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 practicum project which will be developed in the 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 Studies, or extension such as Certified Public Manager (CPM).

Q: When are the professional development classes selected?
   A. Prior to or during enrollment in CTE 3313E.

Q: Who selects the classes?
   A. The student. The advisors and CTE 3313E/OCED 4350 instructors do not choose them.

Q: Can I take classes in San Marcos, Round Rock, and San Antonio?
   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, San Antonio, and Round Rock for academic credit on the BAAS.

Q: Are there any special concerns when considering classes from the Office of Distance and Extended Learning.
   B: There is a separate registration process which can be done at any time.
   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 Correspondence Studies and extension such as Certified Public Manager (CPM) count toward the 30 hour residency requirement?
   A. Yes.
Q: How can the Certified Public Manager (CPM) credential be incorporated into the BAAS?
   A. The classes can be used in the professional development module.
   B. To start the registration process, go to 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.)*
   B. 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.
   C. 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.
   A. Some classes are available only to majors and minors in a particular degree program such as Nursing or Business.
   B. Some classes may require prior approval from the OWLS Department.

Q: Can I use advanced CLEPs?
   A. Yes, there are 3 advanced level CLEPs: MGT 3303, MKT 3343, PSY 3300.
   B. CLEPs do not count as residency credit.
   C. Lower level CLEPs cannot be used in PD.

Q: Do CLEP and DSST exams count toward the 30 hour residency requirement?
   A. No.

Q: What services does the Testing Center provide?
   A. It is possible to take some CLEP, DSST, and departmental exams.
   B. Students may complete CLEPs at any university which is a designated CLEP center and have the scores sent to Texas State.

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.

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.
   B. 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 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?
   A. Use the office of Career Services to help you identify career pathways.
   B. The OWLS staff can assist with selection of the 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 before declaring their major as BAAS.

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: On the Texas State home page at the bottom left under Quick Links: Public
       Access to Course Information (HB 2504) you can view the course syllabus.

Q: With a BAAS degree how will prospective employers know which classes were
   completed in PD and what the individual practicum 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?
   A. Yes, it may possible to use two 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?
   A. 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.

Q: I work and travel often and have difficulty attending classes so what are my options?
   A: Consider classes through the internet and correspondence.
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.

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 3328 Complex Organizations
SOCI 3333 Socio Pop Music
SOCI 3349 Drugs and Society

Correspondence 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CJ 3329</td>
<td>Introduction to Forensic Evidence</td>
</tr>
<tr>
<td>CJ 4365</td>
<td>Comparative Criminal Justice (prerequisite)</td>
</tr>
<tr>
<td>ENG 3311</td>
<td>Practices in Writing Rhetoric</td>
</tr>
<tr>
<td>ENG 3315</td>
<td>Introduction to Creative Writing</td>
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<tr>
<td>ENG 3322</td>
<td>The European Novel</td>
</tr>
<tr>
<td>ENG 3335</td>
<td>American Literature 1865-1930</td>
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<tr>
<td>ENG 3338</td>
<td>The American Novel</td>
</tr>
<tr>
<td>ENG 3368</td>
<td>The English Novel</td>
</tr>
<tr>
<td>ENG 3385</td>
<td>Children’s Literature</td>
</tr>
<tr>
<td>HIST 3315</td>
<td>History of England to 1603</td>
</tr>
<tr>
<td>HIST 3316</td>
<td>History of England Since 1603</td>
</tr>
<tr>
<td>HIST 3377</td>
<td>History of Country Music</td>
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<tr>
<td>HIST 4376</td>
<td>History of Texas Music</td>
</tr>
<tr>
<td>MC 4382L</td>
<td>Feature Writing and Freelancing</td>
</tr>
<tr>
<td>POSI 3322</td>
<td>Introduction to International Studies</td>
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<tr>
<td>POSI 4356</td>
<td>International Law</td>
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<tr>
<td>PSY 3300</td>
<td>Lifespan Development</td>
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<tr>
<td>PSY 3315</td>
<td>Abnormal Psychology</td>
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<tr>
<td>PSY 3331</td>
<td>Social Psychology</td>
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<tr>
<td>PSY 3333</td>
<td>Industrial Psychology</td>
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<tr>
<td>PSY 4391</td>
<td>History and Theory</td>
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<tr>
<td>SOCI 3328</td>
<td>Complex Organizations</td>
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<tr>
<td>SOCI 3337</td>
<td>The Family</td>
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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.

<table>
<thead>
<tr>
<th>CPM Tracks</th>
<th>Transcripted on Texas State transcript as:</th>
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</thead>
<tbody>
<tr>
<td>Track 1 Public Personnel Administration</td>
<td>POSI 3318 Public Personnel Administration</td>
</tr>
<tr>
<td>Track 2 Managing for Quality</td>
<td>POSI 3316 Introduction to Public Administration</td>
</tr>
<tr>
<td>Track 3 Organizational Communication</td>
<td>COMM 4315 Directed Research in Comm Studies</td>
</tr>
<tr>
<td>Track 4 Public Finance and Budgeting</td>
<td>POSI 3328 Public Finance Administration</td>
</tr>
<tr>
<td>Track 5 Productivity and Program Evaluation</td>
<td>POSI 3377 Analytical Techniques</td>
</tr>
<tr>
<td>Track 6 Information Systems for Managers</td>
<td>CTE 4310 Independent Study in CTE</td>
</tr>
<tr>
<td>Track 7 Applied Projects Practicum</td>
<td>POSI 4379 Independent Study</td>
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College Level Examination Program (CLEP)  
www.collegeboard.org/clep

Texas State Testing Center  
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.

**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 and CPM classes are offered in San Antonio. 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 any one of the three cities.

- 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.
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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