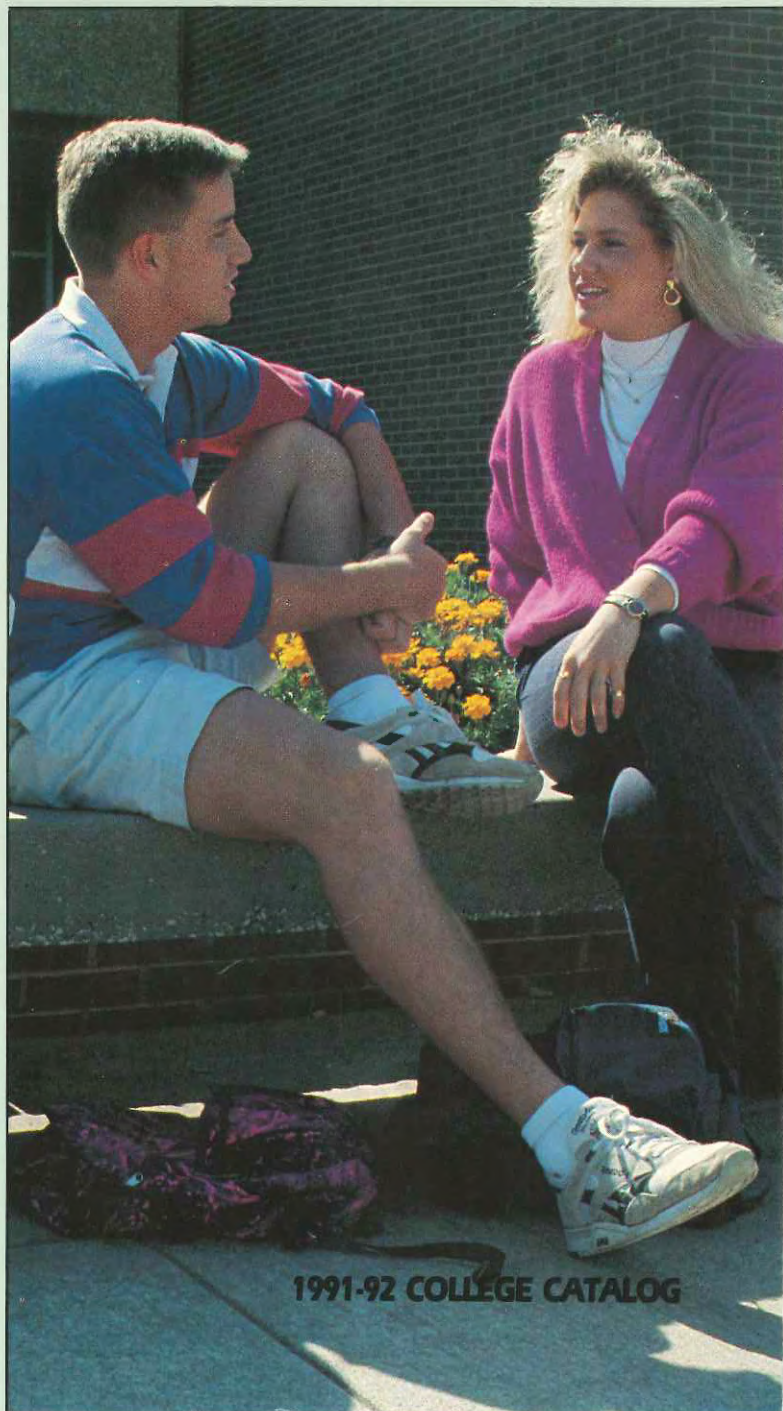


MISSOURI **WESTERN**

STATE COLLEGE



1991-92 COLLEGE CATALOG

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Academic Calendar

Fall Semester 1991

..... Faculty Plan Days	Aug 13-14, Tue-Wed
..... Registration & Orient/Testing	Aug 15, 16, Thr-Fri
..... Classes begin	Aug 19, Mon
..... Labor Day (holiday)	Sep 2, Mon
..... Student Activity Day (holiday)	Oct 11, Fri
..... Homecoming	Oct 12, Sat
..... Mid-term grades due	Oct 15, Tue
..... Thanksgiving Vacation (starts at 4:00 p.m., 11/26)	Nov 27 - Dec 1, Wed - Sun
..... Classes resume	Dec 2, Mon
..... Last day of classes	Dec 9, Mon
..... Final exams	Dec 10 - 16, Tue - Mon
..... Final grades due	Dec 18, Wed

Spring Semester 1992

..... New Student Program	Jan 8, Wed
..... Registration	Jan 9-10, Thr-Fri
..... Classes begin	Jan 13, Mon
..... Martin Luther King Birthday (holiday)	Jan 20, Mon
..... Presidents' Day (holiday)	Feb 17, Mon
..... Mid-term grades due	Mar 4, Wed
..... Spring Recess (no classes)	Mar 23-27, Mon-Fri
..... Classes end***	May 6, Wed (10 p.m.)
..... Final exams	May 7, 8, 11, 12, 13, Th, F, M, T, W
..... Final grades due	May 15, Fri
..... Commencement	May 16, Sat

***Classes starting at 6:30 or later on Tuesday, May 5th, will not be held. Monday evening classes that begin at 6:30 or later will be held then instead, in an effort to more evenly distribute the number of class meetings for each evening of the week. Only the evening class schedule will be changed on May 5th; regular Tuesday classes that begin before 6:30 pm will meet during their normal class time on May 5th.

Intersession 1992

..... Registration in Cont. Ed. Office	May 1-14
..... Intersession classes held	May 14-15, 18-22, 26-29
..... Intersession final exams	May 30, Sat
..... Intersession grades due	Jun 3, Wed

Summer School Session 1992

..... Summer school registration (Preregistration allowed in April)	May 29, Fri
..... Summer school classes begin for eight-week session and first four-week session (Classes are held Mondays-Thursdays)	Jun 1, Mon
..... Last day to register or add classes	Jun 2, Tue
..... Final exams for first four-week session	Jun 25, Thr
..... Registration for second four-week session	Jun 26, Fri
..... First day of second four-week session	Jun 29, Mon
..... Grades due for first four-week session	Jun 30, Tue
..... Holiday	Jul 3, 4 Fri, Sat
..... Final exams for eight-week and second four-week session	Jul 23, Thr
..... Final grades due	Jul 28, Tue



Missouri Western State College

Catalog 1991-92

**College Telephone (816) 271-4200
Admissions (816) 271-4266**

4525 Downs Drive, St. Joseph, Missouri 64507-2294

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SPECIAL

Students are expected to read the regulations and policies in both the College Catalog and Student Handbook and to conform to them. The student, not the College or a member of the faculty or staff, is primarily responsible for knowing the regulations and policies, and for meeting the requirements for a degree or certificate.

In keeping with the requirements of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Rehabilitation Act of 1973 in regard to handicap discrimination as well as other applicable federal and state laws, Missouri Western State College follows a policy of nondiscrimination and equal opportunity in regard to all employment practices and to all educational programs and activities including student financial aid, recruitment, admission, housing and placement. Inquiries regarding the application of these laws may be submitted to the Title IX, 504 Coordinator, Sue Robinson, Administration Building Room 122, (816) 271-4287.

The College

With roots springing from a contiguous five-county region of northwest Missouri, Missouri Western State College has proudly served the higher education needs of its constituencies since 1915. Originally founded as Saint Joseph Junior College to provide a two-year liberal arts transfer program, Missouri Western was transformed into a four-year college in 1969 and became a full member of the State of Missouri system in 1977. Missouri Western values its close ties with those who established and nurtured this quality institution of higher education.

Accredited by both the Commission on Institutions of the North Central Association of Colleges and Secondary Schools and by the National Council for Accreditation of Teacher Education, Missouri Western State College approaches its third decade with an enrollment of 4,500 students, with over 150 faculty, and with contemporary instructional and recreational facilities complemented by a beautifully landscaped campus.

Missouri Western State College enjoys a stable enrollment and strong support of the local community and region. In the 1990's, the College continues serving both the needs of its traditional students, who enter upon their graduation from high school, and of older students, who are seeking the opportunity to continue their education or develop their talents.

MWSC's Mission Statement

(Adopted by the MWSC Board of Regents on June 20, 1990)

Missouri Western State College is a public, state-supported institution providing a blend of traditional liberal arts and sciences and career-oriented degree programs. MWSC is authorized under Missouri statute to offer associate and baccalaureate degrees as well as certificate programs. Professional programs, programs for transfer students, continuing education opportunities, and self-enrichment courses are also offered. The College, based in a metropolitan region, serves both traditional and nontraditional students.

Missouri Western State College continues to honor its tradition of open access, believing that citizens should have the opportunity to pursue higher education. The College is committed to academic excellence and quality teaching, and provides a variety of special offerings, ranging from academic assistance to programs for honors students, all designed to meet the diverse needs of students. All students are expected to grow intellectually to meet the standards of an academic discipline and the College.

A balanced curriculum, responsive and evolving, emphasizes a well-planned general studies core, electives, and courses in majors. These educational experiences emphasize knowledge as a liberating force in one's life, enabling students to be critical thinkers, productive contributors to their society, and life-long learners. At Missouri Western State College, learning is viewed as a team process requiring the dedication of the students and the caring, informed guidance of well-qualified faculty and staff in a mutual pursuit of knowledge.

Goals of the College

Aware of its obligations to the state, to the student as a person and a seeker of knowledge, and to itself as an academic community committed to the increase of knowledge, Missouri Western State College, through its Board of Regents, has the following goals:

1. To provide educational opportunities suited to varying needs by developing:
 - Bachelor-degree programs in selected fields of the arts and sciences, education, technology, and business administration;
 - One-year certificates and two-year associate degree programs in selected vocational and technical fields;
 - Preprofessional and transfer programs in designated fields; general education components in all degree and certificate programs;
 - Continuing and adult education courses, workshops, seminars, and programs suited to the capabilities of the college and the needs of the community.
2. To provide an appropriate learning environment through the development of proper facilities and a strong faculty, and by supplying necessary auxiliary services and recreational and cultural opportunities.
3. To promote, within limits defined by the prior claim of regularly enrolled students, the welfare of the community, not only through work in continuing education, but also through cultural, recreational and athletic opportunities and appropriate services.

Foundation

The Missouri Western State College Foundation was established in 1969 as a separate entity to promote private giving and to help the college move into the forefront of public higher education. The Foundation encourages, holds, invests, and disburses private gifts of cash, securities, appreciated assets, and personal property, all toward the goal of providing services, programs, and facilities that cannot be provided through tax assistance and student fees.

Major gifts to the Foundation have contributed substantially toward the growth of the college and its continuous goal of excellence in such projects as the McGlothlan microbiology laboratory, Spratt Stadium, the Fine Arts Gallery, and the addition to the Hearn Learning Resources Center

In 1989-1990 the Foundation conducted its third major fund-raising drive, the "Western: Share the Success" capital campaign. The campaign was very successful in obtaining private funds from individuals and corporations to augment state funding and provide the margin necessary to attain excellence. Areas of need that the campaign addressed included: academic excellence, student excellence, capital projects, and community service. The major goals were to support enhancing the quality of the education provided and to increase student financial access.

The Foundation also makes available specialized estate planning services without obligation.

The MWSC Foundation is a tax-exempt corporation; therefore, gifts made through it are tax deductible as appropriate. Its activities are directed by an independent, volunteer board of twenty-eight persons who work closely with the college administration to identify needs and allocate funds.

Alumni Association

The MWSC Alumni Association, an independent, not-for-profit corporation, was established in 1970 to advance the educational interests of the college. The Association provides opportunities for alumni to stay in touch with Missouri Western.

Programs include sponsorship of the traditional Homecoming reception for alumni and friends, the Commencement Breakfast for graduating seniors, and the Alumni Awards program. Many of the flowers and shrubs adorning the campus were planted through the beautification program of the Alumni Association.

The Faculty/Alumni Awards Program sponsored by the Association recognizes outstanding achievement by graduates of St. Joseph Junior College and Missouri Western and honors current faculty members for teaching excellence.

In 1985, the Alumni Association initiated an annual fund campaign for support of student scholarships, academic equipment, and student and faculty research projects.

The Association is governed by a twenty-four member board of directors, with a director providing liaison with the college.

MWSC Alumni receive *Friends Say Hello*, a newsletter of college/alumni activities, events, and news.

Missouri Western Ambassadors

The Missouri Western State College Ambassadors is composed of community members who are interested in the college and what it offers to the community at large. They are an important bridge in providing information about the college and its programs.

Through their activities, the Ambassadors provide information about and access to the campus. In particular, they strive to make St. Joseph and surrounding communities aware of the educational, cultural and financial benefits of the institution. The Ambassadors either initiate programs of their own or cooperate with others in expanding existing programs which are helpful to the growth of the college and the community. Presently, the major focus of the Ambassadors is support of a scholarship that serves re-entry, non-traditional students.

You are invited to join the Ambassadors and help both the college and the community. If you have questions regarding the Ambassadors please contact the Office of College Relations.

Parents' Council

The Parents' Council was officially organized at a meeting of interested parents of MWSC students on May 3, 1986. This organization is the vehicle through which the college can keep in contact with parents concerning events and activities of the college. Parents can use the organization as a vehicle of communication to express their concerns, comments, and questions about the college.

Some activities of the council include Family Day in the fall, a spring meeting, monthly Sunshine Awards to students and eight scholarships awarded each year to students. Benefits to members include: receiving the Griffon News, Grifffamily Newsletter, and other periodic mailings.

All parents of MWSC students are invited and encouraged to join the Parents' Council. For more information contact the Dean of Student Affairs.

Grifffamily Newsletter

The Grifffamily Newsletter is published four times a year — twice each during the fall and spring semesters. The newsletter is sent to the parents of new students during their initial year at MWSC. The newsletter contains articles of information and interest about all segments of the college. The Grifffamily Newsletter is also sent to members of the Parents' Council.

The Griffon



A griffon was chosen in 1918 as the symbol of St. Joseph Junior College, the institution which later became Missouri Western State College. The mythical guardian of riches, half eagle and half lion, was selected because education was viewed as a precious treasure.

Admission

Missouri Western State College serves students from a variety of educational backgrounds. Interested prospective students can identify the category under which they wish to seek admission. Specified items under the appropriate category must be submitted and on file in the Office of Admissions before students can be officially admitted. Any student desiring to take credit courses must first be admitted to the College under one of the following categories.

1. **First Time In College** — students seeking a degree who have not previously attended any college or university.
2. **College Transfer** — students transferring to MWSC from another college or university.
3. **Special Student** — students who are not seeking a degree at Missouri Western State College.

First Time In College

To be admitted in this category, applicants must provide:

1. Completed application for admission form.
2. American College Test (ACT) results and profile. Scholastic Aptitude Test (SAT) scores may be used for initial consideration; however, the ACT is still required for advisement and course placement purposes.
3. High school transcript documenting graduation, or a high school transcript with seven semesters of work and confirmation of high school graduation, or General Education Development (GED) equivalency certificate.
4. \$25 non-refundable application processing fee (This is a one-time fee required only with the initial application to MWSC.)
5. International students must contact the Admissions Office for additional criteria which include a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). Deadline for admissions materials from international students is forty-five days prior to the first day of that semester's classes.

College Transfer

To be admitted to this category, applicants must provide:

1. Completed application for admission form.
2. Official transcript from each undergraduate college and university attended.
3. \$25 non-refundable application processing fee (This is a one-time fee required only with the initial application to MWSC.)
4. International students must contact Admissions Office for additional admission requirements. Deadline for admissions materials from international students is forty-five days prior to the first day of that semester's classes.
5. Transfer students who hold an Associate of Arts degree from an accredited Missouri public institution are considered to have satisfactorily completed MWSC's general studies requirements, and will be admitted at the junior-year level.

Missouri Western State College accepts a maximum of 64 credit hours from a community or junior college applicable toward the 124 credit hours required for a bachelor's degree. MWSC adheres to the guidelines of the Missouri Articulation Agreement. Transfer course work is evaluated and awarded on the same basis as credit awarded at MWSC. Consequently, criteria used to evaluate currently enrolled MWSC students is equally applicable

to transfer students. Applicants who are considering transferring to MWSC may refer to the Table of Academic Standards contained in this catalog to determine their academic status for transfer admission purposes.

Returning to MWSC

Students whose last attendance at Missouri Western State College was other than in the semester prior to that for which application is being made must provide:

1. Completed application for admission form to reactivate the file.
2. Official transcript from each undergraduate college and university which may have been attended since last enrolled at MWSC.
3. Payment of any prior financial obligation to MWSC.

Purposes of Certification

Students seeking postgraduate teacher certification, or other forms of professional certification for which MWSC has an academic program, are required to provide information as a college transfer or returning MWSC student as indicated previously.

Special Student

This category is for the student who is not seeking a degree or certificate at MWSC. Students under suspension from MWSC are ineligible to be admitted under this category. Students admitted under this category who later decide to seek a degree at MWSC must reapply for admission in the appropriate admission category. Consult with the Office of Admissions with any questions concerning your admission status. All applicable credits earned while a special student will be applied to the new admission status.

Students who apply and are admitted under this category are not eligible for financial assistance through the College.

Self-Enrichment

To be admitted in this category, applicants must provide:

1. Completed application for admission form.
2. \$25 non-refundable application processing fee. (This is a one-time fee required only with the initial application to MWSC.)

Visiting High School Student

Students currently enrolled in high school who are seeking admittance to MWSC on a part-time basis concurrent with high school attendance must provide:

1. Completed application for admission form.
2. Certification and approval from the high school principal or counselor (required each semester prior to enrollment).
3. \$25 non-refundable application processing fee. (This is a one-time fee required only with the initial application to MWSC.)
4. Students must have completed junior year in high school.

Visiting College Student

Students who are attending another college or university and wish to take courses at Missouri Western and then transfer the MWSC course work to the parent institution for degree applicability must provide:

1. Completed application for admission form.
2. Letter of *Good Standing* from the parent institution which reflects the student is academically eligible.
3. \$25 non-refundable application processing fee. (This is a one-time fee required only with the initial application to MWSC.)

Senior Citizen Registration

Persons 60 years of age or older may register without fee payment commencing with regular registration. Time of actual enrollment will be determined by the category of admission (Degree Seeking or Special Student). All Senior Citizens should make their status known at the Business Office during registration to assure correct fee assessment. Senior Citizens desiring to register for Continuing Education courses should contact the Continuing Education Office regarding fee assessment.

Non-traditional Credit

Missouri Western State College may accept a total of 30 hours' work (maximum applicable to a degree) obtained through non-traditional credit or credit by examination.

Credit earned through the United States Armed Forces Institute (USAFI) in accordance with the recommendation of the Commission on Accreditation of Service Experiences of the American Council on Education, extension work from regionally accredited institutions of higher education, and correspondence work from regionally accredited institutions of higher education are generally recognized if documented by written records from the U.S. government and institutions of higher education.

Credit by Examination

If travel, employment, extensive reading, or other unique educational experience appears to have given proficiency in courses required in the curriculum equivalent to that ordinarily attained through the traditional classroom manner, the applicant may be granted permission to attempt college credit through examination. College credit by examination is available for most courses required in general studies and in some courses required by majors.

Credit for general studies courses may be obtained by taking the College-Level Examination Program (CLEP) General Examinations. Credit for major field courses may be obtained by taking a CLEP Subject Matter Examination or a comprehensive test designed by the department. The department determines which courses are appropriate for credit by examination and the test instrument to be used.

If the applicant should take subject exams which are not normally employed for the test-out program, the result will be reviewed by the appropriate department, and credit may or may not be awarded.

Applicants are eligible to receive credit by examination only if they:

- are enrolled as degree seeking students at MWSC,
- have earned traditional college credit at MWSC before credit by examination is entered on the transcript,
- are not enrolled in a course for which an examination is requested,
- are granted written permission by the director of counseling and testing before taking the exam (unless it is the CLEP General for a first-time college student).

If the student is a transfer, he or she must have complete transcripts of previous college credit in the Registrar's office before written permission for the test-out will be granted.

Students are ineligible to take a test for credit by examination if the credit they would earn on that test makes them eligible for graduation at the end of that semester.

Students are not eligible to receive credit by examination if they have:

- earned prior credit in the course,
- audited the course,
- attempted the course and received a grade assessment of W or F, or taken a college course or courses which contain the same basic material.

Normally, students request credit by examination early in their college career to avoid ineligibility at a later date. Transfer students must earn a minimum of 30 credit hours of resident credit excluding any credit by examination.

The CLEP General Examinations are administered through the Office of Counseling and Testing on the Missouri Western State College campus. In addition to this on-campus test site, the CLEP is administered at various locations throughout the nation. Applications should be completed and returned to the Office of Counseling and Testing four weeks prior to the test dates (for a list of dates and fee information, write to the Office of Counseling and Testing, SS/C 101, Missouri Western State College).

A minimum of a 500 scaled score must be attained on the CLEP General Examinations for the student to receive credit. High school seniors should take the CLEP General Examinations before the end of April. The table in the next section lists the five CLEP General Examination areas and indicates how credit earned is awarded in the general studies program at Missouri Western State College.

Credit by examination also may be received in specific subjects. A booklet listing subject areas that have been approved as well as the testing instruments selected for each subject is available in the Counseling Office. Successful performance on a subject test is determined by the academic department which administers the course.

Applications for subject examinations may be acquired from the Office of Counseling and Testing. The test dates are available in the Office of Counseling and Testing.

CLEP Subject Examinations are accepted by some departments. For many courses, however, they are not available or may be considered inappropriate. In such cases, a college examination is used. Students should contact the Office of Counseling and Testing before taking a CLEP subject examination to determine whether or not that particular examination is acceptable for obtaining credit.

The two types of subject examinations are:

- Single-level subject-matter tests: The student is required to take a separate test for each course for which he or she desires to obtain credit. For additional information, the student should contact the Office of Counseling and Testing.
- Multi-level subject-matter tests: In the case of sequence courses, an academic department may offer a single test to determine proficiency in the skills and knowledge demanded by the courses in that sequence. The student will be given credit for each course in the sequence for which he or she demonstrates the minimum standards of proficiency as designated by the academic department.

If the student should decide not to take a test after the petition for test-out has been processed, a refund request may be initiated in the Office of Counseling and Testing. However, \$5 of the original fee paid will be retained for processing.

CLEP General Tests and Credit Hours

	<i>Credits</i>
English	
<i>General studies requirement met</i>	
ENG 100 and	3
ENG 104	3

Humanities

<i>Subscores</i>	
High in Fine Arts	
<i>General studies requirement met</i>	
Groups 1 and 3 in Humanities	6

<i>Subscores</i>	
Relatively equal subscores	
<i>General studies requirement met</i>	
Groups 2 and 3 in Humanities	6

<i>Subscores</i>	
High in Literature, Low in Fine Arts	
<i>General studies requirement met</i>	
Groups 1 and 2 in Humanities	6

	<i>Credits</i>
Mathematics	
<i>General studies requirement met</i>	
MAT 116	3

Natural Science

<i>Subscores</i>	
Higher in Biological, lower in Physical	
<i>General studies requirement met</i>	
BIO 101	6

<i>Subscores</i>	
Lower in Biological, higher in Physical	
<i>General studies requirement met</i>	
One of the following:	
CHE 101 or	6
PHY 101	6

Social Science and History

<i>General studies requirement met</i>	
Groups 1 and 2 of	
Social Science and History	6

Advanced Placement Program Tests

Several departments at MWSC give credit for Advanced Placement Program Tests. They include Biology; Chemistry; Computer Science, Mathematics and Physics; English, Foreign Languages and Journalism; and Social Sciences. Information regarding specific course credit should be obtained from the department housing the course.

ACT Test Schedule 1991-92

<i>Test dates</i>	<i>Registration deadlines (regular fee)</i>
October 26, 1991	September 27, 1991
December 14, 1991	November 15, 1991
February 8, 1992	January 10, 1992
April 11, 1992	March 13, 1992
June 13, 1992	May 15, 1992

Additional Required Tests

In order to measure student progress toward educational goals, students may be asked to participate in periodic assessment efforts at MWSC. Grades and transcripts will be held if a student does not participate in this required testing.

English Honors

Entering students who pass the Writing Placement Examination administered by the Department of English, Foreign Languages, and Journalism and who score above the 90th percentile on the English section of the American College Test (ACT) are ordinarily placed in ENG 112 Honors Composition and Rhetoric, and upon its successful completion are also awarded 3 credit hours in ENG 104, Composition and Rhetoric. This process fulfills the college's written composition requirements in general studies. The English major who successfully completes this program enters ENG 224, Advanced Composition and Literature, a course required of all English majors.

Non-resident Credit

Transfer, test-out, and extension credit may be evaluated and recorded on a transcript only during the time a student is enrolled as degree seeking at Missouri Western State College, except when special arrangements have been made with the academic vice president, division dean, or department chairperson and a copy of the agreement is on file in the Registrar's Office.

False/Misleading Information

Any student who misrepresents, falsifies, or withholds required information will be referred to the Admissions and Graduation Committee for review and appropriate action. Such action may result in dismissal from MWSC.

Ten-Year Old Credit

College credit more than ten years old cannot be used as part of the student's major requirement unless approved by the department where the student has declared that major. College credit more than ten years old can be used to fulfill general education or elective requirements for a degree if any of the credit is applicable. This determination will be made by the Registrar's Office.

FINANCIAL AID

The College's financial aid program is designed to assist degree seeking students in their pursuit of a higher education at Missouri Western. This chapter is organized to provide the basic information about kinds of financial aid, the procedure for applying, appropriate forms, and enough detail about specific financial aid opportunities at Missouri Western for you to get started. The value of a higher education will enrich your life in many tangible and intangible ways. At Missouri Western, we stand ready to assist you in arranging for financial access to that most important goal. However, the major responsibility rests with you. We hope that if you desire to pursue a college education, you will not let costs deter you from your goal.

APPLICATION

Who Should Apply?

ANYONE! If you are not sure, but feel that you might need financial aid to pursue a degree program - YOU should read this booklet carefully and inquire further for details on aid programs. Frequently, students find themselves short of the financial resources required to pursue college. **IF YOU NEED AID, YOU SHOULD APPLY.**

Who Do I Ask?

Start by reading this chapter thoroughly. We have packed a lot of information into these pages and the answers to most questions will be found right here. However, two other sources of information are ready to assist as well:

MWSC Office Of Financial Aid: The friendly staff of the Missouri Western State College Office of Financial Aid knows financial aid in all of its varied forms. They will answer questions and help you plan the best package of financial aid for your needs. See the section later on "Financial Aid Packaging." The office is located on campus in room 112, Student Services / Classroom building. The office telephone is (816) 271-4361. Read this chapter carefully, gather as much of the information as you can, have your questions ready, and contact the office. Many students request assistance; be patient.

Your Counseling or Guidance Office: If you are in high school, your school counseling / guidance personnel are prepared to assist in the financial aid process. They will have the right forms to complete for Federal and college aid programs. They can either answer most of your questions or direct you to other sources for the answers.

FINANCIAL ACCESS

The Cost Of A College Education

Missouri Western provides a quality higher education; cost is a part of the process. The following simplified budgets represent average costs to attend Missouri Western. Actual costs will vary due to differing personal circumstances.

Sample Annual Budgets for Two Semesters

The following budgets represent the average costs for attending Missouri Western State College for the current school year. These figures are used as references in calculating need for financial aid.

Missouri Residents	<i>Living at home</i>	<i>All Other</i>
Tuition and fees	\$ 1,648	\$ 1,648
Room and Board	1,600	2,500
Books and Supplies	500	500
Travel	500	600
Personal/Miscellaneous	1,500	1,500
Total	\$5,748	\$6,748

Non-Residents	<i>Living at home</i>	<i>All Other housing</i>
Tuition and fees	\$3,112	\$3,112
Room and Board	1,600	2,500
Books and Supplies	500	500
Travel	500	600
Personal/Miscellaneous	1,500	1,500
Total	\$7,212	\$8,212

Paying For It!

Students are expected to assist in the financing of their college educations to the extent possible by using previous savings, earnings from summer employment and, if it should be necessary, a part-time job in conjunction with other financial aid at Missouri Western. Parents are expected to contribute funds from their income and other assets. The amount expected from parents is the difference between the student's total expenses and the amount of anticipated student earnings and financial aid.

Financial Access

Financial Access is a short way of saying that Missouri Western knows that it is critical to have the funds needed to attend college. Many potential students who have the ability, desire, and need to acquire a college education find themselves without sufficient financial resources to pursue their degree goals. If they can't attend because of money, then it is a personal, regional, and national loss. Missouri Western is making a serious, concerted effort to ensure that students of ability and desire have financial access to a higher education.

KINDS of FINANCIAL AID

Several major categories of student aid are available. Following is a brief listing of the kinds of financial aid available. Later in this booklet we have included a more detailed

(but still brief) description of the many financial aid opportunities available at Missouri Western. You should seek funds from one or several sources of aid as appropriate to your situation.

Federal

FEDERAL GRANTS: Funds from these two major programs are based on need and do not have to be repaid.

- Pell Grants (Basic Educational Opportunity Grants - BEOG)
- Supplemental Education Opportunity Grants (SEOG)

FEDERAL COLLEGE WORK STUDY: This cooperative program with colleges provides flexible, part-time work for students in college (& off-campus) offices and departments. Students qualify on the basis of need and these earnings do not have to be repaid.

FEDERAL LOAN PROGRAMS: Funds obtained through these three major Federal loan programs must be repaid to the lending source. Financial need must be established.

- Perkin's Loans (Formerly: National Direct Student Loans)
- Guaranteed Student Loans (GSLs)
- Plus Loans (Parent Loans)

State

STATE GRANTS: Funds from the several Missouri grant programs assist qualified students with tuition and fees. These funds do not have to be repaid.

- Missouri Council on Public Higher Education (COPHE) Scholarships
- Missouri Department of Agriculture Scholarships
- Missouri Higher Education Academic Scholarship Program
- Missouri Student Grant Program
- Missouri Teacher Education Scholarships
- Robert C. Byrd Honors Scholarship

College Aid Programs

INTERNSHIPS: A limited number of internships provide full tuition, fees, room & board in conjunction with part-time work in an area complementing a student's major.

LOANS: The College offers limited, short-term emergency, loans. These funds must be repaid.

WORK: The College provides opportunities for part-time work and assists in the location of part-time work in the community.

STS SCHOLARSHIPS: STS is a unique student and community supported scholarship program that provides awards to full- and half-time students. These funds do not have to be repaid.

COLLEGE FEE STIPENDS: The College grants full- and half-tuition/fee scholarships to students who qualify through high attainment at the high-school, community college, or through the GED Test. These funds do not have to be repaid.

DEPARTMENTAL FEE STIPENDS: As an extension of the College Fee Stipend program, Missouri Western grants varied awards through the academic departments to assist students who qualify. These funds do not have to be repaid.

DEPARTMENTAL SCHOLARSHIPS: Numerous scholarships originating from various sources of support provide a wide range of awards for students in many programs. These funds do not have to be repaid.

Affiliated Scholarships (March 1 Deadline)

WITH SPECIFIC REQUIREMENTS: Numerous scholarships funded through private sources provide a wide range of awards for students who qualify in specific ways. These funds do not have to be repaid.

WITHOUT SPECIFIC REQUIREMENTS: Other numerous scholarships funded through private sources provide a wide range of awards for students with less specific requirements for qualification. These funds do not have to be repaid.

SCHOLARSHIPS SELECTED BY DONORS: Several scholarships are available through the College in which the selection is made entirely by the funding organization. These funds do not have to be repaid.

Graduate Fellowship Program

Missouri Western is most fortunate to have privately supported funds to provide assistance to our graduates who qualify and go on to pursue graduate study. These funds do not need to be repaid.

HOW TO APPLY

After first applying for admission to MWSC, applicants for Federal, State and most College financial aid opportunities must complete the American College Testing Family Financial Statement application procedure. Exceptions to this requirement are noted in the detailed descriptions of financial aid opportunities.

If the applicant wants to be considered for several aid options, then he/she should obtain the specific application blanks called for and complete those forms as well. This process is not as complex as it may sound; additional information and application forms may be obtained from the Office of Financial Aid.

ACT Application Procedure

- The applicant should obtain ACT Family Financial Statement materials from his or her high school guidance office or from the MWSC Office of Financial Aid. These materials are available January 1 of each year.
- The forms must be completed and mailed to ACT as per instructions provided on the forms. Do this by March 1 to ensure that the April 1 priority deadline is met. Be sure to indicate that you wish your results forwarded to Missouri Western State College.
- ACT will forward the required information to Missouri Western and other agencies as instructed on the forms. This process takes approximately four weeks.
- On or before April 1 of each year, the student should complete the Federal financial aid process by submitting to the MWSC Office any additional information as requested.
- The Pell Grant program will forward a copy of the Student Eligibility Report (S.A.R.) to the student. The student then must submit this S.A.R. to the Office of Financial Aid at Missouri Western.

Other Application Procedure

For the many financial aid opportunities which do not require the ACT Family Financial Statement analysis – 1) the applicant should complete the appropriate College application form and 2) meet the requirements specified for the aid opportunity. You are urged to apply for several kinds of financial aid that suits your situation.

Renewal

Returning students must complete the process each year to be eligible for aid. Students must be making satisfactory academic progress to remain eligible for Federal and other kinds of aid.

These procedures should be started in the early spring before the school year for which financial aid is needed. Four weeks should be allowed for processing.

If in doubt, ask questions! GOOD LUCK!

PRIMARY FINANCIAL AID PACKAGING

The Office Of Financial Aid at Missouri Western is responsible for packaging aid for most applicants. However, many scholarships and aid opportunities are administered through other channels who do not “package” aid, but rather manage individual funds. Comments on how these awards are determined follows after this section.

The primary process for determining financial aid includes the Federal aid programs and is based upon knowledge of several important aspects of a student's financial situation. Central to that process is the American College Test (ACT) Program's Family Financial Statement as noted before. In packaging financial aid, the Office of Financial Aid considers (1) grants, (2) work-study, and (3) loans (in that order). The office tries to meet each student's needs without the use of loans whenever possible.

The base of all packaging is the Pell Grant (formerly BEOG). The results of the Pell application go to the student in the form of a Student Aid Report (SAR). Students must present the SAR to the Financial Aid Office for interpretation of the award. The award is then presented to the student in check form, not to exceed one-half ($\frac{1}{2}$) of the total award each semester.

The next assistance considered is Work-Study (CWSP) and/or Perkin's Loans (formerly NDSL). Work-Study enables the student to receive both financial assistance and job experience while in school. A Perkin's Loan enables the student to borrow the funds he or she may need to cover educational costs. Repayment of the loan begins six (6) months after the student is no longer enrolled as at least a half ($\frac{1}{2}$) time student.

Supplemental Education Opportunity Grants (SEOG) are considered next in the packaging process. These funds are limited and go only to students demonstrating greatest need.

Students are given consideration for any other assistance they have applied for or may be eligible to receive.

All financial aid awarded will first be credited against the student's institutional charges at Missouri Western State College.

Any time a student does not desire the package offered, he/she may come to the Financial Aid Office (SS/C 112) and request a change in the package. If the funds are av-

ailable in the programs desired, and the student is eligible to receive these funds, the package can be rearranged to meet the student's needs.

DETERMINING OTHER FINANCIAL AID

Many financial aid opportunities involve private or college funds which do not require the ACT application process. These opportunities are noted in the detailed descriptions. Determination of financial aid in these instances is the responsibility of the College Scholarship Committee and/or the specific manager of the fund. The procedure varies and it is best to verify the individual process involved.

AWARDING OF FINANCIAL AID

April 1 of each year is the deadline date for all college administered financial aid; this is the date when the completed application must be in the Office of Financial Aid at Missouri Western State College. At that time applications are considered, awards made, and the student notified. Applications will be accepted after April 1, but chances of receiving financial assistance will be much less since most institutionally awarded aid will have already been awarded.

Since the amount of aid awarded is a reflection of the financial position of the student's family, it is regarded as confidential. The amount awarded is determined on the basis of need and any additional prizes or awards received from outside agencies must be reported to the Office of Financial Aid.

A primary financial aid application is considered complete when the Office of Financial Aid has received:

- Appropriate application forms and requested information
- ACT FFS analysis

You are responsible for insuring that your application is complete. The staff of the Financial Aid Office does not have the time to follow up individually to remind you of missing parts to your application.

This procedure should be started in the early spring before the school year for which financial aid is needed. Four weeks should be allowed for processing. Financial aid is packaged for the academic year. Aid is therefore distributed in equal amounts at the beginning of each semester unless otherwise indicated. **Satisfactory academic progress must be maintained to remain eligible for financial aid.**

SATISFACTORY ACADEMIC PROGRESS NEEDED TO MAINTAIN FEDERAL FINANCIAL AID ELIGIBILITY

In order to be eligible to receive Federal Student Aid, a student must be making satisfactory academic progress. Both grade point average, and the time that a student takes to reach his/her educational degree, are factors which must be evaluated when measuring satisfactory academic progress.

Grade point portion of academic standing at Missouri Western State College is based on the Table of Academic Standards listed in our college catalog. Financial aid will continue to use this table in measuring the academic portion of satisfactory progress. You will be notified of your academic standing by academia. However, in measuring the time frame for satisfactory progress towards a degree, Missouri Western has determined that six (6) years or twelve (12) semesters of full-time enrollment equivalency is a

reasonable time-frame in which to complete one's degree. As of July 1, 1988, the Federal Government has determined that all first time student aid recipients shall have five (5) years or ten (10) semesters of full-time enrollment equivalency to complete one's degree. (Classes taken for audit do not count as hours attempted.) Should you fall below this progressive time frame you will become ineligible to receive Federal Financial Aid. To re-establish eligibility for Federal Financial Aid a student must indicate reason for failure to maintain hours attempted. If you feel there are extenuating circumstances for your hours attempted to have fallen below standard, you must submit in writing, these reasons and provide proof when applicable.

This documentation will be reviewed by an appeals panel and you will be notified, in writing, of their decision.

Should your appeal be denied, or should you choose not to appeal at all, you may re-establish your eligibility to receive Federal Financial Aid by establishing a record of successfully completing all classes taken without the assistance of Federal Financial Aid.

IT'S WORTH IT!

For all the hard work, trauma, time and costs - when you finish, nothing equals the life-long value or the feeling of accomplishment for having completed your college degree. On successive pages, we have listed brief summaries of the financial aid opportunities available to you. Best wishes.

Detailed Listing

FINANCIAL AID OPPORTUNITIES

Additional information about each of these opportunities is available from the Office of Financial Aid, SS/C 112, 271-4361. In directions for information and/or application, the MWSC Office of Financial Aid is referred to as **OFA**. The ACT Family Financial Statement is referred to as **ACT FFS**. Other application information is specified for each financial aid opportunity.

FEDERAL

PELL GRANTS (BASIC EDUCATIONAL OPPORTUNITY GRANT): The Pell Grant (Basic Grant) program is the government's largest student aid program, and is the starting point for most students seeking financial aid. Awards range from \$200 to \$2,300. The actual amount the student receives depends on the financial information reported on the application. (ACT FFS required) (Info - OFA)

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG): These grants are awarded on the basis of need and may range from \$100 up to \$4,000 depending on need and availability of funds. (ACT FFS required) (Info - OFA)

ROTC 4,3,2-YEAR NATIONAL SCHOLARSHIPS: Includes payment of full tuition, books, lab & activity fees, and \$1,000 tax-free subsistence for each school year, for the duration of the scholarship. Qualifications: Minimum ACT score of 17, medically qualified, and U.S. citizen. (ACT FFS not required) (Info - Military Science Dept)

COLLEGE WORK-STUDY PROGRAM: Prospective students who qualify under the guidelines of the College Work-Study Program may be employed part time during college and in the summer months preceeding the academic year. The number of hours of employment per week is determined by the financial need of each qualified student, his/her academic schedule, and amount of other assistance. Work-study funds are usually divided equally throughout the year. To receive these funds, a student must work the hours allowed each month. Time sheets are submitted monthly, and the student will be paid at least minimum wage for hours worked that month. (ACT FFS required) (Apply - OFA)

PERKIN'S LOANS (Formerly: NATIONAL DIRECT STUDENT LOANS): This is a low-interest (5%), long-term government loan program from which eligible students may be granted substantial loans to supplement other income for educational purposes. Perkin's loans are made possible by a matching grant from MWSC. (ACT FFS required) (Info - OFA)

STAFFORD LOAN (Formerly GSL's): Low-interest (7-9%) long-term loans made to students by lenders such as a bank, credit union, or savings and loan association. Need must be established for the student to be eligible to receive this loan. (ACT FFS required) (Info - OFA)

PLUS / SLS LOANS: These loans provide additional funds for educational expenses. The interest rate for these loans is 12%; the loans are made by a lender such as a bank, credit union, or savings and loan association. (ACT FFS required) (Info - OFA)

STATE

MISSOURI COUNCIL on PUBLIC HIGHER EDUCATION'S (COPHE) SCHOLARSHIPS: Eight \$1,000 scholarships will be offered to outstanding seniors from the state's public colleges and universities who are completing undergraduate preparation for teaching careers in mathematics, biology, chemistry or physics at the elementary and secondary levels. Scholarship recipients will be chosen by a committee made up of representatives of COPHE institutions and awards will be based on accomplishments already achieved. (ACT FFS not required) (Apply & Info - OFA)

MISSOURI DEPARTMENT OF AGRICULTURE: The Missouri Department of Agriculture offers a \$500 scholarship to an incoming freshman who will be majoring in agriculture. The student has to be from a rural background with a majority of income from the farm. The application has to be received by the Missouri Department of Agriculture no later than March 14. (ACT FFS required) (Info - OFA)

MISSOURI HIGHER EDUCATION ACADEMIC SCHOLARSHIP PROGRAM: Offered to Missouri students who have scored in the top 3% on either the ACT or SAT test and are attending an eligible Missouri college or university. May be renewed.

MISSOURI STUDENT GRANT PROGRAM: The Missouri Student Grant Program is a financial assistance program enabling qualified full-time students to receive educational services in a public or private institution of higher education of their choice. The grant will not exceed the lesser of one-half of tuition and fees or \$1500. The deadline for filing for this grant is April 30. (ACT FFS required) (Info - OFA)

MISSOURI TEACHER EDUCATION SCHOLARSHIP PROGRAM: The Missouri Teacher Education Scholarship Program is a one-time, nonrenewable award of \$2,000 to encourage top-ranking Missouri high school seniors or college freshmen or sophomores to start a career in teaching. Applicants must rank or have ranked in the top 15 percent of their high school class or have scored in the top 15 percent on the SAT, ACT or SCAT exams. The scholarship program is administered by the Missouri Department of Elementary and Secondary Education. (ACT FFS not required) (Apply & Info - OFA or Education Dept)

ROBERT C. BYRD HONORS SCHOLARSHIP: The Missouri Department of Higher Education is conducting this program in cooperation with the U. S. Department of Education. One time awards of \$1,500 will be provided to top academic entering freshmen students.

COLLEGE AID PROGRAMS

Honors Program

INSIGNIS SCHOLARSHIP: The Insignis Scholarship is a comprehensive award sponsored each year by the MWSC Foundation which provides the top five outstanding incoming freshmen with four-year renewable scholarships value of approximately \$3,000 per year. Requirements proposed for Insignis candidacy include: ranking in the top 10% of their high school class; an overall GPA of 3.5 for all high school coursework; rank at approximately the 90th percentile on the ACT; evidence of involvement in extra-curricular activities; satisfactory completion of a personal interview; and participation in the Honors Program.

Internships

ACADEMIC INTERNSHIP PROGRAM: These are work experience assignments directly related to the student's academic major. Under this program a student is assigned to an administrative office with a requirement to work 15-20 hours per week under the academic year in exchange for a College Fee Stipend equal to the cost of tuition, room and board. Students should secure approval of the prospective department or office prior to application. (ACT FFS not required) (Apply - Vice President for Academic Affairs)

Loans

INSTITUTIONAL LOANS: The college has various student loan funds available to enrolled students. These funds are used to loan worthy and needy individuals the money necessary for emergency needs. The interest charge for the use of these funds is minimal. Liberal repayment schedules are available; however, the loan is a short-term emergency loan and must be paid back the same semester. (ACT FFS not required) (Apply - MWSC Business Office)

HEARTLAND EDUCATIONAL LOAN PROGRAM: This is a loan program established for junior and senior level students at MWSC to provide the cost of two years of tuition and books in exchange for the student's agreement to work two years following graduation for the Heartland Health System. The design of the program is to provide support for five juniors for their junior and senior year for tuition and books. This is estimated at \$1,500 per year per person since tuition is projected to be \$1,200 and \$300 is necessary for books. The first year cost of the program is estimated to be \$7,500; the second year and all subsequent years' costs will be \$15,000, with adjustments for inflation. Loan applications for this program will be submitted to the Heartland Health System for approval. The agreement to work at Heartland Hospitals will be at a salary and benefit level commensurate with the experience and position obtained.

HEARTLAND HEALTH SYSTEM LOAN PROGRAM: Heartland Health System has agreed to sponsor a loan program which will fund tuition and books up to \$1,500 for any senior majoring in nursing who meets certain academic criteria in return for a work commitment of one year to Heartland.

HILDA AND HARRY DRAKE MEMORIAL LOAN FUND: This is an interest free loan fund for a deserving student to help meet educational expenses. It is hoped that the student will pay the loan back as soon as possible so other deserving students may be helped. (ACT FFS required) (Apply - OFA)

Work

PART-TIME EMPLOYMENT: Each year there are opportunities for students to find part-time employment on the campus or in the community. (ACT FFS not required) (Information & Application - Office of Part-Time Job Location and Development, SS/C 106)

STS Scholarship Program

(STS) SUPPORT-TO-STUDENTS SCHOLARSHIP PROGRAM: The STS Program offers scholarships to currently enrolled students, both half and full-time, who have completed a minimum of 29 hours with a GPA of 3.0 or higher and who are not currently receiving the President's or Regents' scholarship. (ACT FFS not required) (Apply - OFA)

College Fee Stipends

Missouri Western grants fee stipends on a competitive basis to students who qualify. Applications should be submitted to the appropriate department. The following terms apply to the awarding of these grants:

College Fee Stipend Terms

- Students must have made application for admission to MWSC to receive a stipend.
- Fee stipends are awarded only to students who are carrying 12 or more credit hours per semester.
- Fee stipends are valid for eight semesters provided all requirements are met each semester. The eight semesters must be completed within six years of the date of matriculation.
- The college reserves the right to limit the number of fee stipends awarded each year by scholarship categories.
- Applications for new or renewable fee stipends must be made annually to the college.
- When qualified applicants exceed the number of fee stipends to be awarded, the application date will be a determining factor.
- Students who apply for a fee stipend will be notified of the status of the request as a decision is made, but not later than June 15.
- ACT Family Financial Statement analysis is not required for these stipends.

PRESIDENT'S ACADEMIC SCHOLARSHIPS (FULL IN-STATE TUITION/FEES): These scholarships are awarded to the top forty first-time entering students who are ranked in the upper 10 percent of their high school graduating class and who have scored a composite of 26 or above on their ACT test. The scholarship totals full in-state tuition and may be retained with a 3.5 GPA or better each semester. Application priority deadline is May 1. (Apply - OFA)

REGENTS' SCHOLARSHIPS (ONE-HALF IN-STATE TUITION/FEES): Awarded by MWSC annually to all students who rank in the top 20 percent of their high school graduating class, the Regents Scholarships are restricted to full-time students entering college for the first time. This award must be used in the student's first eight regular semesters (excluding summer session) of full-time attendance (semesters need not be consecutive). The student must maintain a 3.0 GPA or better each semester to remain eligible. The scholarship totals one-half of in-state tuition. Application priority deadline is May 1. (Apply - OFA)

COMMUNITY COLLEGE SCHOLARSHIPS (FULL IN-STATE TUITION/FEES): Awarded by MWSC annually to students who have completed 60 hours at a junior or community college with a cumulative GPA of 3.5 or above, the award is restricted to full-time students entering MWSC for the first time. The scholarship must be used in the student's first four regular semesters (excluding summer sessions) of full-time attendance (semesters need not be consecutive). The student must maintain a 3.5 GPA or better each semester to remain eligible. Application priority deadline is June 10. (Apply - OFA)

COMMUNITY COLLEGE SCHOLARSHIPS (ONE-HALF IN-STATE TUITION/FEES): Awarded by MWSC annually to students who have completed 60 hours at a junior or community college with a cumulative GPA of 3.0 or above, the award is restricted to full-time students entering MWSC for the first time. The scholarship must be used in the student's first four regular semesters (excluding summer sessions) of full-time attendance (semesters need not be consecutive). The student must maintain a 3.0 GPA or better each semester to remain eligible. Application priority deadline is June 10. (Apply - OFA)

G.E.D. AWARDS: Awarded by MWSC annually to Missouri resident freshmen who score 265 points or higher on the General Education Development Test, the G.E.D. Awards are restricted to full-time students entering college for the first time. This award must be used in the student's first eight regular semesters (excluding summer sessions) of full-time attendance (semesters need not be consecutive). The student must maintain a 3.0 GPA or better each semester to remain eligible. The award is for one-half In-state Tuition / Fees per semester. (Apply - OFA)

Departmental Fee Stipends

Missouri Western grants departmental fee stipend scholarships on a competitive basis to students who qualify. Applications should be submitted to the department or office specified. In addition to the terms for College Fee Stipends the following terms apply to the awarding of these scholarships:

Departmental Fee Stipend Terms

- Not available for summer sessions unless a major activity or production is scheduled.
 - ACT Family Financial Statement analysis is not required for these stipends.
-

ART DEPARTMENT: Tuition fee stipends are available in art on the basis of scholastic merit and financial need. Students are required to submit a formal application and a portfolio of their recent artwork for consideration by the art faculty. To be eligible, the student must be a declared art major having previously filed a major-minor form. Tuition fee stipends are renewable but the student must reapply by submitting an application and portfolio to the Department. (Apply - Art Dept)

BUSINESS & ECONOMICS

- **BANKING AND FINANCE:** Missouri Western State College offers fee stipend scholarships to eligible nonresident students from Kansas and Nebraska enrolled in courses leading to a major in banking and finance. To be eligible a student must be a full-time employee of a banking institution and a member of the American Institute of Banking. The scholarship will include a fee stipend of the difference between in-state and out-of-state tuition and may be used only during the semester when the individual is enrolled in at least one of the following courses: BAN 250, 251, 252, 253. An official of the banking institution in which a prospective student is employed should write a letter of nomination to the director of financial aid no later than ten days prior to class registration. The scholarship must be renewed each semester with a letter of nomination. (Apply - OFA)
- **BUSINESS EDUCATION:** Fee stipends are awarded to first-place winners and ties for the eleven divisions in the Northwest Business Education Contest. These fee stipends are for one semester and are not renewable.
- **BUSINESS AND ECONOMICS DEPARTMENT:** Fee stipends are available to upper-level business students for the coordination of laboratories for ECO 260, ECO 261, ACC 230, and ACC 231. Students will be selected based upon their knowledge of the required subjects and for their desire to aid others. (Apply - Business Dept)

CENTER FOR ACADEMIC SUPPORT: Fee stipends are available to students for assistance in operating programs in the Center. Students will be selected based upon their academic standing, ability to relate well to peers, and willingness to learn tutoring methods and record-keeping procedures. (Apply - Center for Academic Support)

CHEMISTRY DEPARTMENT: Fee stipends are awarded to the three division winners in the Chemathon. The fee stipends are for one semester and are not renewable.

ENGLISH DEPARTMENT

- **PARAPROFESSIONAL ASSISTANTS:** Fee stipends are available to students working as paraprofessional assistants in foreign language laboratories for French, Spanish, and German classes. Students will be selected based upon their fluency in the required languages and ability to work with other students. Major duties will include working individually and in small groups with students having difficulty with French, German, or Spanish pronunciation and grammar; assisting students working independently in the language laboratory; preparing and maintaining tapes and other laboratory materials; stimulating student interest in French, German, and Spanish. (Apply - English Dept)

- **GRIFFON NEWS:** Fee stipends are available to students for assistance in publishing the Griffon News. Students will be selected based upon financial need and past performance on the paper. (Apply - English Dept)

- **GRIFFON YEARBOOK:** Fee stipends are available to students for assistance in publishing the Griffon yearbook. Students will be selected based upon financial need, scholastic ability, and assistance on the yearbook. (Apply - English Dept)

INTRAMURAL: Fee stipends are available to students for assisting in the operation of the college's intramural program. Students will be selected based upon previous intramural and recreational experience, previous leadership position, ability to relate to philosophy of intramural programs and participants, and recommendations from references. (Apply - Intramural Office)

MILITARY SCIENCE DEPARTMENT: Fifteen fee stipends are available each semester for newly enrolled students. The fee stipend is for one semester with possible renewal for one additional semester upon recommendation of the ROTC staff. Fee stipends are also available each semester for sophomore students. The fee stipend is for one semester with possible renewal for one additional semester upon recommendation of the ROTC staff. Selection for these fee stipends depends upon enrollment in military science courses. (Apply - Military Science Dept)

- **SUMMER SESSION - Military Science:** Fee stipends of all fees will be awarded to students enrolling for ROTC Summer Camp credit only. In-state fees will be charged all out-of-state students taking ROTC courses during the summer session. (Apply - Military Science Dept)

MISSOURI NATIONAL GUARD: Fee stipends are available to Missouri National Guard members attending MWSC. Selection criteria include ACT score of 18, letter of approval from the company commander, and maintenance of a 2.3 cumulative GPA. (Info - OFA)

MUSIC

- **MARCHING BAND:** Fee stipends are available for students participating in Marching Band. Students must successfully complete 12 credit hours per semester with a 2.0 GPA for the fee stipend to be renewed. (Apply - Music Dept)

- **SPECIAL PERFORMANCE (BAND):** Special performance fee stipends are available to band students based upon auditions and musical skills. Incoming freshmen and transfer students must have a GPA of at least 2.5. Students applying for renewal must have successfully completed 12 credit hours the previous semester with a GPA of 2.5. (Apply Music Dept)

- **MUSIC DEPARTMENT:** Fee stipends are available to music students for solo performance, ensemble performance, or accompanying. There are minimum audition requirements for each category. Incoming freshmen and transfer students must have a minimum GPA of 2.5. Students applying for a renewal of the fee stipend must have successfully completed 12 credit hours with a GPA of 2.5. (Apply - Music Dept)

MWSC DANCE COMPANY: Fee stipends are available to students qualified in dance performance participating in the MWSC Dance Company. Amounts will be dependent upon expertise and level of involvement. (Apply - HPER Dept)

COMMUNICATION STUDIES, THEATRE AND HUMANITIES DEPARTMENT: Fee stipends are available to students participating in forensics or drama production. Forensic fee stipends require active participation in the MWSC forensic program (competition in forensics tournaments, work at MWSC forensics tournament, and judging at high school tournaments as suggested). Drama fee stipends include a stipulation to work at least 36 hours on one production during the semester. All fee stipends require a 2.0 GPA during the student's freshman year and a 2.5 GPA thereafter. (Apply - CS/T/H Dept)

Departmental Scholarships

Applications for departmental scholarships may be picked up in the departments specified. Applications are reviewed and recipients are selected by the departments. The ACT Family Financial Statement analysis is not required for these scholarships.

AGRICULTURE

- **AG CLUB SCHOLARSHIPS:** The Ag Club offers a scholarship each semester to a student in the agriculture department who shows financial need and academic excellence. (Apply - AG Dept)
- **ALAN J. CABINESS MEMORIAL AGRICULTURE SCHOLARSHIP:** The Alan J. Cabiness memorial was established to help an entering freshman student who had achieved at a 'C' grade average while in high school. The student must carry at least 6 hours of agriculture each semester and achieve a 2.4 GPA. The scholarship may cover total cost of tuition for two semesters. (Apply - AG Dept)
- **HERBERT E. OWENS SCHOLARSHIP:** This scholarship was established for incoming freshmen who are currently enrolled students who plan to major in agriculture and have achieved at least a 'C' average while in high school. (Apply - AG Dept)
- **RESEARCH SEEDS SCHOLARSHIP:** Two \$500 scholarships will be awarded by the teaching staff and the scholarship committee to two outstanding students interested in agronomy. Awards will be based on the criteria of financial need, academic achievement and social contributions. (Apply - AG Dept)
- **REX C. DeSHON MEMORIAL SCHOLARSHIP:** This scholarship has been established to help a needy student majoring in agriculture. (Apply - OFA)

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- **FOR STUDENTS IN THE AGRICULTURE PROGRAM:** Several other scholarships are available each year for students in the agriculture department who show financial need and academic excellence. (Apply - AG Dept)
-

ARMY / MWSC ALLOCATION PROGRAM SCHOLARSHIPS: Two and three-year scholarships are available each year to selected students who are enrolled or will enroll in the Army ROTC Program. The scholarships provide payment of all tuition, fees, textbooks, and a monthly tax-free stipend of \$100 for the duration of the scholarship, not to exceed ten months for each year of the scholarship. (Apply - Military Science Dept)

- **ROTC SUBSISTENCE:** Students enrolled in the junior and senior military science courses automatically receive a tax-free stipend of \$100 per month for the duration of each school year, not to exceed ten months per year. (Apply - Military Science Dept)

ART

- **ALUMNI ART SCHOLARSHIP:** Criteria varies (Apply - Art Department.)
- **LOUISE BRADLEY ART SCHOLARSHIP:** The Louise Bradley Art Scholarship has been established to help with tuition, art supplies, books or room and board. Criteria for selection will be: proven work ethic, demonstrated talent in studio or aptitude in art history, scholastic achievement and financial need. Selection of the recipient(s) will be by a committee from the art department. (Apply - Art Dept.)

ATHLETICS

- **ATHLETIC SCHOLARSHIPS:** The College offers a number of athletic scholarships to students who plan to participate in athletics. These athletic scholarships are awarded at the recommendation of the director of athletics and with the approval of the Scholarship Committee. The scholarship is a stipend of all or part of fees incurred. (Apply - Athletics Office)

- **E.R. (GENE) BERGER MEMORIAL SCHOLARSHIP:** Interest from this memorial fund will be available to an individual participating in baseball. (Apply - Baseball Coach)
- **CHRIS FAROS SCHOLARSHIP:** A scholarship will be awarded to a senior football player at the beginning of their last academic year. The recipient must be the senior who has the most excellent performance, academically and athletically, for Missouri Western State College, based upon the following considerations:
 - Cumulative grade point average
 - Athletic performance per potential
 - Qualities -- desire, dedication, leadership, commitment, humility, personal discipline, industry, character & courage.
 - Professional promise in their interest field
- **MAX W. and EMMA LEE GROOMS MEMORIAL SCHOLARSHIP:** This scholarship will be awarded to a student athlete who has financial need and has shown satisfactory academic progress. Preference will be given to a fifth year athlete. (Apply - Athletic Department.)
- **MCDONALD SCHOLARSHIPS:** Two \$500 scholarships will be available to entering freshmen athletes, one male and one female, from this region. The recipient must have ranked in the upper third of his/her graduating class. (Apply - Athletics Office)
- **MISSOURI GOLF ASSOCIATION SCHOLARSHIP:** Criteria varies. (Apply - Athletic Department.)
- **PAT SIMMONS MEMORIAL MENS' BASKETBALL SCHOLARSHIP:** To be awarded to a mens' basketball player who has completed his athletic eligibility and needs a fifth year of study to receive his degree. (Apply - OFA)

BIOLOGY

- **JOHN RUSHIN and DAVID ASHLEY BIOLOGY SCHOLARSHIP:** Established by Simon and Monya Rositzky in recognition of the service to the college by Dr. John Rushin and Dr. David Ashley, the recipient of this scholarship must be a declared Biology major. The recipient must have a cumulative college grade-point average of 3.0. The eligible recipient must demonstrate financial need and, all other factors being equal, financial need may be the determining factor in the selection process. (Apply - Biology Department.)
- **THE MIKE SONNENMOSER BIOLOGY SCHOLARSHIP:** An endowment established by the family of Mike Sonnenmoser funds a \$250 per semester scholarship available annually to a freshman student declaring biology as a major. The scholarship is renewable for eight semesters upon maintaining a 3.0 GPA (both cumulative and in the major). The student should rank in the upper 10% of their high school graduating class and have scored an ACT composite of 22 or above. Deadline for application is May 1. The recipient will be named by a Biology Department selection committee. (Apply - Biology Dept)

BUSINESS AND ECONOMICS

- **ACADEMIC EXCELLENCE SCHOLARSHIP:** Business and economics majors who have accumulated 75 hours, 21 of which are in business and economics with at least 12 of the 21 hours completed at Missouri Western, and who have a minimum GPA of 3.0 with a 3.5 GPA in business and economics courses, are eligible to apply for this \$200-a-year scholarship. Applications are available February 1 through March 15. (Apply - Business / Economics Dept)
- **BARRY J. GREENWALD ACCOUNTING MAJOR SCHOLARSHIPS:** These scholarships provide \$200 each to two entering freshman accounting majors, one student graduating from Bishop LeBlond High School and one from any other Missouri high school. They should rank in the top ten percent of their graduating class. (Apply - Business / Economics Dept)
- **JIMMY MUSALEK MEMORIAL SCHOLARSHIP:** Awarded to a junior or senior accounting major with a grade-point average of 3.0 or higher. Recipient may be either a full- or part-time student. (Apply - Business Department.)

- **JUDITH HAUSMAN TEXTBOOK AWARD:** This award for textbooks will be presented to either a junior or senior accounting major with a grade-point average of 3.0 or higher. Recipient may be a full- or part-time student. (Apply - Business Department.)
- **LISA & TIM BINGAMAN MEMORIAL SCHOLARSHIPS:** Two \$300 memorial scholarships have been established for a male and female freshman student demonstrating need with interests in business or marketing. Candidates for these awards must be in the top 25% of their high school class and be residents of Buchanan County. (Apply - Business / Economics Dept)
- **NORTHWEST CHAPTER OF MISSOURI SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS SCHOLARSHIPS:** Students who have good academic skills, show some financial need, are presently in the junior year and will be a senior the following fall, possess leadership qualities, and are enrolled in a four-year accounting program are eligible for this scholarship, to be presented each spring semester. December application deadline. (Apply - Business / Economics Dept)

CHEMISTRY

- **BOEHRINGER INGELHEIM:** This award was established by Philips Roxane, Inc. (now named Boehringer Ingelheim), for one or more students who have demonstrated academic excellence in the field of chemistry. Recipients must be declared chemistry majors and have at least a 3.0 GPA in the major. Recipients will be named by a Chemistry Department selection committee. (Apply - Chemistry Dept)
- **J.B. BRUCE CHEMISTRY SCHOLARSHIP:** This scholarship will be awarded to a Chemistry major. The major may be either a full-time or part-time student. Apply - Chemistry Department.
- **HILLYARD CHEMISTRY SCHOLARSHIP:** Recipients of the scholarship shall be juniors and seniors who have declared a major in chemistry and who have demonstrated academic achievement in that area. (Apply - Chemistry Department.)

COMPUTER SCIENCE, MATHEMATICS AND PHYSICS

- **COMPUTER SCIENCE SCHOLARSHIP:** Students majoring in Computer Science or Computer Information are eligible to apply for one of these awarded funds by donations received through the Alumni Association Phonathon. (Apply - Computer Science Department.)
- **RIEMANN AWARD:** This \$200 scholarship is given to a declared mathematics major selected by the mathematics faculty in recognition of significant accomplishment in the study of mathematics and demonstrated potential for continued growth and success in the mathematical sciences. The awardee must have completed at least 60 hours but not more than 105 hours, including the hours during the semester of selection. (Apply - Math Department.)

CRIMINAL JUSTICE

- **JAMES ROBERT HAYES CRIMINAL JUSTICE SCHOLARSHIP:** Established by Simon and Monya Rositzky in recognition of James Robert Hayes' contribution to the community as chief of police, this scholarship will be awarded to a Criminal Justice major. The recipient must have obtained junior status and have a grade-point average of 3.0 or higher. (Apply - Criminal Justice)
- **KELLY GENTRY MURPHY MEMORIAL SCHOLARSHIP:** Awarded to a junior or senior student majoring in criminal justice who has demonstrated financial need and who has a GPA of 3.2 or higher. (Apply - Criminal Justice)

EDUCATION

- **GEORGE M. ASHWORTH MEMORIAL SCHOLARSHIP:** Recipients of this scholarship shall be a junior or senior, majoring in elementary or middle school education, and from Northwest Missouri. They must have a grade-point average of 3.0 or better and demonstrate need. (Apply - Education Department.)
- **ELEANOR COTTRELL MEMORIAL SCHOLARSHIP:** The Department of Education is offering a \$100 scholarship from the Eleanor Cottrell Memorial Scholarship Fund to a re-entry student with a declared major in Elementary Education to help further his/her professional education. (Apply - Education Dept)

- **ALBERTA CROSS HAYNES TEACHING SCHOLARSHIP:** Dedicated to the memory of Alberta Cross Haynes, a pioneer elementary teacher in rural Missouri and an early member of Kappa Delta Pi. Eligible applicants must be declared elementary majors at Missouri Western State College, preferably from a rural background, and meet all requirements for membership in Kappa Delta Pi. Awarded annually in perpetuity by the sponsors of Kappa Delta Pi and/or the Chairperson of the Department of Education. (Apply - Education Department.)
- **THE KAPPA DELTA PI OUTSTANDING JUNIOR SCHOLARSHIP FOR ELEMENTARY & SECONDARY STUDENT AWARDEES** The award is given to one student in elementary education and one student in secondary education. The two scholarships differ from the other departmental scholarships in that the students do NOT apply for the scholarship. It is awarded by the education faculty in the spring of each year after students have been enrolled in their Experience in Teaching II course. As evidence of superior academic achievement and leadership skills, the students must be members of Kappa Delta Pi, the national education honor society for undergraduates in education. The amount of the award will vary as the scholarship fund increases. Alumni of the college are welcome to give to the fund as a part of their annual giving program.
- **DR. L. MARVIN MARION PROFESSOR EMERITUS SCHOLARSHIP:** This scholarship will be awarded to a secondary education major in English or Social Studies. Recipient must have a 3.2 grade-point average or better, high moral standards and long range goals for a career in the teaching profession. (Apply - Education Department.)
- **JANET GORMAN MURPHY/CATHERINE HENNESSEY GORMAN TEACHING SCHOLARSHIP:** Applicants for this scholarship must be a freshman education major with an ACT score of 25 or higher and in the top 20 percent of his/her high school class. (Apply - OFA)
- **MILDRED I. WORLEY MEMORIAL SCHOLARSHIP:** Dedicated to the memory of Mildred I. Worley, a lifetime supporter of education, the Department of Education offers a \$100 scholarship to a re-entry, full-time student with a declared major in Elementary Education. The recipient may be male or female and must show need for assistance with college expenses. Deadline for application is May 1 of each year. The scholarship is awarded August 1. (Apply - Education Department.)

ENGLISH

- **IRENE ERTMAN MEMORIAL TRAVEL AWARD:** This award was established by Tau Mu chapter of Sigma Tau Delta, international English honor society, and transferred to the Department of English. The purpose of this scholarship is to send a Sigma Tau Delta member to a conference at which he/she gives a paper. The recipient must have a 3.0 GPA, both cumulative and in English. Apply - Department of English, Foreign Languages and Journalism whenever the applicant's conference proposal has been accepted.
- **FRANCES FLANAGAN BOOK SCHOLARSHIP:** This scholarship was established by Dr. Frances Flanagan for a Sigma Tau Delta member to purchase books for one semester. The recipient must have a 3.0 GPA, both cumulative and in English. (Apply - Department of English, Foreign Languages and Journalism by April 1 for use in the fall semester.)
- **ISABEL SPARKS RECOGNITION SCHOLARSHIP:** This scholarship was established in honor of Isabel Sparks. The recipient must be an English major or minor with at least a 3.0 GPA, both cumulative and in English, who is at least a second-semester sophomore. Applicants who have been active in departmental activities are preferred. (Apply - Department of English, Foreign Languages and Journalism by April of the applicant's sophomore year.)
- **RICHARD B. TAYLOR MEMORIAL SCHOLARSHIP:** This award was established by the Department of English Foreign Languages and Journalism to honor a former colleague. The recipient must be a declared journalism minor with junior standing; have a 3.5 GPA, both cumulative and in journalism; and have experience on The Griffon yearbook or The Griffon News. (Apply - Department of English Foreign Languages and Journalism by April 1.)

HEALTH, PHYSICAL EDUCATION & RECREATION

- Four \$500 scholarships will be awarded to majors enrolled in Physical Education, Leisure Management, or Exercise Science. Applicants must have completed 60 credits, have an ACT of 20 or above, have a cumulative GPA of 3.0 or above, and have documented need. Pick up scholarship application from the HPER office or call 271-4491. Applications are due April 1st for the following fall semester. (Apply - H/P/E/R Department)

- **EXCELLENCE IN DANCE:** Applicants may be majoring in any area. They must, however, have a 3.0 GPA and be a member of Missouri Western State College Dance Company. (Apply - H/P/E/R Department.)

MUSIC

- **ROBERT C. FERGUSON SCHOLARSHIP:** This scholarship shall be available annually, on the basis of merit in performance, to one incoming student woodwind player. The scholarship shall pay for the applied music fees for as long as the recipient remains at MWSC, subject to annual review by appropriate instrumental instructors and juries. Students shall be selected by the music department faculty. (Apply - Music Dept)
- **ALFRED LAURENT SCHOLARSHIP:** The criteria and amount of this award are being determined at this time. (Apply - Music Dept)
- **MUSIC ENDOWED SCHOLARSHIP** Criteria varies. (Apply - Music Department.)
- **ROBERTA AND LOUIS RIEMER STRINGS SCHOLARSHIP:** Roberta Riemer Strings Scholarship provides participation grants in string performance for MWCS students playing in the Missouri Western State College Philharmonic, as well as studying privately. Applicants must audition for conductor. (Apply - Music Dept)

NON-TRADITIONAL STUDENT CENTER

- **EUGENE S. JUDA FAMILY SCHOLARSHIP FOR NON-TRADITIONAL STUDENTS:** This scholarship will be awarded to non-traditional students. Criteria are being established. (Apply - Non-Traditional Student Center.)
- **LINGLE FAMILY SCHOLARSHIP:** The Lingle Family Scholarship assists women twenty-five years of age or older who are re-entering school. They must have completed one of the career planning activities offered at Missouri Western State College, maintain a minimum of six credit hours, progressing toward a specific degree and demonstrate financial need. (Apply - Non-Traditional Student Center)
- **MISSOURI WESTERN AMBASSADOR'S RE-ENTRY SCHOLARSHIP:** A \$400/year scholarship will be awarded to a part or full time student, 25 years of age or older. Must be at least a half-time student and must have completed the "Career Aptitude Series" available at MWSC's counseling center. (Apply - Ellen Harpst, SS/C 106 B)

NURSING

- **DR. WALLACE McDONALD NURSING SCHOLARSHIP:** This scholarship was established in honor of Dr. Wallace McDonald by the family of Rose Hirsch. Applicants should be at least a junior majoring in Nursing with a grade-point average of 3.0 or better and have demonstrated financial need. (Apply - Nursing Department.)
- **HEARTLAND/MISSOURI WESTERN NURSING SCHOLARSHIP:** Ten \$1,000 scholarships will be awarded jointly by Heartland Health Foundation, Missouri Western Alumni Association and MWSC Foundation. The criteria for receiving this scholarship will be the following: a minimum of 12 college credits completed, including one lab science; a minimum of 3.0 cumulative grade point average; a statement of interest in professional nursing; a statement of reason for scholarship application; and a statement of prior awards and current scholarships. The recipients will be selected by the MWSC department of nursing and a representative of the Heartland Health System. (Apply - Nursing Dept)
- **MARSHA COOPER NURSING SCHOLARSHIP:** The criteria and amount of this award are being determined at this time. (Apply - Nursing Dept)
- **MISSOURI METHODIST NURSING SCHOLARSHIP:** This scholarship was established by Peggy Iffert, the Missouri Methodist Class of 1942 and friends for a student that has completed 30 hours or more and has a grade-point average of 3.0. Preference will be given to a diploma school or associate degree graduate. (Apply - Nursing Dept.)

- **PEGGY CRAVENS IFFERT SCHOLARSHIP for NURSING:** This scholarship was established to help a student with demonstrated financial need and who is pursuing a degree in nursing as a full-time student. Applicant must have a 3.5 GPA. Preference will be given to diploma school graduates or candidates with a two-year Associate Degree or candidates who have satisfactorily completed a minimum of 30 semester hours of college work. (Apply - OFA)
- **PUBLIC HEALTH NURSING SCHOLARSHIPS:** Scholarships are offered to students enrolled in the nursing program showing financial need. (Apply - Nursing Dept)

PSYCHOLOGY

- **WILLIS H. McCANN SCHOLARSHIP:** This scholarship is available to a first- or second-semester senior majoring in psychology who has and maintains a 3.0 GPA, both cumulative and in the major. The award will be made on the basis of financial need and vocational aspirations. Deadline for applications is April 1. (Apply - Psychology Dept)

SCIENCE

- **THE BLUESIDE CO. INC. SCHOLARSHIP:** This scholarship has been established for students from Northwest Missouri or Northeast Kansas majoring in the science fields with a 3.0 GPA. (Apply - OFA.)
- **SCIENCE SCHOLARSHIP FUND OF MWSC:** Interest from this fund provides scholarships for students who have completed at least one semester successfully at MWSC and are interested in pursuing a pre-professional degree in science. Need, scholastic ability, and commitment are also selection factors. (Apply - Chemistry or Biology Depts)

SOCIAL SCIENCE

- **OPAL KEARBY SCHOLARSHIP AWARD:** Students majoring in social science are eligible to apply for one of these awards. (Info & Apply - Social Sciences Dept)

COMMUNICATION STUDIES, THEATRE AND HUMANITIES

- **BLOCK THEATRE SCHOLARSHIP:** This scholarship, set up by the Paul A. Block family in his memory, is an award to be given annually to a MWSC student majoring in one of the theatre degree programs. Applicants must maintain a minimum GPA of 2.5 in the major field and a minimum of 2.0 overall. Financial need may be a factor considered in making awards. (Apply - CS/T/H Dept)
- **DRAKE THEATRE SCHOLARSHIP:** This scholarship, established with a part of the estate of the late Dottie Drake, is given annually to a theatre or speech/theatre major. The award may be up to \$600 per academic year. Applicants must maintain a minimum GPA of 2.5 in the major and a minimum GPA of 2.0 overall. Financial need may be a factor considered in making awards. (Apply - CS/T/H Dept)
- **ROBIDOUX RESIDENT THEATRE SCHOLARSHIP:** This scholarship is available annually to a major in either theatre or speech/theatre education. Applicants must have a GPA of 2.5 or higher in the major field and a minimum GPA of 2.0 overall. Financial need may be a factor considered in making awards. (Apply - CS/T/H Dept)
- **V. FRAN QUAMMEN SCHOLARSHIP:** This award was established by friends and relatives of Fran Quammen, a former MWSC instructor in the communication studies department. The interest from the trust fund is used each year to award a scholarship to encourage potential in the area of forensics. Applicants will be screened by a panel of judges selected from the speech faculty. (Apply - CS/T/H Dept)

AFFILIATED SCHOLARSHIPS

Affiliated scholarships are available on a competitive basis to Missouri Western State College students who qualify. Applications for scholarships may be picked up in the Office of Financial Aid, and should be returned to that office by April 1. Copies of the applications will be distributed to all members of the MWSC Scholarship Committee for review. The Scholarship Committee will meet on or before April 15, and will notify all applicants of its decisions by May 1. Generally students applying for scholarships should have at least a 2.0 GPA and be a full-time student.

Scholarships are organized into three general categories: those **1) with or 2) without specific requirements** and **3) those selected by donors**. The ACT Family Financial Statement analysis is required for these scholarships.

Scholarships With Specific Requirements For Eligibility

(The ACT Family Financial Statement analysis is required for these scholarships except for M. O. Looney as noted.)

ADCO / MWSC SCHOLARSHIP: Applicants must be full time, degree seeking students at MWSC who are dependents of ADCO employees with at least one full year of service. They must demonstrate evidence of scholastic ability and financial need. (Apply - ADCO Personnel Office or OFA)

BYRNE LOGAN MEMORIAL SCHOLARSHIP: This \$500 scholarship will be awarded to a full-time student with 30 hours or more with an interest in and participation in Military Science. Priority will go to a Business major first. (Apply - OFA.)

BUCHANAN COUNTY MEDICAL SOCIETY NURSING SCHOLARSHIP: A \$6,000 scholarship-endowment fund was established by the Buchanan County Medical Society to provide one or more scholarships for students enrolled in a nurses' program. (Apply - OFA)

BURGER KING SCHOLARSHIP: Applicant must have worked 28 hours or more for 18 consecutive months at Burger King. A 2.5 GPA or better must be maintained to remain eligible for this scholarship. Award varies with class status. (Apply - Burger King.)

CULVER-GETTYS MEMORIAL SCHOLARSHIP: This scholarship is given in memory of Lt. Col. Charles M. Culver and Capt. Hugh M. Gettys. The scholarship is available to a man or woman who has completed a minimum of 28 college hours. The student should have a cumulative GPA of 2.5 or better and show evidence of financial need. The scholarship shall be in the amount of \$100 for the first semester, and, if the student continues to achieve a cumulative GPA of 2.5, may be continued for the second semester. Preferably, the student should be planning a career in education. (Apply - OFA)

DR. H.E. PETERSON PRE-MED SCHOLARSHIP: This scholarship will be awarded to a Pre-Med student who has a 3.0 GPA and demonstrates financial need. (Apply - Biology Department.)

DESOTO McCABE MEMORIAL SCHOLARSHIP: The DeSoto McCabe Memorial Scholarship has been established to fund one \$300 scholarship to a student who demonstrates financial need through the ACT's Family Financial Statement analysis, is a graduate from the St. Joseph, Missouri, School District, (all other things being equal, preferably a graduate of Lafayette High School), and is reasonably capable of completing college-level work to a baccalaureate degree. The scholarship is awarded one semester at a time; (Apply - OFA)

DUBACH SCHOLARSHIP FOR HUMANITARIAN CAREERS: The Dubach Scholarship will be awarded to an individual with a planned career goal in Christian Ministry (including Sacred Music), Nursing or Special Education. The recipient(s) shall have a minimum high school GPA of 3.0. Renewal and continuance of the scholarship is possible through the completion of an MWSC degree; however, reapplication is required each year. (Apply - OFA.)

EASTSIDE ROTARY CLUB: The Eastside Rotary Club has established a scholarship of \$225 per semester for a qualified individual majoring in a field leading to a career in business, industry, public service, or health care. Once awarded, the scholarship may be retained as long as the student maintains a 2.5 cumulative GPA. (Apply - OFA)

FARMERS INSURANCE GROUP OF COMPANIES SCHOLARSHIP: Farmers Insurance Group has established scholarship(s) for sophomores, juniors, and seniors in the fields of insurance, mathematics, business administration, personnel, and other areas related to the insurance industry. (Apply - OFA)

JOSEPH J. DROHER MEMORIAL SCHOLARSHIP: Two scholarships, 1 Engineering and 1 Theatre, will be awarded yearly to students in those majors having a GPA of at least 3.0. Selection will be done within the respective departments. (Apply - OFA)

MR. AND MRS. CLARK C. GLAZE SCHOLARSHIP: A \$7,500 scholarship fund has been established by Mr. and Mrs. Clark C. Glaze, the interest from which is to be available as a scholarship. If used by a student in a pre-medical course, the scholarship is to be known as the Emily B. Glaze Scholarship. If used by a student in pre-engineering, the scholarship will be known as the Clark C. Glaze Scholarship. (Apply - OFA)

M. KARL GOETZ SCHOLARSHIP: This scholarship will be awarded to a student majoring in business. Need will be a factor in awarding of this scholarship. (Apply - OFA)

ELLIOTT GOLDMAN AND LIBBIE LORAIN GOLDMAN SCHOLARSHIP: This endowed scholarship fund, established in 1980 by Elliott Goldman and his sister Libbie Loraine Goldman in memory of their parents, Dora and Ruben Goldman, and of their brothers Dr. Nathan L. Goldman and Abe Goldman, is to be available annually to students who demonstrate leadership abilities, academic excellence, and financial need. Each scholarship will be in the amount of current annual in-state tuition and fees. Recipients must be full-time residents of Buchanan County and full-time students. All students may apply. However, preference will be given to junior and senior students who plan to apply for admission to law school and students majoring in art or business administration. (Apply - OFA)

PAUL F. AND ELIZABETH KEES TRUST FUND: This scholarship is given in memory of Paul F. Kees and is awarded by the Scholarship Committee upon recommendation of the Department of Education. Applicants should be full-time students in good standing with a definable hearing loss. Students with other exceptionalities or who have demonstrated an interest in special education may be considered. (Apply - OFA)

KIEFER SCHOLARSHIP FUND: Bequests by Miss Katherine Kiefer and Miss Josephine Kiefer established this fund to benefit men and women living in the St. Joseph or Wathena, Kansas area. Interest from the fund is available annually. (Apply - OFA)

M.O. LOONEY COMMUNITY SERVICE SCHOLARSHIP: The M. O. Looney Scholarship is available to an upper division, full-time student with a record of community service. A GPA of 3.0 or above on a 4.0 scale is required. The maximum for a junior will be in the \$500-\$700 range; for a senior who is a first time recipient, up to \$1,000. Should a student be awarded the scholarship the second year, the award could be in the \$1,300-\$1,500 range. (ACT FFS not required) (Apply - Dean of Students Office, separate form required)

MIDLAND-MOOREHEAD SCHOLARSHIP: The Midland-Moorehead Company established a trust fund in 1967. Interest from the fund investment is awarded each year by the Scholarship Committee to a student whose major area of study is engineering or technology. (Apply - OFA)

NOLAN MORRISON MEMORIAL STUDENT FUND: Established in memory of Nolen Morrison, this fund is used for unexpected and emergency expenses of students who cannot obtain financial aid. (Apply - Dean of Students)

KELLY PATTERSON and PROCTER & GAMBLE PAPER DIVISION SCHOLARSHIP: This scholarship has been established to help a needy student who graduated from Trenton Missouri High School. Preference will be given to re-entry students majoring in Criminal Justice. Selection will be made by the MWSC Office of Financial Aid and Kelly Patterson. (Apply - OFA)

PORTER SCHOLARSHIP FUND: Five \$1,500/yr. scholarships from this fund are available to candidates from Clinton County Missouri. An applicant must have been in the top 10% of his/her graduating class of a high school in Cameron, Lathrop or Plattsburg (or score a composite ACT of 25 or higher) and be entering Missouri Western as a freshman. Award is renewable. (Apply - OFA)

WILLIAM ROESLE MEMORIAL SCHOLARSHIP FUND: Family and friends of William Roesle have established a memorial scholarship fund to benefit chemistry students. The recipient is selected by the Scholarship Committee upon recommendation by the Department of Chemistry. (Apply - OFA)

THE TACO JOHN'S SCHOLARSHIP: Taco John's has established a scholarship program for its employees with financial need desiring a degree from MWSC. Scholarship amounts will depend upon In-State fees and hours worked per week. A 2.0 GPA will be required for the scholarship. (Apply Taco John's or OFA)

F. GREGG THOMPSON MEMORIAL SCHOLARSHIP: A scholarship fund has been established by a contribution from the F. Gregg Thompson Foundation. The interest from this fund will be awarded annually by the Scholarship Committee with preference given to a student in the premedical field. If a premedical student is not available, the committee may select a biological science student to receive the scholarship. Financial need is not necessarily the major element in the award of the scholarship; however, if applicants have equal academic standing, financial need will be the deciding factor. (Apply - OFA)

DR. WAYNE TOOTHAKER SCHOLARSHIP: Interest from this endowment is available to a student who is taking a premedical course and expects to enter a medical profession. (Apply - OFA)

Scholarships Without Specific Requirements For Eligibility

(The ACT Family Financial Statement analysis is required for these scholarships except as noted)

MISSOURI WESTERN STATE COLLEGE ALUMNI ASSOCIATION SCHOLARSHIPS: MWSC Alumni Association provides scholarships from the Annual Fund to cover the costs of tuition, books and other educationally related expenses. Alumni Association Scholarships are awarded on the basis of merit (requiring a minimum 3.5 GPA) or on a combination of need and merit (requiring a minimum 3.0 GPA). Preference is given to students who have completed at least one semester of college. (ACT FFS not required) (Apply - OFA)

ANDREWS-WHITAKER MEMORIAL SCHOLARSHIP: This scholarship is provided by Mr. and Mrs. Patrick H. Whitaker of St. Joseph in memory of their parents, Madeline Kell Andrews, George H. Andrews, Cora Ann Johnson Whitaker, and James W. Whitaker. Interest from the \$10,000 scholarship fund is available annually to students who have demonstrated academic excellence and financial need. (Apply - OFA)

WILFRED H. KISKER SCHOLARSHIP: The family of Wilfred H. Kisker has established an endowed scholarship for a non-traditional, degree seeking student. This individual must have completed at least 12 credit hours at Missouri Western with a GPA of 3.0 and demonstrated financial need. (Apply - OFA)

MELMED SCHOLARSHIPS: The income from the Melmed Trust Fund is to be used for annual scholarships of not less than \$100. (Apply - OFA)

HARRY MONSON MEMORIAL FUND: The Harry Monson estate, through the Downtown Rotary Club of St. Joseph, donated \$2,500 to be used for scholarship purposes. Two thousand dollars of this total is invested and the earnings are used for a scholarship. (Apply - OFA)

PARENTS' COUNCIL SCHOLARSHIP: The MWSC Parents' Council has established a fund for scholarships which are intended for students of MWSC. Eight scholarships are to be awarded each spring for the following academic year. Recipients are to be chosen by the Faculty Senate Scholarship Committee. Scholarships are to be in the amount of \$125.00 per semester. Four of the recipients are to be new students at MWSC in the Fall, and must have either a High School diploma or a GED. The other four are to be returning MWSC students, and must have at least 9 credit hours at MWSC previously, maintaining at least a 2.0 GPA. In order to receive the scholarship the second semester, students must have a semester GPA of at least 2.0 during the first semester. Preference is to be given to students who are not receiving other scholarships. (Apply - OFA)

ALMA PLETCHER ENDOWMENT TRUST SCHOLARSHIP: A \$100 scholarship per year for upperclassmen is available to a full-time student in good standing. (Apply - OFA)

DR. THOMPSON E. POTTER MEMORIAL SCHOLARSHIP: Friends and relatives of Dr. Thompson E. Potter have established a trust fund to be used for scholarship purposes. Dr. Potter served as president of both the Board of Regents and Board of Trustees of Missouri Western State College. The earning from the trust fund are used each year to award a student a scholarship. (Apply - OFA)

FRANK R. SMITH MEMORIAL SCHOLARSHIP FUND: Frank R. Smith served as director of public relations and of publications from 1967 to 1979. In his memory, a scholarship fund has been established to provide assistance to students based on satisfactory scholastic standing and their demonstrated need. Preference will be given to students with an interest in communication and journalism; however, the scholarships will not be limited to these academic fields and may include athletics. (Apply - OFA)

SGA SCHOLARSHIPS: The Student Government Association (SGA) provides scholarships for returning students who are involved in at least one recognized college club or organization. Applicants need not be involved in the SGA to apply. Students applying must maintain a GPA of 2.0 or higher and be enrolled in 12 or more hours. Students without other scholarships have first priority. (Apply - OFA)

RANDALL AND LAVONNA WEED SCHOLARSHIP FOR MEDICINE & ALLIED HEALTH: This scholarship will be awarded to a full-time student who has completed at least one year of academic work at Missouri Western State College. The scholarship will be based on financial need and academic performance. A recipient will have to have a minimum grade point average of 3.0 and the assessment of need will be made through the Financial Aid office. The scholarship will be awarded by the faculty scholarship committee and the award is \$1,000 per year. (Apply - OFA)

Scholarships Selected By Donors

(The ACT Family Financial Statement analysis is not required for these scholarships.)

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, ST. JOSEPH BRANCH, SCHOLARSHIP: The St. Joseph Branch of the AAUW. offers a scholarship to a high-ranking woman with 60 or more hours. (ACT FFS not required) (Apply - OFA or a member of the organization)

AMERICAN BUSINESS WOMEN'S ASSOCIATION AWARD: Officers of the organization select the recipient. The award is made on the basis of scholastic achievement and financial need. Information concerning applicants is forwarded to officers of the organization who make the final selection and inform the student well in advance of the time for final registration at the college. (ACT FFS not required) (Apply - OFA or a member of the organization)

GREATER ST. JOSEPH JAYCEES ACHIEVEMENT SCHOLARSHIP: Recipients of this scholarship must be an incoming freshman who has graduated from a St. Joseph high school. This individual must be a good citizen, actively involved in extracurricular activities and have demonstrated need. (Apply - OFA)

MARY BODER MEMORIAL SCHOLARSHIP: A \$1000 scholarship will be awarded to a Missouri Western student living in commuting distance of St. Joseph each year. The award will go to a History or Education Major that has completed 45 hours of study and has a minimum G.P.A. of 2.5. The awardee must also have completed 200 hours of volunteer study in local history for the St. Joseph Historical Society. (Apply - OFA)

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION (NAWC) SCHOLARSHIP: A \$100-per-year scholarship has been established by the St. Joseph Chapter No.162 of the National Association of Women in Construction, to be available to a student majoring in a construction-related field, preferably a woman. This scholarship is available to any student who demonstrates financial need. The student must maintain standard academic progress. Selection will be made by the local chapter. (ACT FFS not required) (Apply - OFA)

NORTHWEST MISSOURI WILD TURKEY FEDERATION SCHOLARSHIP: Northwest Missouri Wild Turkey Federation offers a \$500 scholarship for a Missouri Western State College student majoring in a field related to the conservation of forest, fish or wildlife resources. (ACT FFS not required) (Apply - OFA)

PHI SIGMA KAPPA ALUMNI SCHOLARSHIP: This scholarship was established by the Phi Sigma Kappa Alumni Association to help a brother meet college expenses. This scholarship will be presented by the Phi Sigma Kappa Alumni Association, to a member of the Phi Sigma Kappa Fraternity at Missouri Western State College, who meets the requirements of support and need. The scholarship will be one-third of the monies available, will not exceed \$100 per year, and will be awarded in the fall semester. (Apply - Phi Sigma Kappa or OFA)

PHI SIGMA KAPPA AND A.W. SAVING MEMORIAL SCHOLARSHIP: This scholarship was established by the Phi Sigma Kappa Alumni Association in remembrance of A.W. Saving who contributed to the creation of the Phi Sigma Kappa fraternity at Missouri Western State College. This scholarship will be presented by the Phi Sigma Kappa Alumni Association, to a member of the Phi Sigma Kappa fraternity at Missouri Western State College, who meets the requirements of support and need. This scholarship will be two-thirds of the monies available, will not exceed \$300 per year, and will be awarded in the fall semester. (Apply - Phi Sigma Kappa or OFA)

SOUTHSIDE SERTOMA OF ST. JOSEPH SCHOLARSHIP: Southside Sertoma presents a \$500 scholarship each year to a deserving student selected by the Scholarship Committee. In keeping with Sertoma's work in areas of speech and hearing correction, the scholarship will be available to a student working in special education. (Apply - OFA)

GRADUATE FELLOWSHIPS

CHARLES F. SCHAFF GRADUATE SCHOLARSHIP: This scholarship has been established for female senior students who are completing their undergraduate programs and intend to pursue graduate degrees. They must have completed a minimum of 90 hours and have a minimum GPA of 3.5 and be accepted by graduate schools. (ACT FFS not required) (Apply - OFA)

GRADUATE MEDICAL EDUCATIONAL GRANT: The Graduate Medical Educational Grant, provides \$2,500 to \$5,000 in matching dollars from both entities for any MWSC student who has graduated and has been accepted to continue his or her education in an accredited school of medicine or graduate nursing program. requests for this grant will be submitted by the individual student to the executive vice president of MWSC. For more information about the new financial programs, contact Dr. James McCarthy, executive vice president at MWSC, at 271-4255.

JOHN S. LOGAN GRADUATE FELLOWSHIPS: The John S. Logan Graduate Fellowship Program provides scholarships to male senior students who are completing their undergraduate program and intend to pursue graduate degrees in accounting, business or law. They must have completed a minimum of 90 hours and have a minimum GPA of 3.5 and be accepted by a graduate school. (ACT FFS not required) (Apply - OFA and department chairpersons)

ZEREDATHA MASONIC LODGE AWARD: This scholarship will be awarded to an MWSC graduating senior who has been accepted into a medical school and who displays the highest potential for success in the medical profession. (Apply - OFA)

MINORITY SCHOLARSHIPS

EDITH C. BROWN MINORITY SCHOLARSHIP PROGRAM: Four minority scholarships, two to be given to high school students in the Kansas City area and two in the St. Joseph area, have been established at MWSC. The student must rank in the top 20% of their graduating class. Scholarships will cover one-half (1/2) In-State tuition, fees and room for one year. (Apply - Admissions).

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**FOR ADDITIONAL
FINANCIAL AID &
SCHOLARSHIP INFORMATION
PLEASE CONTACT THE
MWSC OFFICE OF FINANCIAL AID
SS/C 112, (816) 271-4361.**
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Student Affairs

Counseling

Counselors are available to assist the student in becoming oriented to college, making a career choice, and resolving personal difficulties. Areas of difficulty for which students frequently seek counseling include poor concentration, test anxiety, performance anxiety, lack of confidence, depression, time management, stress management and relationship problems. Visits to the Counseling Center are strictly confidential and information from counseling sessions will not be shared on campus or off campus without the consent of the student.

The Department of Counseling and Placement hosts a series of seminars on topics such as Building Self Esteem, Assertive Communication, Dealing with Grief and Loss, Job Interviewing, Date Rape, and Thinking About Drinking. A list of offerings can be obtained from the reception desk in SS/C 101 at the beginning of each semester.

Peer Helping

Students who wish to talk with another student about problems they are having in adjusting to campus life, may visit with a peer counselor in the Peer Helping office, SS/C 108. The phone number for the office is 271-4330. Peer Helpers who work in the office are students who have received extensive training in listening and helping skills and have volunteered their time to help other students.

Students with Disabilities

It will be to the advantage of students with disabilities creating special needs to contact the Counseling Center at least two months before enrollment.

Missouri Western has a designated contact person for disabled students in the Counseling Center who will explain campus services for the disabled to the student and assist the student with any school related problems that might be encountered.

Testing

The Office of Counseling and Testing administers and provides interpretation of several standardized exams. Major testing programs offered through the college include:

- American College Test (ACT)
- General Educational Development (GED) test
- Graduate Record Exam (GRE)
- College Base Exam
- College-Level Examination Program (CLEP)
- Real Estate Exam (REE)
- Insurance Institute Exam
- Strong-Campbell Interest Inventory (SCII)
- Myers Briggs Type Indicator

The Office of Counseling and Testing maintains a supply of current applications for several other standardized tests which are not administered at MWSC, such as the Medical College Application Service (MCAS), Law School Admissions Services (LSAS), Graduate Management Admissions Test (GMAT), the National Teachers Exam (NTE) and others.

Student Conduct

As a condition to remaining at MWSC, the college expects all students to conduct themselves so as to maintain an effective environment for learning; to act responsibly in accordance with good taste; to observe college regulations and the city, state, and federal laws; and to respect fully the rights of others. The *Student Handbook* contains more specific information concerning student conduct and related disciplinary action, which may include dismissal in case of serious infraction.

Housing

There are two residence hall complexes—the “Suite Complex” and the “Apartment Complex”.

The Suite Complex is contemporary in design. Each suite includes a large living room with two adjoining bedrooms and connecting bathroom on each side. Each suite also has its own outside entrance, patio and self-contained air conditioning and heating unit. The capacity for the Suite Complex is 662 students. The Apartment Complex, which will be open for the first time in August of 1991, is reserved for students who have earned thirty (30) or more credit hours. Each apartment contains a combination living room/kitchenette and two bedrooms. The kitchenette is equipped with a sink, microwave and refrigerator. The capacity for the Apartment Complex is 200 Students.

Four house residents and fourteen resident assistants work with students to develop interpersonal and social skills that are important in today's society. The staff invites residents to take an active part in the many activities designed to aid in the transition into college—dances, ice cream socials, pool parties, tennis tournaments, and educational seminars, just to name a few.

A list of off-campus housing is also maintained by the college for students.

Nelle Blum Student Union

The center of student activities, this building features the bookstore, cafeteria, Griffon Place snackbar, student work center and recreation center. Among the offices located here are the Dean of Student Affairs, Coordinator of Student Activities, Traffic & Security, Student Health Service and the Student Government Association.

Traffic and Security

The Security Department is located in Room 204 Student Union Building. Their mission is to control traffic and to protect personnel & property.

The Security Office is open from 7:45 A.M. until 10:00 P.M. Monday through Thursday and from 7:45 A.M. until 4:30 P.M. on Fridays. Students may register their vehicles and obtain information about parking during these hours.

The Missouri Western Campus is patrolled by security officers 24 hours a day, all year long. These officers assist students by unlocking cars, loaning jumper cables and by responding to calls concerning thefts, vandalism, uninvited guests, fires, injury or any emergency situation.

Students may receive assistance by calling 271-4438 or 271-4439.

Bookstore

The college bookstore is located on the first floor of the Student Union. Normal hours are from 8:00 a.m. – 5:00 p.m. Monday through Thursday and 8:00 a.m. – 4:30 p.m. Friday. Hours are extended at the beginning of each semester for your shopping convenience. Mastercard, Visa and American Express cards are accepted.

All required textbooks are available at the bookstore. Both new and used textbooks are available for purchase. The bookstore also stocks test guides, Cliffs Notes, best-selling paperbacks, and a wide variety of other books.

A wide selection of other items is also available at the bookstore including school supplies, art supplies, engineering supplies, clothing, insignia novelty items, greeting cards, candy, and many other sundry items.

In addition, the bookstore offers refrigerator rentals.

Student Health Clinic

The Student Health Clinic is located in the Student Union Building, Suite 203. Clinic hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Phone 271-4495.

Primary health care is our main concern. Women's health clinics are offered, by appointment, on Wednesdays. A physician is available, by appointment, on Tuesday and Friday, 11:00-12:30. Other services offered include:

X-ray orders	Strep I.D. tests
Urinalysis	Anemia testing
Pregnancy tests	Allergy injections, 11-12:10, Tue & Fri
Mono tests	Non prescription medication
Blood pressure checks	Health Counseling
T.B. skin tests	Flu vaccine
Prescription medication	First aid for burns & injuries
Weight control counseling	Colds, hay fever, flu
Skin rashes and infections	Tetanus boosters
Sutures removed	Chlamydia tests
Dental screening	Pap, pelvic & breast exams
Referrals made when needed	Contraceptives
V.D. cultures	Vision screening
MMR booster clinics	Blood sugar test
Sickle cell test	Student Accident & Health Insurance program forms

Equipment such as ace wraps, splints, crutches, heating pads, vaporizers, ice bags, ankle, knee, and wrist braces, rib belts, arm slings are available for loan or purchase.

The Clinic offers a large variety of educational pamphlets. We maintain STRICT CONFIDENTIALITY regarding all health care records.

Parents' Council

The Parents' Council was officially organized at a meeting of interested parents of MWSC students on May 3, 1986. This organization, which is unique among Missouri state colleges and universities, endeavors to keep parents informed of what is happening on campus, new programs of study, and other areas of interest as they occur. Some activities of the council include, Family Day in the fall, a spring meeting, newsletters and other periodic mailings.

All parents of MWSC students are invited and encouraged to join the Parents' Council. For more information contact the Dean of Student Affairs.

Griffamily Newsletter

The Griffamily Newsletter is published four times a year—twice each during the fall and spring semesters. The newsletter is sent to the parents of new students during their initial year at MWSC. The newsletter contains articles of information and interest about all segments of the college. The Griffamily Newsletter is also sent to members of the Parents' Council.

Activities

The student activities program is an important part of the educational philosophy at Missouri Western State College. While the information gained in the academic classroom is important in shaping the future of the student, the experience of participating as a citizen in an academic community is equally important.

THE STUDENT GOVERNMENT ASSOCIATION

All students enrolled at Missouri Western State College make up the Student Association. The representative Body of the Student Association is the Student Government Association (SGA). The duties of the SGA are to represent the Student Association in all matters, to organize and supervise student activities, and to coordinate the student and student organizations through a system of self-government.

The SGA consists of the Executive Branch, the Legislative Branch, the Campus Activities Board, and the Dormitory Association Branch.

THE EXECUTIVE BRANCH: The Executive power of the Student Association is vested in the Executive Council which is made up of six members. They are: the SGA President, the SGA Vice-President, the Secretary, the Projects/Campus Organizations Director, the Campus Activities Board Chairperson, and the Dormitory Association President.

THE LEGISLATIVE BRANCH: The legislative power of the Student Association is vested in the Senate which is made up of twenty elected Senators and presided over by the SGA Vice-President. The election of Senators is held annually in April for the following school year.

THE CAMPUS ACTIVITIES BOARD: The Campus Activities Board (CAB) plans and sponsors all student events on campus, such as movies, dances, concerts, and other cultural events. The CAB is made up of twenty-four members chosen by a selection committee. Twelve members are appointed each December and the remaining twelve are appointed in May. The CAB is presided over by the CAB Chairperson who is appointed by SGA President.

THE DORMITORY ASSOCIATION BRANCH: The Dormitory Association is made up of all Missouri Western students who reside in the dormitories. The representative body of the Dormitory Association is the Dormitory Council, which is responsible for the welfare of all students in the Dormitory Association and for providing entertainment and activities for its members. The Dormitory Council is made up of ten elected members and presided over by the Dormitory Association President.

Organizations

The experiences and interaction encountered in club activities are a very important supplement to the academic experience a student receives.

Students can participate in organizations or clubs in student government, religious groups, intramurals, fraternities, sororities, or other activities such as band, chorus, ensembles, plays, debate, etc.

A list of organizations currently active on the campus appears below. More detailed information regarding all campus organizations listed will be found in the current issue of the Student Handbook. The office of the Dean of Student Affairs will assist in answering questions in this area.

Department Clubs

Agriculture Club
Alchemist Club
Association of Young Agronomists
Beta, Beta, Beta
Biology Club
Council for the Exceptional Child
Delta Phi Upsilon
Electronics Engineering Tech. Society
Etc., Etc.
Forensics Society
Griffon Guard Battalion
Journalism Club
Kappa Delta Pi
Legal Assistants Association
L'Alliance Francais de MWSC
Leisure Management/Recreation Club
Music Educators National Conference
MWSC Mathematics Club
National Association of Accountants
Organization of Student Social Workers
Phi Beta Lambda
Phi Mu Alpha Sinfonia
Physical Education Majors Club
Psi Chi
Psychology Club
Sigma Alpha Iota
Sigma Tau Delta
Student Art League
Student Missouri State Teachers Assoc.
Students Nursing Association

Social Clubs

Alpha Chi Delta Sorority
Alpha Phi Alpha Fraternity
Inter-Greek Council
Phi Sigma Kappa
Zeta Pi

Religious Clubs

Baptist Student Union
Chi Alpha
Fellowship of Christian Athletes
Lutheran Club
Newman Club
Wesley Foundation

Miscellaneous

Alpha Psi Omega
Associated General Contractors of America
Circle K Club
Earth Care Club
International Students Organization
MWSC Judo Klub
MWSC Soccer Club
Peers Reaching Others
Professional Association of Communicators
Student Honor Association
The Ebony Collegians

Intramurals

A full intramural sports recreation program is offered to college personnel. The program of activities includes individual, dual, team sports and special events for men, women and coed. The intramural program encourages the development of mental, physical, emotional, and social health. In general, Missouri Western State provides the opportunity for every individual, regardless of ability, to realize the fun of participation in a favorite sport or activity at various levels of competition.

Dramatics

Several productions are sponsored each academic year by the Department of Communication Studies, Theatre and Humanities or Alpha Psi Omega, the theatre honorary society. It is not necessary for a student to be majoring in a theatre degree program in order to participate in college productions. Each year students with a wide variety of majors enjoy working as actors and backstage personnel in shows.

Forensics

The Department of Communication Studies, Theatre and Humanities sponsors a forensics team which competes at the regional and national collegiate levels. The team includes both debaters and those skilled in a variety of individual events.

Music

Musical groups include the Marching Band, Symphonic Band, Wind Ensemble, Jazz Ensembles, Percussion Ensemble, various chamber instrumental ensembles, Concert Chorale, Orchestra, Renaissance Singers, Chamber Singers, and Community Chorus. Student participation is organized through the Department of Music. All students may audition for membership in these groups, and the Department of Music invites their participation.

Griffon Publications

GRIFFON NEWS

The Griffon News is the award-winning, official student publication of Missouri Western State College, one of five colleges in the country to win the 1986-87 Gold Crown award from Columbia Scholastic Press Association. It is published weekly during fall and spring semesters by students in the journalism area of the Department of English, Journalism and Foreign Languages.

The newspaper serves two important functions at Missouri Western. First, it is an important outlet for news, entertainment, and information for the college community. Second, it offers students ample opportunities to practice journalism in a realistic, professional setting.

The newsroom includes an Apple Macintosh network that allows writers to keyboard and editors to edit all copy. Stories, headlines, and advertising are then electronically arranged on the computer screen and printed out for final pasteup. Also housed in the newsroom are layout tables, a professional light table and related production equipment.

The darkroom includes six Beseler 23C-II, each located in a separate cubicle. Two large stainless steel sinks offer ample space for processing prints while film is processed in a third sink. Two light-tight, film-loading booths are located nearby, and a lighted outer room includes film-and-paper-drying equipment as well as chemical storage.

In addition, the Griffon News makes available to photographers two fully equipped camera bags with Canon AE-1 program 35s, power winder, wide-angle and macro-zoom telephoto lenses and related equipment. Film, photographic paper, and chemicals are provided free to staff photographers.

Although the college provides some funding for the newspaper, approximately 60 percent of the nearly \$40,000 annual budget comes from advertising revenue. Students sell the advertising, design it, typeset the copy, and bill the buyers.

Students working for the *Griffon News* can earn two hours of college credit for each semester enrolled. Scholarships are available to help defray tuition costs. Students not interested in earning college credit are invited to join the associate staff as writers, photographers, or business staffers. Also, editors receive weekly stipends of varying amounts, ranging from \$25 to \$60. Finally, a limited number of work-study positions are available each semester for those who qualify.

Editors then review and revise copy as necessary before it is typeset on campus and pasted up the following Tuesday. Finally, the paper is distributed on Thursday.

GRIFFON YEARBOOK

The *Griffon* yearbook is a 250-page, award-winning publication. The 1990 *Griffon* was awarded an All-American with all five marks of distinction from the Associated Collegiate Press and received the Medalist rating from Columbia Scholastic Press Association. The 1989 *Griffon* won the ACP Pacemaker and the Silver Crown Award from CSPA. The yearbook covers all aspects of college life through both color and black and white photography, in-depth interviews, feature stories, and enlightening articles.

Working for the *Griffon* is a learning experience. Students apply what they have learned in their classrooms to the actual production of a publication. Students who want to become journalists learn first hand what journalism is all about.

The *Griffon* staff is led by a student editor who has had several years' experience in yearbook production. Other editors are: a copy editor, a design editor, a photography editor, a production manager, and a business manager. Editors and staff work together to produce a high-quality, professional publication. The staff is assisted by a faculty adviser.

All *Griffon* staff members receive two hours of academic credit. In addition, editors and assistant editors receive stipends for their contribution to the yearbook. Although anyone may apply for these editorial positions, most editors usually have at least one semester of journalism experience on a college publication.

Incoming freshmen with outstanding skills in the areas of photography, copy editing or graphic design and with experience on a high school publication may apply for fee waiver scholarships by contacting the *Griffon* adviser.

Students from all levels and majors are eligible to join the *Griffon* staff. The *Griffon* is located in SS/C 202.

Athletics

The college's intercollegiate athletic program consists of four sports for men: football, basketball, baseball and golf; and four sports for women: volleyball, basketball, softball and tennis. A varied amount of scholarship aid is available for participants in each sport. Missouri Western's athletic program is affiliated with Division II of the National Collegiate Athletic Association (NCAA). *Griffon* teams compete in the Missouri Intercollegiate Athletic Association (MIAA), which is comprised of state-supported institutions in Missouri and Kansas.

Missouri Western's teams have been well-respected at the conference, regional and national levels. A number of teams have advanced to national tournaments in recent years. The *Griffon* basketball team advanced to the NCAA Division II national tournament last season. Western's student-athletes have been well represented on All-America and Academic All-America teams.

The athletic program is supported by staff and students alike. As well as providing learning experiences for participants, the program offers a number of exciting activities for spectators. A variety of special events has helped link the campus with the St. Joseph community. Further information may be obtained by contacting the athletic office at 816/271-4481.

Career Services

Career planning and placement services are provided to all students and alumni through the cooperative efforts of the Career Services Center, academic departments, Job Location Office and Counseling Center. Missouri Western graduates hold prominent positions in major corporations, local business, government service, health care and public education.

The Career Services Center assists students in securing professional employment upon graduation. The Center offers on-campus interviews with employers, employer fairs, career days, referral of resumes to employers, listings of job opportunities, directories of employers, and credential file services.

Free literature is available on all aspects of the job-hunting process. The Career Services Center staff conducts helpful workshops in writing resumes, interviewing skills and job search strategies. A career library contains information about occupations, employment opportunities and employers.

Career counseling is provided by the staff of the Counseling and Career Services Center. Students receive assistance in choosing a major and exploring career options. Students have access to several career interest inventories and a computerized career guidance system.

Part-time employment during college and local summer job opportunities are available to all students through the Job Location Office. Many students are employed in part time positions directly related to their major.

Internships and other experiential educational experiences are coordinated through the academic departments. Practical work experiences are an integral part of several majors.

Non-Traditional Student Center

The Non-Traditional Student Center office, located in 106B Student Services/Classroom Building, provides support and assistance for the non-traditional male and female students at Missouri Western. Programming on issues relevant to adult students is planned each semester through the Counseling Center.

"Considering College: A Day-Long Seminar for Adult Men and Women," designed especially for adults considering coming to college for the first time or returning to college after several years absence, is scheduled approximately one week before registration each semester. Participants have an opportunity to talk with other men and women who are attending Missouri Western, and can meet and talk with college personnel who will answer questions, discuss entrance procedures, and provide methods to ease the transition. This program is offered free of charge.

To obtain additional information, contact the Non-Traditional Student Center office at 271-4280.

Alumni Association

The MWSC Alumni Association, an independent, not-for-profit corporation, was established in 1970 to advance the educational interests of the college. The Association provides opportunities for alumni to stay in touch with Missouri Western.

Programs include sponsorship of the traditional Homecoming reception for alumni and friends and the Commencement Breakfast for graduating seniors. Many of the flowers and shrubs adorning the campus were planted through the beautification program of the Alumni Association.

Members of the Association receive *Friends Say Hello*, a newsletter of college/alumni activities, events, and news. The Alumni Association also conducts the Annual Fund drive which provides scholarships and academic enhancement grants.

For a more complete description of the Alumni Association please turn to the College section at the beginning of the catalog.

Academic Affairs, Policies and Regulations

Academic Advisement

Academic advisement of students by departmental faculty members is an integral part of academics at Missouri Western. All degree-seeking students are assigned a faculty advisor who helps provide information regarding degree requirements, semester class selection, and career direction. Semester advisement is mandatory and an advisor's signature is required prior to actual course enrollment.

Entering freshmen are assigned faculty advisors in their major field of study. As part of the procedure for the academic advisement / preregistration system at Missouri Western, students must meet with their respective advisors at designated times each semester to work out their schedules and permits to enroll for the next semester of study. However, students are encouraged to meet with their advisors on a regular basis to develop the type of meaningful faculty-student relationship that we at Missouri Western prize as one of the hallmarks of our institution.

All four-year degree seeking students are strongly encouraged to declare their majors before completing 60 credit hours of coursework. Owing to the nature of the one-year certificate and two-year associate degrees, students in these programs are advised to consult with the chairpersons of the appropriate departments as early as possible.

Declaring a Major

After admission and enrollment a student officially declares a major by procuring the Major-Minor Declaration Form from the academic department in which the major is housed. The chairperson will assign a department advisor and assist the student in completing the *Major-Minor Declaration Form*. The completed document, with appropriate signatures, must be received in the Office of the Registrar in order for the process to be complete. The declaration of major should be made as early as possible in a student's college career (and certainly prior to completion of 60 semester hours of credit) to plan the best program of study and to avoid misunderstandings concerning curriculum requirements.

The college catalog in effect at the time of completion of the *Major-Minor Declaration Form* will be used to determine major course requirements. The degree program remains effective for no more than six years following its approval date. Students are responsible for the requirements of their educational programs and should work closely with their faculty advisors to see that those requirements are met.

Students who are not sure of their degree plans should consult with the Counseling Center for career planning assistance and with those departments in which they are likely to major.

Class Attendance

Regular class attendance is considered an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. Each instructor will determine and make known to the class the requirement for attendance.

Student Classification System

Students are classified according to the number of semester credit hours completed satisfactorily.

0 — 29 hours	Freshman
30 — 59 hours	Sophomore
60 — 89 hours	Junior
90 — hours	Senior

Course Load

The maximum number of credits a student may take is 18 credits per semester or 9 credits in a summer term. This includes day and evening enrollment combined. Upon approval of the Division Dean, a student who has a 3.0 cumulative GPA or a 3.0 GPA for the previous semester or term may take additional credit for the following semester or term.

Students who find it necessary to work in order to attend college should adjust their course load to their work load. The following is a guideline which students may use to determine their course load:

<i>Hours worked per week</i>	<i>Course load</i>
15-20 hours	12 credits
20-30 hours	9 credits
30-35 hours	6 credits
35-40 hours	3 credits

Course Numbering System

Each course bears a number that identifies its level, as follows:

- 000-099 — courses that do not apply toward a degree
- 100-199 — freshman-level courses
- 200-299 — sophomore-level courses
- 300-399 — junior-level courses
- 400-499 — senior-level courses

Normally, courses numbered 100-299 are considered lower-division courses, and those numbered 300-499 are considered upper-division courses.

Departments may offer special topics courses without prior approval of the Curriculum Committee on a single-offering basis, in order to experiment with innovative methods or content or to take advantage of visiting staff. Course numbers 196-199, 296-299, 396-399, and 496-499 are reserved for assignment to special topics courses. These offerings require approval by the Vice President for Academic Affairs.

Change of Schedule

All class or schedule changes must be made by petition. In order to drop or add a course, the student must secure a Change of Study form and present the petition to the Office of the Registrar. Changes may be made during the following time periods:

Regular Semester: Add — During first three days only.

Drop — First through tenth week.

Courses dropped through the first week will not appear on the transcript as attempted classes. Courses dropped after the first week through the tenth week will be assigned a grade of W. After the tenth week of classes and before the beginning of final examinations,

a course may be dropped only by official, complete withdrawal from the college, in which case a W is recorded for each course in which the student was enrolled. No course may be dropped once officially completed. Please refer to the current class schedule or the Registrar's Office for specific dates.

Summer Session (eight weeks): Add — First two days only.

Drop — First through fifth week.

Courses dropped through the first three days will not appear on the transcript as attempted classes. Courses dropped from the fourth day through the fifth week will be assigned a grade of W. After the fifth week of classes and before the beginning of final examinations, a course may be dropped only by official, complete withdrawal from the session, in which case a W is recorded for each course in which the student was enrolled. No course may be dropped once officially completed.

Summer Session (four weeks): Add — Courses for first and second four week sessions may be added during the first two days of the regular eight week summer term.

Drop — First through tenth day of the individual four week session.

Courses dropped through the first three days of the four week session will not appear on the transcript as attempted classes. Courses dropped from the fourth day through the tenth day will be assigned a grade of W. After the tenth day of actual class days and before the beginning of final examinations, a course may be dropped only by official, complete withdrawal from the session, in which case a W is recorded for each course in which the student was enrolled. No course may be dropped once officially completed. Please refer to the current class schedule or the Registrar's Office for specific dates.

Grading System

Grades used in evaluating the work of students are as follows:

<i>Level of Performance and Letter Grade</i>	<i>Grade Points Earned</i>
Superior A	4 per credit
Good, above average B	3 per credit
Average C	2 per credit
Minimum passing, (below average) D	1 per credit
Failing F	0 per credit
Incomplete Inc	
Withdraw (no grade assessment) W	
Audit Aud	
Credit Cr	
No credit U	

Courses evaluated by pass-fail criteria receive the number of credits for that course with a grade of Cr. A failure will result in a grade of F and no credit. Credits earned in courses that are stipulated in the catalog as being graded on a pass-fail basis will not be used in computing grade-point-averages for honors. Under the A/CR/U option, a grade of A is the only grade which will be used in G.P.A. and honors calculations.

Grade-point-averages are used to determine class standing and eligibility for graduation, the Dean's and President's Honor Lists, and membership in honor societies.

A/Credit/Unsatisfactory Grading System

(Formerly Pass/Fail; some courses are still graded on pass/fail - see individual course descriptions)

The major objective of the A/Cr/U option is to encourage students to explore challenging

elective courses they might not otherwise select. The following policy applies to courses which may be taken under the regular A-F grading system. The following guidelines apply for the A/Cr/U option:

1. Students must have satisfactorily completed at least twelve (12) credit hours to be eligible.
2. Students must have a major-minor form on file with their chosen department.
3. Students on scholastic probation are not eligible.
4. Coursework may not be taken in the major and minor fields. This includes cognate courses stipulated by the major and minor degree programs.
5. Only one course per semester or summer session may be taken.
6. All level courses may be taken.
7. A grade of A received in a A/Cu/U course will be recorded as an A. A grade of B or C will be recorded as a Cr. A grade of D or F will be recorded as a U and will not receive course credit or be included in any GPA calculation.
8. The number of credit hours completed under this option will number no more than twelve (12) for any degree. Exception: Hours attempted in a course taken under the A/Cr/U option and graded as an A will not be deducted from the twelve (12) hours allowed to a student under this grading system.
9. Students are expected to meet all course prerequisites.
10. Students must designate the A/Cr/U option at the Registrar's Office during the fourth week after the first day of classes (second week of summer session.)
11. Instructors will not be informed that students are enrolled under the A/Cr/U option. Regular procedures will be followed in the submission of final grades by the instructor to the Registrar. Grades will be assigned A, Cr, or U in the Registrar's Office.
12. A course completed under the letter grade system in which D or F was earned may not be repeated on an A/Cr/U.

Students should be aware that some schools, scholarship committees, and honorary societies do not find work taken on a non-graded basis acceptable. Furthermore, many employers do not view non-graded coursework in a favorable manner. All students should be very cautious in using the A/Cr/U option.

Honors

A President's Honor List is published at the end of each semester. To be included on the President's List, a student must be carrying 12 or more credits with a grade-point-average of 4.0 exclusive of audits or credit earned in courses that are stipulated in the catalog as being graded on a pass-fail basis. A Dean's Honor List is published at the end of each semester. To be included on a Dean's List, a student must be carrying 12 or more credits with a grade-point-average of 3.5 or higher exclusive of audits or credit earned in courses that are stipulated in the catalog as being graded on a pass-fail basis.

Honors Convocation

The Honors Convocation Program at Missouri Western State College is designed to recognize outstanding academic achievement of students in both the Liberal Arts & Sciences division and the Professional Studies division. In the spring of the academic year, both divisions and their respective departments honor student scholars through a range of awards that include: the Scholastic Certificate award, the Scholastic Key award,

and special academic awards made to selected graduating seniors from academic departments.

The Scholarship Key award requires: for freshmen with a declared major – a G.P.A. of 4.0; for sophomores – a G.P.A. minimum of 3.8; and for Juniors & Seniors – a G.P.A. minimum of 3.75.

The Scholarship Certificate award requires a minimum G.P.A. of 3.5 on behalf of the student with a declared major in either of the two academic divisions.

Special academic awards are reserved for outstanding graduating seniors in accordance with the academic and related criteria established by academic departments within both divisions making the awards.

Students who qualify for these academic honors will be contacted by their academic deans regarding both the nature of the award as well as the date and time of the spring Honors Convocation program.

Incomplete Grades

An incomplete grade must be removed within six weeks after the close of the semester in which it was received; otherwise, the grade will be recorded as F. Appeals for extension of time may be made to the department chairperson and Registrar.

Repeating Courses

Students are permitted to repeat any course. (The A/Cr/U option cannot be used to repeat a course in which a prior letter grade of D or F was earned.) When a course is repeated, only the last grade is used in the calculation of the GPA. Topics and related format courses which change in content on a semester to semester basis do not apply in this regard.

Class Auditors

A class auditor is a student registered for a course for no credit for informational instruction. A student may audit a course for a number of reasons, ranging from skills improvement through a review before registering for credit. Regardless of the purpose, it is important that students get a meaningful experience from instruction and make satisfactory progress toward their purpose. It is the role of the instructor to aid students in this determination. Therefore, audit students should expect to work closely with their instructor.

Students enrolling in a class for credit may choose to change that registration to audit before the end of the sixth week of the semester (third week of 8-week summer session; second week of 4-week summer session.) A change from audit to credit must be completed by the end of the first week of classes. Credit by examination is not available for any student who has audited the course.

Scholastic Probation and Suspension

Students are placed on scholastic probation if the cumulative grade-point average (CGPA) drops below the probation GPA in the Table of Academic Standards which corresponds to the cumulative credits attempted. Students on probation may need college approval for their semester course schedule.

Students are placed on scholastic suspension if their GPA drops below the suspension GPA in the Table of Academic Standards which corresponds to the cumulative credits attempted, subject to the provisions which follow. To be placed on scholastic suspension a student:

- must have attempted 20 or more credits and have been on scholastic probation during the previous semester, and
- must have a term GPA lower than 2.0 (C).

Students suspended from the college may petition the Academic Regulations and Standards Committee if they feel their case warrants special consideration. Appeals must be made immediately following notification of suspended status. Circumstances beyond the student's control must be presented before reinstatement will be considered. If reinstatement is granted, the student will be on scholastic probation.

Grades earned more than ten years ago will not be used by the Academic Regulations and Standards committee to determine a student's suspension status. Students should calculate their G.P.A. using only grades and hours that are ten years old or less; if this G.P.A. does not warrant suspension, a letter of appeal should be sent to the A.R.S. committee.

As of January 1991, students placed on academic suspension will have three options: (1) They may choose to "sit out" one semester for their first suspension and two semesters for their second suspension; (2) They may appeal for readmittance (see above) to the Academic Regulations and Standards Committee; or (3) They may choose to negotiate a readmission contract which will allow them to continue to attend school. Students may select any of the above options with their first two suspensions; however, the third suspension will automatically bar a student from attending Missouri Western State College for ten years.

Readmission

Students placed on scholastic suspension may be readmitted after the lapse of one academic semester, provided a new application for admission form is filed with the Office of Admissions.

Students placed on academic suspension the second time may be readmitted after the lapse of one academic year, provided a new application for admission form is filed with the Office of Admissions.

Reinstatement after any type of suspension will be granted on a probationary basis.

Withdrawal from College

A student will be given a failing grade in each subject if a formal notification of withdrawal has not been made. A student must notify the Registrar in writing. The effective date of withdrawal will be the date on which the written notification is received by the Office of the Registrar.

Records of Academic Work and Transcripts

Unofficial transcripts will be stamped "Unofficial, for Missouri Western State College Campus Use Only," and will not contain a certifying signature, date of issue, or college seal. Such transcripts are designed to be used by MWSC personnel only. Official transcripts will be stamped with a certifying signature and date of issue, and will have the impression of the college seal. Official transcript requests require the student's signature. These transcripts may be picked up in the Office of the Registrar or they will be mailed upon written request. A fee of \$1 per copy will be charged. Official transcripts will not be issued to or for students who are indebted to the college until such indebtedness has been paid in full or to students who are on disciplinary suspension.

False/Misleading Information

Any student who misrepresents, falsifies, or withholds required information will be referred to the Admissions and Graduation Committee for review and appropriate action. Such action may result in dismissal from MWSC.

Credit Units

The unit of credit is the semester hour, which represents a period of weekly study for a semester. In general, a course carrying 3 credits meets for three periods weekly for one semester. The number of credits is shown in parentheses after the course title.

Description of Courses

All courses offered at the college are listed by divisions and departments. Before the opening of each term, a class schedule is published which lists the specific courses to be offered that term with the time of meeting, the building, and the room number. The college reserves the right to cancel, without notice, any course listed in the catalog or in the class schedule for any term, or to withdraw any course that does not have adequate student enrollment at the close of the registration period.

Semester Designation

The small roman numerals following the title of the course and the credit (shown in parentheses) indicate the semesters in which the course is normally offered; however, course availability is subject to staffing changes and student enrollment.

- i** — the course is offered in the fall semester
- ii** — the course is offered in the spring semester
- iii** — the course is offered in the summer session

Table of Academic Standards

<i>Cumulative hours attempted</i>	<i>Probation if GPA is less than</i>	<i>Suspension if GPA is less than</i>	<i>Cumulative hours attempted</i>	<i>Probation if GPA is less than</i>	<i>Suspension if GPA is less than</i>
1	N/A	N/A	61	2.000	1.705
2	N/A	N/A	62	2.000	1.710
3	0.333	N/A	63	2.000	1.714
4	0.750	N/A	64	2.000	1.719
5	1.000	N/A	65	2.000	1.723
6	1.167	N/A	66	2.000	1.727
7	1.286	N/A	67	2.000	1.731
8	1.375	N/A	68	2.000	1.735
9	1.444	N/A	69	2.000	1.739
10	1.500	N/A	70	2.000	1.743
11	1.545	N/A	71	2.000	1.746
12	1.583	N/A	72	2.000	1.750
13	1.615	N/A	73	2.000	1.753
14	1.643	N/A	74	2.000	1.757
15	1.667	N/A	75	2.000	1.760
16	1.688	N/A	76	2.000	1.763
17	1.706	N/A	77	2.000	1.766
18	1.722	N/A	78	2.000	1.769
19	1.737	N/A	79	2.000	1.772
20	1.750	1.100	80	2.000	1.775
21	1.762	1.143	81	2.000	1.778
22	1.773	1.182	82	2.000	1.780
23	1.783	1.217	83	2.000	1.783
24	1.792	1.250	84	2.000	1.786
25	1.800	1.280	85	2.000	1.788
26	1.801	1.308	86	2.000	1.791
27	1.815	1.333	87	2.000	1.793
28	1.821	1.357	88	2.000	1.795
29	1.828	1.379	89	2.000	1.798
30	1.833	1.400	90	2.000	1.800
31	1.839	1.419	91	2.000	1.802
32	1.844	1.433	92	2.000	1.804
33	1.848	1.455	93	2.000	1.806
34	1.853	1.471	94	2.000	1.809
35	1.857	1.486	95	2.000	1.811
36	1.861	1.500	96	2.000	1.813
37	1.865	1.514	97	2.000	1.814
38	1.868	1.526	98	2.000	1.816
39	1.872	1.538	99	2.000	1.818
40	1.875	1.550	100	2.000	1.820
41	1.878	1.561	101	2.000	1.822
42	1.881	1.571	102	2.000	1.824
43	1.884	1.581	103	2.000	1.825
44	1.886	1.591	104	2.000	1.827
45	1.889	1.600	105	2.000	1.829
46	1.891	1.609	106	2.000	1.830
47	1.894	1.617	107	2.000	1.832
48	1.896	1.625	108	2.000	1.833
49	1.898	1.633	109	2.000	1.835
50	1.900	1.640	110	2.000	1.836
51	1.902	1.647	111	2.000	1.838
52	1.904	1.654	112	2.000	1.839
53	1.906	1.660	113	2.000	1.841
54	1.907	1.667	114	2.000	1.842
55	1.909	1.673	115	2.000	1.843
56	1.911	1.679	116	2.000	1.845
57	1.912	1.684	117	2.000	1.846
58	1.914	1.690	118	2.000	1.847
59	1.915	1.695	119	2.000	1.849
60	2.000	1.700	120 and over	2.000	1.850

Degree Programs

A candidate for a degree may use, as a basis for degree requirements, the catalog in effect at the time of completion and acceptance of the *Major-Minor Declaration Form*. This form remains effective for no more than six years following its approval.

If necessary, during the sixth year the student may request an extension of the degree requirements in effect by consulting with the academic advisor and petitioning the Admissions and Graduation Committee through the Office of the Registrar. In all cases, a request for an extension must be accompanied by a recommendation from the academic advisor and from the chairperson of the major department.

One-Year Certificate Programs

Missouri Western State College offers certificate programs with majors in three fields. To earn the certificate, students must complete a minimum of 30 credits with a minimum CGPA of 2.0 (C average). Certificates are offered in legal assistant, clerical, and secretarial programs. Specific course requirements are listed under the department administering the program.

Associate Degree Programs

Missouri Western State College offers the Associate of Science degree with majors in various fields. For associate degree requirements, refer to the "Requirements for Graduation" section.

The Associate of Science degree is designed for the student who desires a concentrated program (usually technical in nature) in preparation for employment in business, health care, industry, or public service. The degree is available with majors in construction engineering technology, corresponding secretary, criminal justice, electronic engineering technology, executive secretary, legal assistant, and mid-management.

Two-Year General Studies Program

The required general studies curriculum consists of a common core which assures that all associate-degree-seeking students will be provided the opportunity to acquire knowledge and skills to:

- Think critically and reason analytically.
- Write and speak clearly and effectively.
- Function as an enlightened citizen of our democratic society.
- Develop an appreciation of the cultural aspects of civilization.
- Appreciate the means for gaining and maintaining mental and physical health.

Credits

Category One — Basic Skills

6

1. ENG 104 (3 credits)
2. Select one of the following courses (3 credits):
COM 104 or COM 105

Category Two — Social Sciences

3

- Select one of the following courses:
HIS 140 or HIS 150 or PSC 101

Category Three — Humanities

3

Select one of the following courses:

ART 100, ENG 210, HIS 100, HIS 110, HUM 203,
HUM 205, HUM 210, MUS 101, THR 113

Category Four — Physical Health

3

PED 101

Total

15

Baccalaureate Degree Programs

Missouri Western State College offers seven baccalaureate degrees, with majors in various fields. For general baccalaureate degree requirements, refer to the "Requirements for Graduation" section. The baccalaureate degrees offered are:

Bachelor of Arts

Bachelor of Science

Bachelor of Science in Business Administration

Bachelor of Science in Education

Bachelor of Science in Nursing

Bachelor of Science in Technology

Bachelor of Social Work

The **Bachelor of Arts** degree is broadly based in the liberal arts and sciences. It is usually pursued by students who plan, upon graduation, to enter graduate school or a professional school such as law, medicine, or dentistry, and by students who plan to seek employment in the areas of the arts, languages, social work, and government service. Specific requirements include 16 credit hours in a foreign language and completion of a major in one of the following areas: art, English, history, music, political science, psychology, speech communication, and theatre.

The **Bachelor of Science** degree is based on concentrated study in one or more sciences. It is usually pursued by students who plan to apply this knowledge in the scientific areas of health, industry, and research. Specific degree requirements include completion of a major in one of the following areas: agriculture, biology, chemistry, commercial art, computer information systems, computer science, construction engineering technology, criminal justice, electronics engineering technology, history, leisure management, mathematics, medical technology, natural science (biology), natural science (chemistry), physical education, political science, psychology, and speech communication.

The **Bachelor of Science in Business Administration** degree is designed for the student who desires a broad foundation in several areas related to business principles as applied in business, industry, or government. This degree is available with majors in accounting, economics, management, and marketing.

The **Bachelor of Science in Education** degree is designed to prepare individuals for careers in teaching or education. Upon completion of the degree requirements with a minimum cumulative GPA of 2.5 and a minimum grade of C in student teaching, the candidate will receive a State of Missouri Teaching Certificate and be prepared for employment or for graduate study in education or related fields. Specific degree requirements include completion of the professional education program and a major in elementary education or in secondary education in the areas of art, business, English, music, and speech and theatre.

For teacher education in the areas of biology, chemistry, mathematics, physical education, and social science please refer to those specific program descriptions for requirements and options.

The **Bachelor of Science in Nursing** degree is designed to prepare individuals to practice professional nursing. The basic generic graduate is eligible to apply to write the National Council Licensure Examination to qualify for licensure as a registered nurse (RN). A special tract for the student who is already a registered nurse provides the additional courses necessary for professional practice. Specific degree requirements include the completion of the nursing major and the general education requirements. Acceptance by the Department of Nursing is prerequisite for admission into the degree program.

The **Bachelor of Science in Technology "Two Plus Two"** degree is designed for the student who has completed a career-oriented associate degree program and desires the bachelor's degree with an additional emphasis in an approved cognate field. A student must complete 24 to 30 credits in a cognate field as well as the general degree requirements for baccalaureate programs. An earned associate degree with a career-oriented major is a prerequisite for admission into the degree program.

The **Bachelor of Social Work** degree is designed for the student whose goal is preparation for professional social work practice. A structured program of instruction focused on necessary specialized skills and knowledge is available to students who have declared a major in social work in accordance with the requirements for admission to the social work program.

Four-Year General Studies Program

General studies at Missouri Western State College constitute a common core of curriculum offerings necessary to produce an individual who demonstrates the skills, knowledge, and characteristics of an educated person. The required general studies curriculum assures that all baccalaureate-degree-seeking students will be provided the opportunity to acquire knowledge and skills to:

- Think critically and reason analytically.
- Write and speak clearly and effectively.
- Understand common phenomena in the physical, natural, and social environments and the methods by which they are studied.
- Gain a greater awareness of the present through an understanding of other cultures and times.
- Understand and appreciate moral values and ethical choices.
- Understand and enjoy aesthetic experiences and share in related creative activities.
- Understand and appreciate the means of gaining and maintaining mental and physical health.
- Understand and appreciate technological concepts and their influence on society.

The courses meeting the first two objectives concentrate on the development of basic learning skills such as reading, speaking, writing, and critical thinking. All other courses in the general studies curriculum must, where possible, reinforce these basic learning skills.

A student may attempt credit by examination in most of the general studies courses.

	<i>Credits</i>
Category One — Basic Skills	12
1. MAT 112 (or any higher level mathematics course of three or more credits)	
2. ENG 104 and 108 or 112 (6 credits)	
3. Select one course from the following (3 credits):	
COM 104 or COM 105	
Category Two — Natural Sciences	8-10
Select a minimum of 8 credits from two of the following groups:	
1. BIO 101 (BIO 111 may be substituted)	
2. CHE 101 or CHE 104 or CHE 111	
3. ESC 111	
4. PHY 101 or PHY 110 or PHY 210	
5. PHY 104	
Category Three — Social Sciences	9
Select 9 hours with at least one course from each of the two following groups:	
1. PSY 101, SOC 110, SOC 120, GEO 100, ECO 101, or ECO 260	
2. HIS 140 or HIS 150 or PSC 101	
Category Four — Humanities	9-10
Select one course each from three of the following groups:	
1. HIS 100, HIS 110, HUM 203, HUM 205	
2. ENG 210, HUM 210, HUM 230, HUM 250	
3. ART 100, MUS 101, THR 113	
4. FRE 102, GER 102, SPA 102	
Category Five — Physical Health	4
1. PED 101 (3 credits)	
2. One physical education activity or MIL 105	
<i>Total</i>	42-45

Minor

A minor is a subject or course of study that provides the essence of a major discipline, but requires less intensive concentration than a major field of study. Minors are available in a variety of academic subject areas and those officially-recognized minors, as listed in the *MWSC Catalog*, will be placed on a transcript.

Students must declare and successfully complete a four-year major program in order to receive credit for a minor. Upon graduation, however, students may not complete or declare an additional minor unless that minor is accompanied by an additional degree and major. Students can not be awarded a minor in a field in which they have earned an associate or bachelor's degree.

Transfer Programs

Preprofessional programs in specialized fields are offered for students who plan to transfer to a university for the completion of their studies. Students choosing these programs should select a transfer institution early and should work closely with their academic advisor and counselor.

The following areas are those in which most students concerned with transfer programs express an interest: architecture, chiropractic, dentistry, engineering, law, journalism, medicine, mortuary science, optometry, pharmacy, physical therapy, veterinary medicine.

Registration and Fees

Missouri Western State College complies with the Family Educational Rights and Privacy Act of 1974.

Residence

It is the student's responsibility to register under the proper residence and pay proper fees. Petition forms and rules of residency are available in the Registrar's Office. A student requesting a change of residency classification for fee purposes must submit a petition to the Registrar's office two weeks prior to the term for which it is being made. Students filing such a petition will be required to furnish evidence in support of the claim.

Payment of Fees

Fees are payable at registration, and registration will not be considered complete unless all have been paid.

Schedule of 1991-92 Fees

(Subject to change without notice) The fees listed below are per semester and include the required Student Government Association fee and Yearbook fee as appropriate for the number of hours taken.

Fall and Spring Semesters

State Residents

\$65 per hour plus \$10 SGA fee for 1 thru 8 hours plus computer use fee \$2 per hour

<i>Credit Hours</i>	<i>Fees</i>
1	\$ 77
2	144
3	211
4	278
5	345
6	412
7	479
8	546

Nonresidents

\$126 per hour plus \$10 SGA fee for 1 thru 8 hours plus computer use fee \$2 per hour

<i>Credit Hours</i>	<i>Fees</i>
1	\$ 138
2	266
3	394
4	522
5	650
6	778
7	906
8	1034

9 or more hours include \$15.00 SGA fee plus \$5.00 Yearbook fee

9	623
10	690
11	757
12 thru 15	824
16	854
17	884
18	914
19	944

Additional hours
Add \$30/per hour

9	1172
10	1300
11	1428
12 thru 15	1556
16	1616
17	1676
18	1736
19	1796

Additional hours
Add \$60/per hour

Other Fees

(Subject to change without notice)

One-time matriculation / orientation fee (nonrefundable)	\$ 25
Applied music fee (per credit hour)	20
Audit fee	same as regular fee
College credit by examination (single-level, per test)	38
College credit by examination (multilevel, per sequence)	41
Student Housing-Suite Complex	1077
(room and board, per semester, double room, 20 meals)	
Student Housing-Apartment Complex	1265
(room and board, per semester, double room, 20 meals)	
Student Housing security deposit (subject to refund)	75
Graduation fee (all candidates)	25
Laboratory materials and/or breakage	cost
Physical education facility fee	4
Transcript fee	2
Late Registration fee	20
Motor Vehicle Registration fee	
One vehicle	20
Each additional vehicle	5

Refund Policy

Refunds are given only if the student drops out of college entirely; **no refund is given if the student drops individual classes or makes schedule changes that result in a reduced semester-hour class load.** The refund must be claimed during the term which the refund applies. The refund will be computed as of the date the Registrar receives the withdrawal form completely and correctly executed, not as of the date the student stops attending classes.

Refunds

	<i>Percent of fee</i>
<i>Fall and spring semester DAY students</i>	
Withdrawal during first week of classes	80
Withdrawal during third week of classes	50
Withdrawal after third week of classes	no refund
<i>Fall and spring semester NIGHT students</i>	
Withdrawal before meeting of second class	80
Withdrawal before meeting of fourth class	50
Withdrawal after meeting of fourth class	no refund
<i>Summer DAY students</i>	
Withdrawal during first week of classes	80
Withdrawal during second week of classes	50
Withdrawal after second week of classes	no refund
<i>Summer NIGHT students</i>	
Withdrawal before meeting of second class	80
Withdrawal before meeting of third class	50
Withdrawal after meeting of third class	no refund

Students are eligible for refunds only if they have followed official withdrawal procedures in the Registrar's office. Failure to attend classes does not constitute a withdrawal.

If the student has paid college costs and there is a refund, these monies will be refunded directly to the student after all charges have been applied to the account. However, if the college costs have been paid partially or fully by financial aid (scholarships, grant, or loan) or another source (i.e. Vocational Rehabilitation), the refund will be returned to that financial aid or source up to 100 percent of the original aid amount. After restoring the financial aid or other source to its original amount, any excess of refund monies will be returned to the student.

Students who feel that individual circumstances warrant exceptions from this policy may appeal in writing to the Director of Accounting Services. This appeal must be made during the term for which the refund applies.

Veterans

Missouri Western State College is approved for training veterans and eligible persons. Students who have completed a minimum of one year of active military service may be granted 4 hours of physical education credit and 2 hours of hygiene credit. The general education credit will be granted upon presentation of the DD214 or NGB55 form to the Office of Admissions.

Veterans application forms and general information are available in the Office of Veterans Affairs, SS/C-116.

Requirements for Graduation

Application for Graduation

To be considered as a candidate for graduation, the student must declare candidacy by filing an Application for Graduation in the Office of the Registrar. To assure the candidates' records are reviewed prior to the final semester by the graduation clerk in the Registrar's Office, the following deadlines must be observed:

fall graduates — July 1

spring graduates — November 1

summer graduates — April 1

Students who file an application for graduation later than 60 days after the close of a particular term will be considered candidates for graduation during the semester in which they have applied.

Commencement

Commencement is held at the end of the spring semester and is a voluntary activity on the part of the student. Candidates for degrees who will complete all requirements for the degree during the summer session may elect to attend spring commencement; names will appear on the commencement program and the candidates will be recognized. However, the degree will not be awarded until the close of the summer session.

General Degree Requirements for One-Year Certificate Programs

A Student:

- must complete the required courses for the certificate program;
- must have a cumulative grade-point average of at least 2.0;
- may not earn more than 6 credits at another institution of the final 15 credits required for the certificate program. Approval of the 6 credits must be given by the major department;
- must have a cumulative GPA of at least 2.0 in those courses needed to satisfy the requirements of the selected major.

General Degree Requirements for Associate Programs

A student must:

- complete the general studies requirements;
- have a minimum of 62 credits;
- have a cumulative grade-point average of at least 2.0;
- earn 20 of the last 30 hours of the associate degree at MWSC;
- have a cumulative GPA of at least 2.0 in those courses needed to satisfy the requirements of the selected major.
- participate in the departmental and campus wide assessment efforts.

Transfer students seeking the associate degree must complete 20 of the last 30 hours at MWSC (exclusive of credit by examination). A minimum of 6 credits of the residence requirements must be in the major field.

General Degree Requirements for Baccalaureate Programs

A student must:

- complete the general studies requirements;
 - have a minimum of 124 credits (including 60 from a senior college);
 - have a cumulative GPA of at least 2.0;
 - have a cumulative GPA of at least 2.0 in those courses needed to satisfy the requirements of the selected major;
 - have a minimum of 30 credits in upper-division courses (numbers in the 300s and 400s with adjustments in the Two-Plus-Two programs. Lower-division transfer courses accepted as meeting upper division departmental course requirements cannot be used to fulfill this requirement.); and
 - earn 30 of the last 45 credits at MWSC in resident course work.
- *Some baccalaureate degree programs may require more than 124 credits and require a higher G.P.A. (See actual degree program for specific credit hours and G.P.A. required.)
- participate in the departmental and campus wide assessment efforts.

Transfer students seeking a bachelor's degree must complete at least 30 of the last 45 credits at MWSC (exclusive of credit by examination). A minimum of 9 credit hours of the residence requirements must be in the major field. Education majors must also include student teaching in the residence requirement.

Grade-Point Averages

The grade-point average (GPA) is a numerical ratio of total credits attempted and total grade points received. The following are examples of the method of computing the grade-point average:

- A student who receives 16 credits of B has earned 48 grade points. The GPA is $48 \div 16 = 3.0$.
- A student who receives 16 credits of which 8 credits are B and 8 credits are C has earned 40 grade points. The GPA is $40 \div 16 = 2.5$.

Credits earned in courses in which a grade of Cr is given are not included in the computation of the GPA. When a course is repeated, only the last grade is used in the calculation. Grades of Inc, W, U or Aud do not represent credit earned and are not included in the computation of the GPA. When a grade of F is received, the credits attempted are included in the computation of the GPA.

The cumulative grade-point average (CGPA) is calculated in the same fashion as the GPA and includes all undergraduate credit earned at institutions accredited by the North Central Association or a similar regional agency.

Graduate Honors

Students completing degree requirements with a CGPA of 3.9 or higher will be graduated with Highest Honors (summa cum laude). Those who have earned a CGPA of 3.75 or higher but below 3.9 will be graduated with High Honors (magna cum laude). Those who have earned a CGPA of 3.5 or higher but below 3.75 will be graduated with Honors (cum laude).

Major-Minor Application

Every degree candidate must have on file in the Office of the Registrar an approved Major-Minor Declaration Form. Students negotiate this form with the chairperson and faculty advisor in the department in which the major is declared.

Multiple Degrees and Double Majors

One-Year Certificate: Secretarial and Clerical

1. A student may earn a one-year certificate in the Legal Assistant, Secretarial or Clerical program only once.
2. A student may be awarded majors in the Secretarial, Clerical, or Legal Assistant programs by fulfilling the degree requirements for each area. (After the initial certificate has been awarded, only "additional major" will be transcribed.)

Two-Year Associate of Science Degrees

1. Prior to graduation, a student may earn a double major within an associate of science degree.
2. After the original associate of science degree has been awarded, the student is not eligible to earn an additional major. However, a second Associate degree may be earned by completing a minimum of twenty (20) additional credits beyond the original graduation credits, and satisfactorily fulfilling all requirements of the second degree program.

Two Plus Two Degree

The Bachelor of Technology (Two Plus Two) degree is available to students desiring to expand a career-oriented degree into a four year baccalaureate degree. This allows students flexibility in their preparation for career preparation. Students wishing to pursue this degree must:

- complete a career-oriented associate degree;
- complete a cognate field of 24 to 30 credits in a prior determined discipline offering a baccalaureate degree;
- fulfill the general studies requirements for a baccalaureate degree, and;
- complete the minimum credits necessary for baccalaureate degree.

A student enrolled in a Bachelor of Science in Technology Two-Plus-Two degree program must have a minimum 2.0 GPA in the required associate degree and a 2.3 in the cognate field in order to graduate.

The dean of Professional Studies is the advisor for this degree.

Four-Year Baccalaureate Degrees

1. Prior to graduation, a student may earn a double major or a double degree.
2. The college will confer two baccalaureate degrees during the same semester, provided the student meets graduation requirements for each degree and has earned a minimum of 144 credits.
3. After the original baccalaureate degree(s) have been awarded, the student is not able to earn an additional major. However, a second degree (baccalaureate or associate) may be earned by satisfactorily fulfilling all requirements of the second degree program and, in doing so, completing a minimum of twenty (20) additional credits beyond the original graduation hours.

State Legislation Requirement

Section 10370, 10374, 1037a, 1037b, 1037c (SCS for SB4) of the laws of Missouri, 1947 (Sixth General Assembly), prescribe that all candidates for a degree issued by the colleges and universities of Missouri must have completed courses of instruction in and "satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the State of Missouri, and in American History, including the study of American Institutions." Students may comply with the law by successfully completing *one* of the following courses at MWSC: HIS 140, American History to 1865; HIS 150, American History since 1865; or PSC 101, American National Government; or by completion of an equivalent course (as evaluated at MWSC) from another institution.

Additional Required Tests

In order to measure student progress toward educational goals, students may be asked to participate in periodic assessment efforts at MWSC. Grades and transcripts will be held if a student does not participate in this required testing.

Misrepresenting or Falsifying Information

Any student who misrepresents, falsifies, or withholds required information will be referred to the Admissions and Graduation Committee for review and appropriate action. Such action may result in dismissal from MWSC.

ACADEMIC PROGRAMS

Office of Academic Affairs

Dr. James Roevers, *Vice President for Academic Affairs*

The Office of Academic Affairs coordinates the two academic divisions of Liberal Arts and Sciences and Professional Studies. A special campus-wide college orientation class, library course, the Honors Program, Writing Across the Curriculum Program, an interdisciplinary minor in Gerontology/Aging, and the Learning Resources Center are among the areas also coordinated by that office.

College Orientation

COL 101 College Orientation (2) I, II, III (lecture). Introduction to the academic and personal aspects of college life; includes instruction in use of campus resources, study skills, career exploration, personal development, and self-management skills; increases student understanding of the college education process. Varied emphases in course sections may be offered.

COL 105 Library Resources and Research (1) I, II. Develops general library skills, research techniques, and strategies for effectively accessing information.

Missouri Western offers several academic programs that are not necessarily limited to either of the two academic divisions. The Honors Program and the Writing Across the Curriculum effort are examples of areas that touch both the liberal arts and sciences and professional studies.

Honors Program

Dedicated to academic excellence, the Honors Program at Missouri Western State College provides an enriched educational experience for the exceptional student.

The Honors Program, which is nationally affiliated, is composed of three major areas: General Studies Honors, Majors Honors, and Interdisciplinary Honors. Goals of the program are to foster the growth of intellectual inquiry, independence, and initiative in honors participants through an array of learning experiences including special courses, colloquia, and independent research and study. Each honors experience provides students of high intellectual ability and motivation with an opportunity to work closely with each other and with outstanding members of the MWSC faculty. Each honors experience is simultaneously challenging, exciting, and enjoyable. The program is designed for the student who enjoys learning, and whose personal goals emphasize the pursuit of understanding and knowledge. Ultimately, the program provides students with academic training and skills which will serve them well in both their chosen careers and their personal lives.

HON 490 Honors Research (1-3) I, II. Original student research in a discipline or combined disciplines. Students enrolled in this course must be working toward Interdisciplinary Honors or Majors Honors. This course cannot be used in disciplines where research courses already exist. Prerequisite: junior or senior student and consent of instructor and Honors Director.

Writing Across The Curriculum

Many faculty at Missouri Western are associated with a nationwide movement known as *Writing Across the Curriculum*. The purpose of this movement in higher education is to assert the importance of writing to the process of learning. As students move through their courses, they are asked to write in a variety of ways in order to learn the material at hand. Students might be asked to write down questions after a lecture, anticipate the

meaning of new concepts before they are presented formally in class, write personal response papers that apply course concepts to their own lives, maintain scientific logs that require careful recording of observations, or keep journals in which they investigate their own values. In all of these opportunities to write, it is the intent of the faculty at Missouri Western to increase dialogue with their students and to help them learn how to discover, record, compare, synthesize, and evaluate new ideas.

Minor In Gerontology/Aging

MWSC offers an interdisciplinary minor in Gerontology/Aging. Since increasing numbers of Americans are living longer, there is a growing need for people trained to deal with the elderly. A minor in Gerontology/Aging could be especially helpful for students majoring in biology, communication, leisure management, management, nursing, psychology, or social work.

Students seeking this minor must complete at least 21 credits from the following list of classes:

- *SWK 270 Introduction to Aging Studies (offered every spring semester)
- BIO 265 Biology of Aging (offered fall semesters of even-numbered years)
- LMA 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
- NUR 492 Special Needs of the Elderly (offered fall semesters of odd-numbered years)
- PSY 321 Adulthood and Aging (offered every spring)
- COM 350 Communication and Aging (offered fall semesters of odd-numbered years)
- SWK 270 Death and Dying (offered fall semesters of odd-numbered years)
- A 1-3 credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board.

(* indicates this course is required of all students)

Since most of these courses are offered only periodically, it is important for a student to decide on this minor as early as possible to ensure the classes can be planned into his/her schedule. Contact the department chair or Academic Affairs office for more information.

Hearnes Learning Resources Center

Hearnes LRC consists of the Library, Instructional Media Center (IMC), and Center for Academic Support. The units are linked in a philosophy of service to students, but each is unique in what it offers. The Library provides access to print materials; the Instructional Media Center provides access to non-print (audio-visual) materials; and the Center for Academic Support provides individualized instruction and tutoring.

LIBRARY

The Library maintains over 180,000 volumes and subscribes to more than 1000 journals. It is also a State Government Documents Depository. Microfilm, company annual reports, CD-ROM products, pamphlet files, and newspapers provide additional unique information for users. Through Inlex, its computer-based catalog and circulation system, students can gain quick access to the Library's collection. Service to clients is of the highest importance to the Library staff. Professionally trained librarians provide individual assistance to students and other users. These librarians help locate information and materials via interlibrary loan or computerized reference data base services. The Library has access to a national data base of over 22 million items, assuring that clients can usually obtain the specific item needed.

Comfortable surroundings are conducive to study or leisure reading. Individual carrels and small study rooms are available for quiet study while lounge seating and an indoor garden provide a pleasant setting for relaxation and recreational reading.

INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center (IMC) is also located in the Hearn Learning Resources Center. The IMC houses over 2,500 non-print educational items such as films, slides, audiocassettes, and videocassettes. All of these items are listed in the Library on-line catalog. If you wish to use any materials, please feel free to come into the IMC to review them. Also, the IMC staff will gladly assist you in locating non-print materials from off-campus sources or in applying audiovisual or video techniques in completing a class project. The IMC provides audiovisual/video equipment and materials for classroom use, audiovisual materials for student teacher use and photographic/video equipment for student projects.

CENTER FOR ACADEMIC SUPPORT

The Center for Academic Support is dedicated to helping students gain the skills and confidence they need in order to succeed in college. Students who want to brush up on their basic skills can find help at the Center with writing, basic math and algebra, test-taking and study techniques, reading, and many other skills. The Center also sponsors study groups, private tutoring, Sunday Seminars, and special workshops; many of these services are designed to assist students in both their general studies and upper division courses.

Staffed by full-time professionals and trained student tutors, the Center emphasizes individualized attention and flexible services. Most students receive one-on-one tutoring, while others work independently with computers, tapes, books, and audio-visual materials. The Center also provides special Independent Study courses, taught by the professional staff, for students who need extensive assistance with reading, math, English, and study skills.

The Center for Academic Support is located in the Learning Resources Center and is open 40 hours per week, including Sunday afternoons. The Center's services, materials, and programs are free to Missouri Western students of all ages and abilities.

The Division of Professional Studies

Dr. Charles E. Coyne, *Dean*

The Division of Professional Studies includes the Departments of Agriculture; Business and Economics; Criminal Justice and Legal Studies; Education; Engineering Technology; Health, Physical Education, and Recreation; Military Science; Nursing; and Office Information Systems. In addition the division offers programs in Allied Health for credit, and Intramurals for the students. The division provides professional and career-oriented education leading to one-year certificates and to the Associate of Science, Bachelor of Science, Bachelor of Science in Business Administration, Bachelor of Science in Education, Bachelor of Science in Nursing and Bachelor of Science in Technology degrees.

The division contributes to all facets of education within the college. Required and elective courses assist students in fulfilling general education needs; comprehensive offerings lead to the completion of degree requirements; and the varied electives allow program enrichment.

The division is dedicated to the belief that the college is for students, and every effort is made to help students gain maximum benefits and enjoyment from their college program. The objectives of the division are to provide opportunities for:

- professional development, in which students are prepared to enter the field of their choice with the knowledge and skills necessary for personal success and satisfaction either in the marketplace or in pursuit of additional education;
- personal development, in which a variety of courses are available through which students may broaden and enrich their understanding of themselves, mankind, and society;
- career exploration, in which, through a blend of on- and off-campus experiences, students can explore the field of their choice early in their academic program.

The semester course designations may be adjusted according to need, enrollment, demand of students, and availability of instructional resources.

Preprofessional Programs

Preprofessional programs in specialized fields are offered for students who plan to transfer to a university for the completion of their studies. Students choosing these programs should select a transfer institution early and should work closely with their academic advisor. Contact the academic department listed below for more information. Preprofessional programs in the Professional Studies division include:

Architecture (Engineering Technology Dept.)
Law (Business; Criminal Justice; Communication Studies, Theatre, and Humanities;
English, Modern Languages, Journalism; and Social Sciences Depts.)
Library Science (Education Dept.)

Preprofessional programs in Chiropractic, Cytotechnology, Dentistry, Journalism, Law, Medicine, Med-Tech, Ministry, Mortuary Science, Optometry, Pharmacy, Physical Therapy, Speech Pathology, and Vet-Medicine may be found in the Division of Liberal Arts and Sciences section of this catalog.

Note: *Allied Health courses are now listed immediately after the Nursing classes in this catalog.*

Department of Agriculture

Dr. L. Cowser, *chairperson*

Agriculture has changed tremendously in recent years and is continuing to do so; it is no longer simply "farming". Today's agricultural industry includes three broad areas: research and education; production of food and fiber; and business and industry. Undergraduate curricular offerings in the Department of Agriculture are designed to provide a broad general education, while still allowing students sufficient opportunity to select professional electives to satisfy their special needs and desires.

The Department of Agriculture offers programs leading to the Bachelor of Science degree in agriculture with emphasis areas in agribusiness and general agriculture. Two options are available in the agribusiness emphasis area. The Agriculture option is designed for people who would like to work in agribusiness with direct contact with farmers. The curriculum contains several agricultural courses but also requires the students to complete a business minor. The Business option is designed for people who seek employment in agribusinesses but are more interested in the business aspects of the job. The curriculum contains several business courses but also includes a core of agriculture courses so that graduates of the program are familiar with the terminology used in agriculture and the basic principles of agriculture. Graduates of both options within the agribusiness emphasis area would work for agribusinesses or agencies that provide goods and services to the farmer and help in the marketing, processing, and distribution of farm products.

The general agriculture curriculum is designed so that the student may select courses from several areas of study, thereby enabling him or her to hold positions in the general field of agriculture. Students interested in agronomy and animal science can select appropriate courses in these areas as part of their elective hours in the general agriculture curriculum.

A minor consists of 20 credits in a selected discipline. Students minoring in agribusiness must take AEC 150, 200, 308; students minoring in agronomy must take AGN 120, 222, 320; students minoring in animal science must take ASI 130, 236.

Bachelor of Science Degree Requirements

Agriculture Core

<i>Requirements:</i>	<i>Credits</i>
AEC 150 Agricultural Economics	4
AEC 200 Agricultural Marketing	3
AEC 308 Commodity Futures Markets	3
AGN 120 Plant Science	4
AGN 222 Soil Science	5
ASI 130 Animal Science	4
AGR 111 Orientation to Agriculture	1
	<hr/> 24

Major in Agriculture, General Agriculture Emphasis

<i>Requirements</i>	<i>Credits</i>
AEC 305 Farm Management	3
AGN 224 Grain Handling and Grading	2
AGN 320 Soil Fertility	4
AGN 326 Agricultural Chemicals	3
ASI 236 Fundamentals of Animal Nutrition	3
ASI 330 Applied Animal Nutrition	4
ASI 339 Livestock Evaluation	3
AGR 430 Seminar	1
AEC, AGR, AGN, or ASI courses	14
BIO 101 Principles of Biology	5
CHE 104 Fundamentals of Chemistry	5
	<hr/> 47

Suggested electives:

CSC 100 Computer Literacy	3
AEC 304 Farm Finance and Accounting	4

Major In Agriculture, Agribusiness Emphasis

AGRICULTURE OPTION:

	Credits
AEC 304 Farm Finance and Accounting	4
AEC 305 Farm Management	3
AEC 400 Agricultural Price Analysis	3
AEC 402 Agricultural Law	3
AEC 310 or AEC 490	3
AGR 430 Seminar	1
ASI 236 Fundamentals of Animal Nutrition	3
BIO 101 Principles of Biology	5
CHE 104 Fundamentals of Chemistry	5
MAT 116 College Algebra	3
CSC 100 Computer Literacy	3
Agriculture or Business Courses*	9
	<hr/> 45

Note: All Agribusiness majors with an option in Agriculture must also minor in one of the five Business minors. See Department of Business and Economics for the Business minor requirements.

*These 9 hours must be in addition to any required Agriculture courses in the Agribusiness major (Agriculture Option) or any required Business course in the Business minor selected.

BUSINESS OPTION:

	Credits
Agriculture Electives Other Than Core	3
CHE 104 Fundamentals of Chemistry	5
MAT 116 College Algebra	3
GBA 210 Business Statistics I	3
GBA 211 Business Law I	3
GBA 319 Business Communications	3
ACC 230 Principles of Accounting I	3
ACC 231 Principles of Accounting II	3
ECO 260 Principles of Economics I	3
ECO 261 Principles of Economics II	3
MGT 312 Principles of Management	3
MGT 315 Financial Management	3
MGT 410 Small Business Management	3
MKT 301 Principles of Marketing	3
MKT 311 Consumer Behavior	3
MKT 401 Marketing Research	3
	<hr/> 50

Six (6) hours from the following:

GBA 413 Real Estate	3
ACC 333 Cost Accounting	3
ACC 336 Tax Accounting	3
ECO 363 Money and Banking	3
MGT 412 Personnel Management	3
MGT 416 Production Management	3
MGT 417 Credit Management	3
MKT 411 Marketing Logistics	3
Agriculture Courses 300-400 level	6
	<hr/> 6

Agribusiness Courses

AEC 150 Agricultural Economics (4) I. Economic principles underlying the organization of agriculture; problems of pricing, production costs, distribution, and relation of agricultural policy to the consumer.

AEC 200 Agricultural Marketing (3) II. Principles underlying the marketing of farm products with emphasis on describing the marketing process. Prerequisite: AEC 150 or equivalent.

AEC 304 Farm Finance and Accounting (4) II (odd-numbered years). Purpose and methods of keeping farm records, and procedures in accounting; principles involved in financing the farm business and the use of credit. Prerequisite: AEC 150, MAT 116.

AEC 305 Farm Management (3) I (even-numbered years). Principles of farm management and farm organization; includes selection of farm enterprises, farm credit, leases, and types of farming adapted to a given farm. Prerequisite: AEC 150, 304.

AEC 308 Commodity Futures Markets (3) I (odd-numbered years). Comprehensive study of the commodity futures markets, including the futures options market; encompassing the agricultural, financial, and international currency markets. History, function, mechanisms, trading techniques; and the use of these markets for price discovery, speculation and risk avoidance (hedging) are included. Prerequisite: AEC 200 or MKT 301 or consent of instructor.

AEC 310 Agricultural Policy (3) I (even-numbered years). The study of programs, both past and present, that affect the situation of agriculturalists and what the alternatives are for the future. Prerequisite: AEC 150.

AEC 400 Agricultural Price Analysis (3) I (odd-numbered years). Economic and econometric principles applied to price movements, price discovery and price determination in the food and fiber systems. Prerequisite: AEC 200 and MAT 116.

AEC 402 Agricultural Law (3) II (even-numbered years). The legal framework underlying decision making by farm firms, families, and individuals; liabilities, real and personal property, contracts, farm commercial code, organization of farm firms, intergeneration, property transfer, water and fence laws, federal and state regulatory powers, and insurance. Three hours lecture per week. Prerequisite: Junior standing or consent of instructor.

AEC 490 Special Problems (1-9) II. Designed for student research problems on the farm. Prerequisite: Consent of department chairperson should be obtained the semester preceding enrollment. Credit for Special Problems in Agriculture is limited to 9 hours.

Agronomy Courses

AGN 120 Plant Science (4) II. Principles of production and management; discusses importance and ecology of each crop, new practices, and varieties. Laboratory includes a study of the plant and plant parts. Three hours lecture, two hours lab.

AGN 222 Soil Science (5) I. The origin, formation, and characteristics of different soil types, emphasizing soils of Missouri. Laboratory and field trips. Four hours lecture, two hours lab. Prerequisite: CHE 104.

AGN 224 Grain Handling and Grading (2) I (even-numbered years on demand). Grain movement from producer to consumer and factors influencing these procedures; application of the federal standards for grading farm crops and judging of grains. Two hours lecture.

AGN 320 Soil Fertility (4) II. (even-numbered years) Use and management of lime and fertilizer on soils; emphasizes individual nutrients utilization. Three hours lecture, two hours lab. Prerequisite: AGN 222.

AGN 322 Forage Crop Management (3) II (even-numbered years). Ecology, insects, diseases, culture, uses, and management of forage.

AGN 324 Diseases of Field Crops (2) I (even-numbered years on demand). Diseases of field crops and forages that cause economic loss to the producer.

AGN 326 Agricultural Chemicals (3) I (odd-numbered years). Introduction to the field of agricultural chemicals including herbicides, insecticides, types of materials, calibration of sprayer, methods of use, and safety measures. Two hours lecture, two hours lab. Prerequisite: CHE 104 recommended.

AGN 420 Soil Conservation and Management (3) II (odd-numbered years). Conservation and management of soils with respect to erosion, depletion, fertility, physical improvement, and crop production; includes farm surveying, design and layout of terrace systems, drainage, and farm ponds.

AGN 426 Soil Genesis and Classification (3) I (even-numbered years on demand). Identification and mapping of soils and soil systems; interpretation and utilization of soil survey information. Two hours lecture, two hours lab. Prerequisite: AGN 222.

AGN 429 Corn and Soybean Production (3) I (odd-numbered years on demand). Studies the latest research and production practices concerning varieties, cultural practices, fertilization, rotations, insects, disease, and weed control problems; includes harvesting and marketing.

AGN 436 Soil Microbiology (3) I (odd-numbered years on demand). Studies soil microorganisms and their relation to the fertility of the soil, with special emphasis on the decomposition of organic matter, rocks, and minerals. Prerequisite: AGN 222.

AGN 490 Special Problems (1-9) I, II, III. Designed for student research projects on the farm. Prerequisite: Consent of department chairperson should be obtained the semester preceding enrollment. Credit for Special Problems in Agriculture is limited to 9 hours.

Animal Science Courses

ASI 130 Animal Science (4) I. Introductory course in animal science; emphasizes fundamental concepts of animal breeding, management, marketing, nutrition, and physiology as they apply to the livestock industry. Three hours lecture, two hours lab.

ASI 236 Fundamentals of Animal Nutrition (3) i (odd-numbered years). Studies various nutrients and their function, digestion, and metabolism by various species of animals. Prerequisite: ASI 130; CHE 104 recommended.

ASI 265 Meat Science (3) ii (even-numbered years). Introduction to slaughter of hogs, cattle, and sheep; carcass evaluation and grading; federal and state meat inspection and identification of various cuts of meat from the domestic farm animal. Two hours lecture, two hours lab.

ASI 315 Livestock Science-Ruminants (4) ii (even numbered years). A study of the scientific methods and practices of selection, breeding, feeding, managing, grading, and marketing ruminant animals. Three hours lecture, two hours lab. Prerequisite: ASI 130 and ASI 330.

ASI 320 Livestock Science II-Nonruminants (4) ii (odd numbered years). A study of the scientific methods and practices of selection, breeding, feeding, managing, grading, and marketing nonruminant animals. Three hours lecture, two hours lab. Prerequisite ASI 130 and ASI 330.

ASI 330 Applied Animal Nutrition (4) ii (odd numbered years). Measure of the nutritive value of feeds, nutrient requirements of the various species of livestock, sources and composition of nutrients, ration formulation, preparation of feed, feed additives, and food and drug regulations. Three hours lecture, two hours lab. Prerequisite: ASI 236.

ASI 338 Animal Breeding (3) ii (even-numbered years). Studies mating systems and application of genetic principles and practices to the improvement of domestic animals, and the use and value of performance testing; includes physiology of farm animals. Two hours lecture, two hours lab. Prerequisite: ASI 130.

ASI 339 Livestock Evaluation (3) i (odd-numbered years). Selection of beef, horses, sheep, and swine for specific uses; comparative terminology, grading, judging, and presentation of oral reasons. Six hours lab. Prerequisite: ASI 130.

ASI 475 Diseases of Livestock Animals (2) ii (odd-numbered years). General principles regarding the prevention, identification, control, and eradication of troublesome and common diseases and parasites of farm animals. Prerequisite: ASI 130; one or more of the following is recommended: ASI 332, 334, 336, 337.

ASI 490 Special Problems (1-9) i, ii. Designed for student research projects on the farm. Prerequisite: Consent of department chairperson and instructor should be obtained the semester preceding enrollment. Credit for Special Problems in Agriculture is limited to 9 hours.

Agriculture Courses

AGR 111 Orientation to Agriculture (1) i. Survey of agriculture at Missouri Western State College and global agriculture. Career opportunities in the area of agriculture will be discussed. Should be taken the first semester in college.

AGR 290 Occupational Experience (1-8) i, ii, iii. Internship under the supervision of a college instructor. Students will be assigned according to their preparation and interests to intern in an approved agriculturally oriented agency or firm, working with administrative and operational personnel at several levels. Times will be arranged. Prerequisite: Consent of department chairperson during the semester preceding enrollment. Note: Students should not enroll for other courses during the day in the semester during which they enroll for more than 3 credits in this course. May be repeated to a maximum of 8 hours credit.

AGR 430 Seminar (1) ii. Independent reading within the several disciplines of agriculture are summarized and presented in oral and or written form by students and faculty. Student assessment tests may be given as part of the requirements of this course. Prerequisite: Course should be taken during the student's last year of college.

AGR 450 Independent Study (1-4) i, ii, iii. Research topics assigned on an individual basis; conference times will be arranged. Prerequisite: Consent of department chairperson.

Department of Business and Economics

Dr. Charles Perkins, *Chairperson*

Diversified programs are offered through the Department of Business and Economics which lead to four-year baccalaureate degrees in Business Administration or Bachelor of Science in Education with a major in Business Education or two-year associate degrees in mid-management. Majors in specific areas provide academic preparation for careers in accounting, business education, economics, management and marketing. Students are exposed to a broad spectrum of basic business and economics and may specialize in a particular discipline to prepare for a career of their interest. The programs have been designed to provide the skills necessary to meet the needs of modern business and to insure adequate preparation for entry into graduate programs of senior universities.

Recognizing that business is challenging and ever-changing, the most modern tools of analysis are taught and the student is required to develop skills in utilizing these tools for decision-making. The highly qualified faculty of the Department of Business and Economics keeps a constant vigilance on curriculum and course content to make sure that a student will receive contemporary and relevant business knowledge. The faculty is committed to the doctrine that, while a description of current business practices will become aged quickly — there is no obsolescence in developing decision-making skills. A broad base of business knowledge is taught, but practice in decision-making is stressed.

Each business major is assigned a faculty advisor in his/her area of interest. The faculty advisor is available to help the student make course and career choices. Close relationships are frequently formed between the aspiring business major and the faculty mentor which go beyond simple advice on class schedules. The advisor is concerned with the academic success of the student and is available to help the student over difficulties which occur during his/her academic career. Frequently the advisor can provide direction toward successful placement following completion of the program.

FOUR-YEAR PROGRAMS

Bachelor of Science in Business Administration Degree Requirements

The department offers a Bachelor of Science in Business Administration with majors in accounting, economics, management, or marketing. The requirements are listed below.

A student may declare a B.S.B.A. major at any time. However, to graduate with a B.S.B.A. degree a major must have a minimum 2.25 GPA in credits comprising the core and the major. In addition, no more than six hours of *D* will be accepted in courses constituting the core and the major.

A minimum of 21 upper level credits (numbered 300 or above) must be taken in the Department of Business and Economics at MWSC. Transfer courses from a junior college at the 300-level will be reviewed by a departmental transfer review committee for acceptability. No junior college course will be accepted as an equivalent of any 400-level course in the department.

Students planning to pursue a post graduate course in business (i.e., an MBA degree) should consider taking the following courses as electives if they are not required in the degree program:

GBA	311	Business Law II
GBA	313	Business Statistics II
MGT	414	Organizational Behavior
MGT	416	Production & Operations Management
MGT	418	Management Information Systems
MGT	419	Business Policy
MGT	424	Legal Environment in Business Management
MAT	137	Calculus in Business & the Non-Physical Sciences

Freshman-Sophomore Core

	Credits
ACC 230 Principles of Accounting I	3
ACC 231 Principles of Accounting II	3
ECO 260 Principles of Economics I	3
ECO 261 Principles of Economics II	3
GBA 210 Business Statistics I	3
GBA 211 Business Law I	3
MAT 112 Finite Math or higher (use to fulfill general studies requirements)	3
Total core credits	21

Professional Core

	Credits
MGT 312 Principles of Management	3
MGT 315 Financial Management	3
MKT 301 Principles of Marketing	3
GBA 319 Business Communications	3
Total core credits	12
TOTAL CREDITS, BOTH CORES	33

Major in Accounting

<i>All of the following</i>	Credits
ACC 330 Intermediate Accounting I	3
ACC 331 Intermediate Accounting II	3
ACC 333 Cost Accounting	3
ACC 336 Tax Accounting	3
ACC 433 Auditing	3
ACC 435 Advanced Financial Accounting	3
	18

*One of the following:**

	Credits
ACC 332 Accounting Systems & Control	3
ACC 337 Budgeting & Govern. Accounting	3
ACC 434 Advanced Auditing	3
ACC 432 Advanced Cost Accounting	3
ACC 439 Advanced Tax Accounting	3
	3

One of the following:

ECO 360 Intermediate Macroeconomics	3
ECO 361 Intermediate Microeconomics	3
ECO 362 Public Finance	3
ECO 363 Money and Banking	3
ECO 365 Govern. Regulation of Business	3
	3

One of the following:

GBA 411 Investment Analysis	3
MGT 412 Personnel Management	3
MGT 414 Organizational Behavior	3
MGT 419 Business Policy	3
	3

One of the following: (CPA candidates are urged to select Business Law II.)

CSC 245 Introduction to COBOL	3
GBA 311 Business Law II	3
GBA 313 Business Statistics II	3
	3

TOTAL CORE AND MAJOR CREDITS 63

Major in Economics

<i>All of the following</i>	Credits
ECO 360 Intermediate Macroeconomics	3
ECO 361 Intermediate Microeconomics	3
ECO 363 Money and Banking	3
Upper-level ACC, MGT, MKT, GBA	3
	12

Four of the following:

ECO 362 Public Finance	3
ECO 364 Labor Economics	3
ECO 365 Govern. Regulation of Business	3
ECO 367 Urban and Regional Economics	3
ECO 460 Business Cycles and Forecasting	3
ECO 461 International Economics	3
ECO 462 History of Economic Thought	3
ECO 463 Comparative Economic Systems	3
ECO 466 Current Economic Problems	3
	12

TOTAL CORE & MAJOR CREDITS 57

Major in Management

<i>All of the following</i>	<i>Credits</i>
MGT 414 Organizational Behavior	3
MGT 416 Production Management	3
MGT 418 Management Information Systems	3
MGT 419 Business Policy	3
Upper-level ECO	3
	<hr/> 15

Three of the following:

GBA 311 Business Law II	3
GBA 313 Business Statistics II	3
GBA 316 Principles of Insurance	3
GBA 317 Intro. to International Business	3
MKT 401 Marketing Research	3
MGT 410 Small Business Management	3
GBA 411 Investment Analysis	3
GBA 413 Real Estate	3
MGT 412 Personnel Management	3
MGT 417 Credit Management	3
MGT 420 Small Business Practicum I	3
MGT 421 Small Business Practicum II	3
MGT 423 Industrial & Labor Relations	3
MGT 424 Legal Environment in Bus. Mgt.	3
ACC 333 Cost Accounting	3
AEC 304 Farm Finance & Accounting	4
	<hr/> 9-10

TOTAL CORE AND MAJOR CREDITS 57-58

Major in Marketing

<i>All of the following</i>	<i>Credits</i>
MKT 311 Consumer Behavior	3
MKT 381 Promotional Management	3
MKT 401 Marketing Research	3
MKT 481 Marketing Management	3
MKT 491 Marketing Seminar	3
	<hr/> 15

Three of the following:

MKT 331 Retail Management	3
MKT 351 Sales and Sales Management	3
MKT 361 Product Strategy	3
MKT 389 Direct Marketing	3
MKT 451 International Marketing	3
ECO 361 Intermediate Microeconomics OR	
ECO 460 Business Cycles Forecasting OR	
GBA 313 Business Statistics II OR	
MGT 418 Management Information Systems OR	
MAT 137 Calculus in Business & the Non-Physical Sciences	3
	<hr/> 9

TOTAL CORE AND MAJOR CREDITS 57

Bachelor of Science in Education, Major in Business Education - Degree Requirements

Students enrolled in the Business Education program must have a composite score of 20 (18 if score transcript is dated prior to January 1, 1990) on the American College Test (ACT), achieve a passing score on the National Teachers Examination as mandated by the Missouri Department of Elementary and Secondary Education, and meet the admissions requirements of the Department of Education. Missouri certification requires a cumulative GPA of at least 2.50 at the time of graduation. If a transfer student substitutes a 300-level required course with an accepted transfer course, the course will meet the course requirement but is not counted as upper division credit. We will not accept a transferred junior college course for any 400-level course in the department.

The course requirements are as follows:

Business Education Core

	<i>Credits</i>		<i>Credits</i>
OIS 141 Document Formatting	3	GBA 319 Business Communications OR	
OIS 150 Word Processing/WordPerfect	2	OIS 350 Office Communications	3
OIS 231 Electronic Calculator	1	MGT 312 Principles of Management	3
OIS 233 Database/dBASE IV	1	BUS 444 Meth. of Teach. Infor. Processing	3
OIS 240 Advanced Document Production	3	BUS 455 Meth. of Teach. Business Subjects	3
OIS 261 Spreadsheet/Lotus 1-2-3	1	TOTAL CORE CREDITS	<hr/> 41
ACC 230 Principles of Accounting I	3		
ACC 231 Principles of Accounting II	3		
ACC 332 Accounting System and Control	3		
ECO 260 Principles of Economics I	3		
GBA 210 Business Statistics	3		
GBA 211 Business Law	3		

Major in Business Education

Choose one of two options:

SKILLS OPTION:

OIS 146 SuperWrite	Credits
OIS 147 Dictation & Transcription	2
OIS 369 Information Processing	3
OIS elective	3
	<u>2</u>
	10

GENERAL BUSINESS OPTION:

ECO 261 Principles of Economics II	Credits
MKT 301 Principles of Marketing	3
Elective in business or	
Office Information Systems	4
	<u>4</u>
	10

Professional Education:

SED 202 Intro. to Secondary Education	2
SED 203 Participation in Secondary Tch. I	1
SED 303 Experience in Secondary Tch. II	3
SED 304 Psychology in Secondary Tch.	4
SED 311 Secondary Reading Techniques	2
SED 404 Seminar in Secondary Education	3
SED 407 Psych. & Educ. of Except. Student	2
SED 409 Student Teaching III (Secondary)	9
	<u>26</u>

TOTAL CORE AND MAJOR CREDITS 77

Associate of Science Degree Requirements

The department offers an Associate of Science degree with a major in mid-management and emphases in accounting, banking and finance, data processing, or retailing. In cooperation with the St. Joseph chapter of the American Institute of Banking, the department offers courses leading to the A.I.B. Standard Certificate. A 2.25 GPA is required in all core and major courses for the Associate Degree. No more than three hours of *D* will be allowed in those courses. Further information is available in the office of the department chairperson. The requirements for this major follow:

Mid-Management Core

GBA 110 Introduction to Business	Credits
GBA 116 Business Mathematics or	3
GBA 210 Business Statistics I	3
ACC 230 Principles of Accounting I	3
ACC 231 Principles of Accounting II	3
ECO 260 Principles of Economics I	3
ECO 261 Principles of Economics II	3
MGT 312 Principles of Management	3
MKT 301 Principles of Marketing	3
	<u>3</u>
Total Core Credits	24

AEC 304 Farm Finance and Accounting	4
BAN 250 Principles of Bank Operations	3
BAN 251 Deposit Operations	3
BAN 252 Trust Functions and Services	3
	<u>6-7</u>
	18-19

TOTAL CORE AND EMPHASIS CREDITS 42-43

Accounting Emphasis

ACC 330 Intermediate Accounting I	Credits
ACC 331 Intermediate Accounting II	3
ACC 333 Cost Accounting	3
ACC 336 Tax Accounting	3
Upper-level ECO, MGT, MKT, GBA	3
	<u>3</u>
	15

TOTAL CORE AND EMPHASIS CREDITS 39

Data Processing Emphasis

CSC 184 Introduction to Computer Concepts	Credits
CSC 240 Introduction to RPG	3
CSC 245 Introduction to COBOL	3
CSC 345 Advanced COBOL	3
Any 200 level or above CSC elective	3
	<u>3</u>
	15

TOTAL CORE AND EMPHASIS CREDITS 39

Banking and Finance Emphasis

BAN 253 Bank Management	Credits
ECO 363 Money and Banking	3
GBA 211 Business Law I	3
MGT 315 Financial Management	3

Two of the following:

Retailing Emphasis

MKT 311 Consumer Behavior	Credits
MKT 351 Sales and Sales Management	3
MKT 331 Retail Management	3
MKT 381 Promotional Management	3
MKT 389 Direct Marketing	3
	<u>3</u>
	15

TOTAL CORE AND EMPHASIS CREDITS 39

Departmental Minors

A 2.25 GPA is required in the minor degree courses. No more than three hours of *D* will be allowed in those courses.

Accounting

	<i>Credits</i>
ACC 230-231 Principles of Accounting I & II	6
ACC 330-331 Intermediate Accounting I & II	6
ACC 332 Accounting Systems and Control	3
Two accounting elective courses	6
	<u>21</u>

Economics

	<i>Credits</i>
ECO 260-261 Princ. of Economics I & II	6
ECO 360 or 361 Intermediate Micro- or Macro-Economics	3
Three upper division economics electives	9
	<u>18</u>

International Business

	<i>Credits</i>
GBA 317 Introduction to Int'l Business	3
MKT 451 International Marketing	3
ECO 461 International Economics	3
ECO 463 Comparative Economic Systems	3
FRE 102 or GER 102 or SPA 102	4
FRE 112 or GER 112 or SPA 112	4
2 of the following:	
HST 340 Recent European History	3
HST 350 History of the Far East	3
HST 370 History of Latin America	3
PSC 210 Comparative Political Systems	3
PSC 340 Latin American Political Systems	3
PSC 345 Politics of the Middle East	3
PSC 350 Governments of Britain and the Commonwealth	3
PSC 440 International Law & Organization	3
	<u>6</u>
TOTAL	26

Students are recommended to take the following General Studies courses:
GEO 100; SOC 120; PSC 101

Management

	<i>Credits</i>
ACC 230 Principles of Accounting I	3
MGT 312 Principles of Management	3
MGT 412 Personnel Management	3
MGT 414 Organizational Behavior	3
Three upper division management electives	9
	<u>21</u>

Marketing

	<i>Credits</i>
GBA 210 Business Statistics I	3
MKT 311 Consumer Behavior	3
MKT 301 Principles of Marketing	3
MKT 381 Promotional Management	3
MKT 401 Marketing Research	3
MKT 481 Marketing Management	3
Two marketing elective courses	6
	<u>24</u>

General Business (Non-business majors only)

	<i>Credits</i>
GBA 110 Introduction to Business	3
ACC 230 Principles of Accounting I	3
ECO 260 Principles of Economics I	3
GBA 211 Business Law I	3
MKT 301 Principles of Marketing	3
MGT 312 Principles of Management	3
ACC 231 Principles of Accounting II or ECO 261 Principles of Economics II	3
	<u>21</u>

Additional Requirements For A Departmental Minor

Only students with a major outside the Department of Business and Economics will be granted a minor in General Business. Any student may qualify for the other minors. A minimum of 2.25 grade point average and no more than three hours of *D* in the required courses is necessary for the minor certification.

Accounting Courses

ACC 230 Principles of Accounting I (3) i, ii, iii. Fundamental principles of accounting and their application; recording, classifying, and summarizing business transactions; analysis of balance sheet and income statement accounts. Students should be aware that a knowledge of basic algebra is a very useful tool in performing and understanding accounting functions. Prerequisite: A score of 14 or above on ACT math test if taken prior to October 1989 or a score of 18 on the math enhanced ACT test or completion of GBA 116 with a grade of C or higher, or MAT 112 or higher.

ACC 231 Principles of Accounting II (3) i, ii, iii. Assembly and use of accounting data for managerial decision making; cost accounting; taxes; budgeting; cost-volume-profit analysis; cost of capital and traditional financial statement analysis. Prerequisite: ACC 230 with a grade of C or higher.

ACC 330 Intermediate Accounting I (3) i, ii. Analysis and interpretation of fundamental processes, assets, and equity values with related revenue and expense aspects. Prerequisite: ACC 231 with a grade of C or higher.

ACC 331 Intermediate Accounting II (3) i, ii. Continuation of the critical study of balance sheet accounts and intensive analysis of financial statements. Prerequisite: ACC 330.

ACC 332 Accounting Systems and Control (3) ii. Design of accounting systems from pen-and-ink journals to electronic data processing, including forms design, internal control concepts, and other methods of control (accounting machines, microfilming, and cash registers); emphasizes billing, sales, purchases, and payroll procedures. Prerequisite: ACC 231.

ACC 333 Cost Accounting (3) i, ii, iii. Studies cost accounting procedures with emphasis on the basic theory and procedures of allocating materials, labor, and manufacturing expenses in job order and process cost systems, including standard costing, variance analysis, and c-v-p analysis. Prerequisite: ACC 231 and GBA 210.

ACC 336 Tax Accounting (3) i, ii. Introduction to taxation, including both federal and state taxes to which many small businesses and individuals are subject; includes payroll, sales, and income taxes; partnership and corporate income taxation. Prerequisite: A minimum of 9 hours of accounting courses.

ACC 337 Budget and Governmental Accounting (3) i. Principles of fund accounting, financial reporting and budgetary control in not-for-profit organizations. Various budgetary systems; governmental and institutional auditing; special problems. Prerequisite: ACC 330.

ACC 432 Advanced Cost Accounting (3) i. Studies cost accounting as a tool for management in the decision-making process, including quantitative methods, such as linear programming, statistical analysis, quality control, PERT, and queuing, that relate to the total business structure. Prerequisite: ACC 333; GBA 210 recommended.

ACC 433 Auditing (3) i, ii. Verification of records, valuation and analysis of accounts, and presentation of conditions. Practical audit cases. Prerequisite: ACC 331.

ACC 434 Advanced Auditing (3) i. Continuation of ACC 433, with emphasis on computer applications, not-for-profit organization audits will be examined. The course will be taught on an informal basis allowing the student to independently plan and administer an audit. Audit report writing will be studied. Prerequisite: ACC 433.

ACC 435 Advanced Financial Accounting (3) i, ii. Accounting principles and procedures relating consolidated statements, partnerships, inflation, and other financial accounting topics. Problems and case studies required with an emphasis in theory. Prerequisite: ACC 331.

ACC 439 Advanced Tax Accounting (3) ii. Special problems in the area of individual, partnership, and corporate taxation; includes sales and disposition of property, pension plans, liquidation, and reorganization of business organizations; tax planning and introduction to federal estate and gift taxation. Prerequisite: ACC 336 with grade of C or better.

Banking Courses

BAN 250 Principles of Bank Operations (3) ii (at night). Fundamentals of bank functions presented in a descriptive fashion from a broad and operational perspective.

BAN 251 Deposit Operations (3) ii (Even-numbered years at night). Provides an overview of the U.S. payments system, banking law and regulation, and current industry practices. It examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the interbank EFT systems.

BAN 251 Deposit Operations (3) ii (Even-numbered years at night). Provides an overview of the U.S. payments system, banking law and regulation, and current industry practices. It examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the interbank EFT systems.

BAN 252 Trust Functions and Services (3) i (odd-numbered years at night). Introduction to the services and duties involved in trust operations; clarifies distinction between business and legal aspects of trust functions.

BAN 253 Bank Management (3) i (at night). New trends in the philosophy and practice of bank management; features case studies as an instructional device to provide new as well as experienced bank personnel with a working knowledge of bank management.

Business Education Courses

BUS 444 Methods for Teaching Information Processing (3) i. Examines the teaching strategies of information processing courses found in the secondary and postsecondary school curriculum. To be taken before SED 409. Prerequisite: Consent of Advisor or SED 202 and 203.

BUS 455 Methods of Teaching Business Subjects (3) ii. Studies the methods and activities for teaching business education in the secondary school. To be taken before SED 409. Prerequisite: Consent of advisor or SED 202 and 203.

Economics Courses

ECO 101 Current Issues in the Economy (3) i, ii, iii. Introductory course covering current economic events and problems facing our society. Class discussion of energy, unemployment, poverty, inflation and pollution among other topics is based upon a series of magazine and newspaper articles selected from a wide range of sources and arranged by topic. The process of economic thinking is then used to analyze the various parts of each issue as well as possible solutions.

ECO 260 Principles of Economics I (3) i, ii, iii. Introduction to basic principles of economics with emphasis on the analysis of unemployment, GNP, inflation, and public debt; discusses fiscal and monetary theories and public policies. Students should be aware that a knowledge of basic algebra is a very useful tool in understanding economic equations.

ECO 261 Principles of Economics II (3) i, ii, iii. Continuation of economic fundamentals but with emphasis on supply and demand analysis, factor markets, different market structures, international economics, and various economic problems. Prerequisite: ECO 260.

ECO 360 Intermediate Macroeconomics (3) ii. Intermediate-level theory course; examines determinants of GNP, employment, and inflation; emphasizes economic model building (both classical and Keynesian) and the use of monetary and fiscal policies to control the business cycle and inflation. Prerequisite: ECO 261.

ECO 361 Intermediate Microeconomics (3) i. Theoretical approach to the behavior of the individual buyer and seller in the marketplace; includes consumer demand theory, costs of production, and market structures ranging from pure competition to monopoly. Prerequisite: ECO 261.

ECO 362 Public Finance (3) ii. Studies principles of taxation and public expenditures, impact of fiscal policy on economic and social activity, and recent trends in public finance at the federal, state, and local levels. Prerequisite: ECO 261.

ECO 363 Money and Banking (3) i. Continuation and expansion of money and banking concepts introduced in ECO 260; includes money, banks, and other financial intermediaries, the Federal Reserve System, concepts of monetary control, monetary policy, and international banking. Prerequisite: ECO 260 and ACC 230.

ECO 364 Labor Economics (3) ii (even-numbered years). Introductory course dealing with the institutional aspects of the American labor force, its organization, wage and employment theory, the economic role of bargaining, and the basic ingredients of public policy toward labor organizations. Prerequisite: ECO 261.

ECO 365 Government Regulation of Business (3) i. Analyzes the legislative and legal control of business and its implications for the various economic components of the American economy. Prerequisite: ECO 261.

ECO 367 Urban and Regional Economics (3) (on demand). Examines economic growth in the United States with emphasis on the problems of economic growth in the Midwest; looks at factors instrumental in determining economic growth in various segments of the economy; considers urban problems associated with growth. Prerequisite: ECO 261.

ECO 460 Business Cycles and Forecasting (3) i (odd-numbered years). Studies the cyclical fluctuation of the economy by means of theoretical, graphical, and quantitative methods and use of basic economic and business forecasting techniques. Prerequisite: ECO 261 and GBA 210.

ECO 461 International Economics (3) ii. Introduction to the study of the theory of international economics with emphasis on international trade, flows of funds, foreign exchange, balance of payments, and world economic interdependence. Prerequisite: ECO 261.

ECO 462 History of Economic Thought (3) ii (even-numbered years). Development of various schools of economic thought; includes classical, neoclassical, institutional, Keynesian, and neo-Keynesian theories. Prerequisite: ECO 261.

ECO 463 Comparative Economic Systems (3) i (even-numbered years). Analytical study of the major alternative economic systems—capitalism, socialism, planned economies, and mixed capitalism—with emphasis on the different economic and social problems associated with each type. Prerequisite: ECO 261.

ECO 466 Current Economic Problems (3) (on demand). Analytical study of various problems of current interest in economics. Course generally offered by arrangement only. Prerequisite: Senior standing.

General Business Courses

GBA 110 Introduction to Business (3) i, ii, iii. Introduction to the various activities and organizational structures in the business community; a general survey course which includes aspects of accounting, economics, management, and marketing. Designed to serve three groups of students—those majoring in other departments who would like to develop a broad understanding of business through a single course; those who are undecided about a major and would like to explore business as a possibility; and those freshmen planning a major in business in order to make a specific selection of an emphasis. RESTRICTION: Credit towards graduation requirements will not be given for BSBA declared majors who will have accumulated 60 or more hours of college credit by the end of the prior semester.

GBA 116 Business Mathematics (3) i, ii, iii. Introduction to the daily mathematical problems that arise in business; designed for students who need additional experience in the application of basic business mathematical skills. RESTRICTIONS: Credit towards graduation requirements will not be given for BSBA declared majors who will have accumulated 60 or more hours of college credit by the end of the prior semester.

GBA 210 Business Statistics I (3) i, ii. Studies descriptive and inductive statistical methods as they apply to decision making in business and economics. Prerequisite: MAT 112 or higher.

GBA 211 Business Law I (3) i, ii. Introduction to the legal environment of business; examines the constitutional and historical foundations of the American legal system; emphasizes contracts, personal property, bailments, and sales.

GBA 215 New York Viewpoint (2). Designed to make use of the unparalleled learning resources of New York City. The tour includes visits to both major stock exchanges, the Federal Reserve Bank, commercial banks and other Wall Street financial institutions, and corporate headquarters of companies listed among *Fortune's* 500 largest.

GBA 311 Business Law II (3) i, ii. A continuation of GBA 211 with emphasis on negotiable instruments and security devices under the Uniform Commercial Code; discusses partnerships, corporations, and other related areas. Prerequisite: GBA 211.

GBA 313 Business Statistics II (3) (on demand). Continuation of the study of inductive statistical analysis; emphasizes the quantitative approach to management science concepts. Prerequisite: GBA 210.

GBA 316 Principles of Insurance (3) ii (odd-numbered years). Nature and uses of insurance, structure, management, and regulation of insurance carriers; economic risk; principles of personal property, life, and casualty insurance.

GBA 317 Introduction to International Business (3) i. Exposes the student to the theory, operations, and problems of doing business in an international environment, including aspects of economics, management, marketing and finance. Prerequisite: MGT 312 or by consent of instructor.

GBA 319 Business Communications (3) i, ii. Designed to meet the needs of business for better communications, written and oral; covers principles of research, organization, and presentation of written memoranda, letters, and reports; oral presentations help develop necessary skills required in a business environment. Prerequisite: ENG 108 or 112.

GBA 375 Business Internship (1-6) i, ii, iii. An academic program which offers business majors an opportunity to integrate theory with actual business practice. Students work full-time or part-time for a company in a position related to their major. Anticipated learning objectives are established in a contract agreed to by the student, the company supervisor, and the departmental internship coordinator. May be repeated for a total of 6 credits. Prerequisite: Junior or Senior standing and consent of the departmental internship coordinator and department chairperson.

GBA 411 Investment Analysis (3) ii. A critical approach to security analysis; presents means of securing information about securities so as to permit dependable decisions to be made concerning their value and attractiveness at given prices. Prerequisite: GBA 210 and MGT 315.

GBA 413 Real Estate (3) ii (even-numbered years). Principles of land evaluation and development; considers problems relating to the purchase, transfer, lease, financing, and management of land and buildings.

Management Courses

MGT 312 Principles of Management (3) i, ii. Studies the objectives and functions of a business enterprise with emphasis upon management principles of planning, organizing, and controlling the organization. Prerequisite: ACC 230.

MGT 315 Financial Management (3) i, ii. Introductory survey of the issues which face the financial manager of a firm; discusses liquidity versus profitability decisions, capital budgeting, planning needs and controlling uses of funds as well as the methods of procuring funds. Prerequisite: ACC 231 and MAT 112 or higher.

MGT 410 Small Business Management (3) i. Deals with all major aspects of starting and managing a small business; includes factors in success and failure; methods of becoming a small business owner; capital requirements; sources of finance; employee and supplier relations; sales promotion; and control. Prerequisite: MGT 312 and MKT 301.

MGT 412 Personnel Management (3) i, ii. Policies and practices in personnel management, such as job analysis, selection of employees; placement training, employee services and industrial relations. Prerequisite: MGT 312.

MGT 414 Organizational Behavior (3) i, ii. Course focuses on advanced topics in human behavior in an organizational setting with particular focus on supervision and individual behavior. Prerequisite: MGT 312.

MGT 416 Production and Operations Management (3) i, ii. Development of scientific management principles and methods of organization and management in the manufacturing and service sectors: includes plant location, scheduling, quality control, inventory management, operations, and information systems. Prerequisite: GBA 210 and MGT 312.

MGT 417 Credit Management (3) ii. Designed to meet the needs of people who are now, or who will be, involved with the management of credit and collection activities of business organizations (or of their own personal affairs); deals with the types, regulation, management, analysis, and control of commercial and consumer credit.

MGT 418 Management Information Systems (3) i, ii. A comprehensive view of the organization's information requirements and the role of computer information systems in gathering and producing information. Concepts of data resource management, assessing developments in information technology, and information systems' impact on organizations. Problems and techniques concerning the development and installation of responsive systems with special attention to managers' use of system outputs. Prerequisites: CSC 100 or CSC 184 or High School Equivalent, MGT 312, MGT 315.

MGT 419 Business Policy (3) i, ii. Examines current problems and issues facing business in a changing society. Prerequisite: MGT 312, MGT 315, and senior standing.

MGT 420 Small Business Practicum I (3) i, ii. Provides an opportunity to address real problems of the business entrepreneur by integration of concepts developed in accounting, economics, management, and marketing courses. Student teams act as management consultants to local business entrepreneurs. Prerequisite: Completion of freshman/sophomore and professional cores, senior standing, and consent of instructor.

MGT 421 Small Business Practicum II (3) i, ii. Continuation of MGT 420, permitting the student an opportunity for an additional 3 hours of experience with real problems of the business entrepreneur. Prerequisite: MGT 420 and consent of instructor.

MGT 423 Industrial and Labor Relations (3) (on demand). Explores the historical development of labor unions in relation to the appropriate management techniques utilized in the labor-management environment. Prerequisite: MGT 312.

MGT 424 Legal Environment in Business Management (3) (on demand). Emphasis centers on the ethical issues in business as related to our contemporary society. Prerequisite: MGT 312.

Marketing Courses

MKT 301 Principles of Marketing (3) i, ii. Basic course defining marketing, its place within societies; the marketing concept; and introducing the marketing mix and its components, product, promotion, place and price.

MKT 311 Consumer Behavior (3) i, ii. Considers the consumer's decision process as well as the effects of both internal and external factors upon consumer purchasing behavior. The course emphasizes the application of consumer behavior theory to the development of viable marketing strategies. Prerequisite: MKT 301 or consent of instructor.

MKT 331 Retail Management (3) ii. A strategic approach to retailing which concentrates on planning, implementing and controlling such retail variables as location, personnel, merchandise, communication, price and the strategic methods of accomplishing specific objectives. Prerequisite: MKT 311.

MKT 351 Sales and Sales Management (3) i. The study of both selling techniques and sales force management principles. Prerequisite: MKT 311 or consent of instructor.

MKT 361 Product Strategy (3) i. Develops techniques of product management using the New Product Development Process, the Product Life Cycle and strategic product analysis including image, placement, maintenance and replacement. Prerequisite: MKT 301.

MKT 381 Promotional Management (3) i, ii. Study of the promotion mix: advertising, publicity, sales promotion and personal selling. Analyzes the management and application of promotional strategies. Prerequisite: MKT 311.

MKT 389 Direct Marketing (3) ii. The practical and theoretical aspects of direct marketing including mail order and direct response marketing, measurability, accountability, data and integration of direct marketing into the total marketing effort. Prerequisite: MKT 381.

MKT 401 Marketing Research (3) i, ii. Application of scientific research techniques and statistical analyses of information (data) relative to sound marketing management decision-making. Prerequisite: MKT 311 and GBA 210.

MKT 451 International Marketing (3) ii. Applies marketing mix variables to the multinational market. Considers differences in cultural, legal, language and other environmental factors. Prerequisite: MKT 311 or by consent of instructor.

MKT 481 Marketing Management (3) i, ii. This course introduces the entire strategic market planning process. Special emphasis is placed on having the student research and write a quality marketing plan for an existing business. In addition, students develop their marketing decision-making skills by competing in a computer simulation game. Prerequisite: MKT 401 or consent of instructor.

MKT 491 Marketing Seminar (3) i,ii.A capstone course integrating numerous marketing concepts. Students critically analyze and discuss both historical marketing successes and failures and strategies currently employed by various business firms. A major component of the course involves student teams competing in a complex computer marketing simulation. Prerequisite: MKT 481.

Department of Criminal Justice and Legal Studies

C. Butcher, *chairperson*

The Department of Criminal Justice and Legal Studies offers students the option of studying in two separate degree programs: Criminal Justice and Legal Assistant.

Students interested in the area of law enforcement, corrections and criminal justice may pursue one of two degree options available in the Criminal Justice Program: 1) An associate of science degree with a major in criminal justice or 2) A bachelor of science degree with a major in criminal justice.

Students interested in working as a professional legal assistant may major in the Legal Assistant Program. Missouri Western's Legal Assistant Program is a voting member of the American Association for Paralegal Education. In addition, the Program has received national recognition by being approved by the American Bar Association. In the Program students may pursue a course of study leading to an associate of science degree with a major in legal assistant. Students desiring a baccalaureate degree may combine the legal assistant degree with studies in a cognate field to obtain a bachelor of science in technology.

Bachelor of Science in Technology (Two Plus Two)

Criminal Justice and Legal Assistant majors may earn a bachelor degree by:

1. Completing their associate of science degree
2. Completing a cognate field of 24 to 30 credits in a discipline offering a baccalaureate degree
3. Fulfilling the general studies requirements for a baccalaureate degree
4. Earning the minimum credits necessary for a baccalaureate degree.

Criminal justice majors may also continue their course of study to obtain a bachelor of science degree in criminal justice.

Criminal Justice

The Criminal Justice Program offers two separate degrees and a minor.

- Associate of Science. Offered with a major in criminal justice.
- Bachelor of Science. Offered with a major in criminal justice.

The criminal justice program seeks to prepare the student for entry into or advancement within the criminal justice system in any of the many areas existing within the career field. Such areas include:

- Juvenile justice agencies: Most juvenile justice agencies presently require a degree in a related area.

- Investigative agencies: Federal, state, county and local agencies including private investigative agencies.
- Conservation agencies: These agencies enforce wildlife regulations.
- Corrections agencies: Institutions and probation/parole systems within federal, state and county governmental levels.
- Industrial security: Corporate interests nationwide.

Associate of Science Degree Requirements

A major in criminal justice requires the completion of the following specific courses: LAW 100, 120, 140, 160, 180, 200, 220, 260, 280, 290; SOC 110; PSC 101; and PSY 101, plus 9 credits of restricted electives from the following courses: SOC 400, 430; PSC 110; PSY 210, 309; LAW 110, 250, 320, 340, 360, & 410; OIS 140 or 141; ENG 108.

Bachelor of Science Degree Requirements

Entry into the baccalaureate program in Criminal Justice is through completion of an accredited associate degree program in Criminal Justice or related field (if completed at MWSC this would include 39 credits in Criminal Justice and related area courses); a 2.5 GPA in a major field of study is also required.

The Bachelor of Science degree in Criminal Justice consists of 33 credit hours with 27 of those credits in required courses: LAW 110, 250, 320, 340, 360, 410, 470, SOC 430; PSY 210; and 6 hours of restricted electives from the following courses: SOC 400, PSY 309, 319, 325, 365; COM 305, 345; Law 420, 480, 490.

Transfer students with an A.S. or A.A. degree who have not completed LAW 220, 260 and 280 or their equivalents may be required to take LAW 220, 260 and 280 as prerequisites for upper division criminal justice courses.

Minor in Criminal Justice

Courses in criminal justice must total 18 credits. The student must choose four (4) of the following courses: LAW 100, 110, 120, 140, 160, or 260. In addition a student must choose six (6) credits of LAW courses numbered 300 or higher.

Criminal Justice Courses

LAW 100 Introduction to Criminal Justice (3) i, ii, iii. A survey of the philosophical and historical background of the criminal justice system as it relates to the individual; reviews the principles underlying social organization control devices with an emphasis upon such legal systems as the criminal courts, corrections, and law enforcement; designed to provide general knowledge about the concept and causes of crime, the varying goals and objectives of the criminal justice system, and an assessment of specific role performance of various members of the criminal justice system, including major aspects of civil process.

LAW 110 Juvenile Delinquency (3) i, ii, iii. Studies the delinquent juvenile as an individual and the impact on society; investigates delinquency, causation, the role of the law enforcement officer, the juvenile officer, the juvenile court, and juvenile corrections.

LAW 120 Patrol Operations (3) i, ii. Survey of the responsibilities and duties of the uniformed patrol; special emphasis on patrol procedures, mechanics of arrest, search, and seizure, interpretation and evaluation of information received on patrol, and accurate report writing.

LAW 140 Traffic Control and Accident Investigation (3) i, ii. Introduction to traffic control and accident investigation in modern cities; reviews principles of organizing and administering police units for traffic enforcement, accident prevention, and safety education; presents basic techniques of accident investigation, analysis, and interpretation.

LAW 160 Principles of Investigation (3) i, ii, (iii odd-numbered years). Introduces modern investigative methodology; emphasizes the importance of information, interrogation, and instrumentation in the solution and preparation of criminal cases for trial. Prerequisite: LAW 100.

LAW 180 Public Service and Community Relations (3) i, ii, (iii odd-numbered years). Survey of the public service agency and its role in the community; emphasizes the importance of the individual and his or her relationship to the public served; outlines a general program of community relations to be undertaken by public service agencies. Prerequisite: LAW 100.

LAW 200 Penology and Corrections (3) i, ii. The origins and theories of punishment and the prison system; introduces principles and programs of institutional correction and special problems in administration; reviews modern recommendations for improvement of the system. Prerequisite: 6 credits in criminal justice.

LAW 220 Police Administration (3) i, ii, (iii even-numbered years). Introductory survey of current police administrative methodology; reviews the organization of the police service, police functions, principles of police management, operational services within police agencies, and the role of the police administrator in personnel assignment and evaluation. Prerequisite: 6 credits in criminal justice.

LAW 250 Criminal Justice Communications (3) i, ii. The study of effective use of oral and written forms of communications in the Criminal Justice profession. The basic development of interviewing and interrogation techniques, along with the mechanics of written reports in criminal justice. Prerequisites: ENG 104 and SPH 104 or 105. Required for a BS Degree in Criminal Justice and a restricted elective on the AS Degree in Criminal Justice.

LAW 260 Criminal Law (3) i, ii, (iii even-numbered years). Explores the origin, development, and classification of substantive criminal law; reviews the rules of evidence of particular importance at the operational level of law enforcement and criminal procedures in arrest, force, search, and seizure. Prerequisite: 9 credits in criminal justice.

LAW 270 Probation and Parole (3) i. Examines probation and parole alternatives to confinement, and their effectiveness in curbing future criminal behavior. Prerequisite: LAW 200.

LAW 280 Criminalistics (3) i, ii. Introductory survey of modern methodology for police laboratories; reviews the need for professional investigations, and introduces the means of achieving high degrees of proficiency in the field of scientific criminal inquiries. Prerequisite: 12 credits in criminal justice, including LAW 160.

LAW 290 Practicum in Criminal Justice (3) i, ii, iii. Designed to provide students with 40 hours of practical experience, monitored by the instructor in a supervised setting with a criminal justice agency. Prerequisite: A completed major application in the Criminal Justice Department and a sophomore status.

LAW 320 Criminal Evidence (3) i, ii. Comprehensive study of evidentiary rules and procedures that apply to the enforcement of criminal law and the stages of investigation and trial. Prerequisite: LAW 160, 280, or consent of instructor.

LAW 340 Juvenile Law and Procedures (3) i, ii. The jurisdiction of juvenile courts; their function and organization; processing the detention of juveniles; case disposition; juvenile statutes; and court procedures. Prerequisite: LAW 110, or consent of instructor.

LAW 360 Criminal Justice Planning (3) i, ii. Concepts and development of comprehensive criminal justice plans including techniques in gathering and analyzing crime and socioeconomic data and their influence on the operation of criminal justice agencies. Prerequisite: LAW 220 or consent of the instructor.

LAW 410 Intermediate Criminal Law (3) i, ii. Explores criminal law and examines court decisions as they pertain to functional law enforcement procedures. Prepares the individual to maintain professional skill levels in this area over an extended period of time. Prerequisite: LAW 260.

LAW 420 Criminal Justice Senior Research (6) i, ii, iii. Research of selected problems, by arrangement and open only to seniors. Prerequisite: Completion of the B.S. major application in criminal justice, a minimum of 3.0 G.P.A. in major field of study, and consent of department chairperson before registration.

LAW 450 Independent Study in Criminal Justice (3) i, ii, iii. Investigation of selected course which is not otherwise available. By arrangement and open only to seniors. Prerequisite: The student is required to obtain consent of the department chairperson.

LAW 470 Senior Seminar in Criminal Justice (3) i, ii. Individual reports, group discussion, and guest speakers on selected topics. This seminar course must be taken during the student's senior year. Prerequisite: Senior status in criminal justice and completed major application for B.S.

LAW 480 Internship in Criminal Justice (1-6) i, ii, iii. Applies to criminal justice theory and skills to an actual work situation in law enforcement, corrections, courts, security, and government agencies. Application must be made with the department prior to enrollment in the course. Prerequisite: 60 credits completed towards the B.S. degree in criminal justice, junior status, 2.0 GPA cumulative with a minimum 2.5 GPA in his/her program major to be eligible. (1 credit comparable to 5 hours, up to 6 credits for 27 hours of work per week for the entire semester)

LAW 490 Advanced Practicum in Criminal Justice (6) i, ii, iii. Field experience of 120 hours under the supervision of the instructor. Application must be made with academic advisor before registration for the course. Prerequisite: Senior status and a completed B.S. major application in criminal justice.

Legal Assistant

David A. Dye, *Coordinator*

The Program in Legal Assistant offers a course of study designed to prepare the individual to work in the new and evolving paralegal profession. A student in this program will be taught the skills needed to obtain an entry level position as a legal assistant. The skills the student will learn include legal research, interviewing, investigation, legal drafting, preparation of evidence and witnesses for trial and assisting in the trial of a lawsuit.

This program prepares individuals for career opportunities in small law firms, large law firms of fifty attorneys or more, legal departments of banks, insurance companies, land title insurance companies and other corporations, legal aid offices, public defender offices, the office of the prosecuting attorney, and municipal legal departments.

To graduate from the program students must:

- Satisfactorily complete all courses required in the program.
- Perform legal research and analysis by using legal research material.
- Draft and prepare legal documents.
- Identify and explain the various functions performed by a legal assistant.
- Explain the role of the legal assistant working in a law office.
- Identify ethical issues, rules and standards that a legal assistant must follow when working under an attorney's supervision. (A legal assistant's conduct is expected to conform to these ethical standards.)
- Perform the functions of a legal assistant under the supervision of a practicing attorney.

Legal Assistant Certificate

The specialized Legal Assistant Certificate program enables students to focus on the technical, legal specialty courses that will enable them to work as legal assistants. The program is designed for the student who has already earned a substantial number of college credits or even a college degree and by reason of education and experience, only needs selected courses to round out her/his education.

Core Requirements (23-25 credits)

	<i>Credits</i>		<i>Credits</i>
LAT 105 Introduction to Law	3	LAT 200 Legal Writing	2
LAT 115 Paralegal Studies	2	LAT 290 Legal Assistant Practicum	3
LAT 120 Legal Research	3	LAT 292 Selected Legal Topics	1-2
LAT 125 Litigation	3	ACC 230 Principles of Accounting I	3
LAT 160 Evidence	3	(or GBA 116 Business Math)	

Restricted Electives

The student must select one course from each of the following groups. Changes or adjustments in this requirement will only be made under special circumstances upon approval of the Legal Assistant Program Coordinator.

Group One

LAT 130 Real Property
LAT 190 Estates & Trust
LAT 270 Domestic Rel.

Group Two

LAT 240 Bus. Org. & Reg.
GBA 211 Business Law I
GBA 311 Business Law II
GBA 336 Tax Accounting

Group Three

LAT 210 Torts
LAT 291 Practicum II
LAT 492 Legal Topics*

- * If LAT 492 is selected to satisfy the requirement of group three, it must be a selected legal topic offered for two credit hours.

To receive a Certificate, the student must meet the following requirements:

- Complete all core requirements.
- Complete at least 3 courses, one from each group, in the category of restricted electives.
- Complete ENG 104 and ENG 108 or otherwise demonstrate a proficiency in English.
- Maintain a grade point average of 2.5 or higher.
- Earn a total of at least 60 hours of college credit (including the 32 hours of core requirements and restricted electives specified).

Associate of Science Degree

This degree program is designed to take those individuals who have little or no background or training in law and provide them with the skills necessary to work in a law office as an assistant to an attorney.

Degree Requirements

Required Courses (35 Credits)

	<i>Credits</i>		<i>Credits</i>
LAT 105 Introduction to Law	3	LAT 240 Business Organiz. & Regulation	3
LAT 115 Paralegal Studies	2	LAT 270 Domestic Relations	3
LAT 120 Legal Research	3	LAT 290 Legal Asst. Prac. I	3
LAT 125 Litigation	3	ENG 108 Comp. & Rhetoric II	3
LAT 130 Real Property	3	ACC 230 Prin. of Accounting I*	3
LAT 190 Estates & Trust Administration	3	(or GBA 116 Business Math)	
LAT 210 Torts	3		

* Students who intend to take Tax Accounting must take ACC 230

Restricted Legal Specialty Electives (12 Credits)

	<i>Credits</i>		<i>Credits</i>
LAT 160 Evidence	3	GBA 211 Business Law I	3
LAT 291 Legal Asst. Prac. II	3	GBA 311 Business Law II	3
GBA 316 Prin. of Insurance	3	ECO 365 Govern. Regulation of Business	3
ACC 336 Tax Accounting	3	PSC 410 Legislative Process	3
		PSC 420 Constitutional Law	3

Must select at least three credit hours from the following to apply toward the 12 hours of restricted electives:

LAT 200 Legal Writing	2	LAT 292* Selected Legal Topics	1-2
		LAT 492* Selected Legal Topics	1-2

- * Students will be able to repeat this course for additional credits so long as a different topic is covered. Students may take this course a maximum of two (2) times and still count it toward the restricted elective requirement. Any selected legal topics beyond two credits will not count toward the restricted elective requirement, but may count as general elective credit.

General Studies*

15

TOTAL

62

- * Under Category Two of Social Sciences/General Studies, the legal assistant major must take PSC 101.

Bachelor of Science in Technology (two plus two degree)

Students desiring to expand the Legal Assistant Associate of Science degree into a baccalaureate degree may do so by completing a series of courses in a cognate field in a discipline offering a baccalaureate degree.

Legal Assistant Courses

LAT 105 Introduction to Law (3) i, ii. Examines: the American legal system; the nature & functions of law; the function & structure of the state & federal court systems; and administrative agencies. The course also presents an overview of the trial of a lawsuit and a survey of the major areas of law. (Open to all students interested in law and the legal system. Required for all students enrolled in the Legal Assistant Program. Legal Assistant Program majors should take this course concurrently with LAT 115.)

LAT 115 Paralegal Studies (2) i, ii. Examines the role of the legal assistant in the practice of law. The course will identify paralegal functions, types of employment for paralegals, the structure of a law office and law office systems. The course will examine issues regarding paralegal education, licensing of paralegals, paralegal professional ethics, and the unauthorized practice of law. Prerequisite: LAT 105. Legal Assistant Program majors should take this course concurrently with LAT 105.

LAT 120 Legal Research (3) i, ii. Introduces the law library and familiarizes students with various legal publications through research projects and assignments. Methods of legal writing and citation style and format are introduced. Prerequisite: LAT 105 or consent of instructor. Legal Assistant Program majors should take this course concurrently with LAT 105.

LAT 125 Litigation (3) ii. Examines how a law suit begins, how it is prepared for trial, and what happens during the trial of a lawsuit. Subjects covered are: court procedure, types of litigation, pleadings, pretrial preparation, evidence, and trial and post-trial procedure. Prerequisite: LAT 105, 115 and 120.

LAT 130 Real Property Law (3) ii. Studies the law of real property; emphasizes the common types of real estate transactions and conveyances, research of and practice in the drafting of contracts, deeds, leases, deeds of trust, forms of ownership, rights of creditors, and consequences of ownership.

LAT 160 Evidence (3) ii. Order of proof, form of question, opinions, cross-examination, impeachment, objections, competency, privileges, relevancy, demonstrative evidence, best evidence rule, parole evidence rule, hearsay, burdens of proof and persuasion, judicial notice. Prerequisite: LAT 105.

LAT 190 Estates and Trust Administration (3) i. Studies the laws applicable to decedents' estates and common forms of wills and trusts; examines the role and jurisdiction of the Missouri Probate Court as it relates to the administration of estates; emphasizes will drafting, incompetents' estates and probate proceedings and procedures.

LAT 200 Legal Writing (2) ii. Provides the student with an understanding of how the results of legal research and investigation are organized into written documents. Emphasis on the preparation of legal briefs, memoranda, and the drafting of various documents. Prerequisite: LAT 120.

LAT 210 Tort Law (3) i. Examines concepts of negligence, product liability, personal injury litigation, and intentional torts like assault, battery, libel and slander. The course will examine the practical aspects of tort litigation including preparation of pleadings, research, preparation of interrogatories, compiling facts & evidence for trial and other trial & pretrial procedures.

LAT 240 Business Organization and Regulation (3) ii. Studies the laws related to the formation and regulation of business entities; emphasizes practical research and projects related to legal services provided to developing and ongoing business organizations.

LAT 270 Domestic Relations (3) i. Studies the legal aspects of family relationships; emphasizes the laws concerning marriage, divorce, separation, child support, adoption, and guardianship. Prerequisite: LAT 105.

LAT 290 Legal Assistant Practicum I (3) i, ii, iii. Provides the student with the opportunity to apply formal education in actual work situations. The student will work in a position related to his or her area of interest and will be evaluated by the participating professional for course credit. Prerequisite: A completed major application for the Legal Assistant certificate or Associate degree must be on file with the Registrar; completion of at least two semesters of coursework including LAT 105, 115, 120, and one substantive Legal Assistant course; and consent of the program coordinator.

LAT 291 Legal Assistant Practicum II (3) i, ii, iii. Provides the student with the opportunity to apply formal education in actual work situations. The student will work in a position related to his or her area of interest and will be evaluated by the participating professional for course credit. Prerequisite: LAT 290.

LAT 292 Selected Legal Topics (1-2) i, ii. Selected legal topics covering subjects like commercial transactions, worker's compensation, and bankruptcy will be presented so the student may obtain specialized legal knowledge on narrow selected topics of law. Prerequisite: Consent of program coordinator.

LAT 492 Selected Legal Topics (1-2) i, ii. Provides students with the opportunity to examine specialized or advanced topics of law. Topics will be offered on a rotating basis. These topics will usually be an indepth examination of a subject introduced in other legal assistant courses. Prerequisite: LAT 105 and consent of program coordinator.

Department of Education

Dr. Nancy T. Edwards, *chairperson*

The Department of Education is concerned with the total process of helping individuals become teachers. Students who wish to become elementary or secondary teachers learn to understand and utilize the principles of learning, human growth and development, and interpersonal relationships. The department also provides specialized educational experiences in participating elementary and secondary schools under the supervision of experienced teachers. The professional training of a prospective teacher is normally scheduled throughout the sophomore, junior, and senior years, culminating with a final professional semester. The three-phase professional education sequence complements a broad education curriculum. A sound command of a major teaching field is integrated throughout the student's four-year program. The Missouri Western State College Teacher Education Program is accredited by the National Council for Accreditation of Teacher Education (NCATE), and approved by the Missouri Department of Elementary and Secondary Education (DESE).

The Department of Education offers a major in elementary education for the degree of Bachelor of Science in Education. The Bachelor of Science in Education with an emphasis in secondary education is offered in conjunction with other departments. All degree programs satisfy the appropriate requirements for teacher certification as established by the Missouri Department of Elementary and Secondary Education. To be certified to teach, students must have fulfilled all degree requirements, achieve a passing score on the National Teachers Examination as mandated by the Missouri Department of Elementary and Secondary Education, and, according to section 168.031 of the Missouri School Laws, must present evidence of good moral character.

Admission Requirements

Students may declare an elementary major at any time, but formal admission to Teacher Education is dependent upon meeting the following requirements:

- The applicant must achieve a composite score of 20 (18 if score transcript is dated prior to January 1, 1990) on the American College Test (ACT) or 800 on the Scholastic Aptitude Test (SAT) and a 2.0 G.P.A.
- The applicant must achieve a passing score on the College BASE Test as mandated by the Missouri Department of Elementary and Secondary Education.
- The applicant must enroll in Participation in Teaching I submitting an application as determined by those in charge of the teacher education program.
- Admission and retention requirements for teacher education are available in the departmental office.

Degree and Certification Requirements

Upon completion of the degree requirements with a minimum cumulative GPA of 2.5, a minimum grade of C in student teaching, and passage of the National Teachers Examination, the candidate will receive a provisional State of Missouri Teaching Certificate (Professional Certificate I) and be prepared for employment or for graduate study in

education or related fields. Any grade lower than C in the major field and professional sequence could be grounds for the denial of certification. Decisions concerning exceptions will be determined by the Teacher Education Admissions and Retention Committee. Such refusal of certification will be so stated on the person's transcript.

Denial of teacher certification because of failure to pass the National Teachers Examination will be stated on a person's transcript until such time as the test is passed and certification is granted. A person fulfilling degree requirements may be eligible to graduate from Missouri Western State College with or without teacher certification.

Special Programs

Academic contracts (one- and two-year temporary Missouri certification) and alternative certification approved by the Missouri Department of Elementary and Secondary Education are available at Missouri Western State College. Interested persons should contact the chairperson of the Department of Education.

Certification Evaluation

There will be a \$25.00 fee charged for an extensive transcript evaluation for a person who has a degree, and inquires about teacher certification requirements. If the person subsequently enrolls at Missouri Western State College, the fee will be refunded.

Elementary Education

The Department of Education faculty is committed to the professional preparation of teachers for employment in elementary education programs. The goals are to prepare teachers who are:

- highly knowledgeable in the cognitive areas,
- trained in the techniques and methods of teaching across the wide spectrum of elementary grades,
- warm, understanding, and empathetic in the area of humanizing education, implementing the idea that "teachers teach students, not just subject matter," following the Schnur-Van Manen Reflective Teaching Model, and
- ready to assume an active role in the profession of teaching.

The following general studies requirements for elementary majors must be satisfactorily completed: MAT 112 or 116; ENG 104 and 108 or ENG 112; COM 104 or 105; BIO 101 or 111; CHE 101 or 104 or 111 or PHY 101 or 110 or 210 or ESC 111; or PHY 104; PSY 101; HIS 140; PSC 101; HUM 203 or 205; ENG 210; ART 100 or MUS 101 or THR 113; PED 101; PED activity.

In addition to the general studies and the professional sequence, the elementary major is required to complete successfully the following courses: ART 300; EED 310, 320, 330, 340, 360, 409; ENG 300; GEO 100; MAT 350, 351; MUS 220 or 320; PED 300 and 380 or 382; PHS 230; EED 331.

The elementary major must also select one area of academic subject concentration from a possible set of fifteen areas to broaden one's expertise in at least one subject area. The requirements for each subject concentration are determined by the MWSC Education Department in consultation with the various academic departments.

Five of the concentration areas also yield an additional teaching certification (called an added endorsement) approved by the Missouri Department of Elementary and Secondary Education. Those five areas are early childhood education (grades pre-kindergarten to grade 3), early childhood special education (birth to kindergarten), teaching the behaviorally disordered (grades kindergarten to grade 9), teaching the mentally handicapped (grades kindergarten to grade 9), and teaching the learning disabled (grades kindergarten to grade 9). Courses required for the five added endorsements are listed at the end of the elementary education course listings in this catalog.

The other ten subject areas of concentration include creative arts (art or music concentration), English, Spanish, French, German, mathematics, physical education, reading, general science, and social science. The specific course requirements for each of the ten areas of concentration are available from the Education Department. Early planning of one's total program is highly desirable.

The Professional Sequence

The professional sequence is as follows.

	<i>Credits</i>
EED 202 Introduction to Elementary Education	2
EED 203 Participation in Elementary Teaching I	1
EED 303 Experience in Elementary Teaching II	3
EED 305 Psychology in Elementary Teaching	4
EED 403 Seminar in Elementary Education and Human Relations	3
EED 408 Elementary Student Teaching III	9
EED 410 Psychology and Education of the Exceptional Child	2
Total credits	24

Elementary Student Teaching III (EED 408) is to be taken during the student's senior year. Seminar in Elementary Education and Human Relations (EED 403) and Elementary Problems in Reading (EED 409) are to be taken concurrently with Elementary Student Teaching III. This semester is designed as a professional education semester.

Course work during the professional education semester is usually limited to EED 403, EED 408, and EED 409. Petition for any additional course work must be submitted to the Coordinator of Clinical Experiences in the semester prior to Elementary Student Teaching III. If granted, approval will be endorsed by the cooperating teacher to whom the student petitioner is to be assigned.

A student enrolled in Elementary Student Teaching III will assume the daily teaching schedule of the cooperating teacher.

Elementary Education Courses

EED 101 Speed Reading (2) i, ii. Designed to improve the skills, speed, and comprehension of those individuals who feel a need for such improvement in school, professional, business, or recreational pursuits. Open to both regularly enrolled students and any interested individual.

EED 202 Introduction to Elementary Education (2) i, ii. Basic introduction to professional education; an on-campus exploratory course to aid the participant in deciding whether or not to become a teacher and to provide basic information and attitude development necessary for successful teaching. Taken the same semester as EED 203. Prerequisite: ENG 104 and 108 or 112.

EED 203 Participation in Elementary Teaching I (1) i, ii. Laboratory course following EED 202. During this off-campus experience, the participant serves as a teacher assistant; provides concrete exposure to teaching, students, and the school. Prerequisite: EED 202 and approved admission to the Teacher Education Program.

EED 303 Experience in Elementary Teaching II (3) i, ii. Continuation of the off-campus experiences in cooperating schools as a teacher associate. To be taken concurrently with EED 305. Prerequisite: EED 203 and 310, and approved admission to the Teacher Education Program.

EED 305 Psychology in Elementary Teaching (4) i, ii. Studies psychological principles as applied to educational settings. To be taken concurrently with EED 303. Prerequisite: PSY 101 and EED 203.

EED 310 Introduction to Reading (3) i, ii. Developmental reading; techniques of teaching reading in the elementary school. Prerequisite: ENG 104, 108, or 112.

EED 320 Language Arts Methods (2) i, ii. A general survey course to integrate the skills of listening, writing, and speaking with reading skills.

EED 330 Science Methods in Early Childhood and Elementary School (2) i, ii. Designed for teachers in early childhood and elementary school; emphasizes methodology, strategies, materials, and curriculum development of elementary science. Prerequisite: PHS 230.

EED 331 Instructional Media and Technology (2) i. Provides an understanding of why and how instructional materials improve the teaching/learning process, how to locally prepare instructional materials, and how to operate computers and other instructional equipment normally found in schools. Two hours lecture, one hour lab. Lab fee required. Prerequisite: EED 203 or SED 203.

EED 340 Social Studies Methods for Elementary Teachers (2) i, ii. General survey course of skills, concepts, methodologies, strategies, and curriculum development of elementary social studies; includes inquiry learning, problem solving, current events, interpretation of pictures, charts, graphs, tables, maps, and time lines, and location and evaluation of information. Prerequisite: HIS 140, PSC 101, GEO 100.

EED 342 Evaluation of Abilities and Achievement (2) i. Principles and techniques of administration, application, and interpretation of tests, test results, and data. Prerequisite: EED 303 and 305 or SED 304, or consent of department chairperson.

EED 353 Introduction to Special Education (1) i. Surveys history of and current issues in the field including legislation and litigation, delivery of services, and the Individualized Education Plan (IEP). Prerequisite: EED 203 or consent of department chairperson.

EED 354 Introduction to Mentally Handicapped Students (1) i. Examines social, cognitive, emotional, and other developmental aspects of mentally handicapped students; studies prevalence, etiology, classifications, counseling of the handicapped and their families, and facilitating development of independent living skills. Prerequisite: EED 203, EED 353, or consent of department chairperson.

EED 355 Introduction to Behaviorally Disordered Students (1) i. Evaluates different theoretical approaches to cause, identification, evaluation procedures, and techniques of treatment for the behaviorally disordered; surveys definitions, historical landmarks, deviance, and intervention strategies. Prerequisite: EED 203, EED 353, or consent of department chairperson.

EED 356 Introduction to Learning-Disabled Students (1) i. Studies characteristics, history, diagnosis, and theories of learning disabilities. Prerequisite: EED 203, EED 353, or consent of department chairperson.

EED 357 Introduction to Early Childhood Special Education: Curriculum Development (2) i. Provides an overview of the field of early childhood special education and an understanding of pupil characteristics, rationale of providing early intervention, issues, and the theory of curriculum development.

EED 358 Introduction to Early Childhood Education (2) i, ii. To provide an overview of the field of early childhood education and an understanding of pupil characteristics, rationale for providing early enrichment experiences, issues, and the theory of curriculum development.

EED 360 Assessing and Individualizing Reading (3) i, ii. Acquaints the classroom teacher with philosophy, theories, pertinent studies and findings, and test instruments aiding perception and analysis of performance levels and behaviors in learning to read; develops expertise in determining the strengths and weaknesses of each pupil and the causal relationship of the total reading performance pattern; develops observation and evaluation skills to study, develop, and utilize selected evaluation instruments for adapting class methods and materials to the needs of students. Prerequisite: EED 310 or SED 311.

EED 370 Behavior Management (2) i. Designed to provide classroom management skills for teaching both large groups and small classes of exceptional students. The course will focus on theories of applied behavioral analysis and its application for effective teaching. Behavior modification, cognitive behavior management, self-management, and social skills training will be included. Prerequisite: PSY 101.

EED 380 Reading Approaches / Phonics (1) (on demand). Teaching reading through the sound/symbol relationship. Prerequisite: EED 310 or SED 311.

EED 381 Reading Approaches / Linguistic (1) (on demand). Teaching reading through word and sentence structure. Prerequisite: EED 310 or SED 311.

EED 382 Reading Approaches / Enrichment (1) (on demand). Using literature, storytelling, dramatics, and creative writing to enrich the reading experience. Prerequisite: EED 310 or SED 311.

EED 383 Reading Approaches / Language Experience (1) (on demand). Teaching reading whereby the child creates or writes his or her own material. This method capitalizes on the relationship between reading and the other language developments of the child. Prerequisite: EED 310 or SED 311.

EED 384 Reading Approaches / Individualized (1) (on demand). Teaching reading whereby the student is directed to select his or her own reading material. Prerequisite: EED 310 or SED 311.

EED 385 Reading Approaches / Basal Reader (1) (on demand). Teaching reading through the use of a basal textbook. Prerequisite: EED 310 or SED 311.

EED 403 Seminar in Elementary Education and Human Relations (3) i, ii. Studies philosophical, ethical, and legal problems related to elementary education; explores instructional strategies, general methodology, evaluation procedures, and interpersonal relations applied to teaching. To be taken concurrently with EED 408 and EED 409.

EED 408 Elementary Student Teaching III (9) i, ii. A semester of clinical experience in an off-campus situation under a certified cooperating teacher. To be taken concurrently with EED 403 and EED 409. Prerequisite: EED 203, 303, and 305.

EED 409 Elementary Problems in Reading (2) i, ii. An application course involving in-depth review of and research in the two preceding reading courses in areas where the student indicates need for greater expertise. To be taken concurrently with EED 403 and EED 408.

EED 410 Psychology and Education of the Exceptional Child (2) i, ii. Designed to give all teachers background and experience in working with the exceptional child in the regular classroom.

EED 412 Early Childhood Language Acquisition and Development (2) i. An introduction to the normal language development, the developmental stages, and language development theories. The course enhances an appreciation of language differences in the young child. Prerequisite: EED 357 or EED 358.

EED 413 Language Development of Exceptional Children (2) ii. This course is intended to acquaint the student with the types of speech and language disorders from birth through maturation. It will include normal development of speech and language, articulation disorders, speech defects, assessment and remediation of language disorders, and the identification and training for the hard-of-hearing.

EED 414 Methods of Teaching the Mentally Handicapped (3) ii. Special techniques for teaching the atypical child. Prerequisite: EED 303 and 305 or SED 304 or consent of department chairperson.

EED 415 Methods of Teaching the Behaviorally Disordered (3) ii. Special techniques for teaching the emotionally disturbed child. Prerequisite: EED 303 and 305 or SED 304 or consent of department chairperson.

EED 416 Methods of Teaching the Learning Disabled (3) ii. Special techniques for teaching the child with learning disabilities. Prerequisite: EED 303 and EED 305 or SED 304 or consent of department chairperson.

EED 417 Health, Nutrition and Safety of the Young Child (2) ii. Designed to present information about current concepts in health, safety and nutrition of the young child. The course encourages good health habits and attitudes in the future teacher so that he or she will be a positive role model to the young children with whom they work. Prerequisite: EED 357 or EED 358.

EED 418 Screening, Diagnosis and Prescribing Instruction for Early Childhood (2) ii. Course acquaints the interventionist with the philosophy, theories, pertinent studies, issues and test instruments appropriate for early childhood and early childhood special education. Principles and techniques of administration, application and interpretation of tests, test results and data are discussed. Linking assessment to curriculum development is also discussed. Prerequisite: EED 357 or EED 358.

EED 419 Utilizing Family and Community Resources for Early Childhood Education (2) i. This course is designed to emphasize the importance of parental involvement in early childhood education as well as to acquaint the student with the various community agencies and services available to the young child, parents and teachers. Prerequisite: EED 357 or EED 358.

EED 420 Counseling Techniques/Parents (2) ii. Designed to foster parent-teacher cooperation; includes communication and conflict resolution strategies applicable to educationally related situations (including IEP conferences and regular parent-teacher conferences) with exceptional students, families of exceptional students, and other professionals. Prerequisite: EED 410.

EED 421 Experience in Teaching Mentally Handicapped Students (6) i, ii. Off-campus experience with mentally handicapped students in cooperating schools as a teacher associate. Prerequisite: EED 414 or consent of department chairperson.

EED 422 Experience in Teaching Behaviorally Disordered Students (6) i, ii. Off-campus experience teaching behaviorally disordered students in cooperating schools as a teacher associate. Prerequisite: EED 415 or consent of department chairperson.

EED 423 Experience in Teaching Learning Disabled Students (6) i, ii. Off-campus experience teaching students with learning disabilities in cooperating schools as a teacher associate. Prerequisite: EED 416 or consent of department chairperson.

EED 440 Curriculum Methods and Materials in Early Childhood Education (2) ii. Designed to acquaint the early childhood educator with techniques, methods, and materials for use with the young child.

EED 450 Independent Study (credit hours open) i, ii. A research-oriented course intended to extend the competencies of the student in a particular area. Prerequisite: Consent of department chairperson.

EED 460 Experience in Early Childhood Education (4) i, ii. Off-campus experience in teaching the young child in cooperating preschools and kindergartens. Prerequisite: EED 440.

EED 461 Experience in Early Childhood Special Education (6) i, ii. Off-campus experiences in teaching the young handicapped infant, toddler and preschooler in cooperating schools and/or private agencies. Prerequisite: EED 440.

EED 483 Practicum I in Reading: Diagnosis of Reading Difficulties (3) 1. Clinical diagnosis in evaluation of reading and learning problems. Prerequisite: EED 310, EED 360, EED 342, and consent of department chairperson. One hour lecture, three hours lab. Course can only be taken on MWSC campus.

EED 484 Practicum II in Reading: Remediation of Reading Difficulties (3) 1. Clinical treatment of identified reading and learning problems. Prerequisite: EED 483. One hour lecture, three hours lab. Course can only be taken on MWSC campus.

EED 490 Applied Education Practices (1-9) (on demand). Workshops will be developed in selected areas in accordance with student interest.

Added Endorsements for Certified Areas of Concentration

Teaching the Behaviorally Disordered

		Cr.
*EED 303	Exp Ele Tch II	3
*EED 310	Intro to Rdg	3
EED 342	Eval of Abil/Ach	2
EED 353	Intro Sp Ed	1
EED 355	Intro B.D.	1
*EED 360	Assess Indiv Rdg	3
EED 370	Behvr Manag	2
*EED 409	Ele Prob Rdg	2
*EED 410	Psy Ed Exc Ch	2
EED 413	Lang Dev Exc Ch	2
EED 415	Meth B.D.	3
EED 420	Counsel Tech/Par	2
EED 422	Exp Tch B.D.	6
*MAT 350	Math Ele Tch	5
PSY 319	Child Psy	3
*Ele Ed Degree Requirement		

Teaching the Learning Disabled

		Cr.
*EED 303	Exp Ele Tch II	3
*EED 310	Intro to Rdg	3
EED 342	Eval of Abil/Ach	2
EED 353	Intro Sp Ed	1
EED 356	Intro to L.D.	1
*EED 360	Assess Indiv Rdg	3
EED 370	Behavr Manag	2
*EED 409	Ele Prob Rdg	2
*EED 410	Psy Ed Exc Ch	2
EED 413	Lang Dev Exc Ch	2
EED 416	Meth L.D.	3
EED 420	Counsel Tech/Par	2
EED 423	Exp Tch M.H.	6
*MAT 350	Math Ele Tch	5
PSY 319	Child Psy	3
*Ele Ed Degree Requirement		

Teaching the Mentally Handicapped

		Cr.
*EED 303	Exp Ele Tch II	3
*EED 310	Intro to Rdg	3
EED 342	Eval of Abil/Ach	2
EED 353	Intro Sp Ed	1
EED 354	Intro to M.H.	1
*EED 360	Assess Indiv Rdg	3
EED 370	Behavr Manag	2
*EED 409	Ele Prob Rdg	2
*EED 410	Psy Ed Exc Ch	2
EED 413	Lang Dev Exc Ch	2
EED 414	Meth M.H.	3
EED 420	Counsel Tech/Par	2
EED 422	Exp Tch M.H.	6
*MAT 350	Math Ele Tch	5
PSY 319	Child Psy	3
*Ele Ed Degree Requirement		

Early Childhood/Special Education

		Cr.
EED 342	Eval of Abil/Ach	2
EED 353	Intro to Sp Ed	1
EED 357	Intro to ECSE Cur	2
EED 370	Behav Manag	2
PED 384	Ch Growth Dev	2
PED 390	Percep Motor Dev	2
*EED 410	Psy Ed Exc Ch	2
EED 412	Ec Lang Acq Dev	2
EED 413	Lang Dev Exc Ch	2
EED 417	Hlth Ntrn, Sfty	2
EED 418	Scr Diag & Prsc	2
EED 419	Util Fam/Com Res	2
EED 420	Counsel Tech/Par	2
EED 440	Cur Meth/Mat ECE	2
EED 461	Exp Tch ECSE	6

Plus Missouri Ele Certification

*Ele Ed Degree Requirement

**Early Childhood
Pre-Kindergarten - Grade 3**

			Cr.
*EED	303	Exp Ele Tch II	3
*EED	305	Psy Ele Tch	
*EED	360	Assess Indiv Rdg	3
*EED	403	Sem Ele Ed	3
*EED	408	Ele Stu Tch III	9
EED	358	Intro to ECE	2
*EED	410	Psy Ed Exc Ch	2
EED	412	Ec Lang Acq Dev	2
EED	417	Hlth, Ntrn, Sfty	2
EED	418	Scr Diag & Prsc	2
EED	419	Util Fam/Com Res	2
EED	440	Cur Meth/Mat ECE	2
EED	460	Exp Tch ECE	4
*MAT	350	Math Ele Tch	5
*PED	300	El Sch Hlth Ed	2
*PED	380	El Rhy-Cr Move	2
PED	384	Ch Gr/Dev	2
PED	390	Per Motor	2

Minimum 15 credits of the following:

*ART	300	Ele Art Teach	3
*EED	310	Intro to Rdg	3
*EED	320	Lang Arts Meth	2
*EED	330	Sci Meth E Ch	2
*EED	340	Ss Meth El Tch	2
*EED	409	El Prob Rdg	2
*ENG	300	Lit For Chdrn	3
*MAT	351	Math Ele Sch	2
*MUS	220	Mus Ele Teacher	3
*Ele Ed Degree Requirement			

Secondary Education

The Department of Education has an overall objective of providing secondary schools with the best possible teachers by providing secondary education graduates who are capable of:

- teaching in one or more fields, so their backgrounds will allow them to bring expertise in the discipline to the students,
- implementing the idea that "teachers teach students, not just subject matter," with a background well attuned to the human aspects of the educational process, following the Schnur-Van Manen Reflective Teaching Model, and
- functioning in a variety of teaching situations, from the traditional to the innovative; in professional preparation, students learn new and different approaches to secondary education as well as time-tested methods.

The general studies requirements must be satisfactorily completed. The specific requirements in the major field are set by the departments. Secondary education majors are available in the following fields: art, business, English, music, physical education, social science, and speech and theatre. Certification in a second teaching area is available in the majority of these fields. The requirements for second teaching areas are available from a secondary education advisor in the Education Department.

For teacher education in the areas of biology, chemistry, mathematics, and social sciences, please refer to those specific program descriptions for requirements and options.

Secondary teacher certification is for grades 7 to 12 with the exception of Art, Music and Physical Education where the certification is for kindergarten to grade 12.

General Studies Requirements: B.S. (Teacher Certification) & B.S.E. Degrees (Effective May, 1984)

Category One — Basic Skills

Credits

12

1. MAT 112 (or any higher-level mathematics course of at least three credits)
2. ENG 104 and 108 or 112 (6 credits)
3. Select one course from the following (3 credits):
COM 104 or COM 105

Category Two — Natural Sciences

8-10

BIO 101 (BIO 111 may be substituted), and one other course from the following:

1. CHE 101 or CHE 104 or CHE 111
2. ESC 111
3. PHY 101 or PHY 110 or PHY 210
4. PHY 104

Category Three — Social Sciences

9

1. PSC 101
2. PSY 101
3. HIS 140 or HIS 150

Department of Engineering Technology

Dr. V. Varma, *chairperson*

The Department of Engineering Technology offers two- and four-year degree programs in engineering technology with concentrations in either construction or electronics. The Department also offers a two-year engineering transfer program and a one-year architecture transfer program in cooperation with various area universities.

Engineering Technology

Engineering technology has been defined as that part of the technological field which requires the application of scientific and engineering knowledge and methods combined with technical skills in support of engineering activities; it lies in the occupational spectrum between the craftsperson and the engineer, at the end of the spectrum closest to the engineer.

Engineering technology is oriented less toward theory and more toward practical applications. The Associate of Science degree prepares the student to be an engineering technician, and the baccalaureate degree program prepares the student to be an employed in applications engineering positions.

Construction Engineering Technology

The two-year degree program in Construction Engineering Technology prepares individuals to become entry-level construction inspectors, job estimators, testing lab technicians, expeditors, surveyors and for positions related to construction cost accounting and quality control. The four-year degree program prepares individuals as entry-level field construction coordinators, estimators, job schedulers, construction management trainees, and for positions related to construction document control, purchasing, equipment superintendent (renting) and quality assurance/quality control.

Electronics Engineering Technology

Career opportunities for two-year associate degree graduates of Electronics Engineering Technology include entry-level positions with computer maintenance/repair companies, design/testing, and electronics instrumentation companies, telephone companies, and other companies that are users of electronic machinery such as automated control (microprocessor/microcomputer) systems. Four-year degree graduates also qualify for jobs related to operation control, testing, trouble shooting, supervision and management, and for entry-level positions in marketing, technical sales and field services including installation and commissioning of equipment in plant or on site.

Exit Requirements for Department Majors

All students upon completion of their 2-year or 4-year degree programs will be expected to take the departmental exit examination.

Engineering Transfer Program

Engineering has been defined as the profession in which a knowledge of the mathematical and natural sciences gained by study, experience, and practice is applied to develop ways to utilize economically the material and forces of nature for the benefit of mankind.

The engineering transfer program is closely coordinated with the University of Missouri–Columbia and the University of Missouri–Rolla.

The exact program followed will depend on the specialized area (civil, chemical, mechanical, electrical, etc.) and the engineering school to which the student plans to transfer. Also, many students are not prepared for calculus their first semester and special programs must be arranged. Therefore, an advisor in the Department of Engineering Technology will set up a suitable program for each preengineering student.

Architecture Transfer Program

The architecture transfer program is closely coordinated with the College of Architecture and Design, Kansas State University, Manhattan, Kansas. An advisor in the Department of Engineering Technology will set up a suitable program for each prearchitecture student.

Construction Management Minor

By completing a 24-hour course sequence in construction, the students in the Department of Business and Economics can obtain a construction management minor. Any student who is interested in this minor is advised to contact the Department of Engineering Technology for a detailed list of specific courses.

Computer Technology Minor

By completing a 22-hour sequence in computer technology related courses, the students with a major in Computer Science or Computer Information Systems in the Department of Computer Science, Mathematics, and Physics can obtain a computer technology minor. Any student who is interested in this minor is advised to contact the Department of Engineering Technology for a detailed list of specific courses.

Bachelor of Science in Engineering Technology Degree Requirements

Specific requirements are as follows for the Bachelor of Science in Technology degree with the major listed.

Construction Engineering Technology

EGT 110, 202, 205, 260, 300, 350, 356; CET 105, 256, 260, 305, 308, 354, 358, 360, 408, 458, 470, 480; MAT 116, 119, 147, 157; CSC 188; PHY 110; ESC 111.

Electronics Engineering Technology

EGT 100, 101, 110, 200, 201, 260, 350; EET 202, 203, 212, 213, 302, 303, 312, 313, 342, 343, 372, 373, 374, 375, 402, 403, 412, 413, 442, 472, 473, 482; MAT 116, 119, 147, 157; CSC 188; PHY 110, 111; CHE 101.

Associate of Science Degree Requirements

Specific requirements are as follows for the Associate of Science degree with the major listed.

Construction Engineering Technology

EGT 110, 202, 205, 350, 260; CET 105, 256, 260, 305, 354; MAT 116, 119, 147; CSC 110; PHY 110; ESC 111.

Electronics Engineering Technology

EGT 100, 101, 110, 200, 201; EET 202, 203, 212, 213, 302, 303, 312, 313, 342, 343, 372, 373, 382; MAT 116, 119, 147; PHY 110, 111.

Engineering Technology Courses

All students shall be required to take lecture and lab components of each course concurrently. The lab component of a course cannot be taken independently unless the student has received previous credit for the lecture. Should a student elect to drop the lecture, the student must drop the associated lab as well.

EGT 100 Electrical Circuits I (3) i, ii. Studies fundamentals of electricity; principles of electrical components used in direct-current circuits, including conductors, insulators, resistors, capacitors, inductors, voltage, and current sources, and switches; and solution of direct current networks by various methods including Thevenin's theorem, Norton's theorem, and the superposition theorem. Three hours lecture.

EGT 101 Electrical Circuits I Lab (1) i, ii. Laboratory experiences with direct-current circuits, including prototyping circuits from schematic diagrams, measuring voltage and current, determining power and energy, and solution of two- and three-mesh circuits by various techniques. Three hours. Prerequisite: credit or concurrent enrollment in EGT 100, or consent of instructor.

EGT 110 Engineering Graphics (3) i, ii. Introduction to the fundamentals of technical communication through graphics; includes technical sketching, standard projection methods, sections, auxiliary views, lettering, basic descriptive geometry, and conventional practices; uses current engineering and other technical problems to aid in development of graphic problem-solving skills. One hour lecture, four hours lab.

EGT 200 Electrical Circuits II (3) ii. Applications of circuit analysis including transients and AC circuits; resistive, capacitive, and inductive impedances; solutions of AC networks; transformers and resonance. Three hours lecture. Prerequisite: EGT 100, EGT 101, and credit or concurrent enrollment in MAT 116 and MAT 119.

EGT 201 Electrical Circuits II Lab (1) ii. Laboratory experiences with alternating-current circuits, including waveform analysis, reactance, impedance, complex numbers, and solution of two- and three-mesh circuits by various techniques. Three hours lab. Prerequisite: credit or concurrent enrollment in EGT 200, MAT 116, and MAT 119, or consent of instructor.

EGT 202 Surveying I (4) i. Introduction to the basic principles of plane surveying with applications to engineering and construction problems; uses laboratory periods for in-the-field applications of introductory surveying techniques. Two hours lecture, three hours lab. Prerequisite: MAT 116, 119.

EGT 205 Computer-Aided Drafting (3) i, ii. A course designed to teach the students how a computer-aided drafting system works to create computer-generated drawings. Fundamentals of architectural graphics, and structural detailing with emphasis on aesthetic, environmental, and structural harmony are stressed in developing drafting techniques, including proper selection and graphic representation of wood, steel, and concrete structures. Prerequisite: EGT 110 or consent of instructor.

EGT 260 Statics (3) i. Fundamentals of statics; static equilibrium; topics of study include elements of statics in two and three dimensions; laws of equilibrium applied to structures and machines. Three hours lecture. Prerequisite: MAT 119, Concurrent enrollment in MAT 147, and PHY 110, or consent of instructor.

EGT 300 Dynamics (3) ii. Motion of a particle; kinetics of rigid bodies; work and energy; impulse and momentum; impact. Three hours lecture. Prerequisite: EGT 260.

EGT 340 Thermodynamics (3) ii (on demand). Fluid properties, work and heat, first law, second law, entropy, applications to vapor, and ideal gas processes. Three hours lecture. Prerequisite: PHY 210 or consent of instructor.

EGT 350 Technical Report Writing (2) ii. Studies various forms of reports; includes practical projects in preparing reports of various lengths and degrees of complexity and oral presentation of report material; emphasizes clear communication of technical ideas. Two hours lecture. Prerequisite: ENG 104 or consent of instructor.

EGT 356 Fluids and Hydraulics (3) ii. Introduction to fluid mechanics including fluid statics and elementary fluid dynamics; includes energy equations of steady flow, steady flow of incompressible fluids in pipes, and open channel flow. Three hours lecture. Prerequisite: MAT 157, PHY 110.

EGT 490 Technological Practices (1-3) iii. Intended for the advanced student with a job which reinforces and extends knowledge and skills. Approval by the department chairperson is required at least two weeks before the end of the previous term.

Construction Engineering Technology Courses

CET 105 Basic Construction Materials (2) i. Introductory study of materials used in the construction industry. Includes wood, concrete, masonry, steel and other metals, glass, plastics, bitumens, insulating and roofing materials, protective and decorative coatings, mechanical and electrical materials, and acoustical materials. Two hours lecture.

CET 252 Advanced Surveying (3) (on demand). Intermediate and advanced surveying techniques and procedures with applications to engineering and construction problems; includes mapping, hydrography, and photogrammetry; uses laboratory periods for in-the-field application of techniques. Two hours lecture, three hours lab. Prerequisite: EGT 202.

CET 256 Bituminous, Concrete, and Soils (3) ii. Studies the properties and engineering applications of prime materials used in structural and roadway construction, including classification, basic quality control, and construction practices used with respect to asphalt, concrete, and soils. Two hours lecture, three hours lab. Prerequisite: Concurrent registration in MAT 116, 119.

CET 260 Mechanics of Materials (4) ii. Axial, torsional, bending, and combined stress and strain analysis; mechanical properties and applications for static, fatigue, creep, and impact conditions; emphasizes beam stresses and deflections, columns, and riveted and welded connections. Three hours lecture, three hours lab. Prerequisite: EGT 260, MAT 147.

CET 305 Mechanical and Electrical Installations (4) ii. Principles of water supply and treatment, plumbing, sanitation systems, heating, ventilation and air conditioning including solar energy; electrical and lighting systems, power lines, electrical code, safety and design. Four hours lecture. Prerequisite: CET 105, PHY 110, or consent of instructor.

CET 308 Structural Analysis (3) i. Introduction to various methods used in the elastic analysis of statically determinate beams, trusses, frames, and arches, and to statically indeterminate structures. Three hours lecture. Prerequisite: EGT 260, CET 260.

CET 354 Construction Estimating (3) ii. Introduction to construction estimating; emphasizes accurate and systematic analysis of working drawings and specifications as they pertain to quantity takeoffs. Three hours lecture, includes computer techniques. Prerequisite: CET 105, EGT 202, or consent of instructor.

CET 358 Structural Steel Design (4) ii. Introduction to elementary structural steel design; design of individual members and their connections as dictated by various specifications (AISC, AASHTO, etc.). Laboratory includes an introduction to the use of the computer in the areas of structural analysis/design. Three hours lecture, three hours lab. Prerequisite: CET 308 or consent of instructor.

CET 360 Construction Management (3) i. Introduction to the construction manager concept. Roles of the contractor, superintendent, designer, owner and inspector. Project financing, costs and accounting, labor relations, bonding and insurance, and job safety. Introduction to construction planning and scheduling techniques. Three hours lecture. Prerequisite: CET 354.

CET 390 Technological Projects (1-3) ii, iii. Intended for the advanced student whose project would enrich the educational experience. Approval by the Department Chairperson is required at least two weeks before the end of the previous term.

CET 408 Reinforced Concrete Design (4) i. Introduction to the design of reinforced concrete elements and structures; includes beams, columns, slabs, and footings; designs are based on the current ACI code provisions for elastic and strength design. Three hours lecture, three hours lab. Prerequisite: CET 308 or consent of instructor.

CET 458 Soil Mechanics and Foundations (4) i. Studies the properties of soils with applications in civil engineering design and construction. Three hours lecture, three hours lab. Prerequisite: CET 256, CET 260.

CET 470 Topics in Heavy Construction (2) ii. Study of selected topics, such as underground construction, underpinning, formwork and other project support requirements; evaluation and review of current practices in heavy construction. Prerequisite: Senior standing or consent of instructor. Two hours lecture.

CET 480 Construction Planning and Scheduling (2) i. Principles and techniques used to plan construction and schedule project activities. Networks, bar charts, computer techniques, productivity, construction time and cost parameters. Prerequisite: CET 360 or consent of instructor. Two hours lecture.

Electronics Engineering Technology Courses

All students shall be required to take lecture and lab components of each course concurrently. The lab component of a course cannot be taken independently unless the student has received previous credit for the lecture. Should a student elect to drop the lecture, the student must drop the associated lab as well.

EET 202 Digital Logic (3) i. This course is designed to introduce the student to basic digital systems, logic gates, combinational logic, DeMorgan's Theorem, logic minimization; Boolean Algebra, Karnaugh maps, Flip-flops, Registers and Counters. Three hours lecture.

EET 203 Digital Logic Lab (1) i. Laboratory experiences with digital logic circuits. Readout and input-output devices for computer control. Three hours lab. Prerequisite: credit or concurrent enrollment in EET 202, or consent of instructor.

EET 212 Introduction to Electronics (3) ii. The theory of operation of various solid state devices: diodes, transistors, FETs and the effects of temperature on these devices and their operating characteristics. Laboratory training sessions include evaluation of many solid state devices. Three hours lecture. Prerequisite: EGT 100 and EGT 101, and credit or concurrent enrollment in EGT 200, EGT 201, and EET 212, or consent of instructor.

EET 213 Introduction to Electronics Lab (1) ii. Laboratory experiences with diodes and transistors. Three hours lab. Prerequisite: EGT 100, EGT 101, and credit or concurrent enrollment in EGT 200, EGT 201, and EET 212, or consent of instructor.

EET 302 Introduction to Microcomputers (3) i. A continuation of EET 202 and 203. Studies microcomputers, hardware, and programming; processors, D/A and A/D converters, input-output devices, memories, machine language, timing diagrams, and assembly language programming. Three hours lecture. Prerequisite: EET 202, EET 203, EET 212, and EET 213.

EET 303 Introduction to Microcomputers Lab (1) i. Laboratory experiences will be a continuation of EET 203, Digital Logic. Three hours lab. Prerequisite: EET 202, EET 203, EET 212, EET 213, and credit or concurrent enrollment in EET 302, or consent of instructor.

EET 312 Electronic Amplifiers (3) i. Analyzes low-frequency amplifier circuits using bipolar junction transistors, junction field-effect transistors, metal-oxide-semiconductor field-effect transistors, and power supply voltage and current regulation. Three hours lecture. Prerequisite: EET 212, EET 213.

EET 313 Electronic Amplifiers Lab (1) i. Laboratory experiences with bipolar-junction transistor amplifier circuits, field-effect transistor amplifier circuits, frequency response, gain, and noise. Three hours lab. Prerequisite: credit or concurrent enrollment in EET 313, or consent of instructor.

EET 342 Communications Systems (3) ii. Principles of electronic communication systems, including amplitude-modulation, single-sideband, frequency-modulation, and television transmission and reception. Three hours lecture. Prerequisite: EET 312 and 313.

EET 343 Communications Systems Lab (1) ii. Laboratory experiences with components and circuits used in communication systems, including amplitude-modulation, frequency-modulation, and television communication systems. Three hours lab. Prerequisite: credit or concurrent enrollment in EET 342, or consent of instructor.

EET 372 Control Systems I (3) ii. Studies timer and small logic control with ladder diagram. Logic closely resembles handwired relay logic, can be used to control many types of industrial applications. Three hours lecture. Prerequisite: EET 302 and 303.

EET 373 Control Systems I Lab (1) ii. Laboratory experiences with small logic control (SLC 100), using input and output devices. Emphasis will be on programming with SLC 100 or 150. Three hours lab. Prerequisite: EET 302, EET 303, and credit or concurrent enrollment in EET 372, or consent of instructor.

EET 374 Robotics Controls (3) i. Robotics and programmable controllers, actuators, sensors, and feedback systems. Software and control functions. Three hours lecture. Prerequisite: EET 302, EET 303, EET 372, EET 373, and concurrent enrollment in EET 375, or consent of instructor.

EET 375 Robotics Controls Lab (1) i. Laboratory experiences in robotics. Emphasis will be on programming robots. Three hours lab. Prerequisite: EET 302, EET 303, EET 372, EET 373, and credit or concurrent enrollment in EET 374, or consent of instructor.

EET 382 Electronics Fabrication (2) ii. Students are required to construct an electronic project approved by the instructor; this includes selection of a suitable project, its design and construction, and testing of the completed project. Lab may also require construction of small projects. 5 hours lab, including discussion periods. Prerequisite: EET 302, EET 303, EET 312, EET 313, or consent of instructor.

EET 402 Microcomputer Systems (3) i. Interfacing to digital and analog devices. Emphasizes microcomputer structure, and programming: memory, address decoders, input-output, internal register, and the following instructions: arithmetic, logic, load, branch, rotate, sub-routines, stack, push & pop, and interrupt with Z-80. Three hours lecture. Prerequisite: EET 302, EET 303, EET 372 and EET 373.

EET 403 Microcomputer Systems Lab (1) i. Laboratory experiences with Z-80. Emphasis will be on programming arithmetic, logic, branch, rotate and subroutines. Three hours lab. Prerequisite: EET 302, EET 303, EET 372, EET 373 and credit or concurrent enrollment in EET 402, or consent of instructor.

EET 412 Operational Amplifiers (3) i. To study the applications of linear integrated circuits and to mathematically analyze these circuits. Applications of operational amplifiers will be stressed. Emphasis will be on solving problems and analyzing circuit operation. Three hours lecture. Prerequisite: EET 312, EET 313, EET 372, EET 373, and credit or concurrent enrollment in EET 413 or consent of instructor.

EET 413 Operational Amplifiers Lab (1) i. Laboratory experiences with integrated circuits. Emphasis will be on operational amplifiers (op-amps). Three hours lab. Prerequisite: EET 312, EET 313, EET 372, EET 373, and credit or concurrent enrollment in EET 412, or consent of instructor.

EET 422 Electrical Power Technology (3) (on demand). Studies the principles and applications of various types of DC and AC motors and generators, principles of AC power generation and distribution systems, and methods of power control using thyristor devices. Three hours lecture. Prerequisite: EGT 200, EGT 201 and credit or concurrent enrollment in EET 423.

EET 423 Electrical Power Technology Lab (1) (on demand). Laboratory experiences with direct-current motors/generators, alternating-current motors/generators, transformers, and three-phase power relationships. Three hours. Prerequisite: credit or concurrent enrollment in EET 422, or consent of instructor.

EET 424 Technological Projects (1-3) ii, iii. Intended for the advanced student whose project would enrich the educational experience. Approval by the Department Chairperson is required at least two weeks before the end of the previous term.

EET 442 Advanced Communications Systems (3) ii. Principles of digital communication systems, transmission lines, antennas, wave propagation, microwave, and fiber optics. Three hours lecture. Prerequisite: EET 342 and 343.

EET 472 Control Systems II (3) ii. The application of electronic control circuits to industrial needs; with programmable logic control, relay type functions, jump, subroutines, shift register, timing functions, on-delay, off-delay and ladder diagram logic. Three hours lecture. Prerequisite: EET 372, EET 373, EET 374, and EET 375 and credit or concurrent enrollment in EET 473.

EET 473 Control Systems II Lab (1) ii. Laboratory experiences with programmable controllers (PLC), using input and output devices. Emphasis will be on programming with PLC. Three hours lab. Prerequisite: EET 372, EET 373, EET 374, EET 375, and credit or concurrent enrollment in EET 472, or consent of instructor.

EET 482 Design and Fabrication (2) ii. With instructor's approval, the student selects an electronic system or subsystem to design and builds a functional prototype. Requires a written notebook which supports the project, demonstrating research and the ability to document sources. Lab may also require construction of small projects. Five hours lab, including discussion periods. Prerequisite: EET 402, 403, 412, and 413.

EET 490 Technological Projects (1-3) ii, iii. Intended for the advanced student whose project would enrich the educational experience. Approval by the Department Chairperson is required at least two weeks before the end of the previous term.

Department of Health, Physical Education, and Recreation

Dr. K. Ernce, *chairperson*

Whether programming intramural competition, offering a planned sequence of exercises and sports activities to help students develop strong active bodies, or working with student majors in physical education or leisure management, the Department of Health, Physical Education, and Recreation is interested in assisting all students to become healthy and productive members of society.

Students may satisfy general education requirements in category five by taking PED 101, Concepts of Physical Activity, and one activity course. The concepts course is designed to acquaint students with basic knowledge, understanding, and values, and should assist the student in the selection of appropriate activity courses.

Adaptive activities may be repeated as often as needed for students with handicaps which restrict them from the regular activity program. Repeats in this course will satisfy the general education activity requirement.

The department offers a Bachelor of Science degree in Physical Education. Two options are available under this degree program, Health and Exercise Science and Physical Education General. An Exercise Science option provides career opportunity areas in the field of Private Fitness Facilities, Corporate Wellness Program, Health Clubs, and Spas, Hospital Based Cardiac and Pulmonary rehabilitation.

Opportunities for the Physical Education General include providing recreational choices within our Criminal Justice system, or opportunities to serve as a recreation or physical education specialist in our Armed Forces. The most common career option in this area is for the student to earn their educational certificate in order to teach and coach. MWSC Coaching Minor courses are offered by this department for any major in or outside the field of education who desires to coach. Health Certification courses are also available through the Department of HPER.

The department offers a Bachelor of Science degree in Leisure Management with career opportunity areas that include Community/Youth Agencies, Outdoor Recreation, Therapeutic Recreation, Commercial/Private Recreation, Sports Marketing and Sports Management. A minor in Leisure Management is also available through the Department.

The department also has a supplemental preparation requirement prior to graduation. The department believes that all instruction does not take place in the classroom, and that supplemental opportunities are a valuable part of a well-rounded education. Contact your advisor to get the specific requirements for your degree.

Bachelor of Science In Physical Education

Students majoring in physical education must have a total of 57 credits. All physical education majors must pass a swimming proficiency test or show evidence of successfully passing a swimming course prior to being admitted to student teaching. The test consists of the following: Jump feet first into deep water and level off. Swim fifteen yards across the pool using the crawl stroke. Change directions without touching the edge and swim back using the elementary back stroke. If a person has a physical handicap, he or she may apply to the department chairperson for waiver of this requirement. Majors are encouraged to take all activity courses possible.

Health and Exercise Science Option

Students are required to take the 29 credit core requirements and an additional 28 credits in the health and exercise science option for a total of 57 credits. Students with an option in Exercise Science are preparing for private, industrial and commercial fields as an exercise specialist. Students must have current CPR Certification at graduation. Students must have a 20 ACT score on record. All Health and Exercise Science students must pass a swimming proficiency course prior to LMA 430.

Physical Education General Option

Students are required to take the 29 credit core requirements and an additional 28 credits in physical education general course work for a total of 57 hours. Students not wishing to teach are encouraged to select a minor in their related discipline to maximize their career opportunities upon graduation. Suggested areas include Criminal Justice, Social Work, Military Science, Journalism, or Business.

Core Requirements

	<i>Credits</i>
PED 191 Foundations of PE	2
PED 201 First Aid	2
PED 374 Psychology of Sport	2
PED 393 Measurement in PE	3
BIO 240 Anatomy and Physiology I	5
PED 192 Personal and Community Health	3
PED 303 Kinesiology	3
PED 304 Physiology of Exercise	3
PED 385 Athletic Training	2
PED 402 Issues & Materials in PE	2
PED 480 Practicum in PE OR	
PED 481 Lifetime Sports Academy	2
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	29

PE General

	<i>Credits</i>
PED 243 Methods and Techniques of Adventure Activities	2
PED 244 Methods and Techniques of Team Sports	2
PED 245 Methods and Techniques of Individual & Dual Sports	2
PED 246 Methods and Techniques of Rhythms & Gymnastics	2
PED 301 Health Teaching in the Schools	2
PED 310 Principles & Administration of Coaching	2
PED 380 Rhythms & Creative Movement for Elementary Schools	2
PED 382 Elementary School Physical Education	3
PED 384 Child Growth and Development	2
PED 383 Adapted PE OR	
PED 390 Perceptual Motor Development	2
6 credits from PED 311, 312, 313, 314, 315, 316, - all 2 hrs.	
1 credit from PED 183, 184, 185, 186, - all 1 hr.	
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Health and Exercise Science

	<i>Credits</i>
PED 401 Graded Exercise Testing	3
PED 450 Independent Study in PE	2
BIO 252 Basic Nutrition	3
LMA 365 Introduction to Special Populations	3
LMA 430 Recreation: Field Exp. III	9
ALH 106 Medical Terminology	2
PSY 220 Health Psychology/Stress Management	3
CSC 100 Computer Literacy	3
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Teacher Education In Physical Education

Students interested in coaching or teaching physical education on the elementary or secondary level are required to complete the 29 core credits in physical education plus the 28 credits in physical education general option and additionally complete the professional education sequence of 26 credits required for teacher certification. These courses include:

	<i>Credits</i>
SED 202 Intro. to Secondary Education	2
SED 203 Participation in Sec. Teaching I	1
SED 303 Experience in Sec. Teaching II	3
SED 304 Psychology in Secondary Teaching	4
SED 311 Secondary Teaching Techniques	2
SED 404 Seminar in Sec. Ed.: Human Relations	3
SED 407 Psych. & Ed. of the Excep. Student	2
SED 409 Student Teaching III	9
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The semester prior to student teaching, all physical education majors must appear before a committee composed of staff members from the physical education and education departments. The student must be approved by this committee before being allowed to sign up for SED 409, Student Teaching III. Prior to being approved the student must satisfactorily complete ten experiences of supplemental preparation as outlined by the Department of Health, Physical Education, and Recreation and approved by the Coordinator.

Bachelor of Science in Leisure Management

Courses for this major must total 61 credits, including the 41 core credits and additional 20 credits of restrictive electives that must be approved by your advisor based on the individual's career opportunity area of interest. Students who want to be certified in Therapeutic Recreation will additionally need BIO 240, LMA 363, 364, 326 in order to be recognized National Therapeutic Recreation Certified. Students are encouraged to pick up a designated minor in an appropriate field that would make them more marketable in the job field. Examples would be business, social work, psychology, agriculture, natural sciences or journalism. Students with a Leisure Management Major must submit an application to their advisor prior to enrolling in LMA 430. Approval of this application is dependent upon successful progress toward the degree, a minimum cumulative G.P.A. of 2.2, and retaking the ACT, if a score of 18 is not on record. Students with a leisure management emphasis must fulfill 50 clock hours of approved supplemental preparation prior to enrolling in LMA 430. All Leisure Management Majors must pass a swimming proficiency test or show evidence of successfully passing an American Red Cross swimming course prior to LMA 430.

	<i>Credits</i>
LMA 220 Introduction to Recreation	3
LMA 230 Recreation: Field Experience I	2
LMA 300 Philosophy and Leadership in Leisure Management	3
LMA 322 Social Recreation	2
LMA 323 Program Planning in Recreation	3
LMA 325 Recreation Law for the Practitioner	2
LMA 330 Recreation: Field Experience II	3
LMA 360 Commercial Recreation	3
LMA 365 Intro to Special Populations	3
LMA 420 Seminar in Recreation	1
LMA 424 Organ. & Admin. of Leisure Agencies	3
LMA 430 Recreation: Field Experience III	9
PED 201 First Aid	2
PED 395 Intramural Management	2
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Minor in Leisure Management

For a leisure management minor, the student must successfully complete 20 credits.

	<i>Credits</i>
LMA 220 Introduction to Recreation	3
LMA 230 Recreation: Field Experience I	2
LMA 300 Philosophy and Leadership in Leisure Management	3
LMA 322 Social Recreation	2
LMA 323 Program Planning in Recreation	3
LMA 326 Rec. Arts, Crafts, & Music	2
LMA 424 Organ. & Admin. of Leisure Agencies	3
PED 243 Meth. & Tech. of Adv. Activities	2
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Minor in Athletic Coaching

Majors in or outside the field of education may also receive a minor in athletic coaching. The following courses make up the 21-credit requirement:

6 credits from PED 311, 312, 313, 314, 315, and 316.

	<i>Credits</i>
PED 201 First Aid	2
PED 244 Methods and Techniques of Team Sports	2
PED 245 Methods and Techniques of Individual & Dual Sports	2
PED 304 Physiology of Exercise	3
PED 310 Principles & Administration of Coaching	2
PED 311 Coaching & Officiating of Football	2
PED 312 Coaching & Officiating of Basketball	2
PED 313 Coaching & Officiating of Baseball & Softball	2
PED 314 Coaching & Officiating in Track & Field	2
PED 315 Coaching & Officiating of Volleyball	2
PED 316 Coaching & Officiating of Wrestling	2
PED 374 Psychology of Sport	2
PED 385 Athletic Training	2
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Minor in Gerontology/Aging

MWSC offers an interdisciplinary minor in Gerontology/Aging. Since increasing numbers of Americans are living longer, there is a growing need for people trained to deal with the elderly. A minor in Gerontology/Aging could be especially helpful for students majoring in biology, communication, leisure management, management, nursing, psychology, or social work.

Students seeking this minor must complete at least 21 credits from the following list of classes:

- * SWK 270 Introduction to Aging Studies (offered every spring semester)
- BIO 265 Biology of Aging (offered fall semesters of even-numbered years)
- LMA 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
- NUR 492 Special Needs of the Elderly (offered fall semesters of odd-numbered years)
- PSY 321 Adulthood and Aging (offered every spring)
- COM 350 Communication and Aging (offered fall semesters of odd-numbered years)
- SWK 270 Death and Dying (offered fall semesters of odd-numbered years)
- A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board.

(* indicates this course is required of all students)

Since most of these courses are offered only periodically, it is important for a student to decide on this minor as early as possible to ensure the classes can be planned into his/her schedule. Contact the department chair or Academic Affairs office for more information.

Certification in Health Education

Teachers holding valid elementary or secondary teaching certificates may be granted additional certification in health upon successful completion of:

	<i>Credits</i>
CHE 101 Introductory Chemistry	5
BIO 240 Anatomy and Physiology I	5
BIO 252 Basic Nutrition	3
PED 192 Personal and Community Health	3
PSY 210 Mental Hygiene	3
PED 201 First Aid	2
PED 300 Elementary School Health Ed.	2
PED 301 Health Teaching in the Schools	2
BIO 260 Human Sexuality OR	3
PED 384 Child Growth & Development	2
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Teachers certified to teach general home economics, vocational consumer homemaking education, biology, or physical education may be certified to teach health in grades K-9 with the completion of:

	<i>Credits</i>
BIO 240 Anatomy and Physiology I	5
PED 201 First Aid	2
PED 301 Health Teaching in the Schools	2
PSY 210 Mental Hygiene	3
PED 384 Child Growth & Development	2
PED 300 Elementary School Health Ed.	2
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Facility and Special Fees

A facility fee of \$4 is required for all courses in the department. Special fees are charged for some courses which require special equipment and facilities.

Physical Education Theory Courses

PED 101 Concepts of Physical Activity (3) i, ii, iii. Develops knowledge and skill in obtaining optimal health fitness through nutrition, stress management, cardiorespiratory endurance, recognition of risk factors for heart disease, and musculoskeletal development. Three hours lecture.

PED 191 Foundations of Physical Education (2) i. Historic and philosophic analysis of physical education emphasizing physical education as an academic discipline, professional opportunities, and associated fields. Recommended for freshmen.

PED 192 Personal and Community Health (3) i. Personal health concerns and family and community health responsibilities. Prerequisite: PED 101.

PED 201 First Aid (2) i, ii, iii. Presents the standard first aid and adult cardiopulmonary resuscitation knowledge and skills a person needs to act as the first link in the emergency medical services (EMS) system. American Red Cross Standard First Aid and Adult CPR Certification included. One hour lecture, two hours lab.

PED 243 Methods and Techniques of Adventure Activities (2) ii. Introduction to basic knowledge and skills of popular adventure activities, such as shooting sports, angling, backpacking, orienteering, rock climbing, canoeing, and wilderness living. Emphasizes attitudes, skills, environmental awareness, safety, teaching methodology, and principles of group leadership as they relate to adventure activities. Field trips may be required. Four hours lab.

PED 244 Methods and Techniques of Team Sports (2) i. Presents teaching methodology and develops knowledge and skills in the team sports of basketball, flag football, soccer, and volleyball. Four hours lab.

PED 245 Methods and Techniques of Individual and Dual Sports (2) i. Presents teaching methodology and develops knowledge and skills in the individual and dual sports of bowling, badminton, tennis, and golf. Four hours lab.

PED 246 Methods and Techniques of Rhythms and Gymnastics (2) ii. Presents teaching methodology and develops knowledge and skills in social, folk, and square dance, stunts and tumbling, and apparatus gymnastics. Four hours lab.

PED 300 Elementary School Health Education (2) i. Emphasizes content, methods, and materials at the elementary grade levels. Designed for the elementary school classroom teacher. Prerequisite: PED 101

PED 301 Health Teaching in the Schools (2) ii. Emphasizes content, methods, and materials in health education at all levels (K through 12). Prerequisite: PED 192.

PED 303 Kinesiology (3) ii. Analyzes movement from the study of anatomical structures and mechanical principles of the human body; applicable to elementary, secondary, and adult populations. Two hours lecture, two hours lab. Prerequisite: BIO 240.

PED 304 Physiology of Exercise (3) i. Basic physiology applied to physical education and the training of athletes; applicable to elementary, secondary, and adult populations. Two hours lecture, two hours lab. Prerequisite: BIO 240.

PED 310 Principles and Administration of Coaching (2) ii. Provides insight into the coaching profession; includes developing a professional approach to coaching ethics, psychology of athletics, staff selection, public relations, administration of duties (scheduling, eligibility, reports, purchasing, care of facilities), and appreciation for nontechnical aspects of the total job. Prerequisite: Junior classification.

PED 311 Coaching and Officiating of Football (2) i (odd-numbered years) Theory, fundamentals, and officiating of football; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 312 Coaching and Officiating of Basketball (2) i. Theory, fundamentals, and officiating of basketball; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 313 Coaching and Officiating of Baseball and Softball (2) ii (odd-numbered years) Theory, fundamentals, and officiating of baseball and softball; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 314 Coaching and Officiating in Track and Field (2) ii (even-numbered years) Theory, fundamentals, and officiating of track and field; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 315 Coaching and Officiating of Volleyball (2) i. Theory, fundamentals, and officiating of volleyball; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 316 Coaching and Officiating of Wrestling (2) ii (even-numbered years) Theory, fundamentals, and officiating in wrestling; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 374 Psychology of Sport (2) ii. Emphasizes the psychology and sociology of the sports participant from the standpoint of participant's behavior toward other individuals and groups. Prerequisite: Junior classification.

PED 380 Rhythms and Creative Movement for Elementary School (2) ii. Designed to teach elementary teachers how to approach the use of rhythms as a means for developing neuromuscular growth and body space awareness; uses a variety of musical styles and rhythmic devices to develop a knowledge in movement exploration including body awareness, space utilization, time, and energy change. One hour lecture, two hours lab. Prerequisite: Sophomore classification.

PED 381 Outdoor Education (2) (on demand). A methodology course with an emphasis on establishing learning experiences in natural environments through varied disciplines of study.

PED 382 Elementary School Physical Education (3) i, iii. Fundamental skills, sports, and games for the elementary school physical education program. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 383 Adapted Physical Education (2) ii. Theory and methods of programming activities for handicapped students; recognition of, and practical experience with structural deviations from normal body mechanics.

PED 384 Child Growth and Development (2) i. The study of humans from conception to maturation dealing with the pattern of growth involved in the physical and mental processes.

PED 385 Athletic Training (2) ii. Prevention and care of common athletic injuries, protective equipment, and training methods. One hour lecture, two hour lab. Prerequisite: BIO 240.

PED 390 Perceptual Motor Development (2) ii. The study of experimental and experiential research concerning perceptual motor development. How the educational process is affected by deprivation and necessary modifications in the child's ability to move. Prerequisite: PED 384 or consent of instructor.

PED 393 Measurement in Physical Education (3) i. Methods in evaluation of the product and process; special emphasis on physical fitness, motor ability, posture, and specific sports skills; applicable to elementary, secondary, and adult populations.

PED 395 Intramural Management (2) i. Organization and administration of intramural and extramural activities. Assistance in the intramural program is required. One hour lecture, two hours lab.

PED 401 Graded Exercise Testing (3) ii. Examines the principles of exercise testing, the methods of conducting a graded exercise test, collection and calculation of test data in a sequential manner and interpretation of information so obtained. Offers a basic understanding of the normal physiological adaptations to chronic exercise and the electrophysiology of electrocardiography. Prerequisite: PED 304

PED 402 Issues and Materials in Physical Education (2) ii. Emphasizes major issues and materials as needed for the teaching of physical education in the secondary schools and the teaching of physical fitness concepts in business and industry. Two hours lecture. Prerequisite: PED 101, 303 and 304.

PED 450 Independent Study in Physical Education (1-5) i, ii, iii. Research-oriented course to extend the competencies of the student in a particular area of education. Prerequisite: Consent of department chairperson.

PED 480 Practicum in Physical Education (1-2) i, ii, iii. Individualized in-depth study of a subject in which the student is particularly interested. Prerequisite: Junior or Senior classification and consent of department chairperson. Students cannot repeat the same sports camp for credit.

PED 481 Children's Lifetime Sports Academy Practicum (2) iii. Practical teaching experience of children aged eight to fourteen in lifetime sports and adventure activities. Can be repeated for credit.

PED 485 Athletic Training II (3) i, (odd-numbered years) Methods of athletic injury mechanisms and evaluative techniques of athletic injuries. Knowledge and understanding of modalities, therapeutic techniques, and rehabilitation programs of athletic injuries. One hour lecture, two hours lab. Prerequisite: PED 385.

Leisure Management Courses

LMA 220 Introduction to Recreation (3) i, ii. History and foundations of organized recreation including objectives, responsibilities, scope, and economic and social aspects; tours of specific recreation agencies. Two hours lecture, two hours lab.

LMA 230 Recreation: Field Experience I (2) i, ii. Practical, exploratory view of three recreation agencies from an on-the-job perspective. One hour lecture, five hours lab. Prerequisite: LMA 220 with a grade of C or better.

LMA 300 Philosophy and Leadership in Leisure Management (3) ii. Analyzes fundamental philosophical concepts and the influence on personal leadership and management techniques, as they relate to working with people and leisure organizations.

LMA 322 Social Recreation (2) (on demand). Principles and techniques of administering and conducting social events; emphasizes planning, discussion, demonstration, and participation.

LMA 323 Program Planning in Recreation (3) i. Basic principles and practices in planning recreation programs in a variety of settings. Prerequisite: LMA 220, 300.

LMA 325 Recreation Law for the Practitioner (2) i. This course is designed to assist individuals in developing a "safety conscious" attitude toward leisure programming and to learn procedures that will aid them in risk management plan of the potential incidences of injuries/lawsuits.

LMA 326 Recreational Arts, Crafts, and Music (2) (on demand). Surveys various arts, crafts, and music involved in recreation settings. Students must furnish their own supplies. One hour lecture, two hours lab.

LMA 330 Recreation: Field Experience II (3) i, ii, iii. Supervised leadership assignment in a leisure agency leading to a deeper conceptual view of intended professional aspirations. One hour lecture, eight hours lab. Prerequisite: LMA 230 with a C or better, cum. 2.2 GPA, 20 supplemental preparation hours or with consent of instructor.

LMA 360 Commercial Recreation (3) (on demand). Basic steps of initiating and conducting a commercial recreation enterprise; designed to offer students practical experience in starting a business. Two hours lecture, two hours lab. Prerequisite: Consent of instructor.

LMA 363 Leisure Counseling in Therapeutic Recreation (3) ii, (odd numbered years). A survey of various leisure counseling opportunities as well as techniques utilized by leisure counselors. Required for NTRC Certification.

LMA 364 Leisure Education in Therapeutic Recreation (3) (on demand) Training individuals to help clients gain opportunities for the acquisition of skills, knowledge and attitudes related to leisure involvement, its values and importance. Required for National Therapeutic Recreation Certification.

LMA 365 Introduction to Special Populations (3) ii. Leisure needs and methods of serving various groups in a society; populations include the aged, the ill, the disabled, the disadvantaged, and those in penal institutions.

LMA 370 Fitness and Recreational Aspects of Aging (3) i (even-numbered years). Designed to address the importance and value of fitness in the older adult and the role recreation plays in the leisure lifestyle found after retirement. (Elective course for the gerontology minor)

LMA 420 Seminar in Recreation (1) i. Practical preparation for the profession including job-finding skills, interview techniques, values of recreation associations, and visits from field professionals. Prerequisite: LMA 220, 300.

LMA 424 Organization and Administration of Leisure Agencies (3) ii. The internal operation of leisure organizations including staffing, finance, public relations, areas and facilities, decision making, and problem solving. Prerequisite: LMA 220, 300, 323.

LMA 430 Recreation: Field Experience III (9) i, ii, iii. Full-time summer internship with a leisure agency to develop and utilize skills learned in the classroom. Prerequisite: Completed the 41 hour core with a C or better in all courses, completed 50 supplemental preparation hours and fulfilled the application requirements with the department. A minimum 2.5 GPA in the major.

LMA 450 Independent Study in Leisure Management (1-5) i, ii, iii. Individual research investigation on selected topics or problems in the leisure field. Prerequisite: Consent of department chairperson.

LMA 480 Practicum in Recreation (2) i, ii, iii. An individualized approach to acquire entry-level skills not acquired during curriculum course work. This course may be required by the advisor during a student's senior year.

Elective Physical Education Activity Courses

No activity course can be repeated for credit except 110, 158, and 160. Elective physical education activities will be offered during semesters when staff and facilities are available.

All sports activities are designed for the development of techniques, knowledge, appreciation, and skills used during the individual's lifetime for recreation and fitness.

PED 110 Adaptive Activities (1). A program of activities adapted to the needs of the handicapped and physically restricted student. This class may be repeated for credit with permission of the coordinator of Adaptive Activities.

PED 112 Beginning Racquetball (1). A beginner's course of instruction in the basic skills of racquetball, including the techniques of singles and doubles play. Student must furnish some equipment.

PED 114 Beginning Tumbling and Trampoline (1).

PED 115 Beginning Apparatus Gymnastics (1).

PED 116 Beginning Bait and Fly Casting (1). Introduction to sport fishing with emphasis on casting skills, methods of fishing, fish habitat, conservation practices, and luremaking. Field trip may be required.

PED 117 Beginning Riflery and Trap Shooting (1). Instruction in recreational shooting with emphasis on firearms safety; rifle and shotgun trap marksmanship, emphasizing range practice; methods and techniques of reloading ammunition and cleaning firearms. Students must purchase own ammunition.

PED 118 Beginning Bowling (1). House fee required.

PED 119 Beginning Golf (1). Students must furnish four new golf balls.

PED 120 Beginning Tennis (1). Students must furnish one can of new tennis balls.

PED 121 Beginning Badminton (1). Students must furnish three new shuttlecocks.

PED 122 Beginning Orienteering: Map and Compass (1). An exciting new recreational sport which combines use of map and compass with physical activity; combines several styles of orienteering with practice on actual courses.

PED 123 Beginning Judo (1). Student must furnish gi.

PED 124 Beginning Survival and Primitive Living (1). Instruction in preparing for environmental emergencies with emphasis on the psychological aspect of survival situations and establishment of priorities for sustaining life in an environmental emergency. An overnight experience is required.

PED 125 Beginning Handball (1). Students must furnish own glove.

PED 126 Beginning Squash (1).

PED 127 Beginning Archery (1). Introduction to target and field archery with emphasis on shooting technique and various types of archery games and competition. Students must furnish a matched set of six arrows.

PED 128 Beginning Backpacking (1). Instruction in backpacking with emphasis on equipment orientation, personal conduct within the natural environment, clothing and shelter, preservation of wilderness area integrity, safety, foods, and cooking. Course includes on-the-trail instruction and practicum. All equipment furnished by the department.

PED 129 Beginning Mountaineering (1). Introduction to mountaineering with concentrated instruction in rock climbing; includes equipment orientation, rope handling, belaying, rappelling, traverses, emergency first aid and rescue, mountain weather, alpine living, and clothing principles; particular stress on safety and ethics. All equipment furnished by the department.

PED 130 Beginning Swimming (1). Basic skills in swimming. Swim suit required. Nonswimmers only.

PED 131 Lifeguard Training (1) (on demand) Provides minimum skills training for a person to qualify to serve as a lifeguard. (American Red Cross Certification replaces Advance Lifesaving). Prerequisite: Advanced swimmer skills.

PED 132 Intermediate Swimming (1). Development of swimming strokes. Swim suit required. Prerequisite: Ability to swim.

PED 133 Advanced Swimming and Diving (1). Advanced swimming skills and diving as well as competitive swimming. Swim suit required. Prerequisite: Above-average ability to swim.

PED 135 Skin and Scuba Diving (1). Techniques and safety for skin and scuba diving. Swim suit and special fee required. Prerequisite: Above-average ability to swim.

PED 136 Recreational Water Sports (1). Water polo, water basketball, and water volleyball with some small-craft activity. Swim suit required. Prerequisite: Above-average ability to swim.

PED 137 Water Safety Instructor (1). Water safety techniques as prescribed by the American Red Cross; W.S.I. Certification for those who qualify. Swim suit required. Prerequisite: Current senior life-saving certification.

PED 138 Beginning Sailing and Canoeing (1). Practical instruction in sailing and canoeing with emphasis on safety and techniques. On-the-water experiences are integral with instruction. Students must be able to swim.

PED 139 Beginning Skiing (1). Development of basic skills in downhill (Alpine) and/or cross country skiing. Special fee required.

PED 140 Beginning Ice Skating (1). Special fee required.

PED 141 Beginning Karate (1). Students must furnish gi.

PED 142 Hap Ki Do (1) (on demand). A martial art activity with emphasis on self-defense. Students must furnish gi.

PED 143 Self Defense (1) Designed to help minimize the chances of a person becoming a victim of a criminal attack.

PED 144 Beginning Recreational Games (1). Shuffleboard, table tennis, horseshoes, croquet, and others.

PED 145 Aerobic Dance (1). An activity course in which students' cardiovascular endurance is developed through continuous rhythmic exercise and dance set to music; fitness levels are evaluated and prescription of exercise is made based on the approach used by Dr. Kenneth Cooper.

PED 146 Beginning Social Dance (1).

PED 147 Beginning Ballet (1). Introduction to ballet with emphasis on developing style, the basics of body alignment, arm placement, footwork and expressiveness. Students must furnish ballet shoes.

PED 148 Beginning Folk and Square Dance (1).

PED 153 Beginning Modern Dance (1). Students must furnish leotard.

PED 156 Beginning Tap Dance (1). Students must furnish tap shoes.

PED 157 Dance Choreography (1). Designed to teach principles and fundamental dance skills for use in choreography assignments relating to time, space, energy, group relationships, and performance techniques. The choreography is especially relevant to vocal music, musical theatre, and concert dance. Two hours lab. Will not satisfy general education requirement in physical education. Prerequisite: Consent of instructor.

PED 158 Intercollegiate Sports I (1). Intercollegiate athletic team members who are on the men's football, men's basketball, women's volleyball, or women's basketball teams only. This class may be taken up to four times for credit, but will not satisfy general education requirements in physical education. Prerequisite: Consent of coach.

PED 159 Intercollegiate Sports II (1). Intercollegiate athletic team members who are on the men's baseball, men's golf, women's tennis, or women's softball teams only. This class may be taken up to four times for credit, but will not satisfy general education requirements in physical education. Prerequisite: Consent of coach.

PED 160 Dance Participation (1) (on demand) Limited to members of the MWSC Dance Company, Griffettes or Cheerleaders. This class may be taken up to four times for credit, but will not satisfy general education requirements in physical education. Prerequisite: Consent of dance company sponsor.

PED 171 Beginning Cave Exploring (1). Will be offered when staff and facilities are available. Introduction to the sport of spelunking with an emphasis upon safety aspects and appreciation of cave ecology. Course includes caving trips. Equipment furnished by the Department.

PED 173 Beginning Softball (1).

PED 174 Beginning Field Hockey (1).

PED 175 Beginning Volleyball (1).

PED 176 Beginning Soccer and Speedball (1).

PED 177 Beginning Basketball and Flag Football (1).

PED 183 Beginning Wrestling (1).

PED 184 Beginning Body Dynamics (Figure Improvement) (1).

PED 185 Beginning Weight Training and Conditioning (1).

PED 186 Aerobics Fitness (1) (on demand).

PED 187 Beginning Cycling (1). Students must furnish bicycle.

PED 188 Wilderness Canoeing (1). Comprehensive course in flatwater and river canoeing; emphasizes whitewater paddling technique and personal conduct in wilderness environments; includes wilderness camping skills and expedition dynamics. Class is usually held in Minnesota, south Missouri, or Arkansas.

PED 189 Beginning Pistol and Skeet (1). Pistol and skeet marksmanship, emphasizing range practice; methods and techniques of reloading ammunition and cleaning firearms. Students must provide own ammunition.

PED 190 Adult Physical Fitness (1) i, ii. An activity course in which student's knowledge of high level wellness is developed through participation in discussion and physical activity programs. Designed as a class for returning students to be taught concurrently with the adult physical fitness class in Continuing Education.

PED 193 Special Weight Training Class for Athletes Only. Limited to members of MWSC intercollegiate athletic teams only. May be taken one time only for credit. Will not satisfy general education requirements in physical education. Prerequisite: Consent of athletic coach.

PED 212 Intermediate Racquetball (1). Emphasizes strategy, advanced techniques, and shotmaking. Student must furnish own racquetballs. Prerequisite: PED 112 or consent of instructor.

PED 215 Intermediate Apparatus Gymnastics (1). Prerequisite: PED 115 or consent of instructor.

PED 218 Intermediate Bowling (1). Prerequisite: PED 118 or consent of instructor.

PED 219 Intermediate Golf (1). Students must furnish four new golf balls. Prerequisite: PED 119 or consent of instructor.

PED 220 Intermediate Tennis (1). Students must furnish one can of new tennis balls. Prerequisite: PED 120 or consent of instructor.

PED 223 Intermediate Judo (1). Students must furnish gi. Prerequisite: PED 123 or consent of instructor.

PED 229 Intermediate Rock Climbing (1). Continuation of PED 129. Applied instruction, on-site, in classifying climbs, belay variations, and anchors; protection placements for lead climbing; climbing team organization; aid (class 6) climbing; and protected lead experience. Prerequisite: PED 129 or exhibited competence and skills in basic rock climbing technique.

PED 235 Intermediate Skin and Scuba. Continuation of PED 135. Emphasizes skin and scuba as a leisure activity for a lifetime. Swim suit and special fee required.

PED 239 Intermediate Skiing (1). Continuation of PED 139. Emphasizes downhill and/or cross country skiing as a leisure activity for a lifetime. Special fee required. Prerequisite: PED 139 or consent of instructor.

PED 250 Intermediate Ice Skating (1). Continuation of PED 140. Emphasizes ice skating as a leisure activity for a lifetime. Special fee required.

PED 253 Intermediate Modern Dance (1). Students must furnish leotard. Prerequisite: PED 153 or consent of instructor.

PED 275 Intermediate Volleyball (1). Prerequisite: PED 175 or consent of instructor.

MIL 220 Advanced Survival Skills (2) i.

Provides the student with knowledge and practical experience in field expedient first aid and selected survival subjects. Course emphasizes first aid, land navigation, shelters, traps and snares, and water procurement.

MIL 300 Leadership and Management I (3) i. Provides the student with an examination of ethics, career professionalism, attributes of leadership, and selected light infantry tactical skills. Prerequisite: 6 credits in Military Science or consent of department chairperson.

MIL 302 Leadership Practicum (2) i. Examines squad and platoon offensive and defensive operations, the patrol leader in patrolling operations, and a tactical application exercise. Participation in physical fitness conditioning and a tactical application exercise is required. Students will perform in various leadership roles and present classroom instruction. Prerequisite: Advanced-course status, to be taken concurrently, and required for students enrolled in MIL 300.

MIL 310 Small Unit Leadership and Tactics (3) ii. Course studies principles and fundamentals of military operations, the decision-making process, planning and execution of light infantry operations, and a thorough examination of military ethics. Prerequisite: MIL 300 or consent of department chairperson.

MIL 312 Leadership Practicum (2) ii. Familiarization with military firearms; includes assembly and disassembly; tactical communications; and the field artillery request and a tactical application exercise. Participation in physical fitness conditioning and a tactical application exercise is required. Students will perform in various leadership roles and present classroom instruction. Prerequisite: Advanced-course status, to be taken concurrently, and required for students enrolled MIL 310.

MIL 320 Introduction to U.S. Army Organizations and equipment (1) i. Provides students with an overview of the organization and structure of the United States Army, the role and missions of the Army Nurse Corps, and an introduction to the equipment, organization and tactics of Army combat units. Prerequisite: Acceptance into an accredited four-year nursing program and consent of department chairperson.

MIL 330 Leadership and Small Unit Operations (1) ii. Examines the principles of war and how they relate to small unit operations, to include the role and responsibilities of the medical service officer in evaluating and treating injured, sick and wounded personnel. Prerequisite: MIL 320 or consent of department chairperson.

MIL 400 Leadership and Management II (3) i. Study of the principles of decision-making, the planning and conduct of unit training, and role of the military in U.S. and professional ethical standards, and the use of those standards in situations involving power, influence, and subordinate counseling. Prerequisite: MIL 310 or consent of department chairperson.

MIL 410 Army Management and Organizational Systems (3) ii. Advanced study of leadership and management; examines administration at the company level and military justice; concludes with an overview of the obligations and responsibilities of an officer. Prerequisite: MIL 400 or consent of department chairperson.

MIL 412 Leadership Practicum (2) ii. Practical applications in problem analysis, decision making, planning and organization, delegation and control, and development of interpersonal skills required for effective management, includes a tactical application exercise. Participation in physical fitness conditioning is required. Students will perform various leadership roles and conduct classroom instruction. Prerequisite: Advanced-course status, to be taken concurrently, and required for students enrolled in MIL 410

MIL 420 Training and Logistics Management (1) i. Familiarizes student with the components of the U.S. Army Training Management and Logistics System. In addition, examines Soviet military power and the health effects on American soldiers caused by employment of nuclear and chemical weapons. Prerequisite: MIL 330 or consent of department chairperson.

MIL 430 Military Justice and Leadership (1) ii. Study of the U.S. Army Military Justice System and examination of the working relationships between nurses, doctors, and administrative staffs at Army hospitals. Prerequisite: MIL 420 or consent of department chairperson.

MIL 450 Independent Study in Military Science. (1-5) i, ii. Investigates selected problems or topics on an individual or conference basis. Prerequisite: Consent of department chairperson.

Department of Nursing

Dr. C. Esry, *chairperson*

The Department of Nursing offers a baccalaureate degree in nursing that provides a foundation of knowledge and skills necessary to be eligible to apply to write the National Council Licensure Examination. Upon satisfactory completion of this examination the candidate is licensed as a registered professional nurse (RN). The program is designed with a strong clinical emphasis, based upon the relationship among the concepts of nursing, person, health-illness, environment, nursing education, nursing research, and ethical concepts applied to nursing. Students gain both theoretical knowledge and practical experience to prepare them to respond to the challenge of providing quality nursing care to individuals and groups. A minimum grade of C in each course in the major is required for graduation from the nursing program.

The program is accredited by the Missouri State Board of Nursing and the National League for Nursing.

Admission Requirements

Freshmen desiring to enter the 4-year B.S.N. program should declare a pre-nursing major at the time of enrollment and should submit an application to the Department of Nursing prior to February 1. A selection committee reviews all applicants and determines those who will be admitted. Admission is on a competitive basis. Applicants must meet the following minimum requirements:

The applicant must achieve a composite score of 20 on the American College Test (ACT) (1990 Edition).

The applicant must have a GPA of 2.5 on at least 15 hours of college credit including 1 laboratory science.

RN applicants must meet the general admission requirements of MWSC and the admission requirements of the Department of Nursing. In addition, the RN must be currently registered in Missouri OR be eligible for such; must have a minimum of twelve (12) months work experience as an RN within the past 3 years; and must have at least 30 hours of college level work. Specific admission and retention requirements for all students are available in the departmental office.

Degree Requirements

A Bachelor of Science in nursing requires completion of the following specific courses in addition to the general studies: BIO 240, 241 or 375, 251, 252; CHE 104; MAT 132; PSY 101, 319; SOC 110, 360; NUR 201 or 380, 260, 261 or 382, 280, 350, 351, 385, 388, 389, 390, 391, 392, 393, 450, 451, 455, 460, 490, 491, 495. The registered nurse student may earn credit for the basic nursing courses upon validation of prior educational experiences.

NUR 451 Nursing Processes IV – Practicum (2.5) i. Fifteen hours of supervised clinical practice per week for seven weeks during which the student provides nursing care to support adaptation of individuals, families, or groups with minimal to complex health needs within various health care settings. Alternate during the semester with either NUR 389 or NUR 393. Prerequisite: NUR 390 and 391. Current enrollment in NUR 450 and/or 389 and 393.

NUR 455 Issues and Trends (2) i, ii. Discussion and analysis of current and future issues related to nursing which affect the role of the professional nurse in health care delivery and in society. Prerequisite: NUR 390 and/or NUR 382 and admission of the R.N. to the Department.

NUR 460 Leadership and Management (3) i, ii. An exploration into the concepts of leadership and management in nursing. Various leadership theories, processes and behavior styles are discussed. Includes self analysis, group dynamics, system theory, organization analysis, situation diagnosis and the problem solving method. Examines roles and responsibilities and basic skills of nurse leaders and managers in a variety of settings. Prerequisite: NUR 385, NUR 450 and 451. Current enrollment in NUR 491 or 461.

NUR 490 Nursing Processes V (4) ii. Involves the cognitive-perceptual functional health pattern. Use of the nursing process to support the adaptation of individuals, families, and groups with complex health needs within a variety of health care settings. Prerequisite: NUR 450 and 451. Current enrollment in NUR 491.

NUR 491 Nursing Processes V – Practicum (5)i, ii. Fifteen hours of clinical practice each week. Nursing care to facilitate the adaptation of individuals, families, and groups with minimal to complex health needs in a variety of health care settings. Clinical practice of management skills learned in NUR 460. Prerequisite: NUR 450 and 451. Current enrollment in NUR 460 and/or 490.

NUR 492 Selected Topics in Nursing (1–3) i, ii, iii. A selected group of electives that pertain to the student's special interests. Credit and time arranged. May be repeated for credit up to 8 hours. Prerequisite: junior status or consent of instructor.

NUR 495 Research in Nursing (2) i, ii. An introductory course that emphasizes the scientific method of inquiry and logic. Ethical issues in research are addressed, includes the specific steps in problem identification and definition, data collection, analysis and interpretation, report writing and implementation of results. Selected nursing research is utilized for practice in critiquing research. Prerequisite: MAT 132, NUR 390 and NUR 391 or NUR 382 or consent of the department.

The State Board of Nursing may, on its own motion or on complaint of any person, refuse to issue a license under the provisions of Sections 335.011 to 335.096 which includes having been convicted in a court of this state or any other state, or of the United States, of any crime involving moral turpitude (felony).

Allied Health Courses

ALH 100 Emergency Medical Technology (9). Basic course designed to prepare persons for service with emergency medical units; emphasizes the techniques of emergency medical care and rescue operation. Prerequisite: Consent of instructor.

ALH 106 Medical Terminology (2) i. Medical terms with reference to human anatomy and disease processes for the paramedical professions.

ALH 200 Mobile Emergency Medical Technology (16). Advanced course for emergency medical service personnel; emphasizes knowledge and skills necessary for emergency care personnel to diagnose and treat acutely ill and seriously injured patients under the control and supervision of a licensed physician. Prerequisite: ALH 100 and consent of instructor.

Department of Office Information Systems

Sharon Downey, *chairperson*

The Department of Office Information Systems offers four programs to develop or update skills and expand knowledge of office functions and procedures.

One-year clerical and secretarial programs develop entry-level skills. The clerical certificate program prepares the student for office positions by developing skills in typing, on modern electronic office equipment and systems, and by introducing the student to standard and automated procedures for performing office tasks. Shorthand is a skill that is frequently necessary for employment or for a position upgrade. The secretarial certificate program adds shorthand to and expands the clerical certificate program.

The two-year associate degree programs in executive secretary and corresponding secretary permit the development and specialization necessary for upper-level office positions. Both associate programs introduce the computer and develop computer competencies with a variety of computer applications. The executive secretary major places the emphasis on supplementary secretarial skills in business communications, records management, and office management. The corresponding secretary major concentrates on advanced word processing skills and on practical and supervisory experience in the word processing center.

Associate of Science Degree Requirements

Major In Corresponding Secretary

A major in Corresponding Secretary requires the completion of the following specific courses for a total of 47-48 credits: OIS 141, 150, 231, 232, 233, 234, 240, 252, 261, 262, 330, 345, 350, 351, 360, 369, 371; GBA 211, 116 or 210; ACC 230; ECO 260; plus general studies requirements for the associate degree and free electives to total 62 hours.

Major In Executive Secretary

A major in Executive Secretary requires the completion of the following specific courses for a total of 48 credits: OIS 141, 146, 147, 150, 231, 232, 233, 234, 240, 252, 261, 262, 330, 350, 351, 360, 369; GBA 211, 116 or 210; ACC 230; ECO 260; plus general studies requirements for the associate degree and free electives to total 63 hours.

Certificate Requirements

Major In Clerical

A Clerical Certificate requires the completion of the following specific courses: OIS 141, 150, 231, 232, 233, 240, 261, 351, GBA 110, 116; ENG 104; ACC 230; plus two hours from the following, OIS 234, 252, 262, 330, 345, 369.

Major In Secretarial

A Secretarial Certificate requires the completion of the following specific courses: OIS 141, 146, 147, 150, 231, 232, 233, 240, 261, 330, 351; GBA 116; and ENG 104.

Office Information Systems Courses

OIS 140 Elementary Keyboarding (3) i, ii, iii. Beginning keyboarding on microcomputers, emphasizing presentation of keyboard, skill development, and formatting of letters, tables, and reports. Three hours lecture, one and one-half hours lab.

OIS 141 Document Formatting (3) i, ii, iii. Emphasizes developing speed and accuracy, formatting business letters, tabulations, reports, and business forms. Three hours lecture, one and one-half hours lab. Prerequisite: OIS 140 or one year high school typing and 35 net words per minute.

OIS 146 SuperWrite (2) i, ii. Introductory course in which an abbreviated writing system will be presented. This course is appropriate for all persons involved in notetaking, e.g., reporters, researchers, office personnel, interviewers, deposition clerks, and classroom notetakers.

OIS 147 Dictation and Transcription (3) i, ii. Continuation course for all shorthand or rapid writing systems with emphasis on development of dictation and transcription skills. Students will review the principles learned in their respective writing systems and apply their skills while making class notes, taking messages, taking minutes, making notes from readings, creating outlines, and making and using notes for research. Prerequisite: Completion of a symbol or alphabet writing system at the high school level or OIS 146 SuperWrite with at least a "C"; credit or concurrent enrollment in OIS 141 Document Formatting.

OIS 150 Word Processing/WordPerfect (2) i, ii. Includes theory and practical applications to provide students with a thorough working knowledge of one of the leading computer software packages for word processing. The student will receive hands-on experience on microcomputers to create documents. Prerequisite: OIS 141 Document Formatting with grade of C or higher.

OIS 231 Electronic Calculator (1) i, ii. Introduction to electronic calculators. One hour lecture, two hours lab.

OIS 232 Machine Transcription (2) i, ii. Teaches students to produce mailable copy from transcription equipment; includes drill on transcription skills, with emphasis on quality of production; application of punctuation, spelling, vocabulary building, letter styles, placement, proofreading, and grammar to the transcription process. Two hours lecture, one hour lab. Prerequisite: Credit or concurrent enrollment in OIS 141.

OIS 233 Database/dBASE IV (1) i. Presents procedures for creation, storage, access, updating, and maintenance of a database and procedures for inclusion of selected data into word processing documents.

OIS 234 Advanced Database/dBASE IV (1) i. An intensive, hands-on course using an interactive user interface as well as dot prompt commands and pull-down menus to understand file management concepts, database queries, forms creation, report generation, label design, and the database program structures of a comprehensive database management system. Prerequisite: OIS 233 or consent of instructor.

OIS 240 Advanced Document Production (3) i, ii, iii. Advanced document production on microcomputers. Emphasizes development of skill in using microcomputers to produce professional-looking documents with increased accuracy and speed. Three hours lecture, one and one-half hours lab. Prerequisites: OIS 141 (with grade of C or better) and OIS 150 Word Processing/WordPerfect.

OIS 252 Contemporary Office Issues (1) ii. Emphasizes discussion of contemporary issues pertinent to those individuals seeking employment in today's offices. To be taken concurrently with OIS 351 Model Office.

OIS 261 Spreadsheet/Lotus 1-2-3 (1) ii. Introduces basic computer maintenance skills. Emphasis on mastery of spreadsheet concepts and application of these concepts to various office situations.

OIS 262 Advanced Spreadsheet/Lotus 1-2-3 (1) ii. Advanced course with emphasis on refinement of basic skills and use of spreadsheet as a tool in the processing of information, including additional study of macros, functions, and add-ons. Prerequisite: OIS 261 or written consent of instructor.

OIS 330 Records Management (3) i. Introduction to nature of records management; includes methods of storage, retrieval, retention, transfer, and disposition; and alphabetic, numeric, geographic, and subject systems.

OIS 345 Advanced Machine Transcription (2) ii. Emphasizes improvement in production of mailable copy from transcription equipment. Continues application and development of technical skills introduced in Machine Transcription. Prerequisite: OIS 232.

OIS 350 Office Communications (3) ii. Designed to teach effective written communications, which include business memos, letters, and reports. Emphasizes grammar and effective writing techniques. Includes other types of office communications, verbal and nonverbal, including telephone usage, oral presentations, and one-on-one interactions. Shows how the microcomputer and other technological changes of the decade affect office communications. Three hours lecture. Prerequisite: ENG 104 or equivalent and OIS 141.

OIS 351 Model Office (3) ii. Simulated office experience designed to integrate a wide range of knowledge and skills in modern office practice. Three hours lecture, two hours lab. Prerequisites: OIS 141 with minimum grade of C, OIS 150, OIS 231, 232, 233, 261, (certificate students only may be concurrently enrolled in OIS 150 and OIS 261).

OIS 360 Office Management (3) ii. Develops the ability needed to plan, organize, staff, and supervise an office; includes management responsibility for office layouts, equipment, human relations, budgeting, and decision making.

OIS 369 Information Processing (3) i. Explores the rapidly changing field of information processing, electronic exchange of information, the systems approach to information processing, management/selection of information systems, personnel issues and careers. Prerequisite: OIS 150 Word Processing/WordPerfect.

OIS 371 Word Processing Practicum (2-3) i, ii. Provides work experience in the Office Information Systems word processing center for a minimum of ten hours a week. The student may take the course for credit only one semester. Prerequisite: OIS 150, completed major application in office information systems, and written consent of instructor.

The Division of Liberal Arts and Sciences

Dr. William J. Nunez III, *Dean*

The Division of Liberal Arts and Sciences includes the Departments of Art; Biology; Chemistry; Communication Studies, Theatre and Humanities; Computer Science, Mathematics and Physics; English, Foreign Languages and Journalism; Music; Psychology; and Social Sciences.

The division is the essential core of the college. Liberal Arts and Sciences is primarily concerned with knowledge as a liberating force in the lives of all people. Within the division's disciplines, knowledge is investigated as the endeavor to understand the nature of humankind and the universe, and as the means for developing an individual's potential to its fullest.

To make its work most effective, the division is also concerned with the application of knowledge to specific pursuits, and to the development of competencies in its students. Since Missouri Western State is an open-access college with especially close ties to the community, the division must provide opportunities for growth to all interested students, and also must act as a catalyst in the cultural life of the community. In all its activities, the division must strive for academic excellence.

Professional Programs

Preprofessional programs in specialized fields are offered for students who plan to transfer to a university for the completion of their studies. Students choosing these programs should select a transfer institution early and should work closely with their academic advisor. Contact the academic department listed below for more information. Preprofessional programs in the liberal arts and sciences at MWSC include:

- Chiropractic (Biology or Chemistry Depts.)
- Cytotechnology (Biology Dept.)
- Dentistry (Biology or Chemistry Depts.)
- Engineering (Computer Science, Math, and Physics or Engineering Technology Depts.)
- Journalism (English, Foreign Languages, and Journalism Dept.)
- Law (Business; Social Sciences; Criminal Justice; Communication Studies, Theatre, and Humanities; and English, Modern Languages, and Journalism Depts.)
- Medicine (Biology or Chemistry Depts.)
- Med-Tech (Chemistry Dept.)
- Ministry (Communication Studies, Theatre and Humanities Dept.)
- Mortuary Science (Biology Dept.)
- Optometry (Biology or Chemistry Depts.)
- Pharmacy (Chemistry Dept.)
- Physical Therapy (Biology or Chemistry Depts.)
- Speech Pathology (Communication Studies, Theatre and Humanities Dept.)
- Vet-Medicine (Biology or Chemistry Depts.)

Additional preprofessional programs in Architecture and Library Science can be found in the Division of Professional Studies section of this catalog.

Department of Art

Dr. William Eickhorst, *chairperson*

The Department of Art provides a foundation of knowledge and skills in the visual arts which will prepare students to practice art on a professional level. Students may elect the Bachelor of Arts degree program, which is designed to prepare practicing artists, the Bachelor of Science in Education degree program, which is designed for students who wish to teach art in the public schools, or the Bachelor of Science degree program in Commercial Art which is designed to prepare students for a career in the commercial art field. Studio courses and historical-critical studies are an integral part of each program. Studio courses introduce the student to a wide variety of media and techniques while providing opportunities to deal with problems related to professional practice. Historical-critical studies acquaint the student with artistic styles, movements, and aesthetic problems in art, and place them in historical perspective.

It is very important that art students consult with their faculty advisors each semester. Students majoring in art are required to undergo a review of their work during the second semester of their junior year. The students are expected to schedule the review with their advisors and submit a representative sampling of work for examination by a committee of the art faculty. The consent of this committee is necessary before the student enrolls for the required Senior Seminar and Exhibit course.

The Department of Art has an active gallery exhibition program and endeavors to expose students to regional and national artists working in the area of visual communication. Studio workshops, critiques, seminars, and lectures by professional artists and scholars, as well as field trips to the numerous galleries and museums in the St. Joseph/Kansas City area, are an integral part of many class experiences.

Bachelor of Arts Degree Requirements

The B.A. requires 16 credits in a single foreign language.

Major in Art

Courses in art must total 57 credits. The following specific courses are required: ART 205, 255, 335, plus 6 additional credits selected from courses in art history; ART 110, 120, 130, 140, 160, 170, 339, 359, 369, 379, 389, 494, plus 9 additional credits in one specific area.

Bachelor of Science in Education Degree Requirements

Major in Art

Courses in art must total 52 credits. The following specific courses are required: ART 205, 255, 335, plus 3 additional credits selected from courses in art history; ART 110, 120, 130, 140, 160, 170, 300, 339, 350, 359, 369, 379, 494, plus 4 additional credits selected from courses in art.

Bachelor of Science In Commercial Art Degree Requirements

Courses in art must total 60 credits. The following specific courses are required: ART 110, 120, 130, 140, 160, 170, 205, 255, 310, 315, 329, 330, 339, 359, 369, 389, 390, 430, 485, 490, 494, plus 9-11 credits in the practical experience area and 9 credits in selected business courses.

History and Appreciation of Art Courses

ART 100 Introduction to Art (3) i, ii, iii. General background in the history, philosophy, principles, and techniques of the visual arts.

ART 205 Ancient through Medieval Art (3) i. History of art in western civilization: prehistoric times through the Middle Ages.

ART 255 Renaissance through Modern Art (3) ii. History of art in western civilization: Renaissance through modern times. Prerequisite: ART 205 or consent of instructor.

ART 305 Art of Eastern Civilization (3) i (every third year). The history of art in eastern civilization from earliest records to the present day; visual arts of India, China, and Japan. Prerequisite: ART 205 and 255, or consent of instructor.

ART 335 Art Theory and Criticism (3) i. Examination of critical thought in art theory, philosophy, and criticism. Prerequisite: ART 205, 255, and completion of freshman core curriculum in art, or consent of instructor.

ART 355 American Art (3) ii (every third year). Development of art in the United States. Prerequisite: ART 205 and 255, or consent of instructor.

ART 405 Nineteenth Century Art (3) i (every third year). Major movements in nineteenth century painting, sculpture, and architecture. Prerequisite: ART 205 and 255, or consent of instructor.

ART 415 Art Since 1960 (3) i. (every third year). Investigation into the latest trends, theories, and technologies in the area of visual and conceptual art. Prerequisite: ART 205 and 255, or consent of the instructor.

ART 450 Independent Study in Art (1-5) i, ii. Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of the major-minor application form in art, consent of department chairperson, and minimum 2.5 GPA in major field of study.

ART 455 Twentieth Century Art (3) ii. (every third year). Art in the twentieth century. Prerequisite: ART 205 and 255, or consent of instructor.

ART 465 North American Indian Art (3) ii. (every third year). Style, technique, history, and related anthropology. Direct experiences emphasized in cooperation with area museum staff and collections. Prerequisite: Art 205 and 255, or consent of the instructor.

ART 494 Senior Seminar and Exhibit (1) i, ii, iii. Class session on professional topics; preparation and presentation of an exhibition of the student's personal art work. Prerequisite: Consent of the Junior Review Committee.

ART 496 Internship in Art (2-6) i, ii, iii. Practical guided experience in a range of design, graphic art, typography, illustration, photography and publications tasks. Prerequisite: ART 260 and 290, portfolio review. Junior or senior level art majors only. Requires permission of instructor.

Studio Art Courses

ART 110 Beginning Drawing I (3) i, ii, iii. Elementary drawing with the figure, still life, landscape, and perspective in various media. Six studio hours.

ART 120 Two-Dimensional Design (3) i. Exploration of design principles and fundamentals in two-dimensional media using a problem-solving approach. Six studio hours.

ART 130 Introduction to Tools and Techniques (2) i, ii. Basic skills with studio hand tools and power equipment; emphasizes safety procedures. This course is a prerequisite for any studio art course except ART 110 and 120. Four studio hours.

ART 140 Ceramics I (3) i, ii. Traditional and contemporary approaches to ceramics as an art form; emphasizes technical, historical, and aesthetic problems. Six studio hours. (Students must purchase the clay they use.)

ART 160 Beginning Drawing II (3) i, ii. The figure in various media; still life, landscape, and nonobjective directions; problems dealing with the complete drawing. Six studio hours. Prerequisite: ART 110.

ART 170 Three-Dimensional Design (3) ii. Emphasis on form and composition using a problem-solving approach; exploration of a wide variety of three-dimensional materials and processes. Six studio hours. Prerequisite: ART 120 and ART 130.

ART 300 Elementary Art Teaching: Philosophy and Methods (3) i, ii, iii. Current methods and materials for the teaching of art in the elementary grades; theory and experience with elementary school art projects. Prerequisite: EED 202 or consent of instructor.

ART 310 Intermediate Drawing (3) i, ii. The figure in various media; still life, landscape, and nonobjective directions; intermediate problems dealing with the complete drawing. Six studio hours. Prerequisite: ART 160.

ART 315 Illustration (3) ii. Techniques and media used in the production of drawings for commercial purposes. Prerequisites: completion of Freshman core curriculum plus ART 369 and ART 310.

ART 320 Ceramics II (3) i, ii. Concentrates on handbuilding and throwing techniques; introduces kiln firing and glaze formulation. Six studio hours. (Students must purchase the clay they use.) Prerequisite: ART 140 and consent of instructor.

ART 329 Computer Art I (3) i. Basic introduction to the computer as a visual tool for the artist. Design, layout, and typography using the micro computer with a variety of graphics and word processing software. Prerequisite: Declared major in the Commercial Art Program.

ART 330 Computer Art II (3) i. Advanced techniques using commercially prepared graphics software with emphasis on merging programs to combine text and images. Introduction to desktop publishing. Prerequisite: successful completion of Art 329 with a grade of "C" or better.

ART 339 Printmaking I (3) i. Relief and intaglio printmaking processes. Six studio hours. Prerequisite: ART 120 and 160.

ART 340 Printmaking II (3) i. Continued exploration of relief and intaglio processes; introduction to serigraphy. Six studio hours. Prerequisite: ART 339.

ART 350 Secondary Art Teaching: Philosophy and Methods (3) ii (even-numbered years). Teaching methodologies and materials for the secondary school art teacher; design of appropriate art learning experiences for the adolescent. Prerequisite: ART 300 or consent of instructor.

ART 359 Photomedia I (3) i. Black-and-white photographic processes and problems; student must have access to a camera with adjustable aperture and shutter speed. Six studio hours. Prerequisite: ART 110 and 120.

ART 360 Photomedia II (3) i. Continued study of black and white photographic processes and problems with an introduction to some color photographic processes and problems. Six studio hours. Prerequisite: ART 359.

ART 369 Painting I (3) i, ii. Color, composition, and technique; the figure, still life, and nonobjective problems. Six studio hours. Prerequisite: ART 130 plus 6 credits in drawing.

ART 370 Painting II (3) i, ii. Continuation of exploration with color, composition, and technique; figurative and nonobjective directions. Six studio hours. Prerequisite: ART 369.

ART 379 Sculpture I (3) i. Basic foundations in sculpture: theory, techniques, materials, processes. Six studio hours. Prerequisite: ART 130 and 170.

ART 380 Sculpture II (3) i. Sculptural theory, concepts, techniques, materials, and processes at the intermediate level. Six studio hours. Prerequisite: ART 379.

ART 389 Graphic Design I (3) ii. Composition and layout with emphasis on color, type, and proportion. Six studio hours. Prerequisite: ART 120, 160, 359.

ART 390 Graphic Design II (3) ii. Continued study of composition and layout with an introduction to preparing mechanicals and camera-ready art work. Six studio hours. Prerequisite: ART 389.

ART 410 Advanced Drawing (3) i, ii. The figure in various media; advanced problems dealing with drawing as a complete form. Six studio hours. May be repeated for credit. Prerequisite: ART 310.

ART 420 Ceramics III (3) i, ii. Advanced techniques and problems in ceramics. Six studio hours. May be repeated for credit. (Students must purchase the clay they use.) Prerequisite: ART 320 and consent of instructor.

ART 430 Computer Art III (3) i. Production of camera-ready mechanicals using computer generated images. Using printer output as a source of imagery rather than as an end product. Prerequisites: Art 329 with a grade of "C" or better and Art 330 with a grade of "B" or better.

ART 440 Printmaking III (3) i. Advanced problems in relief, intaglio, and serigraphy processes. Six studio hours. May be repeated for credit. Prerequisite: ART 340.

ART 460 Photomedia III (3) i. Advanced study of black and white and some color photographic processes and problems. Six studio hours. May be repeated for credit. Prerequisite: ART 360.

ART 470 Painting III (3) i, ii. Advanced problems dealing with color and composition; figurative and nonobjective directions. Six studio hours. May be repeated for credit. Prerequisite: ART 370.

ART 480 Sculpture III (3) i. Advanced techniques in various media emphasizing individual experience. Six studio hours. May be repeated for credit. Prerequisite: ART 380.

ART 485 Pre-Production Techniques (3) i. An intense practicum emphasizing: 1. Design and problem solving for print; 2. pre-press production information, processes, techniques and skills; 3. printing and related industries; and 4. designers and professional practice. Prerequisite: ART 390 and senior class standing or consent of instructor.

ART 490 Graphic Design III (3) ii. Advanced study of composition and layout with an emphasis in preparing mechanicals and camera-ready art work. Six studio hours. May be repeated for credit. Prerequisite: ART 390.

Department of Biology

Dr. R. Crumley, *chairperson*

Biology students study all forms of life at the molecular, organismal, and population levels of complexity. Students work in well-equipped laboratories using current tools and techniques, and in the department's wilderness area studying life in its natural environment. Independent study and special problems are offered for advanced students.

The biology curriculum consists of core courses taken by all biology majors, followed by biology electives in specific areas. The department curriculum provides excellent preparation for prospective science teachers, graduate students, and research biologists, among others, and for professional programs in medicine, dentistry, and veterinary medicine.

Earth Science and Physical Science (for the elementary teacher) are also listed in the biology department.

Bachelor of Science Degree

Major in Biology

Courses in Biology to include the following core courses: (18 hrs.) BIO 111, 209, 210, 270, 212. Plus 22 additional credits from biology courses numbered 300 or higher selected from the following areas:

- A. Organismal Diversity (12 hours) Select three (3) courses from at least two (2) of the following areas: 1. BIO 415, 416; 2. BIO 350, 405, 406; 3. BIO 390.
- B. Physiology (4 hours) Select one of the following: BIO 311 or 340.
- C. Biological Electives. Complete a minimum of six (6) hours from the following: BIO 305, 320, 375, 400, 411, 412, 421, 420, 495 or any course not used in areas A and B.

Total Biology courses required must total a minimum of 40 credits. Additional required courses include CHE 111, 120, 310, 311, and 370; MAT 132 and PHY 110.

Major in Natural Science with Biology Emphasis

Courses in Biology to include the following core courses: (22 hrs.) BIO 111, 209, 210, 212, 270, and 390. Plus 12 additional credits from biology courses numbered 300 or higher selected from the following areas:

- A. Organismal Diversity (4 hours) Select one (1) course from one of the following areas: 1. BIO 415, 416; 2. BIO 350, 405, 406.
- B. Physiology (4 hours) Select one of the following: BIO 311 or 340.
- C. Biological Electives. Complete a minimum of four (4) hours from the following: BIO 305, 320, 375, 400, 411, 412, 421, 420, 495 or any course not used in areas A and B.

Total Biology courses required must total 34 credits. Additional required courses include CHE 111, 120, 310, 311, 321, and 370; MAT 132; PHY 110 and 111; CSC 100; and ESC 111.

Teacher Education in Biology

Students, desirous of teaching Biology at the secondary school level are required to complete the Bachelor of Science degree program in Biology along with the completion of the Professional Education Sequence required for teacher certification at the secondary school level (see description under Secondary Education).

Major in Biology for Secondary Teachers

Courses in Biology to include the following core courses: (21 hrs.) BIO 111, 209, 210, 212, 270, and 380. Plus 19 additional credits from biology courses numbered 300 or higher selected from the following areas:

- A. Organismal Diversity (12 hours) Select three (3) courses from at least two (2) of the following areas: 1. BIO 415, 416; 2. BIO 350, 405, 406; 3. BIO 390.
- B. Physiology (4 hours) Select one of the following: BIO 311 or 340.
- C. Biological Electives. Complete a minimum of three (3) hours from the following: BIO 305, 320, 375, 400, 411, 412, 421, 420, 495, or any course not used in areas A and B.

Total Biology courses required must total a minimum of 40 credits. Additional required courses include CHE 111, 120, 310, 311, and 370; MAT 132 and PHY 110. Completion of the Professional Education sequence: SED 202, 203, 303, 304, 311, 404, 407 and 409 is required. Students completing this program will qualify for Missouri Teaching Certification in Biology.

Major in Natural Science with Biology Emphasis for Secondary Teachers:

Courses in Biology to include the following core courses: (25 hrs.) BIO 111, 209, 210, 212, 270, 380, and 390. Plus 8 additional credits from biology courses numbered 300 or higher selected from the following areas:

- A. Organismal Diversity (4 hours) Select one (1) course from the following areas: 1. BIO 415, 416; 2. BIO 350, 405, 406.
- B. Physiology (4 hours) Select one of the following: BIO 311 or 340.

Total Biology courses required must total a minimum of 32 credits. Additional required courses include CHE 111, 120, 310, 311, 321, 370 and 465; MAT 132; PHY 110 and 111; CSC 100; and ESC 111.

Completion of the Professional Education sequence: SED 202, 203, 303, 304, 311, 404, 407, and 409 is required. Students completing this program will qualify for Missouri Teaching Certification in Biology and Chemistry.

Minor in Biology

A minor in biology consists of a minimum of 20 credits including BIO 101 or 111, plus at least one course from each of the four areas listed below.

Environmental biology: BIO 305, 209

Physiology: BIO 311 or 340

Taxonomic biology: BIO 350, 405, 406, 415, 416

Biology electives: BIO 252, 260, 210, 320, 390, 411

Careful attention must be given to course prerequisites in the planning of the minor program.

Minor In Gerontology/Aging

MWSC offers an interdisciplinary minor in Gerontology/Aging. Since increasing numbers of Americans are living longer, there is a growing need for people trained to deal with the elderly. A minor in Gerontology/Aging could be especially helpful for students majoring in biology, communication, leisure management, management, nursing, psychology, or social work.

Students seeking this minor must complete at least 21 credits from the following list of classes:

- *SWK 270 Introduction to Aging Studies (offered every spring semester)
- BIO 265 Biology of Aging (offered fall semesters of even-numbered years)
- LMA 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
- NUR 492 Special Needs of the Elderly (offered fall semesters of odd-numbered years)
- PSY 321 Adulthood and Aging (offered every spring)
- COM 350 Communication and Aging (offered fall semesters of odd-numbered years)
- SWK 270 Death and Dying (offered fall semesters of odd-numbered years)
- A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board.

(* indicates this course is required of all students)

Since most of these courses are offered only periodically, it is important for a student to decide on this minor as early as possible to ensure the classes can be planned into his/her schedule. Contact the department chair or Academic Affairs office for more information.

Biology Courses

BIO 101 Principles of Biology (5) i, ii, iii. Principles of living phenomena; meets the general education biological science requirement. Will substitute for BIO 111 with a grade of B or better. Four hours lecture, two hours lab.

BIO 111 General Biology (5) i,ii. Phenomena associated with living organisms; primarily for biology majors. Four hours lecture, three hours lab.

BIO 209 Environmental Biology (4) i. Basic concepts and field techniques used in studying the relationships of organisms to their environment. Three hours lecture, three hours lab. Prerequisite: BIO 111.

BIO 210 Cellular Biology (4) ii. Molecular cell structure with relationship to such cell functions as transport, chemical transformations, growth, and reproduction. Three hours lecture, two hours lab. Prerequisite: BIO 111 and CHE 111, or consent of instructor.

BIO 212 Genetic Biology (4) ii. Hereditary and adaptive principles as applied to plants and animals. Three hours lecture, three hours lab. Prerequisite: BIO 111.

BIO 240 Anatomy and Physiology I (5) i, ii, iii. Concepts of human function and structure and relationship of these concepts to cells, tissues, organs, and systems. Four hours lecture, two hours lab. Credit for this course is not applicable toward a major in biology. Prerequisite: BIO 101 or consent of instructor.

BIO 241 Anatomy and Physiology II (4) i, ii, iii. Continuation of BIO 240. Concepts of human function and structure and relationship of these concepts to cells, tissues, organs, and systems. Three hours lecture, two hours lab. Credit for this course is not applicable toward a major in biology. Prerequisite: BIO 240 with a grade of C or better.

BIO 251 Medical and Public Health Microbiology (4) i, ii, iii. Introductory concepts of microorganisms, their characteristics, relationships to disease, means of transmission, and methods of control. Three hours lecture, three hours lab. Credit for this course is not applicable toward a major in biology.

BIO 252 Basic Nutrition (3) ii. The science of human nutrition and its importance in the maintenance of health; translation of the basic principles of nutrition to the needs of individuals. Credit for this course is not applicable toward a major in biology.

BIO 260 Human Sexuality (3) I. Biological, sociological, and psychological aspects of human sexuality. Credit for this course is not applicable toward a major in biology.

BIO 265 Biology of Aging (3) I (even-numbered years) Introductory course examining the aging process in humans and other living organisms. Research into the causes of aging, prospects of retarding or reversing the aging process and the outlook for increasing life expectancy and life span in humans is reviewed. Prerequisite: BIO 101 or Consent of Instructor.

BIO 270 Current Literature of Biology (1) I,II. Research in major journals and other literature in the area of biology. Prerequisite: BIO 111.

BIO 305 Human Ecology (3) II. Mankind and the environment; ecological principles, population, pollution, resources. Prerequisite: BIO 101 or BIO 111.

BIO 311 Human Physiology (4) I. The physiological systems, their functions and interactions in human physiology; comparisons within the animal kingdom. Three hours lecture, two hours lab. Prerequisite: BIO 111.

BIO 320 Histology (4) I (even-numbered years). Identification and description of microscopic structure, organization of tissues and organs, preparation of tissues for observation and study. Three hours lecture, three hours lab. Prerequisite: BIO 111 and BIO 210.

BIO 340 Plant Physiology (4) I (odd-numbered years). Plant functions; emphasis on water relations, mineral nutrition, plant biochemistry, development, and responses to environmental factors in higher plants. Three hours lecture, two hours lab. Prerequisite: BIO 210.

BIO 350 Plant Systematics (4) I (even-numbered years). Identification, characteristics, and importance of seed plants; studies classification, techniques, and literature of taxonomy. Requires a plant collection and field trips. Three hours lecture, two hours lab. Prerequisite: BIO 111.

BIO 375 Pathophysiology (4) II. Disease and physiological disorders produced by disease; origin, incidence, symptoms, and therapy of diseases. Three hours lecture, two hours lab. Prerequisite: Completion of the A.S. in nursing, or BIO 210 and 311 with grades of C or better.

BIO 380 Biology Teaching: Materials and Methods (3) II (even-numbered years). Using the laboratory and demonstrations to teach basic biological concepts. Students enrolled in this course must also be available to work in one of the scheduled BIO 101 labs. Prerequisite: 20 credits in science, or consent of instructor.

BIO 390 Microbiology (4) I. Identification, characteristics, and importance of common forms of microorganisms; their application to the needs of man, infectious diseases and immunity, microbiology of air, water, foods, and their uses in industrial and scientific processes. Three hours lecture, three hours lab. Prerequisite: BIO 111.

BIO 400 Microbiology of Human Disease (5) II (odd-numbered years). Pathogenic microorganisms, medically important parasites of man; immunological principles, collection, isolation, and identification techniques. Three hours lecture, four hours lab. Prerequisite: BIO 390 with a grade of C or better.

BIO 405 Plant Morphology: Nonvascular Plants (4) I (odd-numbered years). Structure, development, and relationships of algae, fungi, and bryophytes. Three hours lecture, two hours lab. Prerequisite: BIO 111.

BIO 406 Plant Morphology: Vascular Plants (4) II (even-numbered years). Structure, development, and relationships of vascular plants. Three hours lecture, two hours lab. Prerequisite: BIO 111.

BIO 411 Developmental Biology (4) II. Plant and animal development; formation of organs and organ systems. Three hours lecture, three hours lab. Prerequisite: BIO 111 and BIO 210.

BIO 412 Seminar in Biology (1). Individual reports and group discussion on problems and current research in biology. May be repeated for a maximum of 2 credits. Prerequisite: Consent of instructor.

BIO 415 Invertebrate Zoology (4) I (even-numbered years). Comparative anatomy and biological principles of the invertebrates. Three hours lecture, two hours lab. Prerequisite: BIO 111 and BIO 210.

BIO 416 Vertebrate Zoology (4) II (odd-numbered years). Principles and evolution of vertebrate structure and function. Three hours lecture, two hours lab. Prerequisite: BIO 111.

BIO 420 Biology Practicum (1) i, ii, iii. An extracurricular exercise shown to be relevant to the degree of professional experience sought by the student. This experience may not be substituted for other courses required in the students major area. The practicum may be repeated for credit but only one hour of credit will be used toward the major. The practicum experience will fall into one of the three following categories to be approved by the Biology Department faculty before registration: 1. Preprofessional experience 2. Laboratory Teaching Assistant 3. A unique approved career related experience. Prerequisite: Junior or Senior standing with declared Biology major and consent of supervising instructor and Department Chairperson.

BIO 421 Immunology (4) ii (even-numbered years). A lecture-laboratory course dealing with the principles of immunology. Topics include: antigens, immunoglobulin, complement, antigen-antibody interactions, B-cells, T-cells, immunotolerance, suppression, immediate/delayed hypersensitivities, immunogenetics, transplantation and tumor immunology, immune proliferative and deficiency syndromes, autoimmunity, immunity to infection. Prerequisite: BIO 390 or consent of instructor and CHE 310 (concurrent enrollment, minimally).

BIO 495 Individual Research in Biology (1-5) i, ii, iii. Individual research within the various fields of biology. The student will be required to present results of investigation at a public seminar. Prerequisite: Junior or Senior standing, with a declared Biology major, 2.5 GPA, and consent of supervising instructor, and department chairperson; BIO 111, BIO 270, CHE 111, CHE 120, MAT 116.

Earth Science Courses

ESC 111 Physical Geology (4) i, ii. Survey of geologic materials and processes.

ESC 120 Meteorology (3) ii (odd-numbered years). Studies the nature and phenomena of the atmosphere and surveys climates and their classification.

Physical Science Courses

PHS 230 Physical Science for Elementary Teachers (3) i, ii. Basic concepts of the physics, chemistry, astronomy, meteorology, and geology emphasizing topics taught in grades K-6. Prerequisite: Declared major in Elementary Education or permission of instructor.

Department of Chemistry

Dr. L. Archer, *chairperson*

The Department of Chemistry deals with a core of knowledge essential to much of the scientific experimentation that influences our daily lives. From atomic theories to basic chemical structures, the prospective chemist studies that material which forms a basis for important work in engineering, pharmacy, medicine, medical technology, dentistry, and research chemistry.

The chemistry program is accredited by the American Chemical Society (ACS); students completing the proper ACS curriculum will thus be certified by the society and department.

The department also assists in the preparation of prospective science teachers. These students, as well as those who study chemistry as part of their basic education, work in new facilities fully equipped for investigating contemporary chemistry topics.

Exit Requirements for Department Majors

All students completing the B.S. in Chemistry or B.S. in Natural Science degree programs will be required to take the departmental exit exam consisting of the G.R.E. Advanced test in Chemistry.

Bachelor of Science Degree Requirements

Major In Chemistry

Courses in chemistry must total 50 credits. The following specific courses are required: CHE 111, 120, 310, 311, 312, 313, 321, 381, 382, 383, 384, 426, 440, 441, 442, 490 (2 hours), 495; MAT 167, 177, 287; PHY 210 and 211; two courses selected from: CSC 188, GER 102, 122, MAT 317, PHY 312. (More than the minimum of two elective courses is recommended for the student planning to enter a graduate program in chemistry.)

Major In Natural Science with Chemistry Emphasis

Students pursuing the Bachelor of Science degree majoring in Natural Science with a Chemistry emphasis have two option areas available: Pre-Professional and Education. The Natural Science curriculum consists of a core of courses taken by all majors followed by specified chemistry and cognate area courses.

The following common core of courses is required:

	Cr.
CHE 111	5
CHE 120	5
CHE 310	3
CHE 311	2
CHE 321	4
CHE 495	1
PHY 110 and 111	8
or	or
PHY 210 and 211	10
BIO 111	5
MAT 116, 119 or	
130, and 132	8
or	or
MAT 167 and 132	6

Total 41-43

The Education option requires the following additional courses:

	Cr.
CHE 326	4
CHE 381	3
CHE 382	2
CHE 465	2
ESC 111	4
SED 202	2
SED 203	1
SED 303	3
SED 304	4
SED 311	2
SED 404	3
SED 407	2
SED 409	9

Total 41

Teacher Education students must also complete the General Studies requirements as listed under Secondary Education.

The Pre-Professional option requires the following additional courses:

	Cr.
CHE 370	3
CHE courses numbered 300 or higher	7
BIO 210	4
BIO 311	4
BIO courses numbered 300 or higher	12
Total	30

Major in Medical Technology

Missouri Western State College offers a program leading to the Bachelor of Science degree with a major in medical technology. The first three years of the program are spent completing specified college course work (94 credits). The fourth year is spent in an affiliated hospital which provides a structured educational program in a clinical laboratory. The clinical program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). When a student successfully completes the hospital clinical program, Missouri Western State College will award 30 credits for the fourth year's work.

Acceptance into a clinical laboratory program is highly competitive. Enrollment in the college program does not guarantee acceptance of the student into a clinical program. The student must make separate application to a hospital for the clinical program, which consists of twelve months of full-time day clinical instruction. Clinical programs in the Kansas City area are located at the following hospitals: Menorah, North Kansas City Memorial, Providence-St. Margaret Health Center, Research, and Trinity Lutheran. Presently most Kansas City-area hospitals participate in a common acceptance-date system. Students should consult the medical technology advisor at the college to ascertain the time schedule for application to the clinical program and the approximate date when acceptance notices will be given.

Upon completion of the clinical program, students are eligible to take a national credentialing examination. Passing the examination is not a requirement for the Bachelor of Science degree with a major in medical technology; however, the student must pass the examination to become certified to practice as a medical technologist.

Degree Requirements: Courses in the natural sciences and mathematics must total 57 credits; courses in medical technology must total 30 credits. The following specific courses are required: CHE 111, 120, 310, 311, 321, 326, 370; BIO 111, 311, 390, 400, 421; MAT 116 and 119 or MAT 130; PHY 101 or 110; MTE 430, 432, 434, 436, 438, 440, 442.

Minor in Chemistry

A minor in chemistry consists of 18 credits in chemistry, including CHE 111 and CHE 120 plus elective courses in chemistry numbered 300 or higher.

Chemistry Courses

The student must furnish required laboratory apron and safety glasses in laboratory courses. A \$5 laboratory fee is required for all laboratory courses.

CHE 101 Introductory Chemistry (5) i, ii, iii. Chemistry for liberal arts and sciences students; meets the minimum physical science requirement. Three hours lecture, one hour discussion, two hours lab.

CHE 104 Fundamentals of Chemistry (5) i, ii, iii. A survey of chemistry with special emphasis on solution and biochemistry; for students majoring in scientific and technological fields such as nursing or agriculture. Four hours lecture, two hours lab.

CHE 111 General Chemistry I (5) i, ii. Basic concepts of chemistry: atomic theory and periodic system, chemical calculations, oxidation-reduction, states of matter, theory of chemical bonding, atomic structures. Three hours lecture, one hour discussion, three hours lab. Prerequisite: 2 units of algebra; high school chemistry is recommended.

CHE 120 General Chemistry II (5) i, ii. Continuation of CHE 111. Thermochemistry, equilibrium, electrochemistry, radiochemistry, coordination chemistry, and a survey of the main group elements and their compounds. Laboratory includes the topics above along with the separation and identification of some of the more common anions and cations by qualitative analysis. Three hours lecture, six hours laboratory. Prerequisite: CHE 111 with a grade of C or better.

CHE 310 Organic Chemistry I (3) i, ii. Methods of synthesis of organic compounds, reaction paths, chemical bonding, and geometry of organic molecules; aliphatic and aromatic compounds. Three hours lecture. Prerequisite: CHE 120 with a grade of C or better.

CHE 311 Organic Chemistry Laboratory I (2) i, ii. Laboratory course to accompany CHE 310. Six hours lab. Prerequisite: Concurrent enrollment in CHE 310.

CHE 312 Organic Chemistry II (3) ii. Continuation of CHE 310. Three hours lecture. Prerequisite: CHE 310 with a grade of C or better.

CHE 313 Organic Chemistry Laboratory II (2) ii. Laboratory course to accompany CHE 312. Six hours lab. Prerequisite: Concurrent enrollment in CHE 312.

CHE 321 Quantitative Analysis (4) i. Analytical chemistry; gravimetric, volumetric, colorimetric, and electro-analytical determinations. Two hours lecture, six hours lab. Prerequisite: CHE 120 with a grade of C or better.

CHE 326 Instrumental Analysis (4) ii. Theories and methods in modern instrumental analysis. Two hours lecture, six hours lab. Prerequisite: CHE 321 with a grade of C or better.

CHE 370 Biochemistry (4) ii. Chemistry of biological compounds, metabolism, and biochemical genetics. Three hours lecture, three hours lab. Prerequisite: CHE 310 and 311 with a grade of C or better.

CHE 381 Physical Chemistry I (3) i. Kinetic theory of gases, chemical kinetics, introduction to quantum chemistry, absorption and emission spectroscopy, bonding and conductivity. Three one-hour lectures per week. Prerequisite: A grade of C or better in CHE 310 and 311. Also Math 287 and Physics 210 (concurrently).

CHE 382 Physical Chemistry Laboratory I (2) i. Laboratory course to accompany CHE 381. Six hours lab. Prerequisite: Concurrent enrollment in CHE 381.

CHE 383 Physical Chemistry II (3) ii. Continuation of CHE 381. Thermodynamics, chemical equilibrium, properties of solutions, phase equilibria and electrochemistry. Three one-hour lectures per week. Prerequisite: Grade of C or better in Chemistry 381.

CHE 384 Physical Chemistry Laboratory II (2) ii. Laboratory course to accompany CHE 383. Six hours lab. Prerequisite: Concurrent enrollment in CHE 383.

CHE 426 Instrumental Methods (5) ii. Modern methods of chemical instrumentation; includes both practical application and fundamental theories of instrumental analyses. Three hours lecture, six hours lab. Prerequisite: CHE 381, 382.

CHE 440 Advanced Organic Chemistry (3) ii (even-numbered years). Modern mechanistic interpretations of the relations between structure and reactivity; the roles of reactive intermediates such as carbonium ions, carbanions, carbenes, and radicals in reactions; molecular orbital theory, Hammett acid-base theory; factors which influence the equilibria and reaction mechanisms of organic molecules. Prerequisite: CHE 310, 312, 381 or consent of instructor.

CHE 441 Advanced Inorganic Chemistry (3) ii (odd-numbered years). Modern concepts of inorganic chemistry, encompassing chemical bonding theories, acid-base theories, mechanisms of inorganic chemistry, symmetry in molecules, inorganic thermodynamics, and atomic and molecular structure. Three hours lecture. Prerequisite: CHE 381, 382.

CHE 442 Inorganic Synthesis (2) i (odd-numbered years) Selected synthetic techniques involving inert atmosphere, non-aqueous solvents, vacuum manipulation, and electrolytic oxidation, as currently applied to the purification and characterization of a wide variety of inorganic materials. Six hours lab. Prerequisite: CHE 310 & 311.

CHE 450 Independent Study in Chemistry (1-5) i, ii. Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in chemistry, minimum 2.5 GPA in major field, and consent of department chairperson.

CHE 465 Chemistry Teaching: Methods and Techniques (2) ii. (odd-numbered years) Modern techniques in teaching high school chemistry: use of audiovisual equipment, project approach, lesson planning, and difficulties in chemistry instruction at the secondary level. Prerequisite: Senior standing or consent of instructor.

CHE 490 Research in Chemistry (1-3) i, ii. Original research on problems in various fields of chemistry. Hours arranged. Prerequisite: CHE 381, 382, or consent of department chairperson.

CHE 495 Seminar in Chemistry (1) i. Individual reports and group discussion on modern topics in chemistry. Prerequisite: Senior standing or consent of instructor.

Medical Technology Courses

The following courses are taken by fourth-year students enrolled in the clinical laboratory program as a part of the requirements for the degree in medical technology. These courses are not offered on the Missouri Western State College campus; they are provided in a twelve-month internship program in a hospital affiliated with Missouri Western State College and approved by the Society of Clinical Pathologists.

MTE 430 Clinical Microbiology (6-8). the theory and laboratory study of pathogenic bacteria, viruses, rickettsiae, fungi, and parasites; includes specimen handling, methods of isolation, cultivation, diagnostic procedures, asepsis, environmental monitoring, medical significance, and quality control.

MTE 432 Clinical Chemistry (6-10). Identification and quantitation of specific chemical substances in blood and body fluids by various analytical techniques; clinical correlation with diagnosis and treatment of disease; principles of instrumentation; toxicology; and quality control.

MTE 434 Clinical Hematology (4-7). Theory of blood cell formation; morphology of cellular constituents; disease states; hemostasis; and coagulation testing; includes techniques and instrumentation used to determine major hematological and clotting parameters and quality control procedures.

MTE 436 Clinical Immunohematology (3-4). Studies the common blood group systems; principles and procedure for antigen-antibody detection; cross-matching; blood collection and preservation; processing; the evaluation of transfusion reaction; and quality control procedures.

MTE 438 Clinical Immunology (2-6). Characteristics of antigen/antibody function and interaction; principles and procedures of humoral and cellular immune responses; performance of serological procedures; clinical correlation of abnormalities; and quality control.

MTE 440 Clinical Urinalysis (1-3). Studies renal physiology and function in health and disease states; includes chemical and microscopic examination of urine, other excreta, and body fluids in relation to disease processes, along with quality control procedures.

MTE 442 Topics in Medical Technology (0-4). Subject matter may include the following: hospital orientation, laboratory management, radioisotope techniques, quality control procedures, laboratory safety, special projects, special techniques, and seminars on various subjects deemed necessary by hospital personnel.

Department of Communication Studies, Theatre, and Humanities

Dr. James V. Mehl, *chairperson*

The Department of Communication Studies, Theatre, and Humanities comprises several diversified areas of knowledge and experience. The humanities center on the human being — aspirations, potentialities, relationships with others — especially as they are reflected in literature, drama, philosophy, and religion. The department is concerned with communicative transactions between human beings — the expression, comprehension, and exchange of ideas through either oral or written discourse or artistic endeavor. It is through an understanding of these processes that a picture of the total human being emerges. Students in the department are introduced to many aspects of mankind's social and creative life, thereby acquiring a background for careers in fields such as law, politics, journalism, public relations, communication, and teaching.

The Department of Communication Studies, Theatre, and Humanities offers the following degrees: (1) the Bachelor of Arts degree both in speech communication and in theatre; (2) the Bachelor of Science degree in speech communication; (3) the Bachelor of Science in Education degree (a joint degree combining speech communication and theatre). Students may minor in Humanities as well as in Speech and Theatre.

Bachelor of Arts Degree Requirements

The B.A. requires 16 credits in a single foreign language.

Major In Speech Communication

Courses must total 52 credits. The following specific courses are required: COM 210, 305, 314, 324, 334, 336 or 337, 475, 485, plus 12 additional credits in communication courses numbered 200 or above; 16 hours in a single foreign language.

Major In Theatre

Courses in theatre and related areas must total 40 credits. The following specific courses are required: THR 118, 124, 217, 239, 249, 259, 267, 271, 272, 273, 274, and 338, plus an additional 12 credits selected from theatre courses, of which 9 credits must be numbered 300 or higher (THR 368 and/or THR 478 are recommended. 6 credits may be selected from nontheatre courses, but must have departmental approval).

Minor In Speech Communication

Courses in communication must total 21 credits. The following specific courses are required: COM 210, 305 or 324, 314 or 334 or 336 or 337, 310 or 410, plus 9 additional credits in communication numbered 200 or above.

Minor In Theatre

Courses in theatre must total 20 credits. The following specific courses are required: THR 140, 218, 249 or 259, 267, 338, plus elective credits in theatre or departmentally approved course work to total 6 credits, 3 of which must be numbered 300 or higher.

Minor In Humanities

Courses in humanities and approved electives must total 21 credits. The following specific courses are required: HUM 203, 205, 360 plus one course selected from HUM 210, 230, 250. Nine additional credits must be selected from HUM 210, 230, 250, 263, 265, ART 205 or 255 (not both), ENG 248, MUS 310 or 311 (not both), COM 336, COM 337, THR 267, or other courses approved by the humanities faculty.

Minor In Gerontology/Aging

MWSC offers an interdisciplinary minor in Gerontology/Aging. Since increasing numbers of Americans are living longer, there is a growing need for people trained to deal with the elderly. A minor in Gerontology/Aging could be especially helpful for students majoring in biology, communication, leisure management, management, nursing, psychology, or social work.

Students seeking this minor must complete at least 21 credits from the following list of classes:

- * SWK 270 Introduction to Aging Studies (offered every spring semester)
- BIO 265 Biology of Aging (offered fall semesters of even-numbered years)
- LMA 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
- NUR 492 Special Needs of the Elderly (offered fall semesters of odd-numbered years)
- PSY 321 Adulthood and Aging (offered every spring)
- COM 350 Communication and Aging (offered fall semesters of odd-numbered years)
- SWK 270 Death and Dying (offered fall semesters of odd-numbered years)
- A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board.

(* indicates this course is required of all students)

Since most of these courses are offered only periodically, it is important for a student to decide on this minor as early as possible to ensure the classes can be planned into his/her schedule. Contact the department chair or Academic Affairs office for more information.

Bachelor of Science in Education Degree Requirements

Major In Speech and Theatre

Courses in communication and theatre must total 42 credits. The following specific courses are required: COM 204, 208, 305 or 324, 314, 334, 465 plus 3 credit hours of Communications numbered 200 or above; THR 118, 217, 218, 239, 249, 267, 338.

Minor In Speech and Theatre

Courses in communication and theatre must total 21 credits. The following specific courses are required: COM 208 or 334, 305 or 324, 465; THR 118, 218, 249, 338. This minor qualifies student to be certified to teach grades 7-9. In order to be qualified for certification, grades 7-12, student must take an additional 9 credit hours of course work (to total 30 credit hours in communication and theatre), with 3 credits from communication (200 level or higher; 7-12 certification requires COM 334), 3 credits from theatre, and the additional 3 credits from either communication or theatre (200 level or higher).

Bachelor of Science in Speech Communication Degree Requirements

There are three possible emphasis areas upon which the Bachelor of Science in Speech Communication degree may focus:

Quantitative Emphasis, Human Relations Emphasis, Public Relations Emphasis.

Students in each emphasis area must complete the following set of core courses, totaling 21 credit hours:

COM 204	Mass Communication	(3)
COM 210	Presentational Communication	(3)
COM 305	Interpersonal Communication	
	or	
COM 324	Small Group Communication	(3)
COM 310	Public Relations Communication Analysis	(3)
COM 314	Persuasion	(3)
	or	
COM 336	Classical Rhetoric	
	or	
COM 337	Modern Theories of Rhetoric & Communication	(3)
COM 410	Organizational Communication	(3)
COM 485	Senior Project in Communication Studies	(3)
Total		(21)

In addition to the 21 credit core, each emphasis area requires the following course work for completion:

Major In Speech Communication, Quantitative Emphasis:

In addition to the 21 credit core named above, the following courses are required:

COM 345	Nonverbal Communication	(3)
PSY 200	Intermediate Psychology	(3)
CSC 100	Computer Literacy	(3)
CSC 120	Microcomputer Applications	(3)
MAT 201	Elementary Statistics	(3)
MAT 217	Calculus in Business and the Non-Physical Sciences	(4)
Two courses chosen from the following:		(6)
CSC 184	Introduction to Computing Concepts	(3)
CSC 188	FORTTRAN Programming	(3)
CSC 245	COBOL Programming	(3)
PSY 300	Psychological Statistics & Measurements	(3)
Plus 9 additional credits in Communication Studies numbered 200 or above		(9)
Sub-total		(34)
		(55)

Major In Speech Communication, Human Relations Emphasis:

In addition to the 21 credit core named above, the following courses are required:

COM 345	Nonverbal Communication	(3)
Plus 9 additional credits in Communication		
Studies numbered 200 or above		(9)
ACC 230	Principles of Accounting I	(3)
MGT 312	Principles of Management	(3)
MGT 412	Personnel Management	(3)
MGT 414	Organizational Behavior	(3)
Plus 9 additional credits from the following:		(9)
PSY 201	Applied Environmental Psychology	(3)
PSY 310	Industrial Psychology	(3)
PSY 325	Psychology of Personality	(3)
SOC 230	Social Problems	(3)
SOC 310	Deviant Behavior	(3)
SOC 330	The Family	(3)
LMA 363	Leisure Counseling in Therapeutic Recreation	(3)
HUM 230	Ethics	(3)
JOU 322	Organizational Writing	(3)

Sub-total 32

Total (53)

Major In Speech Communication, Public Relations Emphasis:

In addition to the 21 credit core named above, the following courses are required:

6 additional credits in Communication		
Studies numbered 200 or above		(6)
JOU 104	Photography Fundamentals	(3)
or		
JOU 304	Photographic Application & Design	(3)
JOU 200	Principles & Theory of Mass Media & Journalism	(3)
JOU 202	Basic News Reporting	(3)
JOU 303	Media Law & Ethics	(3)
JOU 308	Copy Editing	(3)
JOU 322	Organizational Writing	(3)
ECO 260	Principles of Economics I	(3)
ECO 261	Principles of Economics II	(3)
MKT 301	Principles of Marketing	(3)
MKT 311	Consumer Behavior	(3)
MKT 381	Promotional Management	(3)

Sub-total (39)

Total (60)

Communication Courses

COM 104 Oral Communication (3) i, ii, iii. Principles of speech as applied in meaningful participation in society. Not available for credit to students with credit or concurrent enrollment in COM 105.

COM 105 Business and Professional Speech Communication (3) i, ii. Principles of speech communication directly applicable to the professions and business involving formal presentations of various types: interview techniques and skills, meeting methods and management, and presentational speaking. Not available for credit to students with credit or concurrent enrollment in COM 104.

COM 204 Mass Communication (3) ii. Basic concepts of mass communication; interpretation of mass communication as a persuasive, artistic, and social force.

COM 210 Presentational Communication (3) i. Theory and practice of constructing public presentations including: media use, organization, delivery, means of appeal, and analysis of audience and setting.

COM 218 Oral Interpretation (3) i (even-numbered years). Oral reading and analysis of prose, poetry, and drama. Same as THR 218.

COM 251 Laboratory Forensics (1) i, ii. Participation in collegiate forensic activities including debate, oratory, manuscript reading, oral interpretation, and extempore speaking. May be repeated for a maximum total of 4 credits. Course grades assigned on the basis of amount of participation rather than tournament results. Students who plan on participating in forensics are encouraged to enroll in this class.

COM 305 Interpersonal Communication (3) i. Analyzes communication interaction in relatively unstructured, person-to-person settings with application of interpersonal communication concepts to resolving problems emerging from human interactions.

COM 310 Public Relations Communication Analysis (3) i. Applies principles of speech communication to the image-building functions of internal and external public relations; audience analysis, internal/external organizational communication audits, persuasive campaign design, communication channels and barriers. Prerequisite: COM 104 or 105.

COM 314 Persuasion (3) ii. Persuasion as a process of influencing attitude and behavior; emphasizes the theories of modern persuasion and their use in social, political and advertising campaigns. Prerequisite: COM 104 or 105.

COM 324 Small Group Communication (3) ii. Group roles, leadership styles, group structure, thought processes, and consensus methods; application of concepts to communication interaction in vocational and social group settings.

COM 334 Argumentation and Debate (3) i (odd-numbered years). Philosophical and theoretical foundations of logic and argumentation to the persuasive process; experience in preparation and presentation through debate and discussion formats. Prerequisite: COM 104 or 105.

COM 336 Classical Rhetoric (3) ii (odd-numbered years). Survey of the formation and transformation of rhetorical theory from the Classical Age to 1700. Prerequisite: COM 104 or 105.

COM 337 Modern Theories of Rhetoric and Communication (3) i (odd-numbered years). Survey of the transformation of rhetorical and communication theory from 1700 to present day. Prerequisite: COM 104 or 105.

COM 345 Nonverbal Communication (3) ii. Nonverbal aspects of communication; factors which affect and modulate verbal messages; interpretation of nonverbal information; kinesics (body motion), proxemics (social/personal space), and paralanguage (vocal cues accompanying words). Prerequisite: COM 104 or 105.

COM 350 Selected Topics in Speech Communication (3) i. Specialized course work in the field of speech communication. Prerequisite: COM 104 or 105, or consent of instructor. Course may be repeated for up to six credits maximum with different topics.

COM 410 Organizational Communication (3) ii (odd-numbered years). Theories and problems of human communication within a variety of organizational settings; the relationship of communication to motivation, organizational structure, nonverbal behavior, surroundings, leadership style, and information accuracy. Prerequisite: 3 credits in speech or consent of instructor.

COM 450 Independent Study in Communication (1-5) I, II. Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in speech, minimum 2.5 GPA in major field of study, and consent of department chairperson.

COM 460 Internship in Applied Communication (1-3) I, II, III. Applies communication theory and skills to actual work situations encompassing one or more of the following: internal/external organizational communication audits, audience analysis, interviewing, persuasive campaign design, public speaking. Professionally supervised work experiences related to the student's area of interest. (Thirty hours of work for each hour of credit.) Application must be made at least one semester prior to course registration. May be repeated for a total of 6 credits. Prerequisite: Senior status in the speech communication program and consent of department chairperson.

COM 465 Methods of Teaching Speech and Drama (3) I (even-numbered years). Philosophies, issues, and problems in contemporary speech education; content, structure, presentation, and evaluation of curriculum and teaching in speech and theatre. Prerequisite: SED 202 and 203.

COM 475 Rhetorical Criticism (3) II (even-numbered years). Application of various theories of rhetoric and communication to the analysis and criticism of discourse. Prerequisite: COM 336 or 337.

COM 485 Senior Project in Communication Studies (3) I, II. Discussion of major theories, movements, and contexts in Communication Studies. Entails a written project and defense which demonstrates the student's knowledge about the field. Prerequisite: Senior status in Communication Studies program, declared major in Communication Studies and consent of department chairperson.

Theatre Courses

THR 113 Introduction to Theatre (3) I, II. The contributions made by directors, actors, designers, technicians, and playwrights to modern dramatic productions. Participation in a production as performer, member of stage or construction crew, or member of production committee is an optional activity but is not required.

THR 115 American College Theatre Festival (1) II. An intense exposure to theatre by means of attendance at the regional American College Theatre Festival. May be repeated for a total of 4 credits. Course grades assigned on a pass-fail basis.

THR 118 Acting (3) I. Basic principles of acting and stage movement developed through improvisational techniques.

THR 124 Voice and Diction (3) II. Theories and techniques of improving voice and articulation; includes mastery of a working knowledge of phonetics.

THR 140 Production Participation (1-3) I, II, III. Forty hours of supervised practical work in any area of theatrical activity for each credit. May be repeated for a total of 6 credits. Course grades assigned on a pass-fail basis.

THR 217 Play Analysis (3) I. Study of the written script from the standpoint of the actor, director, and designer; strategies of plotting, characterization, thematic development, and style; descriptive analysis of the principal dramatic genres and styles.

THR 218 Oral Interpretation (3) I (even-numbered years). Oral reading and analysis of prose, poetry, and drama. Same as COM 218.

THR 229 Stage Makeup (1) II (even-numbered years). Techniques and materials involved in two-dimensional stage makeup. Two hour lab with lecture/demonstration. (Students must furnish assorted makeup).

THR 239 Costume Techniques (2) I (even-numbered years). Fundamentals of costuming for the stage, a study of fabrics and construction, basic cutting and sewing techniques, costume shop management, and a brief look at costume history and design.

THR 249 Stagecraft: Stages and Construction (4) I (odd-numbered years). Stages, staging techniques, and construction in relation to theatrical production requirements. Three hours lecture-demonstration, four hours lab.

THR 259 Stage Lighting (3) II (even-numbered years). Continuation of THR 249. Emphasizes the elements of stage lighting as a production requirement. Two hours lecture-demonstration, two hours lab.

THR 267 History of the Theatre (3) i (even-numbered years). The history of the theatre from its beginnings to the present day.

THR 271 Plays in Performance (Tragedy) (1) i, (odd numbered years). A study by means of videotape and live performance of the various types and styles of tragedy and the elements of performance and production associated with them.

THR 272 Plays in Performance (Comedy) (1) ii, (even numbered years). A study by means of videotape and live performance of the various types and styles of comedy and the elements of performance and production associated with them.

THR 273 Plays in Performance (Tragicomedy) (1) i, (even numbered years). A study by means of videotape and live performance of the various types and styles of tragicomedy (or drama) and the elements of performance and production associated with them.

THR 274 Plays in Performance (Melodrama and Musical Theatre) (1) ii, (odd numbered years). A study by means of videotape and live performance of the various types and styles of melodrama and musical drama and the elements of performance and production associated with them.

THR 338 Directing (3) ii (odd-numbered years). Principles of play direction: selection, casting, blocking, staging a production. Prerequisite: THR 217, 249, or consent of instructor.

THR 339 Design for the Theatre (3) i (even-numbered years). Theory and techniques involved in the creative process of theatrical design with applications culminating in a completed set of designs; emphasizes scene and costume design. Two hours lecture, two hours lab. Prerequisite: THR 249.

THR 368 Shakespeare (3). A study of selected works. Same as ENG 368. Prerequisite: ENG 108 or 112, or consent of instructor.

THR 370 Summer Theatre Workshop (3) iii. Practical experience in designing, staging, acting, and producing a play or plays with individual assignments designated by the instructor. May be repeated for a maximum of 6 credits. Prerequisite: Consent of instructor.

THR 417 Theatre Seminar (3) ii (even numbered years). Specialized course work in some aspect of contemporary theatre scholarship. Topic and instructor varies and will be announced. May be repeated for up to 6 hours credit with different topics.

THR 418 Independent Projects in Acting (1-3) i, ii, iii. Specialized research or performance problems; scholarly projects in the theory of acting for advanced students. Written project proposal must have instructor's approval before student's registration. May be repeated for a total of 6 credits. Prerequisite: THR 118, 218, and/or consent of instructor.

THR 438 Independent Projects in Directing (1-3) i, ii, iii. Advanced study in script analysis, staging techniques, rehearsal procedures, and technical coordination; ordinarily includes directing a laboratory production. Formal production prospectus must be submitted one full semester in advance of enrollment and must be approved by the instructor before student's registration. May be repeated for a total of 6 credits. Prerequisite: THR 217, 239, 259, 338, or consent of instructor.

THR 449 Independent Projects in Stage Lighting and Sound (1-3) i, ii, iii. Projects course involving specialized study in theatrical sound and lighting. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 249, 259, and consent of instructor.

THR 459 Independent Projects in Scene Design (1-3) i, ii, iii. Projects course involving specialized study in scenery and property design and construction. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 249 and consent of instructor.

THR 469 Independent Projects in Costuming (1-3) i, ii, iii. Projects course involving specialized study in Costuming and/or Make-up. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 229 and/or THR 239 and consent of instructor.

THR 477 Independent Projects in Playwriting (1-3) i, ii, iii. A projects course involving independent work in playwriting. Should ordinarily result in a complete script. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 217 and consent of instructor. May be repeated for up to 6 hours credit.

THR 478 Modern Drama (3). Drama from Ibsen to the present. Same as ENG 478. Prerequisite: ENG 108 or 112, or consent of instructor.

THR 479 Independent Projects in Theatre Marketing and Management (1-3) i, ii, iii. Projects course involving work in publicity, box office, public relations, advertising and/or management of a performing arts event. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 113 and consent of instructor.

THR 487 Independent Projects in Theatre Research (1-3) i, ii, iii. A projects course involving independent work in some area of Theatre History, Dramatic Theory or Literature, or Performance Theory. Should ordinarily result in a scholarly paper of some substance and scope. Student must submit project proposal to theatre staff before registration. Prerequisite: THR 217, THR 267, and THR 417 and consent of instructor. May be repeated for up to 6 hrs. credit.

Humanities Courses

HUM 203 Humanities: Ancient and Medieval (3) i, ii, iii. The social and intellectual history of mankind as reflected by literature, art, music, drama and discourse from the classical period to the Renaissance.

HUM 205 Humanities: Renaissance to Twentieth Century (3) i, ii, iii. The social and intellectual history of mankind as reflected by literature, art, music, drama and discourse from the Renaissance to the present.

HUM 210 Introduction to Philosophy (3) i, ii, iii. Survey of the origins and development of philosophical thought.

HUM 219 Logic (3) i. A study of formal and informal reasoning: topics include recognition and evaluation of arguments, fallacies, sentence and predicate calculus, and scientific method.

HUM 230 Ethics (3) ii. Definition, meaning, scope, and application of ethics; an analysis of ethics in ancient, medieval, and modern times.

HUM 250 Comparative Religions (3) i, ii. Survey of nature and effects of major and minor religions on the culture and civilization of mankind.

HUM 263 Religion of the Old Testament (3) i (odd-numbered years). Introduction to the major elements of the Old Testament from the perspective of contemporary biblical scholarship.

HUM 265 Religion of the New Testament (3) ii (even-numbered years). Introduction to major elements of the New Testament from the perspective of contemporary New Testament scholarship.

HUM 360 Selected Readings in the Humanities (3) ii. Specialized course work in the humanities of western civilization; emphasizes analysis of humanistic works of leading authors. Prerequisite: HUM 203 and 205, or consent of instructor. Course may be repeated for credit (6 hour maximum) with consent of CS/T/H Chairperson.

HUM 370 Independent Study in Humanities (1-3) i, ii. Investigation of selected problems or topics on an individual conference basis. Consent of departmental chairperson is required. Students are normally expected to discuss proposed work with HUM faculty two semesters before registration is anticipated. May be repeated with permission of instructor and departmental chair for a maximum of 6 hours.

Department of Computer Science, Mathematics and Physics

Dr. C. Godfrey, *Chairperson,*

The Department of Computer Science, Mathematics and Physics contributes to the liberal education of all students and, in addition, provides specialized programs in computer science, computer information systems, mathematics, and physics for those students who desire a more thorough preparation for jobs in business, government, industry, and educational institutions.

Admissions Requirements

Computer Science or Computer Information Systems:

To gain admission into either of these degree programs, the student must have completed CSC 184 with a grade of C or better. In addition, the student must have an overall GPA of 2.0.

Mathematics:

To gain admission to any degree program in mathematics, the student must have completed MAT 167 with a grade of C or better.

Graduation Requirements

To graduate with a degree in any program offered by the Department of Computer Science, Mathematics, and Physics requires that the student receive a grade of C or better in each course in the major.

In addition, all other institutional requirements for graduation must be met.

Bachelor of Science Degree Requirements

Major In Computer Science

The major in computer science requires the completion of the following program for a total of 55 credits: CSC 184, 185, 188 or 245 or 280, 207, (or MAT 208), 284, 385, 386, 470, 484; MAT 167, 177, 306, 332; plus 12 credits of electives selected from the following list, of which 9 credits must be numbered 300 or above: CSC 188, 245, 280, 345, 384, 388, 398, 400, 418, 425, 428, 430, 440, MAT 417, EET 202 and 203 (both 202 and 203 must be taken to count as credit toward the computer science major). In addition to the above requirements, computer science majors must use PHY 110 or PHY 210 in order to meet the Natural Sciences portion of their General Studies Program.

Major In Computer Information Systems

The major in computer information systems requires the completion of the following program for a total of 55 credits: CSC 184, 185, 245, 284, 345, 386; plus 15 credits of computer science courses of which 12 credits must be numbered 300 or above; MAT 132 or GBA 210; ACC 230, ACC 231, ECO 260, MGT 312, GBA 319, MAT 137.

Major In Mathematics

The major in mathematics requires the completion of the following program of 45 credits: MAT 167, 177, 208, 287, 301, 305, 317, 407, 416, CSC 184, 185, 245, 345, and ACC 230; plus 9 credits, of which at least 3 must be mathematics courses numbered 200 or higher. The remaining hours can be selected from PHY 312, 410, 412, CSC 385, and other mathematics courses. The mathematics major advisor can provide information on the selection of electives which will best prepare the student for Graduate Study or a career in Actuarial Science, Applied Mathematics or Teaching Secondary School Mathematics, as well as other careers requiring a strong mathematics background.

Teacher Education In Mathematics

Students interested in teaching must complete all additional requirements for teacher certification including the General Studies requirement as listed in the catalog under Secondary Education.

Minors

Minor In Computer Information Systems

The minor in computer information systems requires the completion of the following program for a total of 21 credits: CSC 184, 185, 245, and 345; ACC 230; plus 6 credits of computer science electives.

Minor In Computer Science

The minor in computer science requires the completion of the following program for a total of 20 credits: MAT 167; CSC 184, 185, 284, 385; plus 3 credits of computer science electives (excluding CSC 100, 110, 120, 240).

Minor In Mathematics

The minor in mathematics requires the completion of the following program for a total of 21 credits: MAT 167 and 177, plus elective courses in mathematics numbered 200 or higher. MAT 132 may also count in the total of 21 credits. Students seeking a minor in mathematics for teacher certification must contact the department chairperson for information regarding specific course requirements.

Minor In Physics

The minor in physics requires the completion of 20 credits including PHY 210, 211, 312, and an additional 7 credits chosen from PHY 320, 410, 412, and 470. (In addition, for state secondary teacher certification in Physics, PHY 465 is required.)

Computer Science Courses

CSC 100 Computer Literacy (3) i, ii, iii. Overview of data processing. Provides a working knowledge of computers for students in disciplines other than Computer Science and Computer Information Systems. Includes selected software packages on microcomputers. This course does not fulfill the degree requirements for either Computer Science or Computer Information Systems. Prerequisite: One year of high school algebra or MAT 090 or higher. Not open to students with credit in CSC 184.

e 100; may not be taken concurrently with any other mathematics course; hours do not count toward graduation requirements.)

MAT 095 Intermediate Algebra (3) i, ii, iii. Review of elementary algebra including the algebra of polynomials, linear equations, quadratic equations, systems of three equations, linear inequalities, integer and rational exponents, factoring, and graphs of lines and conic sections. Prerequisite: One year of high school algebra or a grade of C or better in MAT 090 or equivalent. (Not open to the student with credit in MAT 116 or higher; may not be taken concurrently with any other mathematics course; hours do not count toward graduation requirements.)

MAT 112 Finite Mathematics (3) i, ii. Probability and linear mathematical methods applied in business and the social and life sciences. Prerequisite: Two years of high school algebra or a grade of C or better in MAT 095 or equivalent. (Not open to student with credit in MAT 167.)

MAT 116 College Algebra (3) i, ii, iii. Linear, quadratic, and miscellaneous equations and inequalities; relations and functions including polynomial, exponential, and logarithmic functions; graphing; systems of equations and inequalities; matrices and determinants; sequences and series. Prerequisite: Two years of high school algebra or a grade of C or better in MAT 095 or equivalent. (Not open to the student with credit in MAT 167 or MAT 130.)

MAT 119 Trigonometry (2) i, ii. Trigonometric functions, trigonometric identities, trigonometric equations, logarithms, solution of triangles, inverse trigonometric functions. Prerequisite: MAT 095 or equivalent. (Not open to the student with credit in MAT 177 or MAT 130.)

MAT 130 Pre-Calculus (5) i. Algebraic, trigonometric, exponential and logarithmic equations and inequalities; relations and functions in algebra and trigonometry; systems of equations and inequalities; matrices and determinants; introduction to discrete algebra; solutions of triangles; inverses of algebraic and trigonometric functions, trigonometric identities; introduction to analytic geometry. Prerequisite: Two years of high school algebra or a grade of C or better in MAT 095 or equivalent. (Not open to any student with credit in MAT 147 or 167)

MAT 132 Elementary Statistics (3) i, ii, iii. Basic course for students in natural sciences, behavioral sciences, and social sciences; tabulation of data, graphic representation, measures of central tendency and dispersion, probability, types of distributions, sampling, hypothesis testing, elementary aspects of correlation. Prerequisite: MAT 112, MAT 116, or equivalent.

MAT 137 Calculus in Business and the Non-Physical Sciences (4) ii. Differential and integral calculus applications in business and economics, life science and social science. Prerequisite: Grade of C or better in MAT 112, MAT 116 or equivalent. (Not open to the student with credit in MAT 147 or MAT 167).

MAT 147 Applied Calculus I (4) i. An applied course in techniques of differentiation and integration; applications primarily from the technological fields; analytic geometry, functions, differential and integral calculus. Prerequisite: MAT 116 or equivalent (Not open to the student with credit in MAT 167).

MAT 157 Applied Calculus II (3) ii. Differentiation and integration of trigonometric functions, partial derivatives and double integrals, Taylor Series, first- and second-order differential equations; applications primarily from the technological fields. Prerequisite: MAT 119 and 147 or equivalent. (Not open to the student with credit in MAT 177.)

MAT 167 Calculus with Analytic Geometry I (5) i, ii, iii. Plane analytic geometry, differential calculus, and integral calculus. Prerequisite: Grade of C or better in MAT 130 or equivalent.

MAT 177 Calculus with Analytic Geometry II (5) i, ii. Continuation of MAT 167. Includes selected topics from analytic geometry and calculus. Prerequisite: Grade of C or better in MAT 167 or equivalent.

MAT 208 Discrete Mathematics (3) ii. (Same as CSC 207) A study of mathematical reasoning including the nature and methods of proof, relations and functions, combinatorics and graph theory, Boolean Algebra, and applications of these topics. Attention will be given to the direct applications to computer science. Prerequisite: Credit or concurrent enrollment in MAT 177, or equivalent.

MAT 287 Calculus with Analytic Geometry III (5) i, ii. Continuation of MAT 177. Selected topics from analytic geometry and calculus. Prerequisite: Grade of C or better in MAT 177 or equivalent.

MAT 301 Mathematical Modeling (3) i. An introduction to the modeling process including creative and empirical model construction, model analysis, and model research. Prerequisite: MAT 137 or 147 or 167 or the equivalent.

MAT 306 Linear Algebra (3) i. Vector spaces, linear transformations, matrix operations, determinants, matrix inversion, linear systems, eigenvalues, canonical forms. Prerequisite: MAT 208 or consent of instructor.

MAT 315 Topics in Geometry (3) i (odd-numbered years). Synthetic projective geometry; basic symbolic logic; mathematical systems and finite geometries; algebraic geometry; non-Euclidean geometry. Prerequisite: Credit or concurrent enrollment in MAT 306.

MAT 317 Differential Equations (3) ii. Common types of ordinary differential equations; differential operators, Laplace transforms; systems of differential equations; partial differential equations; Fourier series; applications. Prerequisite: MAT 287 and 306 or consent of instructor.

MAT 332 Probability and Statistics (3) i. The theory of mathematical statistics; probability, distribution theory, and point estimation. Prerequisite: MAT 208 or equivalent.

MAT 350 Mathematics for Elementary Teachers (5) i, ii. Structure, meanings, relationships, and logical reasoning for elementary mathematics; emphasizes the structure of mathematics taught in grades K-6. Prerequisite: MAT 112 or equivalent. (Not applicable to the major or minor in mathematics.)

MAT 351 Mathematics Methods in the Elementary School (2) i, ii. Methodologies, strategies, materials, and curriculum development in elementary school mathematics. Must be taken concurrently with MAT 350. Prerequisite: MAT 112 or equivalent. (Not applicable to the major or minor in mathematics.)

MAT 407 Advanced Calculus (3) i. Elementary topological aspects of the real numbers, calculus of several variables, vector calculus, infinite series, Fourier series, and orthogonal functions. Prerequisite: MAT 317 or equivalent.

MAT 416 Abstract Algebra (3) ii. Groups, rings, fields, and vector spaces; definitions and fundamental theorems; homomorphisms and isomorphisms; polynomials and field extensions. Prerequisite: MAT 306 or equivalent.

MAT 417 Numerical Analysis (3) ii. The solution of algebraic and transcendental equations; finite differences; interpolation, numerical differentiation, and integration; numerical solutions of ordinary differential equations. Prerequisite: MAT 306, and CSC 185 or equivalent.

MAT 450 Independent Study in Mathematics (1-5). Investigates selected problems or topics on an individual conference basis. Prerequisite: Completion of the major-minor application form, minimum 2.5 GPA in the major field of study, and consent of department chairperson.

MAT 462 Number Theory (1) i (even numbered years). Study of divisibility, primes, congruences, diophantine equations, arithmetic functions, partitions, fibonacci numbers, and continued fractions. An independent method of study will be used. Prerequisite: MAT 208

MAT 463 History of Mathematics (1) i (even numbered years). Study of the origins, philosophy and development of mathematics. An independent method of study will be used. Prerequisite: MAT 208.

MAT 465 Mathematics Teaching: Methods and Materials (2) i (even-numbered years). Techniques, materials, and resources used in the mathematics curriculum in secondary schools. Prerequisite: SED 303 or equivalent.

MAT 470 Seminar in Mathematics (3) ii (odd-numbered years). Selected topics in mathematics. Prerequisite: Consent of department chairperson (may be repeated for credit.)

Physics Courses

PHY 101 Concepts and Principles of Physics (4) i, ii, iii. Comprehensive treatment of the concepts and laws of physics using a nonmathematical approach. Three hours lecture-demonstration, two hours lab. (Not open to students with credit in PHY 110 or PHY 210.)

PHY 104 Introduction to Astronomy (4) i, ii. Basic course in astronomy, mostly descriptive in nature; solar system, stellar astronomy, structure of galaxy and universe. Three hours lecture plus 2 hours lab.

PHY 110 College Physics I (5) i, ii. Classical treatment of mechanics, waves, energy, heat, electricity, magnetism, and optics. Four hours lecture, three hours lab. Prerequisite: MAT 116 or consent of instructor. (Not open to students with credit in PHY 210.)

PHY 111 College Physics II (3) ii. Relativity, atomic physics, and nuclear physics. Two hours lecture, three hours lab. Prerequisite: PHY 110 or consent of instructor.

PHY 210 University Physics I (5) i. Calculus-level mechanics, sound, and thermodynamics. Four hours lecture, three hours lab. Prerequisite: MAT 167.

PHY 211 University Physics II (5) ii. Calculus-level electricity, magnetism, waves, optics, and elementary modern physics. Four hours lecture, three hours lab. Prerequisite: Credit or current enrollment in MAT 177; PHY 210.

PHY 312 University Physics III (3) i. Calculus-level modern physics. Three hours lecture. Prerequisite: PHY 211.

PHY 320 History of Physics (3) ii (even-numbered years). Comprehensive discussion of chronological development of concepts in classical and modern physics. Prerequisite: PHY 312 or consent of instructor.

PHY 410 Selected Topics in Physics (3) i, ii (odd numbered years). Formal junior-senior level presentation of one of the following topics: mechanics; optics; electricity and magnetism; thermodynamics; quantum mechanics; mathematical physics; astrophysics; or relativity. Three hours lecture. Prerequisite: PHY 312, MAT 317 or consent of instructor. (May be repeated for credit for a different topic.)

PHY 412 Selected Experiments in Physics (1) i (odd-numbered years). Selected experiments in Physics for the advanced student. Three hours lab. Prerequisite: PHY 312 and consent of instructor.

PHY 465 Physics Teaching: Methods and Materials (2) i (even-numbered years). Techniques, materials, and equipment used in teaching physics in Secondary schools. Prerequisite: PHY 312 or consent of instructor.

PHY 470 Seminar in Physics (1) ii. Student and faculty presentations of selected topics from current literature. Prerequisite: PHY 312 and consent of instructor. (May be repeated for credit.)

Department of English, Foreign Languages and Journalism

Dr. J. Frick, *chairperson*

The Department of English, Foreign Languages and Journalism offers major programs in English, French and Spanish leading to the Bachelor of Arts degree and the Bachelor of Science in Education degree. The majors in French and Spanish are offered in cooperation with Northwest Missouri State University. Minor programs are also offered in English, French, German, Spanish, and journalism.

In its various programs and offerings, the Department of English, Foreign Languages and Journalism works toward four goals: (1) an improvement of communication skills through practice in diverse types of expository and imaginative writing; (2) a development of critical thinking through exposure to and interpretation of the various world views offered in literary works; (3) an increased appreciation of literature, its backgrounds, history, and values through an analysis and discussion of authors and literary works covering a wide range of attitudes, perspectives, and expressions; (4) a deeper understanding of one's own culture and a tolerance and acceptance of things foreign through a study and appreciation of another language and culture.

In all of its programs, the department encourages its students to grow in self-knowledge and the knowledge of others through its emphasis on the humane and liberal characteristics of its offerings.

Bachelor of Arts Degree Requirements

The B.A. requires 16 credits in a single foreign language.

Major in English, Public Relations Emphasis

The Bachelor of Arts degree in English with a public relations emphasis is designed for students interested in entering business or seeking careers such as public relations work which demand a knowledge of and proficiency in communications skills.

The requirements for a Bachelor of Arts degree in English with a public relations emphasis include the satisfactory completion of the following courses for a total of 45 credits: ENG 224 or 338, 232, 310 or 312, 360 or 362, plus an additional 3-credit literature course numbered above 300; JOU 104 or 304, 200, 202, 302, 303, 308, 316, 322; COM 310, 410. Also recommended is the following core of Business/Marketing courses: ECO 260 and 261; plus 12 credits from GBA 210, MKT 301, 311, 381, 401, 481.

Major in English, Technical Communications

The Bachelor of Arts degree in English with an emphasis in technical communications is designed for students interested in working as technical writers and/or communications specialists in large organizations.

The requirements for a Bachelor of Arts degree in English with a technical communications emphasis include the satisfactory completion of the following courses for a total of 45 credits: ETC 200, ENG 224, ENG 232, JOU 200, JOU 202, an English literature course numbered 300 or above, ENG 322, ETC 324, ENG 310 or 312, ENG 360 or 362, ETC 316, ETC 326, JOU 308; plus six additional hours from among the following courses: an English

literature course numbered 300 or above, COM 310, COM 410, JOU 302, JOU 304, COM 336, COM 337, ETC 450, ACC 230, ECO 261, MKT 301, MGT 312 (students are encouraged to minor in business).

Major In English, Literature Emphasis

The Bachelor of Arts degree in English with a literature emphasis is a broad-based program providing students with a wide perspective on literature, language, and world views. The program prepares students to pursue graduate work in English or related disciplines, or to enter areas of the business/professional community seeking people with a broad liberal education.

The requirements for a Bachelor of Arts degree in English with a literature emphasis include the satisfactory completion of the following courses for a total of 45 credits: ENG 224, 232, 310, 312, 316 or additional course in literature numbered above 300, 332, 360, 362, 368, 390 or 426 or 478, 420 or 422, 484, 488; two British literature courses numbered 300 or above.

Major In English, Writing Emphasis

The Bachelor of Arts degree in English with an emphasis in writing concentrates on the imaginative, expository, and journalistic modes of written discourse. Students interested in pursuing graduate work emphasizing writing, or seeking employment with companies or businesses demanding proficiency in written communication skills, are advised to select this program. Students interested in journalistic writing are also encouraged to minor in journalism. Such students should consult the journalism faculty for advisement.

The requirements for a Bachelor of Arts degree in English with a writing emphasis include the satisfactory completion of the following courses for a total of 45 credits: ENG 224, 232, 248, 310 or 312, ENG 316 or JOU 316, ENG 322 or JOU 322, ENG 334, 338, 360 or 362; JOU 200, 202, 302, JOU 314 or ENG 484; two additional literature courses numbered above 300.

Major In French

The Bachelor of Arts degree in French is designed for students who wish to use their extensive knowledge of French in a business setting or to enter graduate school in French upon graduation.

The requirements for a Bachelor of Arts degree in French include the satisfactory completion of the following courses for a total of 38 credits: FRE 102, 112, 202, 212, 300 (repeated once for a total of 8 hours), FRE 205 or 305, FRE 206 or 306, FRE 207 or 307, and these courses offered through a cooperative program with Northwest Missouri State University: FL14-304 Survey of Literature in French I (3 credit hours) and FL14-305 Survey of Literature in French II (3 credit hours). (Students enroll with NWMSU and must pay the appropriate NWMSU tuition for these two courses.) A recognized minor as listed in the MWSC catalog is required. Interested students should apply through the chairperson of the MWSC Department of English, Foreign Languages, and Journalism.

Major In Spanish

The Bachelor of Arts degree in Spanish is designed for students who wish to use their extensive knowledge of Spanish in a business setting or to enter graduate school in Spanish upon graduation.

The requirements for a Bachelor of Arts degree in Spanish include the satisfactory completion of the following courses for a total of 38 credits: SPA 102, 112, 202, 212, 300 (repeated once for a total of 8 hours), SPA 248 or 348, SPA 250 or 350, SPA 252 or 352, and these courses offered through a cooperative program with Northwest Missouri State University: FL14-426 Spa-Am Soc-Lit Perspective (3 credit hours) and FL14-428 Adv Studies

in Spanish (3 credit hours). (Students enroll with NWMSU and must pay the appropriate NWMSU tuition for these two courses.) A recognized minor as listed in the MWSC catalog is required. Interested students should apply through the chairperson of the MWSC Department of English, Foreign Languages, and Journalism.

Bachelor of Science in Education Degree Requirements

Major In English

The Bachelor of Science in Education degree program leads to certification to teach English in the Secondary schools. Students who pursue this program should consider teaching their immediate career goal.

The requirements for a Bachelor of Science in Education degree with a major in English include the satisfactory completion of the following courses for a total of 45 credits: ENG 224, 232, 310, 312, 332, 334, 360, 362, 368, 400, 465, 484, 488; two additional literature courses numbered 300 or above.

Major In French

The Bachelor of Science in Education degree in French leads to certification to teach French in the secondary schools. Students who pursue this program should consider teaching their immediate career goal.

The requirements for a Bachelor of Science in Education degree in French include the satisfactory completion of the following courses for a total of 40 credits: FRE 102, 112, 202, 212, 300 (repeated once for a total of 8 hours), FRE 301, FRE 205 or 305, FRE 206 or 306, FRE 207 or 307, and these courses offered through a cooperative program with Northwest Missouri State University: FL14-304 Survey of Literature in French I (3 credit hours) and FL14-305 Survey of Literature in French II (3 credit hours). (Students enroll with NWMSU and must pay the appropriate NWMSU tuition for these two courses.) A recognized minor as listed in the MWSC catalog is required. Interested students should apply through the chairperson of the MWSC Department of English, Foreign Languages, and Journalism.

Major In Spanish

The Bachelor of Science in Education degree in Spanish leads to certification to teach Spanish in the secondary schools. Students who pursue this program should consider teaching their immediate career goal.

The requirements for a Bachelor of Science in Education degree in Spanish include the satisfactory completion of the following courses for a total of 40 credits: SPA 102, 112, 202, 212, 300 (repeated once for a total of 8 hours), SPA 301, SPA 248 or 348, SPA 250 or 350, SPA 252 or 352, and these courses offered through a cooperative program with Northwest Missouri State University: FL14-426 Spa-Am Soc-Lit Perspective (3 credit hours) and FL14-428 Adv Studies in Spanish (3 credit hours). (Students enroll with NWMSU and must pay the appropriate NWMSU tuition for these two courses.) A recognized minor as listed in the MWSC catalog is required. Interested students should apply through the chairperson of the MWSC Department of English, Foreign Languages, and Journalism.

Minor Programs in English, Journalism, and Foreign Languages

In addition to the major programs in English, French and Spanish and English, French and Spanish education, the Department of English and Foreign Languages offers minors in English, journalism, French, German, and Spanish.

Minor In English, Literature Emphasis

The minor in English provides students with an opportunity to broaden their understanding and appreciation of literature and culture, and to improve their communication skills. As such, the minor is a valuable asset to those seeking careers in the professional or business world.

The requirements for a minor in English include the satisfactory completion of the following courses for a total of 21 credits: ENG 224, 310 or 312, 360 or 362, 368, 420 or 422; two British literature courses numbered above 300.

Minor In English, Education Emphasis

Structured to meet the requirements for teacher certification, the following minor in English is specifically offered to prepare students to teach English in grades 7 through 12.

The requirements for the minor in English include the satisfactory completion of the following courses for a total of 27 credits: ENG 224, 232, 310 or 312, 334, 360 or 362, 400, 465; additional 3-credit American literature course; additional 3-credit British or world literature course.

Minor In English Technical Communications

The minor in English Technical Communications is designed for students of all disciplines who are interested in combining strong writing capability with their profession. The minor creates technical writers and communications specialists for business, corporate and professional worlds.

The requirements for a minor in English Technical Communication include the satisfactory completion of the following courses for a total of 21 hours: ETC 200, JOU 202, ENG 322, ETC 324, ETC 316, ETC 326, JOU 308. Strongly recommended courses are ENG 224 and ENG 232.

Minor In Journalism

The requirements for the minor in journalism include the satisfactory completion of 25 credits in journalism. Students must complete 22 credits from the following courses: JOU 104, 200, 202, 210 or 212, 302, 303, 304, 308, 310 or 312. A maximum of eight credits may be earned from JOU 210/212 courses, and a maximum of eight credits may be earned from JOU 310/312 courses, but no more than four total credits will be counted toward the journalism minor. Journalism students are encouraged to develop proficiency in typing and photography early in their academic careers.

Minor In French

The requirements for the minor in French include the satisfactory completion of the following courses for a total of 24 credits: FRE 102, 112, 202, 212, 300 (two semesters).

Minor In German

The requirements for the minor in German include the satisfactory completion of the following courses for a total of 24 credits: GER 102, 112, 202, 212, 300 (two semesters).

Minor In Spanish

The requirements for the minor in Spanish include the satisfactory completion of the following courses for a total of 24 credits: SPA 102, 112, 202, 212, 300 (two semesters).

Teacher Certification In Foreign Language

State certification to teach foreign language in grades K-12 in Missouri requires 30 credits in the language to be taught or 27 credits plus 2 or more earned units of high school credit in that language in addition to two credit hours of foreign language teaching methodology.

State certification to teach foreign language in grades K-9 in Missouri requires 21 credits in the foreign language to be taught or 18 credits plus 2 or more earned units of high school credit in that language.

Teacher Certification In Journalism

State certification to teach Journalism in grades 7-12 in Missouri requires 21 credits for an extended certificate.

Extended Certificate

	<i>Credits</i>
JOU 200 Principles of Journalism and Mass Media (i)	3
JOU 202 Basic News Reporting (i)	3
JOU 303 Media Law and Ethics (ii odd years)	3
JOU 308 Copy Editing (i odd years)	3
JOU 314 Special Topics in Journalism: Scholastic Publications (iii)	3
Additional Journalism electives from the following:	6
JOU 210 Journalism Lab: Newspaper Production (i, ii)	
JOU 212 Journalism Lab: Yearbook/Magazine Production (i,ii)	
JOU 302 Advanced Reporting (ii)	
JOU 310 Journalism Lab: Newspaper Production Management (i,ii)	
JOU 312 Journalism Lab: Yearbook/Magazine Production Management (i, ii)	
JOU 316 Internship in Journalism (i, ii, iii)	
JOU 322 Organizational Writing	

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Cognate Field In English

For students who have completed associate degree programs, the department provides a cognate field in English, with specializations in Journalism or Writing, which will lead to the Bachelor of Science in Technology Degree. Cognate field in English, Option 1, Journalism Specialization: JOU 200, 202, 302, 314, 104 or 304, 303, 322, ENG 224 or 338, JOU 210 or 212, and 316.

Option 2, Writing Specialization: Eng 224, 232, JOU 202, 302, 322, ENG 248 or JOU 104, ENG 338, JOU 303, 314, and 316.

English Composition and Language Courses

ENG 100 Introduction to College Writing (3) I, II, III. Instruction in reading and writing open to any student, but mandatory for those students who do not score satisfactorily on the English Department Placement Exam. Does not fulfill the English composition requirement for baccalaureate and associate degrees. Prerequisite: Completion of the department's placement exam. See class schedule for test administration dates.

ENG 104 College Writing and Rhetoric (3) I, II, III. Instruction in reading and writing; emphasizes expository prose. Fulfills first half of the General Studies requirement in English composition. Prerequisite: Successful completion of ENG 100 or satisfactory score on the department's Writing Placement Examination. See class schedule for test administration dates.

ENG 108 College Writing and Research (3) I, II, III. Instruction in reading various literary genres and continued practice in writing. Fulfills second half of the General Studies requirement in English composition. Prerequisite: A grade of C or higher in ENG 104.

ENG 112 Honors Composition and Rhetoric (3) I. An enriched course open to students who pass the Writing Placement Examination administered by the Department of English, Foreign Languages, and Journalism and who score above the 90th percentile in English on the ACT using national norms. This course fulfills the English composition requirement for basic skills in general studies for four-year degree programs.

ENG 224 Advanced Composition and Literature (3) I. Required for English majors and minors. Offers systematic instruction in writing about literature. Prerequisite: ENG 108 or 112.

ENG 232 Language Awareness (3) I. Emphasis on the important principles of language with a focus on the vocabulary, manipulation of words in context, analysis of grammatical systems, the patterns of usage and the dialects of American English. Required of English majors, minor in English, education emphasis. Prerequisite: ENG 104 or consent of instructor.

ENG 316 Internship in English (2-6) I, II, III. Practical application of skills in reading, writing, and analytical thinking at a business concern or agency; correlates academic preparation with professionally supervised work experience (thirty clock hours of work for each credit). May be repeated for a total of 12 credits. Prerequisite: Junior or senior standing and consent of faculty coordinator and department chairperson.

ENG 322 Organizational Writing (3). A workshop course for business and professional people and English majors and journalism minors. Emphasis on audience analysis and designing, composing, editing, and producing public relations and communications pieces. Required of BA English majors, writing and communications emphasis. Prerequisite: ENG 108 or consent of instructor.

ENG 332 History of the English Language (3) II (odd-numbered years). Growth and structure of the English language. Prerequisite: ENG 232 or consent of instructor.

ENG 334 Structure of English (3) II (even numbered years). Traditional analysis of English syntax and introduction to the basic concepts of generative-transformational grammar. Prerequisite: ENG 232 or EED 320, or consent of instructor.

ENG 338 Creative Writing (3) I. Intensive practice in writing poetry, fiction, or drama, in accordance with the interests of the student. May be repeated for a total of 6 credits. Prerequisite: ENG 108 or 112.

English Technical Communications Courses

ETC 200 Techniques of Technical Publication (3) I. Study of new publishing technology, stressing composition and word processing, automated text processing, methods of reproduction. Introduction of graphics, style, format, layout, and desktop capabilities. A variety of documents will actually be published. Prerequisite: ENG 108 or 112.

ETC 316 Internship in Technical Communications (2-6) I, II, III.

Practical application of technical and organizational communication skills in a professional setting; correlates academic preparation with supervision in a work experience (thirty clock hours of work for each credit). May be repeated for a total of 12 credits. Prerequisite: Junior or senior standing and consent of faculty coordinator and department chairperson.

ETC 324 Writing in the Technical World (3) I.

Study of communication assignments likely to be encountered by entry-level professionals in various technological settings. Students will practice communication requiring careful on-the-job analysis, planning, preparation, writing and editing. Cases will be used to demonstrate the crucial interaction of elements such as writer's professional role, the audience, the technical and managerial problem, the available information and the communications assignments. Prerequisite: ENG 108 or 112.

ETC 326 Desktop Publishing (3) II.

A workshop course involving design and production of attractive and effective advertisements, brochures and fliers, correspondence, newsletters, and manuals using desktop publishing equipment: Macintosh Plus or SE computers, Apple laser printers, software will include Microsoft Word, Aldus Pagemaker, and other graphic design software. Prerequisite: ETC 200 or consent of instructor. May be repeated once for credit.

ETC 450 Independent Study in Technical Communications (1-5)

Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in English, minimum 2.5 GPA in major field of study, and consent of department chairperson.

English Education Courses

English education courses may not be used to fulfill any requirement for the Bachelor of Arts degree with a major in English.

ENG 300 Literature for Children (3) I, II, III. A study of literature for children designed to increase appreciation of children's books through literary evaluation. Students will read and evaluate picture books, junior novels and poetry. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 400 Literature for Adolescents (3) II. Trends, censorship and the history of young adult literature will be considered as students read and evaluate classic and contemporary literature suitable for junior and senior high school students. Prerequisite: Junior standing or consent of instructor.

ENG 465 English Teaching: Methods and Materials (3) I. Techniques, materials, and resources used in the English curriculum in the secondary schools; instruction in the teaching of writing. Prerequisite: Junior standing.

Literature Courses

ENG 210 Approaches to Literature (3) I, II, III. A general studies course emphasizing ways of reading poetry, fiction and drama. Various thematic approaches may be offered. May not be repeated for credit.

ENG 248 Approaches to Film Literature (3) II. Study of themes, ideas, and techniques in film.

ENG 310 British Literature to 1798 (3) I. Survey of British literature from Anglo-Saxon times to the Restoration and eighteenth century periods. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 312 British Literature since 1798 (3) II. A continuation of ENG 310. A survey from the Romantics and the Victorians to contemporary writers. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 360 American Literature to 1865 (3) I. Survey of American literature from colonial beginnings to the Civil War; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 362 American Literature since 1865 (3) II. Continuation of ENG 360. Survey from the Civil War to the present day; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 368 Shakespeare (3). A study of selected works. Prerequisite: ENG 108 or 112, or consent of instructor. Same as THR 368.

ENG 370 Medieval Literature (3). The literature and culture of the Middle Ages; special emphasis on Chaucer. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 372 Seventeenth Century British Literature (3). The literature and culture of the Jacobean and Restoration periods; special emphasis on Milton. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 374 Eighteenth Century British Literature (3). The major literary movements and writers of the eighteenth century. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 375 The Power of Myth in Literature (3) Basic knowledge of Greek and Roman gods, goddesses, and heroes in ancient and contemporary literature with an emphasis on archetypal characters and plots in poetry, short story, novel, and film. Prerequisite: ENG 108 or 112 or consent of instructor.

ENG 380 Romantic Poetry and Prose (3). The major works of the Romantic period. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 382 Victorian Literature (3). The major works of the Victorian period. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 390 Modern European Literature (3). Selected works in translation of modern European writers. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 420 American Short Story (3) II (even-numbered years). The American short story from Washington Irving to the present; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 422 American Novel (3) II (odd-numbered years). Representative works of the nineteenth and twentieth centuries; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 426 Modern American and British Poetry (3). Representative poetry of the twentieth century; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 450 Independent Study in English (1-5). Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in English, minimum 2.5 GPA in major field of study, and consent of department chairperson.

ENG 468 British Novel: Eighteenth Century (3). The development of the British novel in the eighteenth century. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 470 British Novel: Nineteenth and Twentieth Centuries (3). Representative novels of the nineteenth and twentieth centuries. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 478 Modern Drama (3). Drama from Ibsen to the present. Prerequisite: ENG 108 or 112, or consent of instructor. Same as THR 478.

ENG 484 Special Topics in English (3) II. Study of selected topics or problems in English. Prerequisite: Junior or senior standing and consent of instructor and department chairperson.

ENG 488 Senior Seminar in English (3) I. Discussion of the relationships and significance of major texts and periods covered in the degree programs in English. Prerequisite: Consent of department chairperson.

Journalism Courses

JOU 104 Photography Fundamentals (3) I (odd-numbered years). Basic techniques of picture taking, film developing, and printing. Students are required to provide their own camera equipment, film, and printing paper.

JOU 200 Principles and Theory of Mass Media and Journalism (3) I. Exploration of the history and development of the mass media in the United States and mass communication theory. Also includes discussion of issues currently affecting the media, including newspapers, film, radio, and television as well as advertising and public relations.

JOU 202 Basic News Reporting (3) I. Introduction to journalistic practices; gathering information, taking notes, interviewing, writing; basic journalism style and story structure; practice in copy editing. Prerequisite: Successful completion of ENG 100 or satisfactory score on the department's Writing Placement Examination. See class schedule for test administration dates.

JOU 210 Journalism Laboratory: Newspaper Production (2) I, II. Supervised experience in field reporting and techniques used in producing a newspaper. Students work on the campus newspaper. May be repeated for a total of 8 credits.

JOU 212 Journalism Laboratory: Yearbook/Magazine Production (2) I, II. Supervised experience in field reporting and techniques used in producing the campus yearbook. May be repeated for a total of 8 credits.

JOU 302 Advanced Reporting (3) II. Advanced instruction and experience in reporting and writing news stories, editorials and features. Prerequisite: JOU 202 or consent of instructor.

JOU 303 Media Law and Ethics (3) II (odd-numbered years) Defines the legal boundaries within which professional communicators must operate and raises important ethical issues that relate to media careers. Prerequisite: JOU 200 or consent of instructor.

JOU 304 Photographic Application and Design (3) II (even-numbered years). The effective application of photography in publications for both writers and photographers, including principles of page design and photographic composition. Prerequisite: JOU 200 and 202, or consent of instructor.

JOU 308 Copy Editing (3) I (odd-numbered years). Instruction and experience in editing and rewriting copy and headline writing in accordance with accepted journalistic practice. Included will be instruction in grammar and usage. Prerequisite: ENG 108; completion of JOU 202 is recommended.

JOU 310 Journalism Laboratory: Newspaper Production Management (2) I, II. Supervised experience in managerial positions on the campus newspaper; application of the principles of professional journalism. May be repeated for a total of 8 credits.

JOU 312 Journalism Laboratory: Yearbook/Magazine Production Management (2) I, II. Supervised experience in managerial positions on the campus yearbook; applications of principles of professional journalism. May be repeated for a total of 8 credits.

JOU 314 Special Topics in Journalism (3) I (even-numbered years). Advanced course in journalism; topics vary from semester to semester. May be repeated for credit. Prerequisite: Consent of instructor.

JOU 316 Internship in Journalism (2-6) I, II, III. Practical application of journalism skills in a professional setting; correlates academic preparation with supervision in a work experience (thirty clock hours of work for each credit). May be repeated for a total of 12 credits. Prerequisite: Junior or senior standing and consent of faculty coordinator and department chairperson.

JOU 322 Organizational Writing (3). A workshop course for business and professional people and English majors and journalism minors. Emphasis on audience analysis, and designing, composing, editing, and producing public relations and communications pieces. Required of BA English majors, writing and communications emphases. Prerequisite: ENG 108 or consent of instructor.

JOU 326 Desktop Publishing (3). A workshop course involving the design and production of attractive and effective brochures, fliers, correspondence, newsletters, advertisements, and manuals using desktop publishing equipment including the Macintosh Plus and SE computers and Apple laser printer. Software will include Microsoft Word, Aldus Pagemaker and other graphic design software. Prerequisite: JOU 200 or consent of the instructor.

Modern Languages Courses

A student with extensive background in a language is encouraged to attempt credit by examination. Two years of high school study in a language should provide background for testing out of the first-semester course, and three to four years of study should enable the student to test out of the second course.

French Courses

FRE 102 Elementary French I (4) I. Basic structural patterns of the language and essential grammar; development of active proficiencies and comprehension of grammatical concepts. Three hours lecture, two hours lab.

FRE 112 Elementary French II (4) II. Continuation of FRE 102. Three hours lecture, two hours lab. Prerequisite: FRE 102 or equivalent.

FRE 202 Intermediate French (4) I. Continuation of FRE 112. Completion of essential grammar. Three hours lecture, two hours lab. Prerequisite: FRE 112 or consent of instructor.

FRE 205 Summer Study/Travel Program in France: Preparatory Work (3) III. A two-week intensive preparatory course at the early intermediate level. Cross-cultural exploration of contemporary French and American society and culture. Taught on the MWSC campus during interim preceding the summer session. Lecture and discussion in French, readings and papers in English. Prerequisite: FRE 112 or two years of high school French or consent of program director.

FRE 206 Summer Study/Travel Program in France: Field Work in Paris and Surrounding Area (1) iii. Nine days of total immersion in French in Paris and its environs. Required guided visits to museums and historical sites; side trips to Chartres, Versailles, the Loire Valley and other locales. Conversation and guided visits at the early intermediate level; readings and paper in English. Prerequisite: FRE 112 or two years of high school French or consent of program director.

FRE 207 Summer Study/Travel Program in France: Oral and Written French (5) iii. A four-week intensive study in French language at the early intermediate level taught by the audio-oral method at the *Institut Savoisien d'Etudes Francaises* in Annecy, France (or in a comparable program), including coursework and directed cultural activities. Required four-week homestay with French family. A special fee is assessed for this class. Deadline for application is March 1. Prerequisite: FRE 112 or two years of high school French or consent of program director.

FRE 212 French Conversation and Composition (4) ii. Refinement of writing and speaking skills through review of structural patterns and mastery of idiomatic usages; study of vocabulary distinctions. Three hours lecture, two hours lab. Prerequisite: FRE 202 or consent of instructor.

FRE 300 Topics in French (4) i, ii. Advanced course in French literature, language, or culture. Topics will vary from semester to semester. May be repeated for credit (with consent of instructor). Three hours lecture and two hours lab, or four hours lecture. Prerequisite: FRE 212 or consent of instructor.

FRE 301 Methods in Teaching Foreign Language (2) (on demand) Techniques, materials, and methodology to be used in teaching foreign language. In order to pass this course, students must receive a rating of 2- or higher on the American Council on the Teaching of Foreign Languages' Oral Proficiency Interview. The Interview will be administered during the last six weeks of the course by Missouri Western faculty who are certified as oral proficiency testers. Same course as GER 301 and SPA 301.

FRE 305 Summer Study/Travel Program in France: Preparatory Work (3) iii. A two-week intensive preparatory course at the advanced level. Cross-cultural exploration of contemporary French and American society and culture. Taught on the MWSC campus during the interim preceding the summer session. Lecture, discussion, readings and papers in French. Prerequisite: FRE 212 or four years of high school French or consent of program director.

FRE 306 Summer Study/Travel Program in France: Field Work in Paris and Surrounding Area (1) iii. Nine days of total immersion in French in Paris and its environs. Required guided visits to museums and historical sites; side trips to Chartres, Versailles, the Loire Valley and other locales. Conversation and guided visits, readings and paper in French at the advanced level. A special fee is assessed for this class. Deadline for application is March 1. Prerequisite: FRE 212 or four years of high school French or consent of program director.

FRE 307 Summer Study/Travel Program in France: Oral and Written French (5) iii. A four-week intensive study in French language and culture at the advanced level taught by the audio-oral method at the *Institut Savoisien d'Etudes Francaises* in Annecy, France (or in a comparable program), including coursework and directed cultural activities. Required four-week homestay in French family. A special fee is assessed for this class. Deadline for application is March 1. Prerequisite: FRE 212 or four years of high school French or consent of Program director.

German Courses

GER 102 Elementary German I (4) i. Basic structural patterns of the language and essential grammar; development of active proficiencies and comprehension of grammatical concepts. Three hours lecture, two hours lab.

GER 112 Elementary German II (4) ii. Continuation of GER 102. Three hours lecture, two hours lab. Prerequisite: GER 102 or equivalent.

GER 202 Intermediate German (4) i. Continuation of GER 112. Completion of essential grammar. Three hours lecture, two hours lab. Prerequisite: GER 112 or consent of instructor.

GER 212 German Conversation and Composition (4) ii. Use of short literary works as a basis for conversation and short compositions. Three hours lecture, two hours lab. Prerequisite: GER 202 or consent of instructor.

GER 300 Topics in German (4) I, II. Advanced course in German literature, language, or culture. Topics will vary from semester to semester. May be repeated for credit (with consent of instructor). Three hours lecture and two hours lab, or four hours lecture. Prerequisite: GER 212 or consent of instructor.

GER 301 Methods in Teaching Foreign Language (2) (on demand) Techniques, materials, and methodology to be used in teaching foreign language. In order to pass this course, students must receive a rating of 2- or higher on the American Council on the Teaching of Foreign Languages' Oral Proficiency Interview. The Interview will be administered during the last six weeks of the course by Missouri Western faculty who are certified as oral proficiency testers. Same course as FRE 301 and SPA 301.

Spanish Courses

SPA 102 Elementary Spanish I (4) I. Basic structural patterns of the language and essential grammar; development of active proficiencies and comprehension of grammatical concepts. Three hours lecture, two hours lab.

SPA 112 Elementary Spanish II (4) II. Continuation of SPA 102. Three hours lecture, two hours lab. Prerequisite: SPA 102 or equivalent.

SPA 202 Intermediate Spanish (4) I. Continuation of SPA 112; completion of essential grammar. Three hours lecture, two hours lab. Prerequisite: SPA 112 or consent of instructor.

SPA 212 Spanish Conversation and Composition (4) II. Conversations and written compositions based on textual materials as well as contemporary topics. Three hours lecture, two hours lab. Prerequisite: SPA 202 or consent of instructor.

SPA 248 Preparatory Course for Interim Program in Mexico (2). An introduction to Mexican history and contemporary Mexican society. Lecture and discussion are in Spanish; readings are in English. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: Credit or concurrent registration in SPA 112, two years of high school Spanish, or consent of instructor.

SPA 250 Interim Program in Mexico: Oral Spanish (4). An intensive three-week intermediate level skills course in spoken Spanish given in Cuernavaca, Mexico. Class meets for four hours daily. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 112, two years of high school Spanish, or consent of instructor.

SPA 252 Interim Program in Mexico: Independent Readings in Spanish (2). A three-week intermediate level course given in Cuernavaca, Mexico, on the literature of the Spanish-speaking world. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 112, two years of high school Spanish, or consent of instructor.

SPA 300 Topics in Spanish (4) I, II. Advanced course in Spanish literature, language, or culture. Topics will vary from semester to semester. May be repeated for credit (with consent of instructor). Three hours lecture and two hours lab, or four hours lecture. Prerequisite: SPA 212 or consent of instructor.

SPA 301 Methods in Teaching Foreign Language (2) (on demand). Techniques, materials, and methodology to be used in teaching foreign language. In order to pass this course, students must receive a rating of 2- or higher on the American Council on the Teaching of Foreign Languages' Oral Proficiency Interview. The Interview will be administered during the last six weeks of the course by Missouri Western faculty who are certified as oral proficiency testers. Same course as FRE 301 and GER 301.

SPA 348 Preparatory Course for Interim Program in Mexico (2). An introduction to Mexican history and contemporary Mexican society. Lecture, discussion and readings are in Spanish. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: Credit or concurrent registration in SPA 212, four years of high school Spanish, or consent of instructor.

SPA 350 Interim Program in Mexico: Oral Spanish (4). An intensive three-week advanced level skills course in spoken Spanish given in Cuernavaca, Mexico. Class meets for four hours daily. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 212, 250, four years of high school Spanish, or consent of instructor.

SPA 352 Interim Program in Mexico: Independent Readings in Spanish (2). A three-week advanced level course given in Cuernavaca, Mexico, on the literature of the Spanish-speaking world. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 212, 252, four years of high school Spanish, or consent of instructor.

Department of Music

Dr. M. Gilmour, *chairperson*

The Department of Music provides a curriculum for the training of musicians and music educators. It is primarily concerned with improving the skills and disciplining the talents of music majors. The department also offers courses and activities for all college students to enhance their appreciation and understanding of music. Students are encouraged to broaden their contact with music through attendance at the many cultural programs in St. Joseph and area concert halls and through participation in programs by student musicians.

The Department of Music is an accredited institutional member of the National Association of Schools of Music.

Bachelor of Arts Degree Requirements

The B.A. requires 16 credits in a single foreign language.

Major In Music

Courses in music must total 52 credits. The following specific courses are required: MUS 101, 105, 107, 205, 206, 207, 304, 310, 311, 404, 405, 490 or 491, plus 8 credits in one "applied music-major instrument" category, 4 credits in elective ensembles, and 6 credits from any music courses except Recital, Applied Music - Major Instrument, and Music Ensembles.

Bachelor of Science In Education Degree

Missouri Western offers two options in the B.S.E. major in Music leading to K-12 vocal or instrumental teaching certification in Missouri. Both the Vocal emphasis and Instrumental emphasis require 71-73 credits in music courses, including the following core of classes:

		Cr.
MUS 100	Recital	7
MUS 101	Perspectives in Music	3
MUS 105	Musicianship I	4
MUS 107	Musicianship II	4
MUS 205	Musicianship III	4
MUS 206	Keyboard Proficiency	2
MUS 207	Musicianship IV	4
MUS 304	Form and Analysis	2
MUS 305	Conducting	2
MUS 310	History of Music: Primitive to Baroque	3
MUS 311	History of Music: Classical to Modern	3
MUS 320	Elementary Music Methods and Materials	3
MUS 404	Twentieth-Century Techniques	2
MUS 405	Arranging	2
MUS 490		
or 491	Senior Recital	1
MUS	Applied Music-Major Instrument	7
MUS	Major Ensemble	7

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Additional courses required in Vocal Emphasis:

	Cr.
MUS 130 Foundations in Music I	2
MUS 131 Foundations in Music II	2
MUS 208 Keyboard Proficiency II	2
MUS 420 Secondary Vocal Methods & Materials	3
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Vocal Emphasis majors will be assigned to a middle or high school instrumental program for SED 203, to an elementary, middle or high school vocal program for SED 303, and to a middle or high school vocal program for SED 409. If the student has elected the elementary music emphasis by taking MUS 321 and MUS 322, an assignment to elementary music for SED 409 may be chosen. The music prerequisite(s) for SED 203 is MUS 320; for SED 303 are MUS 208 and MUS 305; and for SED 409 is MUS 420.

Applied voice concentration: Restricted electives are MUS 334, 2 credits.

Applied piano concentration: Restricted electives are MUS 331, 2 credits; applied voice-major instrument, 2 credits (two semesters in MUS 289).

Additional courses required in Instrumental Emphasis:

	Cr.
MUS 132 Class Brass I	1
MUS 133 Class Brass II	1
MUS 134 Class Percussion I	1
MUS 135 Class Percussion II	1
MUS 230 Class Woodwinds I	1
MUS 231 Class Woodwinds II	1
MUS 232 Class Strings I	1
MUS 233 Class Strings II	1
MUS 421 Secondary Instrumental Methods & Materials	3
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Instrumental Emphasis majors will be assigned to an elementary, middle, or high school vocal program for SED 203 and to a middle or high school instrumental program for SED 303 and SED 408. The music prerequisite(s) for SED 203 is MUS 320; for SED 303 are MUS 206 and MUS 305; and for SED 409 is MUS 421.

The student in each emphasis area should make every effort to be involved in as many different teaching levels as is possible.

Minor in Music

Courses in music must total 29 hours. The following courses are required: MUS 101 (3 credits), MUS 105 (4 credits), MUS 107 (4 credits), Piano (2 credits in applied or class piano), Major Instrument (4 credits), Music electives (8 credits by advisement and not to include Major Instrument category), and music Ensembles (4 credits) with participation for a minimum of four semesters.

Those students whose Major Instrument is piano must substitute 2 credits for the applied or class piano requirement in music by advisement.

The Major Instrument category must include a minimum of 1 credit on the 200 level.

Students unable to participate in Music Ensembles due to Major Instrument category must substitute 4 credits in music by advisement.

Degree Candidates in Music

All first-semester music students are expected to audition on their major instrument before registration for classes at Missouri Western State College.

Candidates for the Bachelor of Science in Education degree must participate in one major ensemble each semester with the exception of the student teaching semester.

Candidates for the Bachelor of Arts degree must complete the 200-level "applied music-major instrument" requirements for graduation. Candidates for the Bachelor of Science in Education degree must complete 4 credits in 300-level "applied music-major instrument" requirements for graduation.

Candidates for the Bachelor of Science in Education Vocal Emphasis degree may receive an emphasis in elementary music education by electing MUS 321 and 322 (total of 4 credits). This emphasis is for those students desiring to teach at the elementary school level.

All degree candidates in music may elect a solo performance emphasis program in their major applied area with Department of Music permission.

Candidates for the Bachelor of Science in Education degree with a Vocal Emphasis may achieve state instrumental certification with the addition of instrumental courses. The following courses are recommended: MUS 132, 133, 134, 135, 230, 231, 232, 233, 421, and two semesters of instrumental ensembles, of which at least one semester must be a major ensemble.

Candidates for the Bachelor of Science in Education degree with an Instrumental Emphasis may achieve state vocal certification with the addition of vocal music courses. The following courses are recommended: MUS 130, 131, 208, 420, 2 credits in applied voice, and two semesters selected from MUS 140 or 338.

Music Courses

MUS 100 Recital (1) i, ii. Attendance at department-sponsored or -approved concerts. May be repeated for credit.

MUS 101 Perspectives in Music (3) i, ii, iii. Music materials, forms, historical-social development of composers and compositions. Various themes may be pursued; however, this course may not be repeated for credit.

MUS 105 Musicianship I (4) i. Materials of music through seventh chords and metric subdivision; includes music reading/aural recognition.

MUS 106 Keyboard Skills I (2) i. Keyboard orientation; intervallic reading; I, V chord structures and harmonization. No piano background required.

MUS 107 Musicianship II (4) ii. Continuation of MUS 105. Harmonization, modulation, formal analysis, composition; includes music reading/aural recognition. Prerequisite: MUS 105.

MUS 108 Basic Keyboard Skills II (2) ii. Primary chord structures and harmonization, simple accompaniment patterns, reading skills, scale structures. Prerequisite: MUS 106 or consent of instructor.

MUS 205 Musicianship III (4) i. Musicianship III Continuation of MUS 107. An historical approach to compositional techniques through analysis and original composition; includes music reading/aural recognition. Prerequisite: MUS 107.

MUS 206 Keyboard Proficiency I (2) i. Keyboard harmony, harmonization of folk melodies, sight-reading, scale structure, transposition, simple accompaniment, elementary repertoire; completion of proficiency examination for instrumental majors. Prerequisite: MUS 107 and 108 or consent of instructor.

MUS 207 Musicianship IV (4) ii. Musicianship IV Continuation of MUS 205. Study of the music of late nineteenth century through analysis and original composition; includes music reading/aural recognition. Prerequisite: MUS 205.

MUS 208 Keyboard Proficiency II (2) ii. Advanced harmonic progressions, intermediate-level accompaniments, transposition of simple accompaniment, open-score reading, intermediate repertoire, scale and arpeggio techniques; completion of proficiency and examination for B.S. in Ed.-Vocal Emphasis majors. Prerequisite: MUS 206 or consent of instructor.

MUS 210 Introduction to Computer Music Applications (1) i, ii, iii (on demand). A seminar course designed to introduce the student to the hardware/software applications available in the Art/Music Computer Laboratory. Prerequisite: MUS 105 or consent of instructor.

MUS 220 Music for the Elementary Classroom Teacher (3) ii. Basic music for the elementary education major incorporating music appreciation and use of music in the teaching of basic skills. Prerequisite: EED 202, 203.

MUS 240 Chamber Music Performance: Brass (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with brass instruments. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 241 Chamber Music Performance: Keyboard (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with keyboard instruments. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 242 Chamber Music Performance: Percussion (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with percussion instruments. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 243 Chamber Music Performance: Strings (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with string instruments. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 244 Chamber Music Performance: Voice (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with voice. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 245 Chamber Music Performance: Woodwinds (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with woodwind instruments. May be repeated for credit. Prerequisite: Consent of instructor.

- MUS 304 Form and Analysis (2) i.** The elements, harmonic content and formal structures of music; historical development. Prerequisite: MUS 101 and 207.
- MUS 305 Conducting (2) i.** Basic conducting techniques: patterns, cueing, left hand independence; conducting legato, staccato, and marcato styles. Prerequisite: MUS 207.
- MUS 310 History of Music: Ancient to Baroque (3) i.** Musical styles and techniques, from primitive music to Baroque. Prerequisite: MUS 101, 207.
- MUS 311 History of Music: Classical to Modern (3) ii.** Musical styles and techniques, from classical to modern. Prerequisite: MUS 101, 207.
- MUS 312 Topics in Music Literature: Chamber (1-2) i, ii.** Study through research in music literature and performance practices as they relate to chamber music. May be repeated for credit. Prerequisite: Consent of instructor.
- MUS 313 Topics in Music Literature: Choral (1-2) i, ii.** Study through research in music literature and performance practices as they relate to choral music. May be repeated for credit. Prerequisite: Consent of instructor.
- MUS 314 Topics in Music Literature: Piano (1-2) i, ii.** Study through research in music literature and performance practices as they relate to piano music. May be repeated for credit. Prerequisite: Consent of instructor.
- MUS 315 Topics in Music Literature: Organ (1-2) i, ii.** Study through research in music literature and performance practices as they relate to organ music. May be repeated for credit. Prerequisite: Consent of instructor.
- MUS 316 Topics in Music Literature: Percussion (1-2) i, ii.** Study through research in music literature and performance practices as they relate to percussion music. May be repeated for credit. Prerequisite: Consent of instructor.
- MUS 317 Topics in Music Literature: Solo Instrument (1-2) i, ii.** Study through research in music literature and performance practices as they relate to solo instrument music. May be repeated for credit. Prerequisite: Consent of instructor.
- MUS 318 Topics in Music Literature: Solo Voice (1-2) i, ii.** Study through research in music literature and performance practices as they relate to solo vocal music. May be repeated for credit. Prerequisite: Consent of instructor.
- MUS 320 Elementary Music Methods and Materials (3) i.** Overview of methods and materials for teaching of music in grades K-6. For students majoring in music education. Prerequisite: MUS 105 or EED 202, 203 and ability to read music.
- MUS 321 Orff, Kodály, and Laben (2) ii (odd-numbered years).** Introduction to the educational processes involved in teaching music K-8, using the contemporary methods of Orff, Kodály, and Laben. Prerequisite: MUS 220 or 320.
- MUS 322 General Music Activities (2) ii (even-numbered years).** Developing and sequencing music skills and concepts in grades K-12 through increasing levels of cognitive abilities. Prerequisite: MUS 220 or 320.
- MUS 325 Marching Band Techniques (1) i (on demand).** Materials and ideas in marching band techniques. Prerequisite: MUS 145.
- MUS 326 Instrument Care and Repair (1) ii (on demand).** Techniques and experience in the repair of band and orchestra instruments; emphasizes practical and economical use of materials, skill, and time. Prerequisite: Two of the following: MUS 132, 134, 230, 232.
- MUS 404 Twentieth-Century Techniques (2) ii.** The study of the compositional techniques and forms in tonal, atonal and the avant-garde music of the twentieth century. Prerequisite: MUS 304.
- MUS 405 Arranging (2) ii.** Various combinations of instruments and voices; includes a major project in the student's area of interest. Prerequisite: MUS 207.
- MUS 406 Composition (1-2) i, ii.** Private lessons in composition. Half-hour weekly lessons for each credit. The special fee for applied music is assessed for this course. May be repeated for credit. Prerequisite: Consent of instructor.
- MUS 410 Topics in Computer Music Applications (1-2) i, ii, iii (on demand).** An advanced seminar course designed to study selected topics in the field of computers and music. May be repeated for credit. Prerequisite: MUS 210 or consent of instructor.
- MUS 420 Secondary Choral Methods and Materials (3) ii.** Problems and techniques of teaching choral music in junior and senior high schools; study of choral literature; performance practices; choral conducting with laboratory experiences. Prerequisite: MUS 305.

MUS 421 Secondary Instrumental Methods and Materials (3) ii. Organization and implementation of instrumental music programs in junior and senior high schools; problems, methods, conducting, and rehearsal techniques with laboratory experiences. Prerequisite: MUS 305.

MUS 450 Independent Study in Music (1-5). Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of the major-minor application form in music, minimum 2.5 GPA in the major field of study, and consent of department chairperson.

Music Ensemble Courses

Students participating in instrumental ensembles during the fall semester must take MUS 145 concurrently. Students participating in instrumental ensembles in the spring semester must have been enrolled in MUS 145 the previous fall semester. This policy does not pertain to membership in MUS 346 or pianists/guitarists in MUS 344.

Students participating in vocal ensembles must be concurrently enrolled in MUS 140 or MUS 338.

Ensembles may be repeated for credit.

Major Ensembles

MUS 140 Community Chorus (1) i, ii. Group singing of various styles of music literature. Two hours per week.

MUS 145 Marching Band (1) i. Performance of marching maneuvers. Five hours per week. May be repeated for credit. Rehearsals commence about two weeks before beginning of semester. Prerequisite: Consent of instructor.

MUS 146 Concert-Laboratory Band (1) ii. Basic concert band literature with public performance; laboratory for conducting and arranging students; experience on secondary instruments. Three hours per week. Prerequisite: Consent of instructor.

MUS 338 Concert Chorale (1) i, ii. Select ensemble, emphasizing performance of sacred and secular choral music. Four hours per week. Prerequisite: Consent of director. Students are financially responsible for appropriate concert dress.

MUS 346 Orchestra (1) i, ii. Performance of selected standard orchestral literature. Three hours per week. Prerequisite: Consent of Director.

MUS 347 Symphonic Band (1) ii. Select ensemble emphasizing musicianship, playing skills, representative literature, and public performance. Four hours per week. Prerequisite: Consent of director.

Chamber Ensembles

MUS 339 Chamber Singers (1) ii. Vocal chamber music performance. Three hours per week. Prerequisite: Consent of director.

MUS 340 Renaissance Singers (1) i. Vocal chamber music performance. Three hours per week. Prerequisite: Consent of director.

MUS 341 Swing Choir (1) on demand. Performance of popular music with choreography. Three hours per week. Prerequisite: Consent of director.

MUS 343 Brass Ensemble (1) on demand. Chamber music performance. Two hours per week. Prerequisite: Consent of director.

MUS 344 Jazz Ensemble (1) i, ii. Select ensemble for public performance. Three hours per week. Prerequisite: Consent of director.

MUS 345 Percussion Ensemble (1) i, ii. Performance of major percussion ensemble literature. Required of all percussion majors. Three hours per week. Prerequisite: Consent of director.

MUS 349 Wind Ensemble (1) i. Select ensemble structured for advanced brass, woodwind, and percussion students with minimum instrumentation; emphasizes original band literature. Two hours per week. Prerequisite: Audition and concurrent enrollment in MUS 145.

MUS 350 Woodwind Ensemble (1) on demand. Chamber music performance. Two hours per week. Prerequisite: Consent of director.

Music Pedagogy Courses

MUS 130 Foundations in Singing I (2) i. Tone production, breath control, articulation, interpretation; international phonetic alphabet; Italian pronunciation for singing.

MUS 131 Foundations in Singing II (2) ii. Continuation of MUS 130. German and French pronunciation for singing. Prerequisite: MUS 130.

MUS 132 Class Brass I (1) i. Class lessons to develop playing skills and teaching knowledge of trumpet and French horn; techniques of teaching instrumental groups.

MUS 133 Class Brass II (1) ii. Class lessons to develop playing skills and teaching knowledge of trombone, euphonium, and tuba; techniques of teaching instrumental groups. Prerequisite: MUS 132.

MUS 134 Class Percussion I (1) i. Class lessons to develop playing skills and teaching knowledge of snare drum, marching percussion, and drum set; introduction to timpani and mallets.

MUS 135 Class Percussion II (1) ii. Class lessons to develop playing skills and teaching knowledge of timpani, marimba, xylophone, bells, chimes, and multipercussion; techniques of teaching instrumental groups. Prerequisite: MUS 134.

MUS 230 Class Woodwinds I (1) i. Class lessons to develop playing skills and teaching knowledge of single reeds; introduction to flute; techniques of teaching instrumental groups.

MUS 231 Class Woodwinds II (1) ii. Class lessons to develop playing skills and teaching knowledge of double reeds; continuation of flute; techniques of teaching instrumental groups. Prerequisite: MUS 230.

MUS 232 Class Strings I (1) i. Class lessons to develop playing skills and teaching knowledge of violin and viola; techniques of teaching instrumental groups.

MUS 233 Class Strings II (1) ii. Class lessons to develop playing skills and teaching knowledge of cello and double bass; techniques of teaching instrumental groups. Prerequisite: MUS 232.

MUS 330 Pedagogical Practices: Brass (1-2) i, ii. Principles of teaching brass in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 331 Pedagogical Practices: Keyboard (1-2) i, ii. Principles of teaching keyboard in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 332 Pedagogical Practices: Percussion (1-2) i, ii. Principles of teaching percussion in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 333 Pedagogical Practices: Strings (1-2) i, ii. Principles of teaching strings in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 334 Pedagogical Practices: Voice (1-2) i, ii. Principles of teaching voice in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 335 Pedagogical Practices: Woodwinds (1-2) i, ii. Principles of teaching woodwinds in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

Applied Music Courses

Applied Music–Secondary Instrument (1) i, ii. For the music major studying a secondary applied area and for the nonmajor; studies compatible with the student's training and development. May be repeated for credit. Special fees for applied music are assessed for these courses. Prerequisite: Appropriate applied music methods courses and/or consent of instructor.

The following applied areas are available:

MUS 150 Applied Euphonium

MUS 151 Applied French Horn

MUS 152 Applied Trombone

MUS 153 Applied Trumpet

MUS 154 Applied Tuba
MUS 155 Applied Percussion
MUS 156 Applied Cello
MUS 157 Applied Double Bass
MUS 158 Applied Guitar
MUS 159 Applied Viola
MUS 160 Applied Violin
MUS 161 Applied Bassoon
MUS 162 Applied Clarinet
MUS 163 Applied Flute
MUS 164 Applied Oboe
MUS 165 Applied Saxophone
MUS 167 Applied Organ
MUS 168 Applied Piano
MUS 169 Applied Voice

Applied Music-Major Instrument (1-2) i, ii. For the music major; studies compatible with the student's applied level. The specific level requirements are available from the appropriate applied instructor or the Department of Music office. May be repeated for credit. Special fees for applied music are assessed for these courses. Prerequisite: Consent of instructor.

The following applied areas are available:

MUS 170, 270, 370, 470 Applied Euphonium
MUS 171, 271, 371, 471 Applied French Horn
MUS 172, 272, 372, 472 Applied Trombone
MUS 173, 273, 373, 473 Applied Trumpet
MUS 174, 274, 374, 474 Applied Tuba
MUS 175, 275, 375, 475 Applied Percussion
MUS 176, 276, 376, 476 Applied Cello
MUS 177, 277, 377, 477 Applied Double Bass
MUS 178, 278, 378, 478 Applied Guitar
MUS 179, 279, 379, 479 Applied Viola
MUS 180, 280, 380, 480 Applied Violin
MUS 181, 281, 381, 481 Applied Bassoon
MUS 182, 282, 382, 482 Applied Clarinet
MUS 183, 283, 383, 483 Applied Flute
MUS 184, 284, 384, 484 Applied Oboe
MUS 185, 285, 385, 485 Applied Saxophone
MUS 187, 287, 387, 487 Applied Organ
MUS 188, 288, 388, 488 Applied Piano
MUS 189, 289, 389, 489 Applied Voice

MUS 390 Junior Recital (1) i, ii, iii. For performance-emphasis majors only. A one-half-hour recital required. Prerequisite: Consent of department. A special fee is assessed.

MUS 490 Senior Recital (1) i, ii, iii. Minimum requirements for music majors in the applied music-major instrument category. A one-half-hour recital required for graduation. Prerequisite: Consent of department. A special fee is assessed.

MUS 491 Senior Recital (1) i, ii, iii. For performance-emphasis majors in 400-level applied music. A one-hour recital required for graduation. Prerequisite: Consent of department. A special fee is assessed.

Department of Psychology

Dr. M. Johnson, *chairperson*

The study of psychology gives the student a better understanding of human nature and of the behavior of oneself and others as individuals and as members of groups. The Department of Psychology offers either a Bachelor of Arts degree or a Bachelor of Science degree. The department also serves other disciplines by offering courses which meet their needs.

Admission to the Major

Students desiring to major in psychology should declare their interest to the psychology department so that they can be assigned a psychology advisor. Applications to the major in psychology will be reviewed twice a year. Applications should be submitted prior to Oct. 1 or prior to March 1. Applicants must have completed PSY 100, 200; ENG 104, 108, and the general studies mathematics requirement (usually MAT 112 or 116) before their psychology major application will be considered. Admission is on a competitive basis. A selection committee reviews all applicants and determines those who will be admitted. The information used in the selection process will include: 1) grades earned in the courses necessary for admission consideration; 2) an essay on the application concerning vocational aspirations in psychology; and, 3) grades in all college work to date.

Applications of transfer students (upon their request) will be given a preliminary review by the department chairman before MWSC's pre- or regular registration. All applications will be considered active for one year. If a student is not admitted during that year the student must reapply in order to remain under consideration.

Course Admission Requirements

The following courses may be taken only by students who have declared a major or minor in a discipline (psychology, nursing, criminal justice, social work, education, physical education, communication) that lists the course as required or elective for that major or minor: PSY 300, 301, 302, 305, 319, 325, 335, 345, 350, 355, 360, 365, 400, 410, 415, 419, 430, or 490. Under the individual course listings this requirement is designated "major course requirement". Exceptions to this course prerequisite require written departmental approval.

Students are strongly urged to take PSY 300, 301, and 302 during the first two semesters after acceptance to the major.

Bachelor of Arts or Bachelor of Science Degree Requirements

General Major In Psychology

This program requires 37 credits in the major and can lead to either a B.A. or B.S. degree. In addition to the major requirements, the student must fulfill the requirements for the specific degree program.

Required Core Courses

	Credits
PSY 101 General Psychology	3
PSY 200 Intermediate Psychology	3
PSY 300 Psychological Statistics & Measurements	3
PSY 301 Experimental Psychology	3
PSY 302 Experimental Psychology Laboratory	2
PSY 430 History and Systems in Psychology	3
PSY 490 Senior Seminar	2
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Restricted Elective Core Courses

The student must take at least two courses (6 credits) from each of the following restricted elective core groupings.

Natural science core

PSY 335 Learning	
PSY 345 Animal Behavior	
PSY 350 Physiological Psychology	
PSY 355 Sensation and Perception	
PSY 360 Motivation and Emotion	
PSY 415 Intermediate Statistics for the Behavioral Sciences	
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Social science core

PSY 310 Industrial Psychology	
PSY 319 Child Psychology	
PSY 325 Psychology of Personality	
PSY 365 Social Psychology	
PSY 405 Psychology of Communication	
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Psychology Electives

The student must take an additional 6 credits of electives in psychology. These electives may be chosen either from the remaining courses in the natural or social science cores or from the other offerings in the catalog.

<i>Total credits for major</i>	37
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Note: It is recommended that all students preparing for graduate school take PSY 430, since this is a requirement for entrance to many graduate schools.

Personnel Psychology Emphasis

This program leads to a B.S. in psychology with emphasis in personnel psychology. The program has the same required course core as the general major program in psychology, with the addition of courses relevant to personnel work. The personnel psychology program requires a minimum of 37 credits in psychology plus 15 credits in the cognate field of business.

This program is recommended for those students seeking employment in personnel work, public relations, or other positions in business or industry where one works closely with employees or the public. It should be noted that the program does not provide technical training in personnel management, but rather a liberal arts background and preparation for on-the-job training.

Required Psychology Core Courses

	Credits
PSY 101 General Psychology	3
PSY 200 Intermediate Psychology	3
PSY 300 Psychological Statistics & Measurements	3
PSY 301 Experimental Psychology	3
PSY 302 Experimental Psychology	2
PSY 490 Senior Seminar	2
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Personnel Psychology Core Courses

PSY 201 Applied Environmental Psychology	3
PSY 220 Health Psychology/Stress Management	3
PSY 305 Psychology of Communication	3
PSY 310 Industrial Psychology	3
PSY 325 Psychology of Personality	3
PSY 365 Social Psychology	3
PSY 400 Psychological Testing & Assessment	3
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Cognate Field

GBA 110 Introduction to Business	3
ACC 230 Principles of Financial Accounting	3
MKT 301 Principles of Marketing	3
MGT 312 Principles of Management	3
MGT 412 Personnel Management	3
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Total credits for major 52

Note: It is recommended that all students preparing for graduate school take PSY 430, since this is a requirement for entrance to many graduate schools.

Minor In Psychology

A minimum of 21 credits in psychology is required. PSY 101 and 200 are required core course totaling 6 credits. The student must take at least one course from each of the restricted elective core groupings (natural science and social science) for a total of 6 credits. The additional 9 credits to meet the 21-credit requirement should be selected with the advice of a member of the department.

Minor In Gerontology/Aging

MWSC offers an interdisciplinary minor in Gerontology/Aging. Since increasing numbers of Americans are living longer, there is a growing need for people trained to deal with the elderly. A minor in Gerontology/Aging could be especially helpful for students majoring in biology, communication, leisure management, management, nursing, psychology, or social work.

Students seeking this minor must complete at least 21 credits from the following list of classes:

- * SWK 270 Introduction to Aging Studies (offered every spring semester)
- BIO 265 Biology of Aging (offered fall semesters of even-numbered years)
- LMA 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
- NUR 492 Special Needs of the Elderly (offered fall semesters of odd-numbered years)
- PSY 321 Adulthood and Aging (offered every spring)
- COM 350 Communication and Aging (offered fall semesters of odd-numbered years)
- SWK 270 Death and Dying (offered fall semesters of odd-numbered years)
- A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board.

(* indicates this course is required of all students)

Since most of these courses are offered only periodically, it is important for a student to decide on this minor as early as possible to ensure the classes can be planned into his/her schedule. Contact the department chair or Academic Affairs office for more information.

Psychology Courses

PSY 101 General Psychology (3) i, ii, iii. General information about psychology in everyday life, designed to correct misconceptions and to give the student a better understanding of self and others.

PSY 200 Intermediate Psychology (3) i, ii, iii. Introduction to scientific psychology with emphasis on methodology. Prerequisite: PSY 101.

PSY 201 Applied Environmental Psychology (3) i. Examines the impact of the physical and social environment and provides training in methods for assessing the environment. Prerequisite: PSY 101, 200, or consent of instructor.

PSY 210 Mental Hygiene (3) i, ii. Considers principles and techniques for maintaining good mental health; the approach is practical rather than descriptive. Prerequisite: PSY 101.

PSY 220 Health Psychology/Stress Management (3) ii. Examines the psychological and social factors that affect health, illness, and stress management techniques. Prerequisite: PSY 101.

PSY 222 Psychology of Gender (3) i. Explores the similarities and differences between the female and male gender in the following psychological areas: role acceptance, gender identity, sexuality, parenthood, achievement and ability, personality, adjustment and mental health, and relationships. Prerequisite: PSY 101

PSY 250 Behavior Modification (3) ii (odd-numbered years). Explores the application of behavioral principles to human problems. Prerequisite: PSY 101.

PSY 300 Psychological Statistics and Measurements (3) i, ii (odd-numbered years). Considers contemporary methods of inventorying individual differences, and the theoretical basis for criteria in constructing, standardizing, and using test instruments, with a brief theoretical introduction and critique of the misuse of psychological tests. Prerequisite: PSY 101, 200 and satisfactory completion of the math requirements for general studies. Majors course requirement. *

PSY 301 Experimental Psychology (3) i, ii. Provides training in the techniques and methods of scientific psychology; emphasizes construction of hypotheses, experimental design, data interpretation, and style of reporting research. Prerequisite: PSY 101, 200, 300; majors course requirement. *

PSY 302 Experimental Psychology Laboratory (2) i, ii. Laboratory experience in designing and conducting psychological research, data analysis and writing research reports. Must be taken concurrently with PSY 301. Majors course requirement. *

PSY 305 Psychology of Communication (3) ii. Analyzes the elements of interpersonal communication; emphasizes techniques of communicating thoughts and ideas, listening techniques, understanding meaning, designed to improve the students interpersonal relationships. Prerequisite: PSY 101, 200; majors course requirement. *

PSY 309 Abnormal Psychology (3) i, ii. A descriptive and exploratory consideration of abnormal behavior, with a survey of past and present theories, classifications, and therapies. Prerequisite: PSY 101.

PSY 310 Industrial Psychology (3) ii. Psychology for management and employees in business and industry; emphasizes psychological principles helpful to people working with people or serving the public. Prerequisite: PSY 101.

PSY 319 Child Psychology (3) i, ii, iii. Examines life-cycle changes that occur from conception through early adolescence, emphasizing the origins and principles of normal development. Prerequisite: PSY 101, 200; majors course requirement. *

PSY 321 Adulthood and Aging (3) ii. Examines life-cycle changes that occur from middle and late adolescence through old age and death; explores the changes in physical and sensory development, intelligence, personality, friendships, and work and family roles. Prerequisite: PSY 101.

PSY 325 Psychology of Personality (3) i. Dynamics of personality development and human behavior; emphasizes theories of personality. Prerequisite: PSY 101, 200; majors course requirement. *

PSY 335 Learning (3) ii (odd-numbered years). Surveys major theories of learning in contemporary psychology, with a brief historical introduction. Prerequisite: PSY 101, 200; majors course requirement. *

* These courses may be taken only by students who have declared a major or minor in a discipline that lists this course as required or elective for that major or minor. Exceptions to this course prerequisite require written psychology department approval.

PSY 345 Animal Behavior (3) i (odd-numbered years). Introduction to the comparative method in exploring and classifying behavior in animals. Prerequisite: PSY 101, 200; majors course requirement. *

PSY 350 Physiological Psychology (3) i. Investigates the physiological correlates of behavior. Prerequisite: PSY 101, 200; majors course requirement. *

PSY 355 Sensation and Perception (3) ii (even-numbered years). Considers data and theory concerning sensory and perceptual processes; includes sensory mechanisms, neuropsychological bases of perception, perceptual development, and psychological phenomena encountered in the various senses. Prerequisite: PSY 101, 200; majors course requirement. *

PSY 360 Motivation and Emotion (3) i (even-numbered years). Investigates theoretical and research issues on such motivational topics as drive, goal, directedness, incentive, reinforcement, external stimulation, emotion, instinct, and self-actualization. Prerequisite: PSY 101, 200; majors course requirement. *

PSY 365 Social Psychology (3) i, ii (even-numbered years). Considers the individual in relation to society; includes theoretical foundations, socialization, social cognition, group dynamics, and leadership. Prerequisite: PSY 101, 200; majors course requirement. *

PSY 400 Introduction to Psychological Testing and Assessment (3) ii. Basic principles of tests, measurements, and assessment will be reviewed and some of the most useful and meaningful person assessment techniques will be studied and evaluated in detail. Professional and ethical standards as well as social issues related to testing will be presented. Prerequisite: PSY 300, 325; majors course requirement. *

PSY 410 Introduction to Counseling Psychology (3) ii. Provides an overview of counseling as applied in a variety of institutional settings; reviews differing counseling techniques and theories as well as types of problems encountered in counseling; includes survey of research related to counseling. Prerequisite: PSY 101, 325; majors course requirement. *

PSY 415 Intermediate Statistics for the Behavioral Sciences (3) ii (even-numbered years or on demand). Applies basic statistical procedures to behavioral research; considers some statistical procedures not taught in MAT 201, and the use of computers in data analysis. Two hours lecture, two hours lab. Prerequisite: PSY 301 or MAT 132; majors course requirement. *

PSY 419 Psychology of the Exceptional Child (3) ii (odd-numbered years). Considers problems and needs of children who noticeably deviate from accepted physical, psychological, and social norms. Prerequisite: PSY 101, 200, 319; majors course requirement. *

PSY 420 Practicum in Psychology (4) i. Provides senior students in psychology the experience of applying their knowledge to an actual situation in the field. An additional 4 credits may be earned by taking PSY 421. Prerequisite: Senior status in psychology and consent of department.

PSY 421 Practicum in Psychology (4) ii. Provides senior students in psychology the experience of applying their knowledge to an actual situation in the field. An additional 4 credits may be earned by taking PSY 420. Prerequisite: Same as PSY 420.

PSY 430 History and Systems in Psychology (3) i. Consideration of the major historical approaches to defining, organizing and explaining psychological phenomena. Prerequisite: PSY 101, 200; majors course requirement. *

PSY 450 Independent Study (credit hours open) i, ii. By arrangement. Open only to seniors as a means of taking a required course which is not otherwise available. Prerequisite: Consent of department chairperson.

PSY 480 Independent Research (1-5) i, ii. Research on selected topics or problems, on an individual conference basis. Prerequisite: Consent of department chairperson.

PSY 490 Senior Seminar (2) i, ii. Designed for seniors majoring in psychology; emphasizes discussion of current areas of interest in psychology and vocational and educational opportunities. Prerequisite: majors course requirement. *

* These courses may be taken only by students who have declared a major or minor in a discipline that lists this course as required or elective for that major or minor. Exceptions to this course prerequisite require written psychology department approval.

Department of Social Sciences

Dr. Steven G. Greiert, *chairperson*

The social sciences study human societies to understand their history, components, varieties, and behavior. These sciences study the changes, organization, and disorganization of societies, and they examine the varieties of people in society, their character and conduct, and the evidence of their "human nature." Students who major in social sciences usually prepare for careers in teaching, government, law, business, or social work.

Bachelor of Arts Degree Requirements

The B.A. requires 16 credits in a single foreign language.

Major In History

Courses in history must total 33 credits, with an additional 24 credits required in supporting areas. The student must have a minimum GPA of 2.00 to declare a major. The following specific courses are required: HIS 100, 110, 130, 140, 150, 330 or 340, plus 15 additional credits in history, including 12 credits in courses numbered 300 or higher; PSC 101, 110, plus 3 additional credits in political science; SOC 110 plus 3 additional credits in sociology; GEO 100; ECO 260; 3 credits in social science other than history.

Major In Political Science

Courses in political science must total 30 credits, with an additional 24 credits required in supporting areas. The student must have a minimum GPA of 2.00 to declare a major. The following specific courses are required: PSC 101, 110, 200, 210, 310, 320, plus 12 additional credits in political science courses numbered 300 or higher; HIS 100, 110, 140, 150; SOC 110 plus 3 additional credits in sociology; GEO 100; ECO 260.

Bachelor of Science Degree Requirements

Major In History

The requirements for the B.S. are the same as the requirements for the B.A. except that the foreign language requirement is replaced by an 18-credit minor. The course work for this minor area should be worked out with the student's major advisor.

Major In Political Science

The requirements for the B.S. are the same as the requirements for the B.A. except that the foreign language requirement is replaced by an 18-credit minor. The course work for this minor area should be worked out with the student's major advisor.

Teacher Education In Social Sciences

Students desirous of teaching Social Sciences at the secondary school level, are required to complete the appropriate Bachelor of Science or Bachelor of Arts degree requirements

in history along with the completion of the *Professional Education Sequence* necessary for teacher certification in Missouri at the secondary school level (see Teacher Certification) instead of a minor.

Teacher education students must also complete the General Studies requirements as listed under Secondary Education.

Teacher education students in the Social Sciences should work closely with their advisors in the development of this combined curriculum to insure satisfaction of all requirements for both the major and teacher education components of this newly structured program.

History 465, *Methods of Teaching Social Studies*, is also a requirement for all Social Sciences/Teacher Education students.

Bachelor of Social Work Degree Requirements

The principal educational objective of the Social Work major is to prepare the baccalaureate graduate for beginning social work practice. The Social Work program is accredited by the Council on Social Work Education, and the B.S.W. degree is limited to students who have completed the program in its entirety. The student who is interested in pursuing the Bachelor of Social Work degree is encouraged to complete a major-minor application form as soon as possible, declaring an intention to major in Social Work; however, formal entry in the baccalaureate program in Social Work can occur only through interview and acceptance by the Social Work faculty. Prior to the interview, the student must have completed at least 45 credits in college course work with a minimum GPA of 2.3. Formal acceptance into the program is required before majors may take 400-level Social Work courses.

Courses in social work must total 32 credits, with an additional 39-41 credits in related areas. The following specific courses are required: SWK 250, 320, 330, 350, 410, 420, 460 (two semesters), 470; SOC 110, 230, 330, 440, 460; PSC 101, 320; PSY 101, 319, 321, 365; ECO 260; BIO 101, or any of the following human Biology courses: BIO 240, 241, 252, 260, or 305.

Minors

Minor In Geography

Courses in geography and related areas must total 18 credits. The following specific courses are required: GEO 100, 150, 210, 320, 330; BIO 305.

Minor In History

Courses in history must total 18 credits.

United States history option: HIS 140, 150, 300, 330, plus an additional 6 credits in history courses numbered 300 or higher.

European history option: HIS 100, 110, 130, 320 or 340, plus an additional 6 credits in history courses numbered 300 or higher.

Minor In Political Science

Courses in political science must total 18 credits.

American government option: PSC 110, 320, 330, 360, 410, plus an additional 3 credits in political science courses numbered 300 or higher.

International affairs option: PSC 200, 210, 340, 440, plus an additional 6 credits in political science courses numbered 300 or higher.

Minor in Gerontology/Aging

MWSC offers an interdisciplinary minor in Gerontology/Aging. Since increasing numbers of Americans are living longer, there is a growing need for people trained to deal with the elderly. A minor in Gerontology/Aging could be especially helpful for students majoring in biology, communication, leisure management, management, nursing, psychology, or social work.

Students seeking this minor must complete at least 21 credits from the following list of classes:

- *SWK 270 Introduction to Aging Studies (offered every spring semester)
 - BIO 265 Biology of Aging (offered fall semesters of even-numbered years)
 - LMA 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
 - NUR 492 Special Needs of the Elderly (offered fall semesters of odd-numbered years)
 - PSY 321 Adulthood and Aging (offered every spring)
 - COM 350 Communication and Aging (offered fall semesters of odd-numbered years)
 - SWK 270 Death and Dying (offered fall semesters of odd-numbered years)
- A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board.

(* indicates this course is required of all students)

Since most of these courses are offered only periodically, it is important for a student to decide on this minor as early as possible to ensure the classes can be planned into his/her schedule. Contact the department chair or Academic Affairs office for more information.

Minor in Social Work

Courses in social work must total 16 credits. Courses in related areas must total 12 credits. The following specific courses are required: SWK 250, 320, 330, 350, plus 3 credits in social work electives; SOC 230 and 330; PSY 101; ECO 260.

Minor in Sociology

Courses in sociology must total 18 credits above SOC 110. The following is required: 3 hours selected from SOC 120, 200, 230, 9 hours above 300 selected from SOC 310, 330, 360, 370, 400, 430, and 460; PSY 365; SOC 440; Special Topics Courses are applicable towards the Minor in Sociology at the course number level they are assigned.

Geography Courses

GEO 100 World Geography (3) i, ii, iii. Introductory course which emphasizes the interrelationships between man and the natural environment.

GEO 150 The Geography of Human Environments (3) i. An introduction to the discipline of geography, covering the four traditions of geography: human-environment relations, spatial analysis, earth's processes and regional analysis.

GEO 210 Geography of the United States and Canada (3). Regional study of the physical, cultural and economic geography of the United States and Canada. Prerequisite: A course in geography.

GEO 320 Geography of Europe (3). The nations and regions of Europe west of the Soviet Union, with present economics as a result of cultural and physical differences in the environment; trends of development as affected by new political and economic factors. Prerequisite: A course in geography or European history.

GEO 330 Economic Geography (3). Patterns of distribution, production, and consumption of the world's goods; causal factors of geographic location of agricultural, industrial, and extractive production; world trade routes, increasing industrial production, problems of nonindustrial nations.

History Courses

HIS 100 Ancient and Medieval Civilization (3) I, II. The western world from antiquity to the fifteenth century; the emergence of civilization in the Nile and Tigris-Euphrates valleys; the political, social, economic, and intellectual contributions of Greece, Rome, and medieval Europe.

HIS 110 Modern Civilization (3) I, II. The western world from 1500 to 1815; national states, the geographical revolution, the founding of European overseas empires, the Reformation, the emergence of constitutional governments, the Scientific Revolution, and the American and French revolutions.

HIS 120 Modern World History (3). A survey of the political, social, and economic history of the world (Europe, Africa, Middle East, India, Far East, and Latin America) from 1815 to the present.

HIS 130 Modern Europe: 1789 to the Present (3) I, II. The French Revolution and Napoleonic periods; reaction, nationalism, and revolution; rise of socialism; imperialism; World War I; the Russian Revolutions and Soviet communism; the rise of fascism; Hitler, Stalin, and World War II; the Holocaust; the postwar bipolar world order; the bloc system.

HIS 140 American History to 1865 (3) I, II. The discovery of America to the end of the Civil War; colonial America, the Revolution, national development, sectionalism, and the Civil War.

HIS 150 American History since 1865 (3) I, II. Continuation of HIS 140. Reconstruction, industrialization, urbanization, emergence as a world power, progressivism, World War I, the New Deal, World War II, and postwar America.

HIS 220 History of Missouri (3) II (even-numbered years). Missouri under French and Spanish rule, the American acquisition, the role of the state in the slavery crisis and in the settlement of the West; studies the state's contributions to politics, art, literature, education, industry, and transportation.

HIS 300 American Colonial History (3) I. The founding of the British North American colonies; origins of American cultural, religious, and racial diversity; British colonial administration to the Revolution. Prerequisite: 6 credits in American history.

HIS 305 The American Frontier (3) II (odd-numbered years). Westward expansion of the United States over three centuries; colonial frontier, trans-Appalachian frontier, trans-Mississippi frontier; significance of the frontier in American history. Prerequisite: 6 credits in American history.

HIS 310 English History I (3) I (even-numbered years). Anglo-Saxon England, the Norman influence, development of English political, social, economic, and intellectual ideas, Tudor England, the Stuarts, the "glorious revolution," 1688.

HIS 320 English History II (3) II (odd-numbered years). The founding of the British Empire and the role of England in the modern world.

HIS 325 American Economic History (3). English mercantilism, laissez-faire and its effect on American economic development, the emergence of the corporation and the trust, the issue of government regulation, and the role of the government in the economy of today. Prerequisite: 6 credits in American history.

HIS 330 Recent United States History (3) I. The United States since World War I, with emphasis on current problems. Prerequisite: HIS 140 and 150 or consent of instructor.

HIS 339 Europe 1815-1914 (3) I. Europe from the Congress of Vienna to 1914; reaction and revolution, nationalistic movements, rise of socialism-communism, the diplomatic background of World War I.

HIS 340 Recent European History (3) II. Europe in World War I, the rise of dictatorships, the League of Nations, new alignments, World War II, and the postwar period. Prerequisite: HIS 130.

HIS 350 History of the Far East (3). East Asia and the Pacific from antiquity to the present; Oriental religion, politics, and the economy; impact of European and American traders and missionaries, the founding of European empires, Oriental resistance to Westernization, and the emergence of modern China, Japan, and the Pacific nations. Prerequisite: HIS 110 or 130.

HIS 360 The British Empire (3) I (odd-numbered years). The Age of Discovery and the founding of the old British Empire, the empire after the American Revolution, the Commonwealth of Nations, and the decline of empire after 1945.

HIS 370 History of Latin America (3) II (even-numbered years). A survey course including cultures, colonial period, independence movements, national developments, relations with the United States and Europe.

HIS 380 The French Revolution and Napoleon (3). The Old Regime in France, failure of the Bourbon monarchy, the Revolution, the rise of Napoleon, the Napoleonic Wars to the Congress of Vienna, 1815. Prerequisite: 6 credits in European history.

HIS 400 Civil War and Reconstruction (3) i (odd-numbered years). Sectionalism in antebellum America; developing sectional crisis and coming of the Civil War; effects of the war and reconstruction of the nation. Prerequisite: 6 credits in American history.

HIS 420 History of Africa (3). North Africa in the ancient world, Africa during the age of geographical discoveries, nineteenth century European imperialism, the emergence of modern African states and their problems. Prerequisite: 6 credits in European history.

HIS 450 Independent Study in History (1-5) i, ii. Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in history, minimum 2.5 GPA in the major field of study, and consent of department chairperson.

HIS 465 Methods of Teaching Social Studies (2) i. Principles and methods of teaching social studies in secondary school; objectives, problems, materials, and methods applied to the social studies curriculum. Prerequisite: Consent of advisor.

Political Science Courses

PSC 101 American National Government (3) i, ii, iii. The American constitutional system, including Congress, the presidency, and the courts; and public issues.

PSC 110 American State and Local Government (3) ii. Colonial and revolutionary origins of state government; state constitutions; referendum, initiative, and recall procedures; state legislatures; governors; state courts; county and municipal governments. Prerequisite: PSC 101.

PSC 200 International Politics (3) ii. The nature of politics at the international level; the national state system and state capabilities; foreign policy objectives, formulation, and execution; international organizations and alignments; contemporary world tensions. Prerequisite: PSC 101.

PSC 210 Comparative Political Systems (3) i. Structural-functional analysis of major European political systems; comparison and contrast among such systems and with others of contemporary significance. Prerequisite: PSC 101.

PSC 290 Practicum in Political Science (3-5) i, ii, iii. Internships with public agencies, governmental organizations, or private groups or agencies which interact with government are available with the approval of the Social Sciences Department via its Political Science Coordinator. This field work will provide first hand experience with the operations, institutions, and policy concerns of cooperating agencies, organizations and groups. Prerequisite: PSC 101 and either PSC 110 or a substitute course with consent of instructor. Must have a major in political science and either a cumulative grade point average of at least 2.5 or a 3.0 or higher in political science.

PSC 300 Political Parties and Interest Groups (3) ii (even-numbered years). Evolution of the American two-party system; place of the interest group in decision making through interaction with executive and legislative branches. Prerequisite: 6 credits in political science.

PSC 310 Political Theory (3) i. Political theories of classical thinkers, Plato and Aristotle; of church fathers, Augustine and Aquinas; and of modern theorists, Machiavelli, Hobbes, Locke, Rousseau, and Mill; Marxism and Fascism. Prerequisite: PSC 101.

PSC 320 Public Administration (3) ii. Organization theory; bureaucracy; public personnel and policy; issues in American public administration. Prerequisite: PSC 101.

PSC 330 Urban Politics (3) ii (odd-numbered years). The growth of cities and metropolitan areas, the legal status of local governmental entities, politics and elections and the role of interest groups in governing the metropolis, and the functions and services of urban governments. Prerequisites: 6 hours PSC.

PSC 340 Latin American Political Systems (3) i (even-numbered years). Comparative approach to Latin American political institutions; investigates causes for political instability; revolution, the new military, socialism vs. communism, and economic development and U.S. policy. Prerequisite: 6 credits in political science.

PSC 345 Politics of the Middle East (3) ii (even-numbered years). Investigation of the nature of politics involved in the Middle East, with a comparison and contrast of the major political systems and a review of the current political instability, with special attention to the historical origins leading to the instability. Prerequisite: PSC 101 or consent of instructor or department chairperson.

PSC 350 Governments of Britain and the Commonwealth (3). The British constitutional system and parliamentary government, variations of the Westminster model which have evolved in the Commonwealth; governmental efforts to cope with Britain's current social and economic problems. Prerequisite: PSC 101 or consent of instructor.

PSC 360 The American Presidency (3) ii (even-numbered years). The place of the president in decision making in the American federal system, his constitutional roles, the legal and extra-legal checks on presidential power. Prerequisite: PSC 101.

PSC 400 American Foreign Policy (3) i (odd-numbered years). Policy making, the role of the public in decisions, formulation and implementation of national policy, U.S. policy goals in various areas of the world, decision making in crisis situations. Prerequisite: PSC 101 and 200.

PSC 410 The Legislative Process (3) ii (odd-numbered years). The American Congress, its organization, rules, role in law making; the role of interest groups, congressional investigations, and the modern presidency in the legislative process. Prerequisite: 6 credits in political science.

PSC 420 Constitutional Law (3) i (odd-numbered years). The role of the Supreme Court in the American system; judicial review and its significance under Marshall, Fuller, Taft, Hughes, and Warren; majority and minority opinions; the process of decision making. Prerequisite: PSC 101.

PSC 440 International Law and Organization (3) i (even-numbered years). Legal and political foundations of the international system; settlement of disputes between states, prevention of war, maintenance of security, the United Nations, regional arrangements for collective defense, the development of economic-political units. Prerequisite: PSC 101 and 200.

PSC 450 Independent Study in Political Science (1-5) i, ii. Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in political science, minimum 2.5 GPA in the major field of study, and consent of department chairperson.

PSC 490 Practicum in Political Science (5-12) i, ii, iii. Internships with public agencies, governmental organizations, or private groups or agencies which interact with government are available with the approval of the Social Sciences Department via its Political Science Coordinator. This field work will provide first hand experience with the operations, institutions, and policy concerns of cooperating agencies, organizations and groups. Prerequisite: PSC 101, 110, 320 and one from among the following: PSC 300, 330, or 410. Must be a junior or senior and a major in political science. Must have either a cumulative grade point average of at least 2.5 or a 3.0 or higher in political science.

Social Work Courses

SWK 250 Introduction to Social Work (3) i, ii. Basic patterns of professional social work practice; generic framework for the scientific practice of social work.

SWK 270 Selected Topics in Social Work (3) i, ii. Study of a selected problem in social work practice, e.g., mental illness, chemical dependence, child welfare, aging, or death and dying. Course may be repeated for credit for each different topic.

SWK 320 Philosophy and Policy in Social Services I (3) ii. Historical significance of social legislation, its impact on the individual and society; social philosophy, social service, and social change. Prerequisite: SWK 250; (also, for SWK majors) PSC 101 and PSC 320 (may be taken concurrently at the consent of the instructor); (also, for SWK minors) PSC 101.

SWK 330 Human Behavior and Social Environment (3) i. The social systems approach; its application to evaluating people in groups and to social work concepts of human development in all stages of the life cycle. Prerequisite: (for SWK majors) SWK 250 and a combination of 12 hours of PSY and SOC courses; (for non-majors) junior status or consent of the instructor.

SWK 350 Social Work Methods I (4) ii. Explores the helping relationship and basic skills necessary to respond to client needs. Three hours lecture, three hours lab per week. Prerequisite: SWK 250, SWK 330, a combination of 12 hours of PSY and SOC courses, and junior status.

SWK 410 Social Work Methods II (3) i. Continuation of SWK 350. Social interventive skills; generalist practice methodology, social group work, integration of practicum experiences with practice theory, social work ethics and values, and current practice literature. Taken concurrently with SWK 460. Prerequisites: SWK 330, SWK 350; (for majors only) formal acceptance into the Social Work program; (for minors only) consent of the instructor.

SWK 420 Philosophy and Policy in Social Services II (3) I. Continuation of SWK 320. Analyzes the philosophy and policies of presently active social agencies; policy reforms and evaluation of their possible effectiveness. Prerequisite: SWK 320, ECO 260, and formal acceptance into the Social Work program.

SWK 450 Independent Study in Social Work (1-5) I, II. Investigates selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in social work, minimum 3.0 GPA in major field of study, and consent of department chairperson.

SWK 460 Practicum in Social Work (5) I, II. Field experience under the supervision of trained professionals in the field of social work. A total of 450 hours is spent during the Fall and Spring semesters in an agency setting. Two semesters required, for a total of 10 credits. Taken concurrently with SWK 410 and SWK 470. Prerequisites: SWK 320, 330, 350, and formal acceptance into the Social Work program.

SWK 470 Social Work Methods III (3) II. Continuation of SWK 410. Focus on family and community intervention, integration of practicum experiences; current practice literature; other selected topics. Taken concurrently with SWK 460. Prerequisite: SWK 410 and SWK 460.

Sociology Courses

SOC 110 General Sociology (3) I, II, III. Sociology concepts: social organization, human interaction with individuals and groups, population, and social change.

SOC 120 General Anthropology (3) I. The biocultural evolution of the human species, with emphasis on culture as adaptation for survival; comparison of human nonliterate societies, stressing cultural variability, cultural relativity, and similarities between cultures.

SOC 200 Introduction to Archaeology (3) I. The language, methodology, theoretical frameworks and history of the field of archaeology, with special emphasis on excavations and their contribution to knowledge of man's past civilization.

SOC 230 Social Problems (3) I. An analysis of contemporary American social problems, with an emphasis on urban problems. Prerequisite: SOC 110

SOC 310 Deviant Behavior (3) II. A review of the sociological explanations and research findings relating to mental illness, violent behavior, homosexuality, alcoholism, and other behaviors considered deviant in American society. Prerequisite: SOC 110 and 230.

SOC 330 The Family (3) II. The family as a basic institution; the structure and functions of the modern family in a changing urban environment. Prerequisite: 6 credits in sociology.

SOC 360 Sociology of Health and Illness (3) I. Sociological view of health and illness in contemporary society. Influences of culture, social and physical environments, and technology on the production, distribution, and care of health and illness. Prerequisite: SOC 110

SOC 370 Mediterranean Archaeology (3) II (odd-numbered years). Uses the principles of basic archaeology to investigate the history and artifactual remains of the major cultures which occupied the land surrounding the Mediterranean Sea, including the Stone Age, Bronze Age, Iron Age, Hellenistic and Roman periods. Prerequisite: SOC 200 or consent of instructor or department chairperson.

SOC 400 Minority Groups (3) II. The characteristics of minority groups, theoretical interpretations of minority-majority relations, groups conflict, and social differentiation in complex societies. Prerequisite: SOC 110 and either 3 additional credits in sociology or consent of instructor.

SOC 430 Criminology (3) I. Theories of criminal behavior, legal concepts, criminal statistics, corrective treatment, and crime control. Prerequisite: SOC 110 and either SOC 230 or consent of instructor.

SOC 440 Sociological Theory (3) I. Historical and empirical treatment of the development, structure, and functioning of human social systems. Prerequisite: 12 credits in sociology.

SOC 460 Research Methods in Sociology (3) II. Ethical, epistemological, and theoretical foundations of the research process; basic assumptions, derivation of hypotheses, techniques for empirically testing the validity of the propositional structure of sociological and anthropological theories. Prerequisite: 15 credits in sociology, including SOC 440.

Non-Traditional Student Center

The Non-Traditional Student Center office, located in 106B Student Services/Classroom Building, serves as a resource for community and academic information for and about non-traditional male and female students (those over the age of 25). Programming on topics of interest to adult students is planned each semester to help students adjust to college.

"Considering College: A Day-Long Seminar for Adult Men and Women," designed especially for adults considering coming to college for the first time or returning to college after several years absence, is scheduled approximately one week before registration each semester. Participants have an opportunity to talk with other men and women who are attending Missouri Western, and can meet and talk with college personnel who will answer questions, discuss entrance procedures, and provide methods to ease the transition. This program is offered free of charge.

Coffee and Conversation, an informal gathering of adult students for relaxed conversation, is held once a month. A mentoring program is available to match currently enrolled adult students with beginning adult students. The mentoring system is similar to the "buddy system."

Information about how to enroll in college, as well as information about campus offerings and activities in general, is available year round by contacting the Non-Traditional Student Center office at 271-4280.

Office of Continuing Education

The role of the Office of Continuing Education is to provide a balanced Continuing Education program for a variety of clientele in the community. Short courses, seminars, and workshops scheduled independently of the traditional college calendar are offered to specialized populations and to the general public. Both credit and noncredit courses are offered.

A maximum of 6 credits in continuing education courses, numbered 100 or higher, and bearing the course prefix CED may be applied toward the total credits required for a degree, but may not be applied toward the credit requirements in an academic major. This does not apply to courses having a departmental prefix and offered through continuing education.

Registration Procedures

Continuing education courses are open to anyone who may benefit from them. In some instances a particular competency level may be required for registration in a course. Students may register for Continuing Education sponsored credit courses through regular registration or in the Office of Continuing Education. Noncredit courses are registered through the Office of Continuing Education.

Fees

Fees for continuing education classes are divided into two categories: credit and non-credit courses. All classes will be operated on a cost recovery basis.

Credit

Cost for credit courses taught through continuing education is the same as for regular tuition. In some cases a special fee will be assessed for supplemental course costs.

Non-Credit

Non-credit course fees are based on making the courses self-sustaining. The break-even point for such courses is approximately twelve enrollments.

Refund Policy

Students may receive a full refund on non-credit continuing education classes if it is requested in writing prior to the second class meeting, or if the class is cancelled. After the second class meeting but prior to one-third of the scheduled class sessions, students may receive a 50 percent refund if it is requested in writing. No refunds will be made after one-third of the scheduled class meetings.

Additional Information

Contact the Office of Continuing Education in LRC 101 or call 816-271-4525 to obtain specific information regarding continuing education courses, or to suggest courses which may be of interest to the community. The Office of Continuing Education is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday; 8:00 a.m. to 4:30 p.m. on Friday; and 9:00 a.m. to 12:00 p.m. on Saturday.

Evening and Saturday Program

A variety of credit and non-credit courses are offered at Missouri Western State College in the evenings Monday through Thursday and on Saturdays. These courses are intended to serve the following purposes:

- Degree programs. Classes are scheduled to enable students to complete the total degree program in business, legal assistant, and computer information systems during evenings and on Saturday.
- General studies. Most of the courses required in the general studies programs at Missouri Western State College are available during evenings or on Saturday.
- Upgrading of skills for professional and career advancement.
- Cultural enrichment.

Evening and Saturday students enrolling in regular credit courses may register at the announced registration time at the beginning of each semester. Withdrawal from classes during the semester must be accomplished by contacting the Office of the Registrar in person or by letter to make formal withdrawal. If this formal withdrawal is not made, failing grades will be recorded in the courses in which the student was enrolled.

Non-credit students or those enrolling in credit courses offered through Continuing Education may enroll in the Office of Continuing Education.

Intersession

Intersession classes are held between spring semester and the start of summer school at Missouri Western State College.

A variety of courses ranging from 1-3 credit hours and which adapt to this intensive delivery system are offered during various time frames. Students are limited to taking a total of three credit hours during Intersession.

Students may enroll for Intersession during regular preregistration for summer school. Following preregistration, enrollment and collection of fees will be done through the Office of Continuing Education, LRC 101. Please consult the summer class schedule for appropriate add/drop dates.

Summer Session

Missouri Western State College summer sessions are intended to serve students in various situations:

- Students who wish to accelerate their progress in a degree program.
- Students who carry only a partial course load during the fall and spring semesters.
- High school graduates who wish to get an advanced start in college.

Missouri Western welcomes summer students from other colleges and universities.

APPENDICES

Appendix A:

Course Abbreviations

ACC	— Accounting	HIS	— History
AEC	— Agricultural Economics	HON	— Honors
AGN	— Agronomy	HUM	— Humanities
AGR	— Agriculture	JOU	— Journalism
ALH	— Allied Health	LAT	— Legal Assistant
ART	— Art	LAW	— Criminal Justice
ASI	— Animal Science	LMA	— Leisure Management
BAN	— Banking	MAT	— Mathematics
BIO	— Biology	MGT	— Management
BUS	— Business Education	MIL	— Military Science
CET	— Construction Engineering Technology	MKT	— Marketing
CHE	— Chemistry	MTE	— Medical Technology
COL	— College Orientation	MUS	— Music
COM	— Communication Studies	NUR	— Nursing
CSC	— Computer Science	OIS	— Office Information Systems
ECO	— Economics	PED	— Physical Education
EED	— Elementary Education	PHS	— Physical Science
EET	— Electronic Engineering Technology	PHY	— Physics
EGT	— Engineering Technology	PSC	— Political Science
ENG	— English	PSY	— Psychology
ESC	— Earth Science	SED	— Secondary Education
ETC	— English Technical Communications	SOC	— Sociology
FRE	— French	SPA	— Spanish
GBA	— General Business Administration	SWK	— Social Work
GEO	— Geography	THR	— Theatre
GER	— German		

Appendix B:

The Board of Regents

- Barbara Sprong, President** (term expires October 29, 1991)
Appointed by Governor John Ashcroft, November 1985
- R. Dan Boulware, Vice President** (term expires October 29, 1992)
Appointed by Governor John Ashcroft, December 1986
- Roy L. Tewell,** (term expires October 29, 1990)
Appointed by Governor John Ashcroft, May 1985
- Greg Wall** (term expires October 29, 1995)
Appointed by Governor John Ashcroft, May 1990
- Vickie Bradley** (term expires October 29, 1993)
Appointed by Governor John Ashcroft, March 1988
- James J. McMillen, M.D.** (term expires October 29, 1994)
Appointed by Governor John Ashcroft, March 1989
- Student Regent*
- Anita K. Chancey** (term expires January 1, 1992)
Appointed by Governor John Ashcroft, March 1990

Appendix C:

Administrative Staff

- Bain, N. Elaine**, Microcomputer Support Coordinator
- Bennett, Mary A.**, Assistant Registrar (B.S., Albion College; M.A., Ball State University)
- Berger, Robert E.**, Director of Financial Aid (B.S., University of Kansas; M.A., Northwest Missouri State University)
- Berry-Howe, Wonda J.**, Coordinator of Intramurals and Student Recreation (B.S., Missouri Western State College; M.S., Pittsburg State University)
- Burton, Darcy D.**, Accountant/Analyst (B.S., Missouri Western State College)
- Church, William T.**, Center for Academic Support English Assistant (B.A., Missouri Western State College; M.A., University of Missouri-Kansas City)
- Conway, Jeffrey L.**, Assistant Football Coach/Offensive Coordinator (B.S., Northwest Missouri State University; M.A., Sam Houston State University)
- Cornell, Elmer S.**, Physical Plant Supervisor
- Coyne, Charles**, Dean of Professional Studies (B.A., Iowa State Teachers College; M.A., Northeast Missouri State University; Ed.D., North Texas State University)
- Crowley, Timothy J.**, Peer Counselor Coordinator (B.A., Westmar College; M.S., Northwest Missouri State University)
- Dargen, Roberta E.**, Administrative Associate to the Vice President for Academic Affairs (B.S., South Dakota State University; M.Ed., Ed.D., University of Arkansas)
- Eckert, Sandra S.**, Coordinator of Noncredit Programs (B.S. University of Missouri-Columbia; M.E., University of Missouri-Columbia)
- Eckhoff, Daniel O.**, Payroll Coordinator
- Ellis, Mark G.**, Systems Analyst/Programmer (A.S., B.S., Missouri Western State College)
- Ellis, Terry L.**, Women's Head Basketball Coach (B.S., Southwest Missouri State College, M.S.Ed., Slippery Rock State College)
- Fields, Judy A.**, Research Analyst (B.S., Northwest Missouri State University)
- Garlinger, Linda M.**, Coordinator of Placement (A.A., State University of New York; B.A., Saint Mary College; M.S., Kansas State University)
- Gilmore, Richard C.**, Director of Accounting Services (B.S., Missouri Western State College)
- Glenn, Michael D.**, Systems Analyst/Programmer (B.S., Missouri Western State College)
- Gordon, Jerry E.**, Coordinator of Housing (B.S. Missouri Western State College; M.A., University of Missouri-Kansas City)
- Gorsky, Edwin L.**, Dean of Continuing Education and Special Programs (B.A., Kansas Wesleyan University; M.A., University of Kansas; Ph.D., Kansas State University)
- Gossett, Dorla D.**, Bursar
- Graves, Patricia E.**, Production Control Coordinator
- Hathaway, Bret L.**, Custodial Supervisor
- Harris, Ed B.**, Athletic Director (B.A., Asheville-Biltmore College; M.A., Western Carolina University)
- Herkelman, David L.**, Farm Operator
- Hernandez, Rufus**, Job Location Coordinator (B.S., Missouri Western State College)

Hines, Robert, Registrar (B.S., Kansas State University; M.A., Central Missouri State University)

Hoff, Forrest, Dean of Student Affairs (B.S., Northwest Missouri State University; M.Ed., University of Missouri)

Hoffman, Kathryn L., Purchasing Agent

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McMillian, Joyce, Admissions Coordinator

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Milton, Earl R., Vice President of Administration (B.S., M.S., Southern Illinois University)

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Phillips, Sandra J., Circulation Coordinator (B.A., Missouri Western State College)

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Donnelly, Vernon, Professor Emeritus of Engineering Technology

Flanagan, Frances, Professor Emerita of English

Force, Harry, Professor Emeritus of Biology

Galloway, Leo, Professor Emeritus of Biology

Galloway, Ruth E., Professor Emerita of English

Gettys, Helen, Professor Emerita of Education

Harvey, Marian V., Professor Emerita of Social Sciences

Heckle, Achsah M., Professor Emeritus of Chemistry

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