

# AGNES SCOTT COLLEGE | Academic Catalog



2018-2019



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# Mission Statement

Agnes Scott College's Graduate and Extended Programs enhance the intellectual life of the college by enabling graduate and post-baccalaureate students to undertake advanced study and prepare for professional work while engaging the intellectual and social challenges of their times.

# Admission

Applications for Agnes Scott's graduate programs are open. Completed applications will be reviewed and decisions will be made by the graduate admissions committee.

U.S. citizens, permanent residents, and international applicants should submit an [application for admission](#). The program recommends an undergraduate GPA of 3.0 or higher. Graduate programs at Agnes Scott College do not require a GRE score. The deadline for the fall semester is May 15 and the deadline for the spring semester is November 5.

- Completed application form
- Two letters of recommendation
- Statement of purpose (maximum 800 words)
- Professional Resume
- Writing sample totaling 10-15 pages. (applies only for applications to the Writing and Digital Communications program.)
- Official transcript(s) and a bachelor's degree from a regionally accredited college or university.
- Official transcript(s) for all graduate work

# International Applicants

In addition to meeting specific requirements for each degree program, international students must meet the following additional requirements:

TOEFL is administered by the Educational Testing Service. You can obtain detailed information from the TOEFL website, or contact TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, (609) 771-7100. Copies of the TOEFL Bulletin are also available at U.S. educational commissions and foundations, binational centers, and private organizations such as the Institute of International Education (IIE).

We will only accept TOEFL tests administered by the Educational Testing Service (ETS) and sent to us directly by the TOEFL office. For purposes of admission, your most recent score must be at least 80 for the Internet-based test (IBT). The institution code for Agnes Scott

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College is 5002. Please plan to take the TOEFL as soon as possible, regardless of the test's format, to avoid delays in the review of your application.

English test scores are not required of applicants from the following countries: Anguilla, Antigua/Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada (Except Quebec), Cayman Islands, Dominica, Falkland Islands (Islas Malvinas), the Grenadines, Guam, Guyana, Ireland, Jamaica/other West Indies, Liberia, Montserrat, New Zealand, South Africa, St. Helena, St. Kitts & Nevis, St. Lucia, St. Vincent, Trinidad & Tobago, Turks & Caicos, United Kingdom, and United States.

## Evaluation of Foreign Credentials

Graduates of foreign schools of higher learning must be able to document their degree as being the equivalent of a four-year bachelor's degree awarded by an accredited United States college or university. International applicants, regardless of their country of origin or their native language, must have their foreign credentials evaluated by a member of the National Association of Credential Evaluation Services ([naces.org](http://naces.org)), such as World Education Services ([wes.org](http://wes.org)).

Each evaluation must include the following: course-by-course description, documenting equivalence to a regionally accredited U.S. baccalaureate degree (or number of years toward completion) and grade point average.

## Transfer Policy

A minimum of 27 of the 33 total credit hours including all of the core courses for the master's degree must be taken at Agnes Scott College. No transfer credit will be accepted for students pursuing a graduate certificate.

The assistant dean for graduate and extended programs has official approval authority for transfer credit. Students applying to the master's degree program with transfer credit are required to submit official copies of all graduate transcripts. Transfer credit hours may satisfy elective credit hours pending evaluation and recommendation by the faculty program director and the director of graduate admission. The faculty program director will review each course's description and learning objectives to determine whether the course is relevant to the degree program and comparable to elective courses offered by Agnes Scott College. Students may need to provide the course syllabus and other documentation.





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required signatures, within three business days after receiving the form. Withdrawal is complete when the completed form is submitted to the Office of Academic Advising.

The semester begins with the first day of class. The first week of the semester is the seven-day period beginning on the first day of class. The point of withdrawal is measured in weeks, and the student is considered to have withdrawn within a given week, as defined above, if the withdrawal date is prior to the end of that week.



# Financial Aid for Graduate Students

At Agnes Scott College, we are committed to making our education affordable for students. In the Office of Financial Aid, we understand that your education is a significant investment. We also understand that the financial aid process can be complex. Thus, we're committed to helping you navigate the process, providing all the guidance and information you need—including types of aid, how to apply for aid, debt management counseling, and more.

Our staff will work with you to review your individual needs. We'll help you explore all financial aid resources—such as grants, scholarships, and loans—in order to maximize your funding sources and minimize your debt.

## Graduate Grants

Agnes Scott offers several graduate grants to assist with the cost of our programs.

The Linda Lentz Hubert Grant for Writing and Digital Communication. Hubert Grants are only available for students pursuing a Master of Arts or a Graduate Certificate in Writing and Digital Communication. Students are considered for these grants automatically upon submitting their completed application. No additional application is necessary.

Beginning January 2019 the college will offer a Dean's Grant for Evaluation and Assessment Methods in the amount of \$250 per course.

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the student is in school. Student loan repayment is deferred until six months after graduation or after a student stops attending college at least half-time. Current rates are available on the Office of Financial Aid's webpage, hosted on the [agnesscott.edu](http://agnesscott.edu) website.

Student income  
Student current assets  
Federal taxes paid  
Number of people dependent on the family's income  
Number of people in the family attending college

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Tuition and mandatory fees  
Commuter living expenses  
Books  
Transportation  
Personal expenses  
Loan fees, if applicable

:

Unsubsidized Loan  
Grad plus Loan

## Other Financing Options

Borrowers must be U.S. Citizens or eligible non-citizens. Loan approval is subject to the credit criteria established by the U.S. Department of Education. Submitting the FAFSA is required before a PLUS application may be processed

This is a request for supplemental information in connection with your application for a Federal Direct PLUS Loan (Direct PLUS Loan) through the William D. Ford Federal Direct Loan (Direct Loan) Program. Some schools may have a different process for obtaining the additional information needed to process your Direct PLUS Loan application.

The information that you provide will be sent to the school that you select. The school you select will use the information collected to determine your eligibility for a Direct PLUS Loan and process your application.

Before you can receive a Direct PLUS Loan, you must complete a Direct PLUS Loan Master Promissory Note (Direct PLUS Loan MPN), which explains all of the terms and conditions of

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Direct PLUS Loans and constitutes your legally binding agreement to repay all Direct PLUS Loans that you receive under the Direct PLUS Loan MPN. You will have an opportunity to complete the Direct PLUS Loan MPN after you complete the Direct PLUS Loan Request.

The Direct PLUS Loan Application allows you to authorize the school to use your loan funds to satisfy other educationally related charges after tuition and fees, and room and board have been paid. You are not required to provide this authorization.

If you have placed a security freeze on your credit file, you must lift or remove the freeze at each credit bureau before you continue. Your application will not be processed if you have a security freeze.

- Login to [studentloans.gov](http://studentloans.gov) and complete:
  - Graduate PLUS Loan Master Promissory Note.
  - Graduate PLUS Loan Application.
  - A credit check is part of the PLUS Loan Application. If a student does not pass the credit check, the student can either apply for an appeal with the Department of Education or use a credit-worthy endorser.
  
- FAFSA required.
- Credit check required.
- Must be enrolled as at least a half-time student, in good academic standing, working toward a degree or certificate.
  
- No co-signer required, but a credit co-signer can be used if credit is declined
  
- U.S. Federal Government, however the loan is serviced by an assigned loan servicing company.
  
- Please refer to the Office of Financial Aid for current interest rates
  
- Interest begins accruing upon first disbursement.
  
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- Up to Cost of Attendance minus other financial aid

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This is a popular option with many of our families because it reduces the need to borrow and it gives families more control over their savings. Tuition Management Systems' services have helped over two million students at more than a thousand schools nationwide afford education.

For more information on your specific payment options or to enroll in the Interest-Free Monthly Payment Plan, visit Agnes Scott's Tuition Management website at [www.afford.com/agnesscott](http://www.afford.com/agnesscott) or call 1.800.722.4867 and speak with an education payment partner.

# Academic Policies

## Transient Credit

Once matriculated in a graduate program at Agnes Scott College, the student is required to complete all remaining graduate courses in residence

## Course Numbering

600-699: Courses limited to graduate students. Intended for masters and graduate certificate programs.

A student completing courses at the 600 level will demonstrate one or more of the following:

- Production of a professional quality, independent research or artistic project.
- Advanced knowledge of the (inter)discipline and its related concepts, principles, practices, and/or technologies

## Course Loads

According to the Southern Association of Colleges and Schools Commission on Colleges' guidelines, graduate students are considered full-time when they are enrolled in 9 or more credit hours in each of the fall and spring semesters, and 6 or more credit hours in each of the summer sessions. Graduate students enrolled in 8 or fewer credit hours in each of the fall and spring semesters, and 5 or fewer credit hours in each of the summer sessions are considered part-time.

## Standards of Progress

To assist degree and certificate seeking graduate students in achieving timely completion of their programs, the college has established the following standards of progress guidelines. These guidelines encourage students to complete half of the credit hours required for their program each academic year. Thirty-three credit hours are required for the master's degree and 12-18 credit hours are required for graduate certificates.

To achieve standard progress as a master's degree seeker, students will complete 15-18 credit hours per academic year (including summer sessions). To achieve standard progress as a graduate certificate seeker, students will complete 6-9 credit hours per academic year (including summer sessions).

## Graduation and Program Completion

Degrees and graduate certificates are conferred three times a year in August, December, and May. There is one commencement ceremony in May for bachelor's and master's students. A master's student must fulfill all graduation requirements to participate in commencement in the semesters prior to commencement. (For example, a student may

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complete degree requirements in the spring semester immediately preceding May commencement exercises.)

Master's students who complete requirements for graduation over the summer sessions or fall semester will be eligible to walk in the following commencement ceremony. Students who complete a graduate certificate are not eligible to walk in commencement exercises.

### Leave of Absence

The purpose of a leave of absence is to allow a student a break in their studies without having to withdraw from the college and apply for readmission. A leave of absence form should be submitted to the assistant dean for graduate and extended programs for approval before the start of the semester or semesters requested. Except under the most unusual circumstances, no requests for a leave of absence during a semester will be considered after classes have begun. A leave of absence may be for one or two semesters, with a maximum of two semesters.





# Writing and Digital Communication

Shannon Palma, Director of Writing and Digital Communication

Melissa Fay Greene, Kirk Distinguished Writer in Residence

Ruth Dusseault, Kirk Artist in Residence

Mina Ivanova, Dabney Adams Hart Fellow

The Agnes Scott College Writing and Digital Communication program prepares students to be leaders in professional and public fields that require advanced digital communication with diverse global audiences.

Through a blend of innovative courses that focus on writing, communication, and digital design, students learn how to use established and emerging technologies to convey information, to work collaboratively with team members, and to engage the intellectual and social challenges of their times. Drawing on Agnes Scott's strong tradition of teaching and valuing writing, the program emphasizes writing in its core curriculum and in an array of electives. The program also includes an emphasis on public speaking and opportunities within courses for research. Guest speakers and mentors from Atlanta's extensive digital media, nonprofit, and corporate communities, along with internships and job-shadow opportunities bring relevant professional connections to the program.

Students completing the program will be prepared for a variety of careers that require advanced communication skills such as digital strategy, public relations, digital journalism, marketing, strategy consulting, advertising, publishing, corporate communications, visual analysis, etc.

## Core Courses

WDC 600 - Digital Portfolio Design

WDC 610 - Writing and Digital Communication I: Web Writing and Editing

WDC 620 - Writing and Digital Communication II: Developing Content for Social Media

WDC 630 - Visual Thinking, Digital Design

WDC 640 - Critical Communication

## Electives

WDC 612 - Creative Writing in the Digital Age

WDC 614 - Grant Proposal Writing

WDC 616 - Emerging Media

WDC 618 - Technologies of Social Change

WDC 622 - Digital Storytelling

WDC 624 - Transmedia

WDC 650 - Internship

WDC 690 - Directed Research

WDC 695 - Topics in Writing and Digital Communication





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a technology as a basis for examining current and future trends in digital communication.

### Learning Outcomes:

- Describe emerging media applications and trends and their contexts.
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across a range of digital delivery platforms. Students learn to produce single stories that can be translated for diverse audiences and for multiple purposes, including entertainment, marketing, and social change. Students identify and analyze the ways in which the stories or narratives acquire a new aesthetic and social significance as they migrate to different media.

### Learning Outcomes

- Identify traditional and emerging rhetorical strategies used in transmedia.
- Critique transmedia media platforms for design, accessibility, and usage.
- Design original, professional quality transmedia project.

### WDC 630 VISUAL THINKING, DIGITAL DESIGN

3

Students will learn to expand their digital design skills to resolve visual problems, implementing line, texture, color, spatial illusion, materiality, compositional frameworks and subject matter. Emphasis is on the design process and conceptual development.

### Learning outcomes

- Identify and analyze key concepts and principles of visual design.
- Assess the technical and stylistic needs of a given project, depending on

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WDC 690 DIRECTED RESEARCH 3

The directed research course is open to students enrolled in the master of arts program who have demonstrated a level of mastery that prepares them for research. In this course a student and a faculty instructor work together to determine the topic, direction, and requirements of the research and an independent final project.

Learning Outcomes

- Demonstrate advanced knowledge of a particular subject or technology.
  - Produce a professional quality, independent research project.
- Prerequisites: complete all core courses and at least 18 credit hours.  
Must have permission of faculty program director and permission of faculty member who will advise their research.

WDC 695 TOPICS IN WRITING AND DIGITAL COMMUNICATION 3

Special Topics allows faculty to develop unique courses that reflect their individual research and interests and that represent important current directions in the field of writing and digital communication. The course topic, requirements, and learning outcomes will be determined by the instructor.

Learning Outcomes

- Demonstrate understanding of and competence in subject matter, varying by course topic.
- Explain the historical context or modern relevance of the selected special topics curriculum.
- Compare and evaluate theories related to the subject matter.
- Apply a specialized method or approach.

# Evaluation and Assessment Methods

Kerry Pannell, Professor of Economics, Vice President of Academic Affairs and Dean of the College

The Agnes Scott College Evaluation and Assessment Methods graduate certificate program (EAM) prepares students to be leaders in professional and public fields that require



5. Communicate results to multiple stakeholder audiences using both written and graphic formats

EAM 610 PRINCIPLES OF EVALUATION DESIGN 3

This course will examine the role of evaluations in organizations, policy making, programmatic decision-making and fundraising. It will introduce research designs commonly employed to monitor ongoing programs and measure outcomes. The course will also address strategies for engaging stakeholders in evaluations. By the end of the course, students will be able to identify the appropriate research design for a specific evaluation need, taking into consideration financial and logistical constraints. Students will also design logic models to guide evaluation planning.

Learning Outcomes

- Explain the importance of evaluation, assessment and monitoring
- Create and employ logic models to guide planning, implementation, management, monitoring and evaluation of projects
- Describe different kinds of experimental, quasi-experimental, non-experimental and mixed methods designs used in evaluation research
- Identify the strengths and limitations of different kinds of research designs and methodological approaches
- Select the appropriate designs for specific project needs and constraints

EAM 620 DATA COLLECTION 3

This course prepares students to use both quantitative and qualitative research methods, and will address, how, when, and why different methods are deployed. In this course, students will learn about quantitative and qualitative data collection methods, sampling strategies for quantitative research, how to design effective survey questions, conduct focus groups and in-depth interviews, understand the role of sample size, select categories of quantitative variables, and assess the reliability and validity of their measurement tools.

Learning Outcomes

- Write specific objectives and measurable research questions
- Identify the appropriate research methods to address specific research questions
- Create sampling strategies and recruitment plans for qualitative and quantitative research based on underlying assumptions
- Develop and practice using data collection instruments for surveys, in-depth interviews, and focus groups
- Apply principles of human subject research ethics to evaluation methods

EAM 630 DATA ANALYSIS 3

This course provides an overview of the theoretical foundations of qualitative and quantitative data analysis, and teaches practical skills related to data management, analysis, and theory development. Students will learn to code and interpret qualitative data and to interpret statistics most commonly used in evaluation sciences.

Learning Outcomes:

- Explain the basic steps of qualitative analysis and the functions of qualitative data management software programs
- Interpret and critique statistics in publications and the media
- Apply basic concepts of statistical inference for different categories of

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quantitative variables

Conduct descriptive statistics, correlation, and t-test analyses

Explain the concept of confounding and the ways that statisticians minimize and account for confounding

Summarize and explain statistical results for a variety of different audiences, in writing and oral presentations

EAM 640 PROJECT MANAGEMENT 3

Successful interventions and evaluations depend on strong planning and project management skills. This course covers skills and strategies related to budgets, planning, stakeholder engagement, staff supervision, and fundraising. Additionally, students will learn about different leadership styles and will work to develop leadership skills.

Learning Outcomes

Identify the needs and available resources for each stage of a project

Create a timeline and implementation plan for project activities

Create and monitor a project budget

Identify potential sources of funding

Communicate effectively with project stakeholders, including funders and potential funders

Describe different leadership styles and identify the strengths and limitations of each

Identify best practices for managing program personnel

EAM 695 SPECIAL TOPICS 3

Special Topics allows faculty to develop unique courses that reflect their individual research and interests and that represent important current directions in the field of evaluation

and assessment. The course topic, requirements, and learning outcomes will be determined by the instructor. May be repeated as topics change.

# 2018-2019 Academic Calendar

International students arrive .....Monday, Aug. 20  
International student orientation .....Tuesday-Thursday, Aug. 21-23  
Graduate student orientation .....