTE 3381 Instructional Strategies (hybrid)

CTE 3313C Entrepreneurship

CTE 3313D Leadership (hybrid

CTE 3320 Effective Methods of Teaching (hybrid)

CTE 3321 Work Based Learning (hybrid)

CTE 3322 Teaching/Training as a Profession (hybrid)

CJ 3300 Juvenile Justice

CJ3323 Mid-Level Management

CJ 3325 Penology

CJ 4326 Women & CJ

CJ 3329 Forensic Evidence

CJ 4314 Terrorism

CJ 4316 Treatment in Corrections

CJ 4329 Organized Crime

CJ 4340 Crime Theory

CJ 4350 Contemporary Criminal Justice

CJ4362 Readings in CJ

CJ 4365 Contemporary Criminal Justice

McCoy College of Business

MGT 3303 Management of Organizations also available by CLEP

MKT 3343 Principles of Marketing also available by CLEP

MGT 3360 Studies in Entrepreneurship

FIN 3325 Personal Finance Management

CIS 3317 E-Business

Other classes are limited to business majors

College of Education

Classes in CI, ECE, RDG, SPED and other classes are not currently available to BAAS majors. However, if someone has previously completed the classes, they may be considered for inclusion on the BAAS.

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**College of Fine Arts and Communication**

MC 4302 History of Mass Media

MC 4303 International Advertising

MC 3343 Introduction to Public Relations

MC3355 Mass media and Society

MC 3367 Introduction to Advertising

MC 4308 Women & Minorities in Media

MC 4309 Visual Literacy

MC 4381 Digital and Online Media

MC 4382L Feature Writing

MC 4382X Sports Media

MC 43820 Travel Journalism

MC 4322 Health Comm

**College of Health Professions**

None NURS classes are not available to BAAS majors

**College of Liberal Arts**

ENG 3303 Technical Writing

ENG 3344 Chicano/A Narrative

ENG 3385 Children’s Literature

*Note prerequisite of PSY 1300 for advance PSY classes*

PSY 3300 Lifespan Development

PSY 3312 Adolescent Psychology

PSY 3313 Psychology of Adulthood and Aging

PSY 3315 Abnormal Psychology

PSY 3316 Personality Psychology

PSY 3322 Brain and Behavior

PSY 3323 Evolution and Behavior (P 3300)

PSY 3331 Social Psychology

PSY 3335 Forensic Psychology

PSY 4390P Human Factors

POSI 3316 Intro Public Admin

POSI 3318 Public Personnel admin

POSI 3377 Analytical Techniques

*Disclaimer: This document prepared on the basis of the best information at the time of printing. All information is subject to change without notice or obligation*.

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