

**LMU|LA**

**College of Communication  
and Fine Arts**



**CFA  
FRESHMAN GUIDE**

Welcome  
Class of 2021!

Summer 2017

# LOYOLA MARYMOUNT UNIVERSITY

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- President: **Timothy Law Snyder**
- Founded: **1911**
- Founding Communities:  
**Society of Jesus**  
**Religious of the Sacred Heart of Mary**  
**Sisters of St. Joseph of Orange**
- Academic Organization  
**58 undergraduate majors, 53 graduate majors, 1 doctoral program (Ed.D.), 1 juris doctorate (J.D.), 1 doctorate in judicial science, and 13 credential programs, in six colleges and schools:**

**Bellarmino College of Liberal Arts**  
**College of Business Administration**  
**College of Communication and Fine Arts**  
**Frank R. Seaver College of Science and Engineering**  
**School of Education**  
**School of Film and Television**

LMU also includes

**The Graduate Division**

**LMU Extension,**

and **Loyola Law School**, which is located in downtown Los Angeles.

- Enrollment (as of Fall 2016)  
**6,162 Undergraduate**  
**2,061 Graduate**  
**1,008 Law School**
- Website: **<http://www.lmu.edu>**
- LMU Web Community: **myLMU**  
**<http://my.lmu.edu>**

## LMU Undergraduate Degrees, Majors and Programs

### College of Business Administration

- Accounting, BS
- Applied Information Management Systems, BS
- Entrepreneurship, BBA
- Finance, BBA
- Management, BBA
- Marketing, BBA

### College of Communication & Fine Arts

- Art History, BA
- Communication Studies, BA
- Dance, BA
- Music, BA
- Studio Arts, BA
- Theatre Arts, BA

### Bellarmino College of Liberal Arts

- African American Studies, BA
- Asian and Pacific Studies, BA
- Chicana/o Studies, BA
- Classics & Archaeology, BA
- Economics, BA or BS
- English, BA
- European Studies, BA
- French/Francophone Studies, BA
- Greek, BA
- History, BA
- Humanities, BA
- International Relations, BA
- Latin
- Liberal Studies (Elementary Education), BA
- Modern Languages, BA
- Philosophy, BA
- Political Science, BA
- Pre-Journalism, Certificate
- Pre-Law, Advisory Program
- Psychology, BA

- Sociology, BA
- Spanish, BA
- Theological Studies, BA
- Urban Studies, BA
- Women's & Gender Studies, BA

### Frank R. Seaver College of Science & Engineering

- Applied Mathematics, BS
- Athletic Training, BS
- Biochemistry, BS
- Biology, BS or BA
- Chemistry, BS
- Civil Engineering, BSE
- Computer Science, BS
- Electrical Engineering, BSE
- Engineering Physics, BS
- Environmental Science, BS
- Health & Human Sciences, BS
- Mathematics, BA or BS
- Mechanical Engineering, BSE
- Physics, BS
- Premedical and Other Health Professions Programs

### School of Film and Television

- Animation, BA
- Recording Arts, BA
- Screenwriting, BA
- Production (Film and Television), BA

### School of Education

Secondary Teacher Preparation Program in Art Education, English, Natural Science, Social Science (Political Science), or Spanish, in conjunction with a BA or BS in those fields

## Minor Programs

African American Studies  
Animation  
Archaeology  
Art History  
Asian Pacific American Studies  
Asian and Pacific Studies  
Biochemistry  
Biology  
Business Administration  
Catholic Studies  
Chemistry  
Chicana/o Studies  
Chinese  
Classics & Archaeology  
Computer Science  
Dance  
Economics  
    Electrical Engineering  
    English

English-Journalism  
Environmental Science  
Environmental Studies  
Ethics  
Film TV & Media Studies  
French  
General Science  
German  
Greek  
History  
International Relations  
Irish Studies  
Italian  
Jewish Studies  
Latin  
Mathematics  
    -Applied  
    -Pure  
    -Secondary Education

Modern Greek Studies  
Music  
Peace Studies  
Philosophy  
Physics  
Political Science  
Psychology  
Public Relations (Fall '18)  
Screenwriting  
Sociology  
Spanish  
Studio Arts  
Theatre Arts  
Theological Studies  
Urban Studies  
Women's & Gender  
Studies

# COLLEGE OF COMMUNICATION AND FINE ARTS

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**Office of the Dean:** St. Robert's Hall Room 100, (310) 338-7430

Dean: Bryant Keith Alexander

Academic Affairs Associate: Judy Delavigne

Assistant to the Dean: Pamela Willis

**Office of Academic Affairs:** St. Robert's Hall Room 101, (310) 338-2992

Associate Dean: Judith M. Scalin

Assistant Dean: Elaine P. Walker

Senior Coordinator of Academic Services-Undergraduate: Rachel Van Houten

## **Department of Art and Art History**

Burns Faculty Center 206, (310) 338-7424

### Majors:

Art History

Studio Arts: Art Education

Fine Arts: Ceramics, Drawing & Painting, Photography,  
Printmaking, or Individualized Studies

Graphic Design: Intensive Professional or Interdisciplinary Track

Multimedia: Text, Image, Sound, or Motion emphasis

### Minors:

Art History

Studio Arts

### Co-Chairs:

Damon Willick, Art History, (310) 338-3059

Jane Brucker, Studio Arts (Interim Chair), (310) 338-7424

### Faculty:

Art History: Amanda Herring, Kirstin Noreen, Melody Rodari, Damon Willick.

Studio Arts: Michael Brodsky, Jane Brucker, Han Dai-Yu, Saeri Cho Dobson,  
Rudolf Fleck, Garland Kirkpartrick, Dmitry Kmelnitsky, Teresa Lenihan, Diane  
Meyer, Teresa Muñoz, Rev. Michael Tang.

### Senior Administrative Coordinator:

Nicole Murph, (310) 338-7424

## **Department of Communication Studies**

Foley Hall 329, (310) 338-4226

### Major:

Communication Studies

### Chair:

Michele Hammers, (310) 338-7781

### Faculty:

Bryant Alexander, Shaun Anderson, Paige Edley, Christopher Finlay, Michele  
Hammers, Jason Jarvis, Meng Li, Patricia Oliver, Kyra Pearson, Nina Reich, Craig  
Rich, Abhik Roy, Dean Scheibel, Allison Soeller, Philip Wander.

### Senior Administrative Coordinator:

Lisa Lugo, (310) 338-4226

**Department of Theatre Arts and Dance**

Dance: Burns 250, (310) 338-5233

Theatre Arts: Foley 305, (310) 338-2837

Majors:

Dance: Generalist Track

Theatre Arts

Minors:

Dance

Theatre Arts

Chairs:

Patrick Damon Rago, Dance

Kevin J. Wetmore, Jr., Theatre Arts

Faculty:

Dance: Teresa L. Heiland, Scott T. Heinzerling, Rosalynde LeBlanc Loo,

Patrick Damon Rago, Judith Scalin, Kristen Smiarowski

Theatre Arts: Arnab Banerji, Diane Benedict, Charles Erven, Beth Henley,

Katharine Noon, Nenad Pervan, Sr. Judith Royer C.S.J., Kevin Wetmore, Leon

Wiebers

Senior Administrative Coordinators:

Carol Jones, Dance, (310) 338-5233

Jeanine Uribe, Theatre Arts, (310) 338-2837

**Department of Music**

Burns 103, (310) 338-5386

Major:

Music: Theory/Composition (instrumental or voice)

Music History/Literature (instrumental or voice)

World Music/Ethnomusicology (instrumental or voice)

Instrumental Studies or Vocal Studies

Instrumental Conducting or Choral Conducting (instrumental or voice)

Minor:

Music

Chair:

Mark Saya, 310-338-3010

Faculty:

Mary C. Breden, Paul W. Humphreys, Wojciech Kocyan, Martha Masters,

Mark Saya, Virginia Saya

Senior Administrative Coordinator:

Tashi Cardinali, (310) 338-5386

# ACADEMIC BASICS

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## ACADEMIC ADVISING

The College of Communication and Fine Arts is committed to supporting you throughout the development and achievement of your educational goals. The foundation of this support is your educational partnership with a faculty advisor. Beginning with the first meeting at Summer Orientation and continuing through graduation, your faculty advisor will assist you in developing a course of study that reflects your interests, goals and career aspirations. Assume an active role in the advising process to take full advantage of the wealth of the University's learning opportunities to ensure your academic success and effectively plan for graduation.

### What You Are Expected To Do:

As an advisee, you have responsibilities in the advising partnership:

- Be an active learner by participating fully in the advising experience. Schedule regular appointments with your faculty advisor during each semester. Come prepared to each appointment and ask questions if you do not understand an issue or have a specific concern.
- Become knowledgeable about the University programs, policies, and procedures. Read and understand information contained in the LMU Bulletin and CFA departmental guides, posted in myLMU and PROWL or sent via University email.
- Clarify personal values and goals and provide your faculty advisor with accurate information about your interests and abilities.
- Gather all relevant information regarding your major and degree requirements to make an appropriate choice in the course selection.
- Accept responsibility for your decisions.

### What You Can Expect:

As a faculty member, your academic advisor is invaluable to you as a mentor in exploring new areas of intellectual inquiry and study. They are knowledgeable in courses that are relevant to your interests within the major and other course work needed in attaining your educational goals. Your faculty advisor will:

- Assist you with planning an educational program consistent with your interests and abilities.
- Encourage and guide you in defining realistic educational goals.
- Communicate the curriculum graduation requirements, university policies and procedures, and assist you in evaluation of your progress toward degree requirements.
- Provide appropriate referrals to the University services and programs to enrich your academic career and personal development.

## Who Is My Advisor?

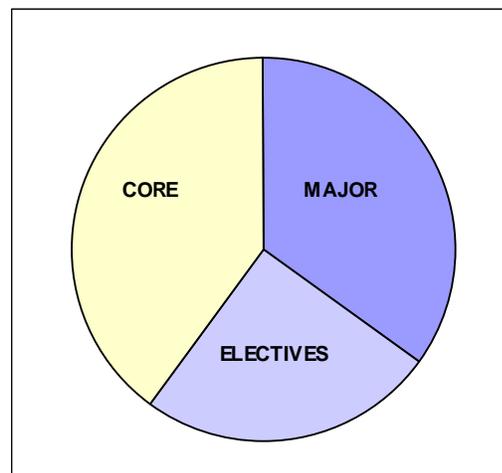
During Orientation, a faculty advisor from the College of Communication and Fine Arts will guide you in selecting courses for your first semester at LMU. When classes begin, you will be assigned a faculty advisor in the department of your major. To find your assigned academic advisor, using PROWL, select “Student Services”, then the “Registration” menu, and use the “Check Your Registration Status” option; your advisor’s name is displayed with that information. You may also visit the department of your major or contact the CFA Dean’s Office if you are unsure of your advisor’s name or contact information. Hint: you can usually find your advisor’s office location, email address, and phone number by looking them up in the directory on the LMU homepage (upper right corner).

## **DEGREE REQUIREMENTS**

**The Bachelor of Arts (B.A.) degree in Dance, Music, Studio Arts, and Theatre Arts requires a minimum of 120 units; the B.A. in Art History and Communication Studies require a minimum of 124 units. All degrees require at least 45 units of upper division coursework.**

The degree is comprised of three areas of study:

- **Core Curriculum,**
- **Major,**
- **Electives/Minor/Second Major.**



### University Core

The University Core Curriculum (hereafter referred to as “Core”) reflects the values of its founding and partnering communities—The Society of Jesus (Jesuit), Religious of the Sacred Heart of Mary (Marymount), and the Sisters of St. Joseph of Orange (CSJ). Rooted in the traditional Jesuit emphasis on classics, philosophy, theology, the liberal arts, and faith that does justice, the Core also reflects the Marymount commitment to faith, culture, and the arts. Moreover, the CSJ work for unity and reconciliation pervades the Core’s emphasis on integration. The Core encourages students to value learning and to carry that love of learning into their future lives. Valuing learning has two key components: a distinctively Catholic, humanistic vision of intellectual inquiry as well as the cultivation of particular skills. Both are necessary for students to be thoughtful, critical, and engaged citizens of the world. The Core educates and values the whole person. The LMU University Core therefore emphasizes the formation of students as whole persons, integrated in thinking, feeling, and action. As such, the Core includes intellectual, creative/artistic, and moral development. The Core invites students to analyze their relationship to others, to the world, and to God. The Core serves faith by bringing students to a critical and appreciative understanding of religious traditions, and to see the search for God as intrinsic to the human condition. The Core recognizes LMU’s special role in creating

women and men who will be discerning and active members of diverse communities—local and global. The Core includes the study of ethical theories and moral development, through which students come to recognize the value of acting rightly and using knowledge mindfully in the promotion of justice.

The University Core Curriculum provides a common foundation for every undergraduate student at LMU. Through the Core, LMU students will:

- develop fundamental skills in writing, speaking, and quantitative and analytical reasoning.
- examine God, self, society, and the world using a variety of methods and perspectives.
- become creative and critical thinkers.
- become women and men for others.

### **Core Curriculum Components**

The LMU Core moves from Foundations, to Explorations, to Integrations, carefully educating students to become mindful women and men for others. **Foundations courses** introduce students to the intellectual life of LMU, guiding them to confront important issues about their values and society. **Explorations courses** encourage students to engage in different disciplinary methods and perspectives of the humanities, arts, natural sciences, and social sciences. **Integrations courses** challenge students to take learned skills and knowledge from the Foundation and Exploration courses, together with their majors, and apply them to interdisciplinary consideration of thematic questions. **Flagged courses** in writing, oral skills, quantitative reasoning, information literacy, and engaged learning build on and reinforce the skills and critical thinking students obtain in the Foundation courses.

### **Grade Requirement**

A grade of C- is required to satisfactorily complete each core area. If a grade of C- or higher is not earned, the student must either retake the course or take another course in that area to fulfill the requirement.

### **Foundations**

The LMU Core experience begins with a set of six courses designed to introduce students to the intellectual life that defines an LMU education. Students are guided to confront important issues about values, faith, justice, race, gender, sexuality, and culture, together with the development of fundamental communication and reasoning skills. Courses in the Foundations level include the First Year Seminar and Rhetorical Arts to be taken in the first year, and courses in Quantitative Reasoning, Theological Inquiry, Philosophical Inquiry, and Studies in American Diversity, which should ideally all be completed by the end of the student's second year.

The First Year Seminar introduces students to intellectual rigor, critical thinking, and basic writing skills while laying the foundation for a life-long commitment to learning. The Quantitative Reasoning and Rhetorical Arts courses emphasize important components of the development and expression of independent, logical, and critical thinking. Courses in Theological Inquiry, Philosophical Inquiry, and Studies in American Diversity provide frameworks for understanding the worldview and intellectual tradition implicit in LMU's identity as a Catholic institution located in the geographical, ethnic, and economic diversity of the greater Los Angeles area.

### **Explorations**

Explorations courses serve the education of the whole person by inviting students to engage in a critical examination of self, society, and the world through a variety of disciplinary perspectives. These courses build on the understanding and skills developed in the Foundations courses by introducing students to a range of approaches to human knowledge necessary for becoming intellectually and spiritually engaged citizens of the wider world.

Courses in Explorations include Creative Experience; Historical Analysis and Perspectives, Nature of Science, Technology, and Mathematics; and Understanding Human Behavior. Students are encouraged to take these course during their second and third years. Major courses that achieve the outcomes described can satisfy one or more of these requirements, depending on availability.

### **Integrations**

Integrations courses are meant to serve as culminating experiences for the Core Curriculum, encouraging students to develop a more mindful engagement with the world. Integrations courses include reflection on questions of ultimate concern (service of faith), the development of moral selves in solidarity with others (promotion of justice), and interdisciplinary and/or humanistic engagement (education of the whole person). To facilitate meaningful interactions between the faculty and students, and among the students, these courses should be taught in a seminar format whenever possible. Ideally, Integrations courses will draw on at least two disciplines that differ from each other significantly enough to allow for the analysis and synthesis of knowledge.

Students are required to take three Integrations courses—one in each of the categories: Faith and Reason, Ethics, and Justice and Interdisciplinary Connections. These courses are normally taken in years three and four. Courses in Interdisciplinary Connections will fall into one of the following three thematic categories: 1) Virtue and Justice; 2) Culture, Art, and Society; 3) Power and Privilege; 4) Globalization; 5) Science, Nature, and Society.

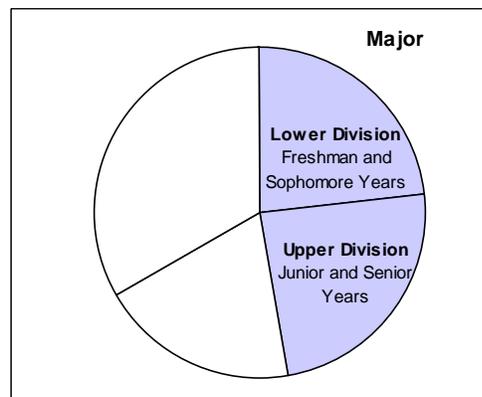
### **Flagged Courses**

Flagged courses in writing, oral skills, information literacy, quantitative reasoning, and engaged learning build on and reinforce the skills and critical thinking that students have obtained in the Foundations courses. Courses at the 200/2000 level or higher may meet a flag requirement. No course may carry more than two flags. Courses within the major may fulfill flag requirements. (Note: the same course cannot fulfill both Quantitative Reasoning core and Quantitative Reasoning flag).

## Major

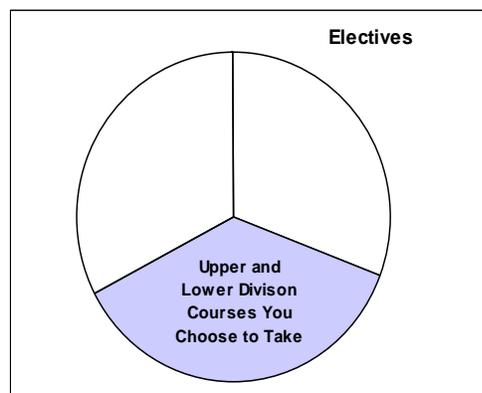
Your major is the subject or field of study of your specialization. A major is composed of lower division requirements (course number starting with 1 or 2), which are typically taken in the freshman and sophomore years, and the upper division courses (number starting with 3 or 4), usually taken in the junior and senior years. Each major requires a completion of specific lower and upper division units and courses as described in the LMU Bulletin.

Some majors will provide you with an opportunity of in-depth studies through a prescribed sequence of courses constituting a concentration, emphasis or track within a major. Most majors allow for some choice and variation within the prescribed coursework, depending on the student's goals, interests, and schedule.



## Electives/Minor/Second Major

There is no set number of electives required for any particular major; that number is the "balance" left over after you have completed your core, major, and minor (if any). Most minors require 16-20 units (4-7 courses), so if you complete a minor, you may not need to take any electives. You may also choose to pursue a second major. If you do not have a minor or second major, you can also complete your electives as part of a study abroad program, an internship, or simply to explore an area of study of interest to you outside your major. It is up to you. Since the number of needed electives is different for each student, be sure to consult with your faculty advisor on the required number of elective units necessary for you.



## Degree Progress

Graduating within 4 full years is expected of and attainable by all students, provided at least 30 units are completed each academic year, or about 15 units each Fall and Spring semester. Summer classes or extra units within the regular semester are necessary if this model is not maintained. You are responsible for knowing the requirements for your degree and planning your schedule to meet those requirements. A degree audit called the CAPP Report is your personal guide to tracking your progress, by showing you the courses that have been completed, those you have in progress, and the graduation requirements that have not been completed. You and your advisor will use this information to help you review progress towards your degree, plan the course of study to complete degree requirements, and select courses for the next term.

# The University Core Curriculum

## Foundations

First Year Seminar (FFYS 1000)	1 Course
Rhetorical Arts (RHET 1000)	1 Course
Quantitative Reasoning	1 Course
Theological Inquiry	1 Course
Philosophical Inquiry (PHIL 1800)	1 Course
Studies in American Diversity	1 Course

## Explorations

Creative Experience	1 Course
Historical Analysis and Perspectives	1 Course
Nature of Science, Technology, and Mathematics	1 Course
Understanding Human Behavior	1 Course

## Integrations

Faith and Reason	1 Course
Ethics and Justice	1 Course
Interdisciplinary Connections	1 Course

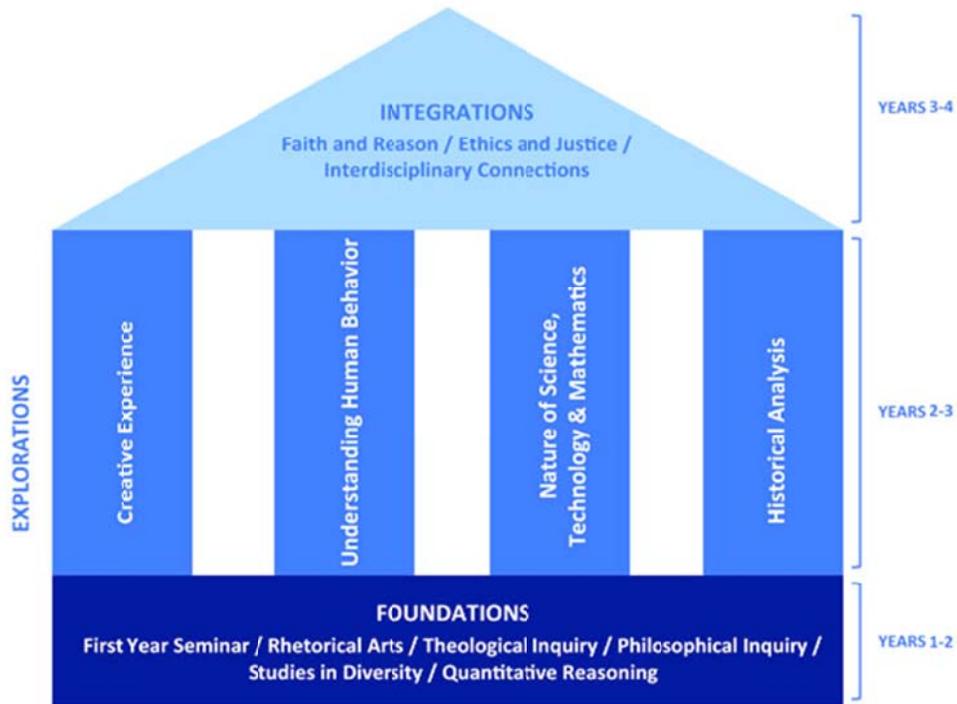
## Total:

13 Courses

## Flagged Courses

Writing	2 Flags
Oral Skills	1 Flag
Information Literacy	1 Flag
Quantitative	1 Flag
Engaged Learning	1 Flag

NOTE: The Core is meant to be completed over the student's four years of enrollment.



# RECOMMENDED FRESHMAN YEAR COURSES by MAJOR

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## Art History Major: Freshman Year

### Fall Semester

ARHS 2000	Foundations of Western Art	S.H.	4
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts		3 or 4
_____	Core		3 or 4
_____	Core or elective*		3 or 4
	At least		15 shrs

### ARHS 2000

#### Foundations of Western Art

##### 4 Semester Hours

An introductory survey of the visual arts from the Prehistoric through the late Roman period.

### Spring Semester

ARHS 2002	Art & Society: Early Christian-Early Modern	S.H.	4
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts		3 or 4
_____	Core		3 or 4
_____	Core or Elective*		3 or 4
	At least		15 shrs

### ARHS 2002

#### Art & Society: Early Christian-Early Modern

##### 4 Semester Hours

Introductory survey of the history of the visual arts in Western Europe from the fourth century through the early nineteenth century.

\* Note: Art History majors considering graduate school are encouraged to consider completion of at least two semesters of a foreign language such as French or German, as electives, although there is no foreign language requirement.

## Communication Studies Major

### Freshman Year

#### *Fall Semester*

		S.H.
CMST 1600	Nature of Inquiry	4
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
CMST 2800 or core	Advanced Public Communication or Core	3 or 4
		_____
	At least	15 shrs

#### *Spring Semester*

CMST 1700	Nature of Theory	4
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
CMST 2800 or core	Advanced Public Communication or Core	3 or 4
	At least	15 shrs

### **CMST 1600: Nature of Inquiry**

#### *4 semester hours*

This course introduces students to the field of communication studies. Students will study the field's disciplinary history, the nature of theory, and foundational concepts from multiple sub-fields within the discipline.

### **CMST 1700: Nature of Theory**

#### *4 semester hours*

This course overviews the research process, with an emphasis on the foundational skills necessary to conduct original research, including: generating research questions, developing scholarly arguments, locating, retrieving, and evaluating sources, and actual data collection methods. Students will also be introduced to basic aspects of writing for the discipline, as well as expectations for scholarly ethics and proper citation of sources. Prerequisite: CMST 1600.

### **CMST 2800: Advanced Public Communication**

#### *4 semester hours*

This course provides advanced training in argumentation skills, including logical reasoning, the use of evidence, and effective organization of content. Students will conduct topical research and prepare oral and written arguments. Prerequisites: CMST 1600 and 1700, and/or consent of department.

## Dance Major

### Freshman Year

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#### Fall Semester

		S.H.
DANC 100	Orientation to Dance	1
DANC 101	Principles of Movement	0-1
DANC 160	Fundamentals of Dance Composition I	3
DANC—Studio	Ballet at level	0-2
DANC—Studio	Jazz Dance at level	0-2
DANC—Studio	Modern Dance at level	0-2
DANC 377	Dance Production	0-1
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
_____	Core	3 or 4
	At least	15 shrs

#### Spring Semester

DANC 161	Fundamentals of Dance Composition II	3
DANC 183	Stagecraft for Dancers	1
DANC—Studio	Ballet at level	0-2
DANC—Studio	Jazz Dance at level	0-2
DANC—Studio	Modern Dance at level	0-2
DANC-- Studio	World Dance	0-2
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
_____	Core	3 or 4
	At least	15 shrs

#### DANC 377

##### Dance Production

##### 0-1 Semester Hours

Serving as crew member or 30 hours of Dance Production work in the areas of lighting, publicity, costuming, staging, and/or related fields.

#### DANC 161

##### Fundamentals of Dance Composition II

##### 3 Semester Hours

Continuation of DANC 160. (Spring) Majors/minors only.

#### DANC 183

##### Stagecraft for Dancers

##### 1 Semester Hour

Introduction to basic principles of lighting, costuming, and production management. (Spring)

#### DANC 100

##### Orientation to Dance

##### 1 semester hour

An introduction to the discipline of Dance for Dance major students. This course addresses: careers, health, wellness, performance, community service, and community resources. Majors only.

#### DANC 101

##### Principles of Movement

##### 0-1 Semester Hours

Orientation to use of breath, alignment, and basic principles of motion. Exploration of the body-mind connection. (Fall) Majors only.

#### DANC 160

##### Fundamentals of Dance Composition I

##### 3 Semester Hours

Principles of composition in relation to time, force, space, and kinesthesia. Groundwork in aesthetics and composition theory. (Fall)

# Music Major

## Freshman Year

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### Fall Semester

MUSC 101	Studio Class	S.H.	0
MUSC 121	Music Theory and Form I		3
MUSC 133	Aural Skills I		1
MUSC 180	Applied Music		1
MUSC ____	Ensemble		1
GRMN 1101	Elementary German I or		
or	Elementary Italian I or		
ITAL 1101	Elementary French I		4
or			
FREN 1101			
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4	
____	Core		3 or 4
	At least		15

### Spring Semester

MUSC 101	Studio Class		0
MUSC 122	Music Theory and Form II		3
MUSC 134	Aural Skills II		1
MUSC 181	Applied Music		1
MUSC ____	Ensemble		1
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4	
____	Core		3 or 4
____	Core		3 or 4
	At least		15

### MUSC 101: Studio Class

*0 Semester Hours*  
 Recital class for music majors and minors enrolled in applied lessons, including composition lessons. May be repeated for degree credit [at least four times].

### MUSC 121: Music Theory and Form I

*3 Semester Hours*  
 Introduction to the fundamentals of functional tonal harmony, basic musical terminology and notation, figured bass, and diatonic harmonic progression and voice leading. Corequisite: MUSC 133.

### MUSC 133: Aural Skills I

*1 Semester Hour*  
 Developing of the aural skills of sight singing, audiation, and pitch discrimination leading to the ability to take musical dictation from simple to intermediate levels involving melody, rhythm and meter, chords in root position, and cadential harmony. Includes Computer Assisted Instruction (CAI). Corequisite: MUSC 121.

### MUSC 180: Guitar, Percussion, Piano, Strings, Voice

*1 Semester Hour*  
 First semester of private applied lessons in the major/minor. Corequisite: MUSC 101.

### MUSC 122

**Music Theory and Form II**  
*3 Semester Hours*  
 Continuation of MUSC 121, introducing cadences, nonchord tones, 7th chords, chromatic harmony and voice leading (secondary chords), and various types of modulation. Also includes an introduction to formal analysis through the study of period and other phrase structures. Corequisite: MUSC 134.

### MUSC 134: Aural Skills II

*1 Semester Hour*  
 Continuation of MUSC 133, further developing the ability to take musical dictation from intermediate to advanced levels involving tonal, modal, and atonal melody, rhythm and meter, all chord types, including inversions and harmonic progression. Continuation of CAI. Prerequisite: MUSC 133. Corequisite: MUSC 122

### MUSC 181: Guitar, Percussion, Piano, Strings, Voice

*1 Semester Hour*  
 Second semester of private applied lessons in the major/minor. Prerequisite: MUSC 180. Corequisite: MUSC 101

### FREN 1101

#### Elementary French I

*4 Semester Hours*

A course intended for students who have not taken French before. Based on a communicative approach, the course emphasizes reading, writing, and oral proficiency in basic French. Materials covered include an introduction to all articles, pronouns, regular and irregular verbs in past and present tenses and in indicative and imperative modes, adjectives, prepositions, and basic vocabulary.

### GRMN 1101

#### Elementary German I

*4 Semester Hours*

A course intended for students who have not taken German before. Based on the communicative approach, the course emphasizes oral proficiency in basic German as well as reading and writing. Materials covered include an introduction to the nominative and accusative cases with their corresponding articles and pronouns, regular and irregular verbs in the present tense, and word order as well as basic vocabulary and the development of cross-cultural awareness.

### ITAL 1101

#### Elementary Italian I

*4 Semester Hours*

An introduction to Italian language and culture with emphasis on communicative skills, this course is designed for students who have little or no knowledge of Italian. Students will acquire the four basic language skills—listening, speaking, reading, and writing—in classes that are taught exclusively in Italian. Materials covered include an introduction to articles, pronouns, adjectives, prepositions, regular and irregular verbs in past and present tense indicative, and basic vocabulary on selected topics. Students are also introduced to the basic geography of Italy and to aspects of everyday Italian culture

## Studio Arts Major: Freshman Year

### Art Education

#### Fall Semester

		S.H.
ART 153	Drawing I	3
ART 160	Two-Dimensional Design	3
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
ARHS 2000	Foundations of Western Art	3 or 4
_____	Elective	3 or 4
ART 198	Freshman Workshop	1
	At least	16 shrs

#### Spring Semester

		S.H.
ART 154, 278, 280, or 285	LD STAR Focus Course	3
ART 275	3D Design	3
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
_____	Elective	3 or 4
	At least	15 shrs

### Fine Arts

#### Fall Semester

		S.H.
ART 153	Drawing I	3
ART 160	Two-Dimensional Design	3
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
ART 198	Freshman Seminar	1
	At least	15 shrs

#### Spring Semester

		S.H.
ART 260 or ART 275 or ART 276	Computer Graphics I or Three-Dimensional Design or Ceramic Sculpture	3
ARHS 2000	Foundations of Western Art	4
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3
_____	Core	3
	At least	15 shrs

### ART 153

#### Drawing I

##### 3 Semester Hours

An introduction to drawing and the development of visual awareness. Experimentation and exploration of technique developed through a variety of subject matter. Varied media, including pencil, charcoal, ink, and conte.

### ART 160

#### Two-Dimensional Design

##### 3 Semester Hours

Examination of the basic elements of two-dimensional design. Course emphasizes visual literacy as well as the conceptual and problem-solving processes used in composing graphic form.

### ARHS 2000

#### Foundations of Western Art

##### 4 Semester Hours

An introductory survey of the visual arts from the Prehistoric through the late Roman period.

### ART 260

#### Computer Graphics I

##### 3 Semester Hours

Introduction to principles and practices of electronic imaging as they apply to graphics, art, and design. Recommended: ART 160.

### ART 276

#### Ceramic Sculpture

##### 3 Semester Hours

Examination of ceramics as a sculptural medium. Students will explore technical and conceptual processes of ceramics. While clay is the focus, other materials will be utilized.

### Graphic Design

ART 153	Drawing I	3
ART 160	Two-Dimensional Design	3
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
ART 198	Freshman Workshop	1
		_____
	At least	15 shrs

### Spring Semester

ART 154 or 257	Drawing II or Painting I	3
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
_____	Core	3 or 4
_____	Elective	3 or 4
	At least	15 shrs

### Multimedia

#### Fall Semester

ART 160	Two-Dimensional Design	3
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
_____	Core	3 or 4
ART 198	Freshman Seminar	1
		_____
	At least	15 shrs

#### Spring Semester

ART 182	Programming for Creative Applications	3
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 3
_____	Core	3 or 4
_____	Core or Elective	3 or 4
		_____
	At least	15 shrs

### ART 198

#### Freshman Workshop in Studio Arts

This studio arts workshop is designed for studio arts majors to explore creativity, create community, and to engage in uniquely transformative experiences in the visual arts. This mandatory class for all Freshman STAR majors meets one time per week. Course experiences may include lectures by guest artists, meeting studio arts faculty, activities related to art making and art viewing, and building studio community through projects, experiences or exhibition. There is no out of class work assigned to this class.

### ART 153

#### Drawing I

##### 3 Semester Hours

An introduction to drawing and the development of visual awareness. Experimentation and exploration of technique developed through a variety of subject matter. Varied media, including pencil, charcoal, ink, and conte.

### ART 160

#### Two-Dimensional Design

##### 3 Semester Hours

Examination of the basic elements of two-dimensional design. Course emphasizes visual literacy as well as the conceptual and problem-solving processes used in composing graphic form.

### ARHS 2000

#### Foundations of Western Art

##### 4 Semester Hours

An introductory survey of the visual arts from the Prehistoric through the late Roman period.

### ART 260

#### Computer Graphics I

##### 3 Semester Hours

Introduction to principles and practices of electronic imaging as they apply to graphics, art, and design. Recommended: ART 160.

### ART 276

#### Ceramic Sculpture

##### 3 Semester Hours

Examination of ceramics as a sculptural medium. Students will explore technical and conceptual processes of ceramics. While clay is the focus, other materials will be utilized.

# Theatre Arts Major

## Freshman Year

		S.H.
THEA 111	Introduction to Theatre Performance	3
THEA 120	Basic Stagecraft	3
THEA 121	Basic Stagecraft Lab	0
THEA 250	Theatre Practicum: Crew	1
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core	3 or 4
_____	Core	3 or 4
	At least	15 shrs

### Spring Semester

		S.H.
THEA 220	Introduction to Basic Scene, Lighting and Costume Design	3
THEA ---	Lower Division THEA course	3
THEA 250	Theatre Practicum: Crew	1
FFYS 1000 or RHET 1000	First Year Seminar or Rhetorical Arts	3 or 4
_____	Core or elective	_____
	At least	15 shrs

### THEA 121

#### Basic Stagecraft Lab

*0 Semester Hours*

An application of basic modern theatrical practices in a lab format though hands-on experience in a scene shop. Course work correlates with instruction in THEA 120. Corequisite: THEA 120.

### THEA 220

#### Introduction to Basic Scene, Lighting, and Costume Design

*3 Semester Hours*

An introduction to the basic elements of production design and its interrelation to the idea of the play. Course will examine the script and explore the development of a concept and its application in the design disciplines. Conceptual and technical drawings are produced, emphasizing clear and concise communication. Lab fee.

### THEA 250

#### Theatre Practicum: Crew

*0-2 Semester Hours*

This course provides mentored hands-on experience in technical theatre through participation in construction or running crew for Theatre Arts departmental productions. May be repeated for up to 6 semester hours with a maximum of 2 semester hours in any given technical area.

Theatre Arts majors/minors only. Prerequisite: THEA 120 or consent of instructor or Chair.

### Fall Semester

#### THEA 111

#### Introduction to Theatre Performance

*3 Semester Hours*

An introduction to the study of acting with a foundation in realism and physical actions. Emphasis is placed on a variety of critical and creative theories, and techniques to cultivate imagination, focus, embodied creativity, self-awareness, vocal and physical range, and script analysis. Suitable for beginners and students with some performance experience. Lab fee. (Fall) Theatre Arts majors only.

#### THEA 120

#### Basic Stagecraft

*3 Semester Hours*

An introduction to basic technical theatre organization and vocabulary, scenic materials, and construction processes. The course includes an overview of the relationship of scenography to production and reading/executing basic graphic documents. A lab provides practical application of techniques and methods covered in lectures. Lab fee.

## PLANNING YOUR FIRST SEMESTER COURSES

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Working together, you and your Orientation advisor will select appropriate courses that match your academic goals and interests. To help you in the selection of your first semester courses use the information contained in:

**LMU BULLETIN** - The LMU Bulletin is your course catalog and reference guide for all the University's information on academic policies, procedures and requirements, majors and minors, course descriptions, tuition, departments and programs. The LMU Bulletin is available online at the Registrar's website: <http://registrar.lmu.edu>.

**SCHEDULE OF CLASSES** - The schedule of classes is a listing of all courses offered by the University during a given semester. The *full schedule* is only available online via myLMU. This is a Real-Time Schedule listing of all open and closed courses. The open courses are shown in black; the closed ones appear in red. You can also access the list of *open courses* when registering in PROWL through the "Look-up Classes to Add" function, but only open classes are shown.

### How to read information in the Schedule of Classes

				Start	End	Sem.						
CRN	SUBJ	CRS	SEC	Course Title	Days	Time	Time	Fee	Hours	Location	Instructor	Attribute
41228	CMST	1000	01	Intro Public Speaking	T	04:30	07:00pm		3	STR 234	Teacher, A	FND: SAMPLE CORE AREA
43884	CMST	1000	02	Intro Public Speaking	MWF	08:00	08:50am		3	STR 358	TBA	FND: SAMPLE CORE AREA

**CRN** (Course Reference Number) - Each section of each course that is offered during any semester is assigned a five-digit number. This is the number you type in PROWL when you register for classes, e.g. 41228.

**SUBJ** - Course of study, 3 or 4 letter abbreviation of the department in which the course is offered, e.g. CMST for Communication Studies.

**CRS** - Course number, e.g. 1000, a specific number is assigned to each course title. See below explanation of the course numbering system.

**SEC** - The same course, CMST 1000, may be offered at a number of different times with different professors. The section number is used to distinguish one course, e.g. CMST 1000.01 from another, e.g. CMST 1000.02 class.

**Course Title** - A topic of the course describing briefly the course content, e.g. "Introduction to Public Speaking". A full course description may be found in the University Bulletin.

**Days** - The day (s) when the class meets. Classes usually meet: 3 times a week on Monday, Wednesday, and Friday (MWF); or twice a week on Tuesday and Thursday (TR); or twice a week on Monday and Wednesday (MW); or once a week on any weekday.

**Start Time** - The beginning of each class meeting, e.g. at 4:30 PM.

**End Time** - The end time of each class meeting, e.g. at 7:00 PM.

**Fee** - Some classes assess a charge beyond tuition to cover the cost of extra materials. This fee is automatically added to your semester tuition bill after registration.

**Semester Hours** - Number of units assigned to a course correlating with the approximate hours of class per week (usually 3 or 4). Sometimes this number is variable.

**Location** - Where the class meets. Refer to the campus map for key to building codes.

**Instructor** - Name of the professor teaching the course, e.g. Prof. A. Teacher.

**Attribute** - If the course fulfills a core area and/or flag, it will be noted in this column.

## ACADEMIC TERMS

- A unit (sometimes called a *semester hour* or *credit hour*) is an equivalent of 50 minutes of class time per week, for 15 weeks. Most lecture courses are 3 or 4 units each. Some studio, laboratory or performance courses in Dance, Music and Theatre Arts programs are available for a variable number of credits (0-3), changeable at the discretion of the instructor and/or student's advisor to meet scheduling or degree requirements.
- A 3 unit course usually meets three times a week for 50 minutes, or twice a week for one hour and 15 minutes, or once per week for 2 ½ hours. A 4 unit course usually meets three times a week for one hour, or twice a week for 1 ½ hours, or once a week for 2 ½ hours. (Sometimes the professor will schedule a break during the once-per-week classes.)
- Course Load – The recommended course load is 15 units, but it would not be unusual for a student to enroll in 14-17 units during the first semester. A student carrying 12 or more units in the Fall or Spring term is considered a full-time student. A student carrying fewer than 12 credits is classified as a part-time student.
- Lower division courses are numbered 100 (or 1000) – 299 (2999) and are usually taken in the freshman and sophomore years.
- Upper division courses are numbered 300 (or 3000) - 499 (4999) and are usually taken in the junior and senior years.
- Class Standing: Freshman: 0 - 29 semester hours completed.  
Sophomore: 30 - 59 semester hours completed.  
Junior: 60 - 89 semester hours completed.  
Senior: 90 + semester hours completed.

- **myLMU** - myLMU is an intranet system providing secure access to the University services for students, faculty and staff. It is a one-stop resource for LMU announcements, e-mail, registration, course/group tools, news, events, forms and the portal to most other systems (myTime, PROWL, Blackboard, etc.)
- **PROWL (Personal Records Online Web Link)** - PROWL is your interactive resource for academic records, registration, your student account and financial aid. PROWL is accessed through myLMU. You use PROWL to register for your classes. If you have any additional questions how to use the registration system, you can call the PROWL helpline at (310) 338-2740.
- **CAPP (Curriculum Advising and Program Planning report)** - Generated from PROWL, a personalized real-time report of all the requirements for your degree program indicating whether or not you have met these requirements.

### PRE-LMU COURSE CREDITS

- Advanced Placement (AP) - Students may be granted credit at the time of entrance into the University for subjects in which they have completed the AP examinations with scores of 4 or better. Credit is awarded upon receipt of the official scores from the College Board. **If you did not select LMU as a score recipient when you took your last exam, you will need to order a duplicate score report to be sent directly to LMU. Your own personal score report is not acceptable to obtain this credit. Go to [www.collegeboard.com](http://www.collegeboard.com) for complete reordering instructions.**
- College Level Transfer Courses - You may receive transfer credits for courses completed at other accredited college or university. Your pre-LMU college level transfer work may be applied to satisfy core, major or elective degree requirements. An official transcript must be submitted to the Registrar's Office for evaluation of course equivalency. Courses completed with grades below "C" (2.0) or identified as "remedial" do not transfer. If you have questions on your completed transfer work or if you are planning to take courses elsewhere in the future, contact the CFA Dean's Office. **If you did not already have an official transcript showing your final grade sent to LMU, you will need to order one directly from the institution. An unofficial transcript, or the grade on your high school transcript, is not acceptable to obtain transfer credit.**
- International Baccalaureate Program (IB) - To receive credit, official scores for IB exams must be requested from the International Baccalaureate Program and sent directly to the Registrar's Office. Credits are granted only for high-level exams passed with a score of 5 or better. **If you did not select LMU as a recipient when you took your last exam, you will need to order a duplicate transcript to be sent directly to LMU. Your own personal IB diploma or transcript is not acceptable to obtain transfer credit. Go to [www.ibo.org/iba/transcripts/](http://www.ibo.org/iba/transcripts/) for complete reordering instructions.**

## ADVANCED PLACEMENT CREDIT AWARDED

AP Exam	Units Awarded	Equivalent LMU Course(s)	Core Requirement Satisfied
Art History	8	ARHS 2000 and 2002	None (elective credit only)
Art: Studio Art-Drawing	6	No specific course	None (elective credit only)
Art: Studio Art – 2D Design	3	No specific course	None (elective credit only)
Art: Studio Art – 3D Design	3	No specific course	None (elective credit only)
Biology	6	No specific course	ESTM
Chemistry	4	No specific course	ESTM
Chinese Language and Culture	8	CHIN 1101 & 1102	None (elective credit only)
Computer Science A	3	CMSI 185	ESTM
Economics: Macroeconomics	3	ECON 1200	EHBV
Economics: Microeconomics	3	ECON 1100	EHBV
English Language & Composition	4	ENGL 1XXX	None (elective credit only)
English Literature & Composition	4	ENGL 1XXX	None (elective credit only)
Environmental Science	3	ENVS 101	ESTM
European History	4	HIST 1200	EHAP
French Language & Culture	8	FREN 1101 & 1102	None (elective credit only)
German Language & Culture	8	GRMN 1101 & 1102	None (elective credit only)
Government & Politics: U.S.	4	POLS 1200	EHBV
History: U.S.	4	HIST 1300	EHAP
Human Geography	4	GEOG 1000	EHBV
Latin	8	CLAR 1115 & CLAR 1125	None (elective credit only)
Mathematics: Calculus AB	4	Math 131	FQTR or ESTM
Mathematics: Calculus BC	8	Math 131 & 132	FQTR or ESTM
Music Theory	3	No specific course	None (elective credit only)
Physics C: Mechanics	4	PHYS 101	ESTM
Physics C: Electricity & Magnetism	4	PHYS 201	ESTM
Physics 1: Algebra-Based	4	PHYS 253	ESTM
Physics 2: Algebra-Based	4	PHYS 254	ESTM
Psychology	4	No specific course	None (elective credit only)
Spanish Language & Culture	8	SPAN 1101 & 1102	None (elective credit only)
Spanish Literature & Culture	8	No specific course	None (elective credit only)
Statistics	3	MATH 104	FQTR
World History	4	HIST 1050	EHAP

## PLACEMENT TESTING

- Placement tests are offered in Math (mandatory), and Spanish, French, German, and Chinese (optional) as part of the Online Tutorial which students take prior to attending Orientation.
- Since these tests are for placement purposes only, no academic credit is granted based on test scores. Scores become part of a student's internal LMU record for as long as a student is enrolled at LMU. These scores may not be transferred to other institutions, and, placement tests may not be repeated.
- Math Placement Testing – All incoming freshmen take the Math Placement Test. Most CFA students enroll in MATH 102, "Quantitative Skills for the Modern World" with corequisite MATH 103 lab course to satisfy the core requirement in Quantitative Reasoning-- unless you received AP, IB, or transfer credits for a college level Math course. If you desire to take a more advanced Math class, or if you plan to double major in Business Administration, any Science, Economics, or Liberal Studies, you will need to qualify for those math courses based on your score on the math placement test.
- If for some reason a student did not take the Math Placement Test, they should contact Ms. Jill Davine in the Mathematics Department for access (310-338-2774).
- Foreign Language Testing – One semester of foreign language is required for Music majors only. Other majors may choose to take foreign languages for elective credit. Whether or not you are required to take foreign language courses, knowledge of a second language has become a vital part of the basic preparation for some graduate schools and an increasing number of careers, including teaching, marketing, finance, journalism, social work or law.

Placement test is required if:

- You have studied French, German, Chinese, or Spanish and plan to take a foreign language course during your first semester.
- You have AP/IB/transfer credit in French, German or Spanish and you plan to continue studying the same foreign language during your first semester.

Placement test is **not** required if:

- You have never studied a foreign language
  - You do not intend to enroll in a foreign language course now, or in a future semester.
- If a student declines to take a foreign language placement test during the Online Tutorial and later wishes to take it, they should contact Ms. Debra Wong in the Modern Languages & Literatures Department for access (310-338-3051). Testing in other foreign languages (Filipino, Modern Greek, Italian, and Japanese) is also available by special arrangement.

### When choosing courses keep in mind:

- Art History and Communication Studies majors usually register for 4 courses each semester, totaling 15-16 units. Studio Arts majors usually register for five courses for a total of 15-16 units each semester.
- Dance, Music, and Theatre Arts majors typically enroll in more *classes per* semester because courses in those departments are often worth for 0, 1, 2, or 3 units, so more classes are needed to total 15 units.
- To be considered a full-time student, you must register for at least 12 semester hours-- but to graduate in 4 years you should complete at least 15 units each semester.
- Balance your schedule over the entire week rather than plan to take courses only two or three days during the week. Your schedule should include major courses, core requirements and electives.
- Be flexible. Do not plan on being on or off campus certain days and times of the week before you have considered every option. It is not recommended to take all your classes back-to-back. Make sure that you allow enough time to study, rest and eat proper meals between your classes. Plan alternative course options

## FRESHMAN TIPS FOR SUCCESS

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Your first year at Loyola Marymount University is very important, as we want you to experience the best education and transition from high school to college. Here are some tips and words of advice for you.

### ACADEMIC STUDIES

- **Go to class!** Even though the attendance policy is at discretion of each individual professor, you should always go to every class meeting. (Attendance policy will be announced at the first class meeting of the semester or listed in the class syllabus.)
- **Know your professor's expectations.** Each professor will provide you with a course syllabus that contains the professor's contact information, required course text, description of course objectives and assignment deadlines. Keep the syllabus handy for quick reference and planning your work.
- **Be prepared!** Prepare by completing your assignments and reviewing your notes before each class. If you do this, studying for a test will be so much easier! Last-minute studying is stressful and reduces your chances for good grades.
- **Take notes.** Some professors give notes to students in hard copy or online. Others give guidelines using slides and lecturing. Whatever your professor does, it is always a good idea to take notes in class, as they help for future reference.
- **Always turn in your assignments on time.** Some professors may deduct points or not accept late work at all.
- **Ask questions.** Successful students always ask questions of their professors. You can ask questions in class or during the professor's office hours.
- **Develop your reading strategies.** Keep in mind that each course requires 2-4 hours a week for outside class work. Don't fall behind. If your reading strategy isn't working out for you, you can always try a new one. The Academic Resource Center (ARC) can help.
- If you get behind in your coursework, **do not give up!** Make an appointment with your professor, the ARC, your advisor, and/or a member of the CFA Office of Academic Affairs.
- **Know the LMU Honor Code and The Lion's Code.** Read and understand the LMU Honor Code listed in later in this handbook and in the LMU Bulletin. If not sure, ask your professor additional questions such as:
  - Can you work with other students on class assignments?
  - Does your professor allow notes or note cards on exam?
  - What documentation (citations) are required in a paper?

## SUPPORT OFFICES FOR STUDENT LIFE @ LMU

### Academic Resource Center

Daum Hall, 2<sup>nd</sup> Floor; (310) 338-2847; [www.lmu.edu/arc](http://www.lmu.edu/arc)

The Academic Resource Center (ARC) provides academic enrichment and support services to enhance student learning process including: tutoring, writing assistance, group study sessions and workshops, academic success strategies, foreign languages and ESL practice.

### Disability Support Services

Daum Hall, 2<sup>nd</sup> Floor; (310) 338-4216; [www.lmu.edu/dss](http://www.lmu.edu/dss)

The DSS Office provides specialized assistance and resources to enable students with physical, perceptual, learning, ADHD and/or psychological disabilities to achieve maximum independence while pursuing their educational goals. Registration with the DSS Office is on a voluntary, self identifying basis. Students must provide documentation for their disability from an appropriate licensed professional. Services are offered to students who have established disabilities under state and federal laws. The DSS Office will make every effort to respond to students' request for accommodation within 15 business days once the student has provided the documentation.

### Career Development Services

VDA 135; (310) 338-2871; <http://careers.lmu.edu>

The Career Development Services helps students make informed decisions about undergraduate and postgraduate plans. From the first year through graduation, CDS offers opportunities for career explorations, assists in developing career skills, and provides job-search tools &resources.

### LMU Cares

310-258-4381; [lmu.edu/LMUCARES](http://lmu.edu/LMUCARES)

LMU Cares (Campus Awares Resource Education Services) is the blanket organizational title for the network of staff who are available to students in the event of an emergency such as sexual or interpersonal misconduct.

### Student Health Services

Burns Recreation Center, First Floor: (310) 338-2881

[www.lmu.edu/studentlife/studentaffairs/healthwellness/healthservices/contact.htm](http://www.lmu.edu/studentlife/studentaffairs/healthwellness/healthservices/contact.htm)

The Student Health Center is a full service medical office and is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). In addition to basic, non-emergency treatment for injuries and illness, the services provided include immunizations, women's health services, and lab work. Please consult the SHS team directly for more specific details of services offered and associated costs.

### Student Psychological Services

Burns Recreation Center, Second Floor (pool side); (310) 338-2868; [www.lmu.edu/sps](http://www.lmu.edu/sps)

SPS provides confidential services for LMU students, including individual and group counseling and walk-in consultations, to promote the well-being of LMU students consistent with LMU's philosophy of developing the whole person. There are **no charges** for these services. Student Psychological Services is accredited by the International Association of Counseling Services, Inc.

### Study Abroad

Von der Ahe Building, Suite 130; (310) 338-1973; [www.lmu.edu/studyabroad](http://www.lmu.edu/studyabroad)

Study Abroad is a rewarding, transforming experience that complements many academic programs in CFA. Explore the LMU's full semester or summer study abroad opportunities as well as the affiliate programs options

## Fall 2017 Academic Calendar

*M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday*

Aug 28	M	Classes begin
Sep 1	F	Last day to add or drop a class without a grade of 'W'
Sep 4	M	University Holiday – Labor Day
Sep 15	F	Last day for undergrads to finish coursework for Spring/Summer 2015 grades of Incomplete
Sep 29	F	Last day for instructors to submit Fall grades for undergraduates with Incompletes
Oct 12	R	Last day for instructors to submit mid-term deficiency grades
Oct 13	F	No Classes – Autumn Day
Nov 3	F	Last day to withdraw from the semester for a 25% tuition refund (no refunds after this day)
Nov 10	F	Spring 2017 Registration Begins
Nov 22-24	W-F	No Classes – Thanksgiving
Dec 9-10	S-U	Reading Days
Dec 11-15	M-F	Final Exams
Jan 8	M	Spring 2018 Semester Begins

### Fall 2017 Final Exams Schedule

Final Examinations are 2 hours in duration and are administered during the last week of the semester in the regular classroom according to the schedule below.

Class Start Time	Class Days	Exam Start Time	Exam Day
08:00 am	Monday-Wednesday-Friday <b>OR</b> Monday-Wednesday	08:00 am	Monday
08:00 am	Tuesday-Thursday	08:00 am	Tuesday
09:10 am	Monday-Wednesday-Friday	08:00 am	Wednesday
09:40 am	Monday-Wednesday	08:00 am	Wednesday
09:40 am	Tuesday-Thursday	08:00 am	Thursday
10:20 am	Monday-Wednesday-Friday	08:00 am	Friday
11:20 am	Tuesday-Thursday	11:00 am	Tuesday
11:30 am	Monday-Wednesday-Friday	11:00 am	Monday
12:40 pm	Monday-Wednesday-Friday <b>OR</b> Monday-Wednesday	11:00 am	Wednesday
01:00 pm	Tuesday-Thursday	11:00 am	Thursday
01:50 pm	Monday-Wednesday-Friday	02:00 pm	Thursday
02:20 pm	Monday-Wednesday	02:00 pm	Monday
02:40 pm	Tuesday-Thursday	02:00 pm	Tuesday
03:00 pm	Monday-Wednesday-Friday	02:00 pm	Wednesday
after 04:00 pm		regular course time	regular course day

One day a week classes meeting at 4:00 p.m. or later are scheduled in the regular classrooms at the regular class meeting time. For two day a week classes meeting at 4:25 p.m. or later, finals will take place on the first of the two days that the class regularly meets (e.g., on Monday for MW classes).

**MWF 10:20 AM courses have the last scheduled final exam of the semester, so plan your holiday break accordingly!**

## LMU HONOR CODE AND PROCESS

### **I. Statement of Policy**

#### **A. The LMU Academic Honesty Policy**

Loyola Marymount University is a community dedicated to academic excellence. Academic honesty in scholarship and creative work stands at the center of LMU's academic life, and is essential for true learning and creation of knowledge to take place. As a university in the Jesuit and Marymount traditions, this community expects its members to act in accordance with the highest standards of honesty and ethics at all times. Violations of academic honesty undermine the fundamental educational mission of the University and cannot be tolerated. Students are responsible for understanding the standards of academic honesty and determining how they apply to their academic work and behavior. Students are responsible for contacting their instructor(s) before assignments are due to proactively resolve any questions they may have.

#### **B. Definitions of Academic Honesty and Dishonesty**

*Academic honesty* requires that all members of the LMU community act with integrity, respect their own intellectual and creative work as well as that of others, acknowledge sources consistently and completely, act honestly during exams and on assignments, and report results accurately.

*Academic dishonesty* is any violation of the standards of academic honesty. Examples of academic dishonesty are defined below. These examples are intended to provide guidance but not to constitute an exhaustive list of the forms that academic dishonesty might take.

1. Plagiarism
  - a. Presentation or appropriation of another's ideas, words, images, work, materials, results, etc. as one's own, including but not limited to: omission or improper use of citations; copying another's work without attribution.
  - b. Inappropriate use of an Internet or digital source, including but not limited to: inappropriate copying in whole or part; submission of a paper or other work, or any part thereof, obtained via the Internet or a digital source, as one's own work; inappropriate sampling of images or sound; the use of online solutions typically made available as instructor resources for a course.
  - c. Unauthorized presentation or partial or complete resubmission of one's own previous academic work for additional academic credit.
2. Fraud

Representing oneself as another person in relation to an academic assignment or course, or allowing another to represent oneself in relation to an academic assignment or course. For example, signing an attendance sheet in class or at an extracurricular event on behalf of an absent student, representing oneself as someone else in the context of an online course, or permitting another person to complete an assignment or take an examination on one's behalf in the context of an online course.

  - a. Presenting forged signatures or documents as authentic.
  - b. Altering or fabricating data.
  - c. Submitting false or fabricated citations.
3. Cheating and Facilitating Cheating
  - a. Possession, distribution, and/or use of materials or technology for the purpose of cheating or facilitating cheating.
  - b. Coercing or attempting to coerce a classmate to facilitate cheating.
  - c. Using resources and materials prohibited by the Instructor.
  - d. Collaboration on coursework that violates an Instructor's stated policies or instruction.
  - e. Misrepresenting contributions to group projects.
4. Unauthorized Access to or Alteration of Privileged and Proprietary Information
  - a. Unauthorized access to and/or use of privileged University documents, files, or information and/or alteration thereof by electronic or any other means.
  - b. Unauthorized access to and/or use of proprietary information. For example, the unauthorized dissemination of research prior to publication.
  - c. Unauthorized access to and/or use of University course resources and materials. For example, distributing any course materials (syllabus, assignments, exams, etc.) without explicit permission from the instructor.
5. Other Academic Dishonesty
  - a. Acts of academic sabotage. For example, the purposeful theft, vandalism, or unauthorized access of library books, academic records, equipment, or materials, or the theft or destruction of other Students' work. Any other means of violating the standards of academic honesty set out above, existing or yet to be invented.

#### **C. Student Protections**

1. The burden shall be upon the Instructor to provide evidence that it is more probable than not that the Student has committed the alleged academic honesty violation.
2. A Student has the right to appeal the Instructor's decision concerning an allegation of academic dishonesty.
3. Access to materials, files and records alleging and documenting a Student's violation of the Academic Honesty Policy will only be authorized for disclosure to individuals necessary for the processing of the Academic Honesty Policy violation (such as the Student, Instructor, Chair, Dean, Provost, Academic Honesty Review Committee (AHRC)).
4. A Student has the right to petition the AHRC to have records of his/her violation of the Policy expunged. The AHRC shall review the petition and make its recommendation to the Provost. Factors to be considered include: (1) severity of the violation; (2) time that has elapsed since the violation; (3) present demeanor and contrition of the Student; (4) demonstrated conduct since the violation; and (5) the severity of any damage, injury, or harm resulting from the violation. Decisions on such petitions are at the discretion of the Provost, whose decision is final.

#### **D. Instructor Protections**

1. Instructors are expected to apply academic integrity standards consistently across all of their students in all of their classes and pursue all cases of academic dishonesty.
2. Instructors may attempt to stop suspected cheating in progress when appropriate (for example, during an examination). Instructors must then follow the procedure outlined in this policy prior to imposition of any academic dishonesty sanction.
3. For each incident of academic dishonesty, a record identifier that does not identify the student is generated that the Instructor may make reference to or include in retention, merit, rank, and promotion decisions (if applicable).
4. Should an Instructor require legal assistance during any proceedings related to the charge of academic dishonesty, having followed the procedures outlined in the Policy, LMU will provide the faculty member with the assistance of University counsel. In addition, it is recognized that faculty have the right to be indemnified for all necessary expenditures or losses incurred in direct consequence of the discharge of their duties under California Labor Code section 2802.

#### **E. Sanctions**

Factors to be considered in applying sanctions for determinations of academic dishonesty under this policy shall include the nature and severity of the violation and whether there is a pattern of violations. Sanctions for violations of the Academic Honesty Policy may include the following:

1. Instructor-Imposed Sanction. Imposed at the sole discretion of the Instructor of record and may include (but is not limited to): a requirement to re-do the assignment; a reduced or failing grade on an assignment, or part of an assignment; a reduced or failing grade in the course. If the Instructor imposes a failing grade sanction in the course, a failing grade will appear on the transcript even in the case of subsequent withdrawal.
2. Suspension from the University. The sanction of suspension requires recommendation by the AHRC and approval of the Provost.
3. Dismissal from the University. The sanction of dismissal requires recommendation by the AHRC and approval of the Provost.

#### **II. Definitions**

- A. Academic Honesty Violation Form: the official form on which the Instructor reports a violation of academic honesty.
- B. AHRC: the Academic Honesty Review Committee, the body that provides a ruling to the Provost concerning appeals and other matters related to violations of the Academic Honesty Policy.
- C. Day: a regular University business day. It shall not include Saturdays, Sundays, or administrative holidays.
- D. Dismissal: the permanent separation of the Student from the University. Permanent notification may appear on the Student's transcript. The Student will also not be permitted on campus or University premises. Any alteration, deferral or suspension of this sanction may be subject to conditions.
- E. Institution / University: Loyola Marymount University.
- F. Instructor: any LMU faculty member, librarian, or other individual authorized to evaluate students' academic work.
- G. NR: Not Reported. NR will be used as a placeholder at the time of a final grade submission or recordation while an academic honesty violation appeal is in process.
- H. Policy: the Academic Honesty Policy.
- I. Provost: the Provost or the Provost's designee for managing the day-to-day operations of the Academic Honesty Policy.
- J. Record / Student Record: the permanent documentation kept by the University concerning the student's matriculation and performance. Files are all relevant physical or digital documentation of a case.
- K. Student: a person enrolled in any University program or class.
- L. Supervisor: the person to whom an Instructor reports directly in teaching-related matters. In most cases, "Supervisor" is the Instructor's Department Chair or Program Director; for most Department Chairs and Program Directors it is the Dean or Associate Dean.
- M. Suspension: the separation of the Student from the University for a stated period with an opportunity for reinstatement consideration. Permanent notification of suspension may appear on the Student's transcript. While suspended, the Student is ineligible for and shall not participate in any University sponsored activities and may be prohibited from a presence on campus and University premises. Suspended time will not count against any time limits of graduate schools or programs for completion of a graduate degree. Any alteration, deferral or suspension of this sanction may be subject to conditions.
- N. Violation: a determined violation of the University's Academic Honesty Policy.
- O. The terms "will" and "shall" are used in the imperative sense. The term "may" is used in the permissive sense.

#### **III. Procedures**

##### **A. Process**

1. An Instructor who has reason to believe that a student has violated the Academic Honesty Policy will inform the Student of the suspected academic dishonesty in an email sent to the Student's LMU email address (with a copy to the Instructor's Supervisor) within five days of discovering evidence of the academic dishonesty. This message should include a statement of the nature of the suspected violation, the evidence supporting the suspected violation and a deadline of five days for the Student to respond by email. Because at this point in the process there is only a suspicion or allegation of a policy violation, no determination has been made and there should not be any mention of a prospective sanction in the message. The communication should also include a request to meet (or confer) with the Student within five days after the student's response to the email.
2. The Instructor's meeting with the Student shall take place after receipt of the Student's email reply and provides an opportunity for the Instructor and the Student to discuss the suspected academic honesty violation, the evidence, and the prospective sanction (e.g., a failing grade on an assignment or a failing grade in a course), and any concerns the Student may have.
  - a. If the Instructor determines that no violation of the Academic Honesty Policy has occurred, no further action or

- steps will be taken. The Instructor will notify the Supervisor of the determination.
- b. If the Instructor determines that a violation of the Academic Honesty Policy has occurred, a sanction within the purview of the Instructor will be imposed. A completed Academic Honesty Violation Form (with supporting evidence) will be forwarded to the Provost (with a copy to the Instructor's Supervisor and to the Student).
3. If the Student does not respond to the initial email from the Instructor within five days, a determination shall be made by the Instructor and if a determination of an Academic Honesty Policy violation is made, a sanction within the purview of the Instructor will be imposed. A completed Academic Honesty Violation Form with the supporting evidence will be forwarded to the Provost (with a copy to the Instructor's Supervisor and to the Student).
  4. The Student may submit an appeal of the Academic Honesty Policy violation determination and/or sanction within five days of the Instructor's emailing of the Academic Honesty Violation Form.
    - a. If no appeal is filed, then the Academic Honesty Policy violation determination becomes final. The Provost will file the paperwork, with a copy to the Student's Dean's Office, and apply the sanction determined by the Instructor. This terminates the process.
    - b. If the Student files an appeal, then the grade on the relevant assignment, or in the course, will be converted to "NR" within five days of receipt of the appeal, and remain as such until the final resolution of the appeal process.
    - c. In the case of a Student appeal, the Provost will submit the case to the AHRC for reconsideration and will notify the Student and Instructor thereof.
  5. When a determination becomes final, the Provost shall review the Student's record to determine if there is a prior history or pattern of academic dishonesty. For cases in which the Provost determines that such a history or pattern exists and therefore the Student's record and pattern of behavior warrants further review, the Provost will submit the Student's record of proceedings under the Academic Honesty Policy to the Academic Honesty Review Committee (AHRC) for consideration of additional action and will so notify the Student thereof.
    - a. If the AHRC determines that a violation merits a different result or sanction (in cases of appeal) or that the Student's pattern of behavior warrants an additional sanction, up to and including the Student's suspension or dismissal (in cases where the Provost requests further review), it shall communicate its decision to the Student and to the Provost within 15 days of the Provost's request for consideration.
    - b. In cases of a ruling for additional sanction based on a pattern of behavior, the Student has 10 days to respond to the AHRC ruling; the response shall be submitted directly to the Provost. The Provost shall make the final decision within 5 days after the window for the Student's response to the AHRC ruling closes. Upon making the final decision, Provost shall add appropriate documentation to the Student's record, with a copy to the Student's Dean's Office, and apply the sanction. The Provost's decision is final and terminates the process.
    - c. All deadlines apply during the semester – that is, from the first day of classes to five days after final grades are due. Attempts will be made to conclude pending cases in May before the end of the academic year. All unresolved cases will be considered and determined in the next regular semester.
    - d. A Student charged with an Academic Honesty Policy violation prior to graduation may not receive a diploma/degree until any pertinent proceedings regarding that Student have been completed. A student who has been suspended cannot graduate unless and until he/she is reinstated.
    - e. The Provost's office will provide an annual report, without identifying Students, detailing the number and type of violations reported in different areas of the LMU community, as well as the number and type of AHRC rulings and Provost decisions, if applicable.

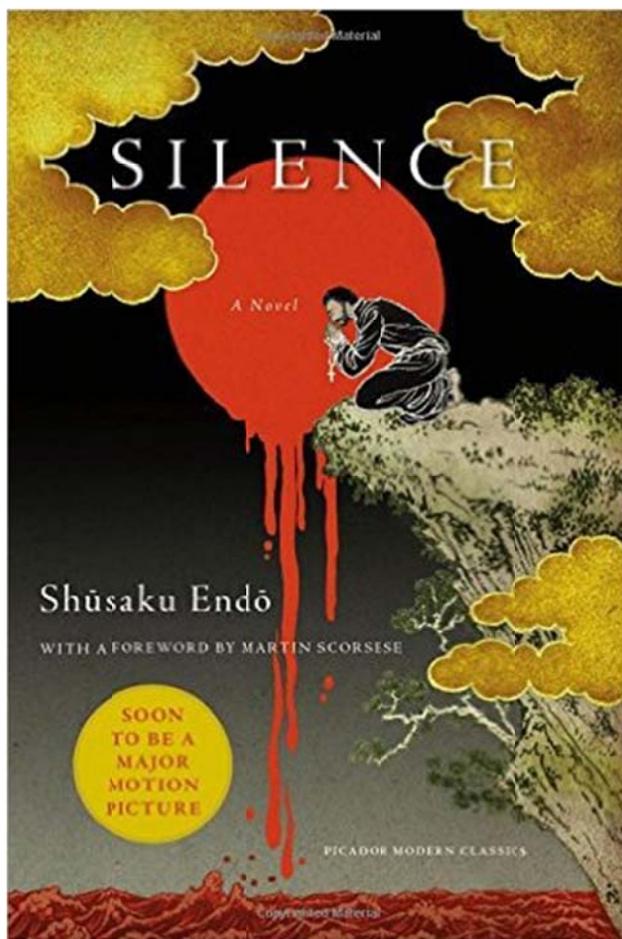
#### **B. Appeals**

1. A Student has the right to appeal the Instructor's decision concerning an allegation of academic dishonesty.
2. A Student may appeal on one or more of the following grounds:
  - a. The violation determination is not supported by substantial evidence.
  - b. New relevant evidence is available.
  - c. The sanction is substantially disproportionate to the offense.
  - d. The procedures detailed in this document were not materially followed, resulting in significant disadvantage or prejudice to the Student.
3. The Student must make his or her appeal in writing no later than five days following the Instructor's emailing of the Academic Honesty Violation Form to the Student. All appeals must be submitted by email to the Provost (with a copy to the Instructor and the Instructor's Supervisor).
4. The Provost will inform the Instructor of the receipt of an appeal request within five days, and will submit the appeal request to the AHRC. At the request of the AHRC, the Instructor will be given the opportunity to provide additional evidence or argument should the Student present new arguments or evidence. The Student shall have a right to know of and respond to the AHRC respecting any new or additional evidence or argument provided by the Instructor to the AHRC.
5. The AHRC shall determine whether or not the evidence supports the allegation, if so, whether the sanction is appropriate taking into account all available evidence related to the academic dishonesty as well as, during the sanctions deliberations, any evidence provided by the Provost regarding any prior offenses, and whether the correct procedures were followed.
6. The AHRC will communicate its findings and ruling to the Provost.
7. In cases of an AHRC ruling for suspension or dismissal, the Student has 10 days to respond to the AHRC ruling about the propriety of the sanction; the response shall be submitted directly to the Provost.
8. The Provost shall make the final decision, in light of the recommendation of the AHRC and after consideration of any submission from the Student, and will communicate this decision to the Student and Instructor, with a copy to the Student's Dean's Office. The Provost's decision is final and terminates the process.

#### **C. Documentation: Files and Records**

1. A digital copy of the Academic Honesty Violation Form, with supporting evidence, will remain on file in the Provost's Office.
2. Records will have a protected status, with access only as authorized by law and permitted by the Provost.

## THE BOOK



Since 1999, the university community has had the shared experience of reading a common summer book and attending a special convocation during the academic year. The purpose of the LMU Common Book Program is to encourage students to engage in an academic forum to expand their knowledge and, hopefully, foster a transformative experience. The Common Book is often incorporated into core curricula, as well. For the Class of 2021, your chosen book is the novel Silence by Shusaku Endo. Please purchase, download, or check it out of your local library to read it before the Fall semester begins, and be sure to visit the companion website, [commonbook.lmu.edu](http://commonbook.lmu.edu).

# Useful Contacts & Quick Info

## **CFA Office of Academic Affairs: St. Robert's Hall, Room 101; 310-338-2992**

- Associate Dean: Judy Scalini, [jscalini@lmu.edu](mailto:jscalini@lmu.edu)
- Assistant Dean: Elaine Walker, [epwalker@lmu.edu](mailto:epwalker@lmu.edu)
- Senior Coordinator of Academic Services: Rachel Van Houten, [rvanhouten@lmu.edu](mailto:rvanhouten@lmu.edu)

## **Chairs of CFA Major Departments & Programs**

- Art History: Damon Willick; [damon.willick@lmu.edu](mailto:damon.willick@lmu.edu), BFC 203; 310-258-8643
- Communication Studies: Michele Hammers; [mhammers@lmu.edu](mailto:mhammers@lmu.edu), FOL 330; 310-338-7781
- Dance: Damon Rago; [prago@lmu.edu](mailto:prago@lmu.edu); BUR 250; 310-338-3740
- Music: Mark Saya; [msaya@lmu.edu](mailto:msaya@lmu.edu), BUR 101; 310-338-3010
- Studio Arts: Jane Brucker (interim); [jane.brucker@lmu.edu](mailto:jane.brucker@lmu.edu); 310-338-3099
- Theatre Arts: Kevin Wetmore; [kwetmore@lmu.edu](mailto:kwetmore@lmu.edu), FOL 339; 310-338-7831
- Interdisciplinary Applied Programs: Dean Scheibel; [dscheibel@lmu.edu](mailto:dscheibel@lmu.edu); STR 245; 310-338-3057

## **Academic Advisor**

- You can find your advisor's name in PROWL listed in your "Check Your Registration Status" display on the Student Services: Registration menu, as well as on your CAPP Report.
- Use the Faculty/Staff Directory on [lmu.edu](http://lmu.edu) to search for any faculty or staff member's contact information and office location.

**Academic Resource Center:** Daum Hall; [arc@lmu.edu](mailto:arc@lmu.edu); 310-338-2847

**First Year Experience:** Malone 301; [FYE@lmu.edu](mailto:FYE@lmu.edu), 310-338-5252

**Study Abroad:** Von Der Ahe 130; [studyabroad@lmu.edu](mailto:studyabroad@lmu.edu), 310-338-1973

**Financial Aid:** Von der Ahe 270; [finaid@lmu.edu](mailto:finaid@lmu.edu), 310-338-2753

**Registrar:** Von Der Ahe 150; [registrar@lmu.edu](mailto:registrar@lmu.edu); 310-338-2740

**Student Accounts:** Von der Ahe 250; [studentaccounts@lmu.edu](mailto:studentaccounts@lmu.edu), 310-338-2711

**Student Housing:** Leavey 6 Room 101; [housing@lmu.edu](mailto:housing@lmu.edu), 310-338-2963

**LMUCARES:** [www.edu/LMUCARES](http://www.edu/LMUCARES); [LMUCARES@lmu.edu](mailto:LMUCARES@lmu.edu); 310-258-4381

**Student Psychological Services:** Burns Rec Center, Second Floor (north side); 310-338-2868.

**Student Health Services:** Burns Rec Center, First Floor (north side); 310-338-2881

**Campus Ministry:** Malone 210; [ministry@lmu.edu](mailto:ministry@lmu.edu), 310-338-2860

**Office of Student Affairs (Ethnic & Intercultural Services, Campus Recreation, Center for Service & Action, ASLMU Student Government, etc.):** Malone 355; contact individual organizations for more information.

**Student Employment Services:** [ses@lmu.edu](mailto:ses@lmu.edu); Malone 401, 310-3387-606

**Career Development Services:** Elena Muslar: VDA 135, 310-338-1715