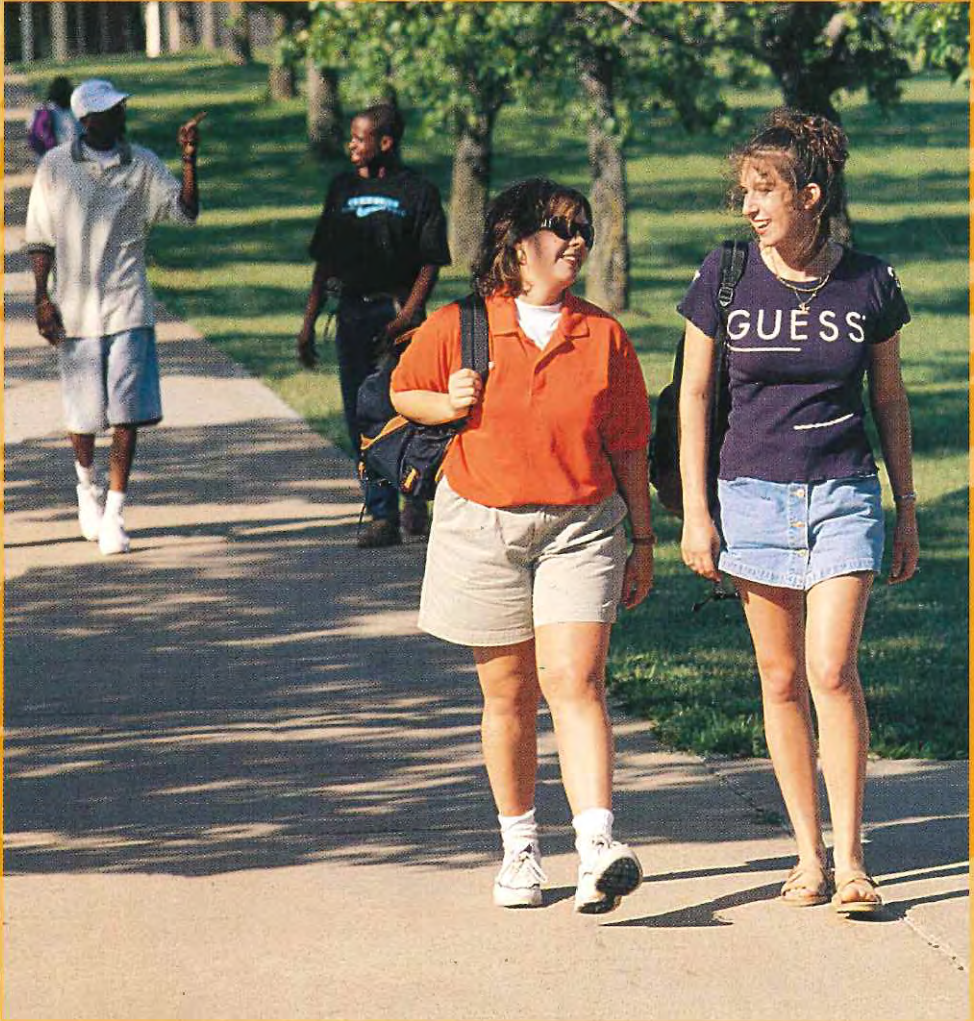


# **MISSOURI WESTERN**

**STATE COLLEGE • ST. JOSEPH, MO**



**1997-98**

**College Catalog**

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## 1997-98 Academic Calendar

### Fall Semester, 1997

Last Student Summer Registration/Orientation	Aug 18	Mon
Faculty Plan Days	Aug 19, 20	Tues-Wed
Regular Student Registration/Griffon Edge Classes	Aug 21, 22	Thurs-Fri
Classes Begin	Aug 25	Mon
Labor Day Holiday (campus closed)	Sept 1	Mon
Student Activity Day (campus closed)	Oct 3	Fri
MWSC Homecoming	Oct 4	Sat
Mid-Term Grades Due	Oct 22	Wed
Convocation, 9:30 a.m.	Oct 30	Thurs
Last Day to Drop Fall '97 Classes	Oct 31	Fri
Preregistration begins for Spring '98 Classes	Nov 3	Mon
Thanksgiving Holiday (campus closed)	Nov 26 - 30	Wed - Sun
(Thanksgiving Vacation begins at 4:30 p.m. Tues)		
Classes Resume	Dec 1	Mon
Last Day of Classes	Dec 6	Sat
Final Exams	Dec 8 - 13	Mon - Sat
Final Grades Due, 1:30 p.m.	Dec 16	Tues

### Spring Semester, 1998

New Student Program	Jan 14	Wed
Regular Registration	Jan 15, 16	Thurs, Fri
Martin Luther King's Birthday (campus closed)	Jan 19	Mon
Classes Begin	Jan 20	Tues
President's Day (campus closed)	Feb 16	Mon
Spring Recess (no classes)	Mar 15 - 22	Sun - Sun
Mid-Term Grades Due	Mar 25	Wed
Last Day to Drop Spring '98 Classes	April 3	Fri
Preregistration begins for Summer '98 and Fall '98 Classes	April 6	Mon
Last Day of Classes	May 5	Tues
Study Day (no classes)	May 6	Wed
Final Exams	May 7 - 13	Thurs - Wed
Final Grades Due, 1:30 p.m.	May 15	Fri
Commencement	May 16	Sat

### Intersession, 1998

Preregistration begins for Intersession '98 Classes	April 6	Mon
Regular Registration for Intersession '98 Classes (Continuing Education Office, MC Bldg)	May 13, 14	Wed, Thurs
Classes Held	May 14 - 29	Mon - Fri
Memorial Day (campus closed)	May 25	Mon
Final Exams	June 1	Mon
Final Grades Due	June 3	Wed

### Summer Semester, 1998

Preregistration begins for Summer '98 Classes	April 6	Mon
Regular Registration for Summer Semester	June 1	Mon
Classes Begin for 8-Week and First 4-Week Session (Classes held Mon - Thurs)	June 2	Tues
Last day to register, add or drop classes	June 3	Wed
Final Exams for First 4-Week Session	June 25	Thurs
Registration for Second 4-Week Session	June 26	Fri
Second 4-Week Session Begins	June 29	Mon
Final Grades Due for First 4-Week Session	June 30	Tues
Independence Day (campus closed)	July 3	Fri
Final Exams for 8-Week and Second 4-Week Session	July 23	Thurs
Final Grades Due for 8-Week and Second 4-Week Session	July 28	Tues



**Missouri Western State College**

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# **Catalog 1997-98**

College Telephone (816) 271-4200

Admissions (816) 271-4266

Admissions Toll Free 1-800-662-7041, Ext. 60

Admissions e-mail [admissn@griffon.mwsc.edu](mailto:admissn@griffon.mwsc.edu)

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

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# The College

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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 5,000 students, with over 175 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 non-traditional 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 lifelong 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 obligation 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 the 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 degree programs in selected vocational and technical fields;
  - Pre-professional 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 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 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 Spratt Stadium, the Fine Arts Gallery, the addition to the Hearnes Learning Resources Center, the Biology Field Station, and the Leah Spratt Classroom Building.

The Foundation recently concluded its fourth major fund-raising drive, the "Benchmark XXV: Exceeding Expectations" capital campaign. The purpose of the campaign was to obtain 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 enhance the quality of 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 32 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 encourages the formation of alumni chapters throughout the United States. Recently, a Kansas City Alumni Chapter was formed to promote recruitment, career networking and fund raising within the Kansas City area.

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

MWSC Alumni receive *Griffalum*, a newsletter of college, alumni activities, events, and news.

## MISSOURI WESTERN AMBASSADORS

The Missouri Western State College Ambassadors is composed of community and college 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 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 Non-Traditional Student Center.

## 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 the awarding of 14 scholarships, each worth \$250 a year. Benefits to members include: receiving the Griffon News, Griffamily Newsletter, and other periodic mailings.

All parents of MWSC students are invited and encouraged to join the Parents' Council. The membership fee is only \$20 per year per family. 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.



## THE GRIFFON

A griffon was chosen in 1918 as the symbol of Saint 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.

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# Admission

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## GENERAL INFORMATION

### High School Core Classes

Missouri Western State College wants its students to succeed, so students need to prepare themselves academically for college classes. Experience has shown that students who have completed the following high school program are most likely to succeed in college. Listed below are the high school courses needed for college-bound students:

- 4 units of English, one of which may be speech or debate; two units must emphasize composition or writing
- 3 units of mathematics, including Algebra I, II and Geometry
- 2 units of sciences, including at least one lab science
- 3 units of social sciences
- 1 unit of visual/performing arts
- 3 units of electives, selected from foreign language and combinations of the above courses. Two units of foreign language are strongly recommended.

### Early Application is Strongly Encouraged

Only new students who have submitted a complete application file\* will be invited to a Summer Registration Program.

New students enrolling for the first time must submit a complete application file\* at least two weeks before registration begins or they must pay a \$20 late application fee.

\* A complete application file (with \$15 application fee) for **FIRST-TIME FRESHMAN** students consists of: MWSC Application, ACT scores, high school transcripts or GED, and the Missouri Minimum Core Curriculum-Student Reporting Form (if you graduated after 5/95).

\* A complete application file (with \$15 application fee) for **TRANSFER** students consists of: MWSC application, and transcripts of all college and university work to date.

### Limited Course Loads for Some Students

New students with enhanced ACT composite scores below 17 can only enroll in 14 credits their first semester.

#### Early Completion of Math and English Composition Classes

All students must complete any developmental coursework (ENG 100, MAT 090, and/or MAT 095) within their first forty (40) credit hours earned at MWSC.

All new students must successfully complete ENG 108 and MAT 110 (or any higher level math course of three or more credits excluding MAT 132), as required in their degree programs, within their first sixty (60) credit hours earned at MWSC.

Students who do not successfully complete ENG 108 and MAT 110 (or its general studies math equivalent as listed in the college catalog) as required in their degree programs, within their first sixty credits earned at MWSC may *only* enroll in those class/classes until they are successfully completed. NOTE: See "Repeating Courses" in this catalog for rules regarding course repeat.

## ADMISSION CATEGORIES

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.
- 4. Returning or Certification**—students whose last attendance at MWSC was other than in the semester prior to application or students seeking post-graduate professional certification.

## First Time In College

To be admitted in this category, applicants must provide:

1. Completed application for admission form.
2. Missouri Minimum Core Curriculum (if graduated after 5/95).
3. American College Test (ACT) results and profile. The ACT is required for advisement and course placement purposes. Furthermore, new students with enhanced ACT composite scores below 17 can only enroll in 14 credits their first semester.
4. A high school transcript with a minimum of six semesters of work.
5. High school transcript documenting graduation or General Education Development (GED) equivalency certificate.
6. \$15 nonrefundable application processing fee (this is a one-time fee required only with the initial application to MWSC).
7. International students must contact the Admissions Office for additional criteria which includes 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 in this category, applicants must provide:

1. Completed application for admission form.
2. Official transcript from each undergraduate college and university attended. Student transcripts received from other colleges and universities become the property of MWSC, and are not reissued to the student or to another institution.
3. \$15 nonrefundable application processing fee (this is a one-time fee required only with the initial application to MWSC).
4. International students must contact the 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. There are some exceptions which will be evaluated course by course.

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.

### Appeal Procedure for Transfer Credits

A student has the right to appeal a denial of transfer credit at MWSC. If a transfer student's appeal is denied by MWSC, after all appeal steps internal to MWSC have been exhausted, transfer students can appeal to the state-level committee on transfer and articulation. The student wishing to appeal his or her case at the state level must:

1. File a written appeal with the Admissions and Graduation Committee (see Registrar), and
2. Explain in writing the reason for the appeal to the committee on transfer and articulation. Send appeal requests to: Commissioner of Higher Education, Coordinating Board for Higher Education, 3515 Amazonas Drive, Jefferson City, MO 65109.

### Special Student

This category is for the student who is not seeking a degree or certificate at MWSC. Students under suspension are ineligible to be admitted under this category.

Students admitted under this category who later decide to seek a degree at MWSC must re-apply 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 as a special student 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. \$15 nonrefundable 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. \$15 nonrefundable application processing fee (this is a one-time fee required only with the initial application to MWSC).
4. Evidence of completion of 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. \$15 nonrefundable application processing fee (this is a one-time fee required only with the initial application to MWSC).

### Returning to MWSC or Seeking Certification

#### 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 has 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.

## **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.

1. Completed application for admission form.
2. \$15 nonrefundable application processing fee. (This is a one-time fee required only with the initial application to MWSC).

## **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.

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

- 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).

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,
- applied for credit which would make the student eligible for graduation at the end of the semester.



**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.

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 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 (for fee information, write to Missouri Western State College, Office of Counseling and Testing, SS/C 101).

A minimum of a 500 scaled score must be attained on the CLEP General Examinations for the student to receive credit. 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 brochure 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 and test dates for subject examinations may be acquired from 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, \$10 of the original fee paid will be retained for processing.

## CLEP General Tests and Credit Hours

	<i>Credits</i>
<b>English</b>	
<i>General studies requirement met</i>	
ENG 100 and	3
ENG 104	3
<b>Humanities</b>	6
<b>Mathematics</b>	
<i>General studies met</i>	
MAT 116	3

	<i>Credits</i>
<b>Natural Science</b>	6
<b>Social Science and History</b>	
<i>General studies met</i>	
Groups 1 and 2 of Social Science & History (3 hrs ea)	6

## Procedures for Test Out

1. Every course available for Test Out must be listed in the Credit by Examination brochure distributed by the Office of Counseling, Testing, Career Services, and Placement (hereafter in this document referred to as the Test Center). Any exceptions to this procedure must be approved by the Admissions and Graduation Committee.

2. Tests will be administered on an individual basis. Contact the Test Center to set up an examination appointment.

3. Tests should be CLEP in nature or developed by the individual MWSC academic department when such a test is not available or applicable. It is recommended that the preparing and scoring of each Test Out examination be done by at least three members of the departmental faculty. All Test Out examinations will be coordinated through the Test Center. In the case where specific equipment is needed for a performance-based Test Out (such as Foreign Language, Computer Science), the Test Out will consist of a performance portion and an objective portion, each being weighted equally. The performance portion of the Test Out will be administered and scored in the academic department and the objective portion of the Test Out will be administered and scored by the Test Center. If specific expertise is needed in grading the Test Out, then the Test Out will consist of two equally weighted portions both administered by the Test Center. One portion must be designed so it can be graded by the Test Center, with the academic department providing the key; the other portion is graded by the academic department. In each case, where there are two portions to the Test Out, the student must receive a 70% on each portion to pass the test. All the test forms and statements of performance level expectations will be on file in the Test Center before the Test Out is administered. Instructors of classes for which Test Outs are being administered will provide the Test Center with three equated forms of the Test Out examination.

The following guidelines for Test Out must be strictly adhered to:

1. Complete the Petition for Test Out form, available in the Test Center, and return the form to the Test Center, prior to the test date.

2. A fee of \$50 for the Test Out is payable in the Business Office (A-220) or the Test Center, prior to the test date. The fee should accompany the completed petition. Check or money order is the preferred method of payment in the Test Center.

3. The student will receive further information about time and location of testing from the Test Center.

4. Test Outs which are originated on the MWSC campus in any other manner than the above procedure will be considered invalid.

*continues on next page*

The approved procedures and guidelines for Test Out should include a statement of expectation from the Vice President for Academic Affairs. The nature of this statement of expectation should reflect that Test Out procedures in MWSC academic departments are expected to include student performance in the Test Out at or above the "C" grade level. The academic departments are expected to monitor their procedures and operate in the spirit of this expectation.

### 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.

### REQUIRED PLACEMENT TESTS FOR NEW COLLEGE STUDENTS

Effective Summer 1992, new students must submit a complete application (including ACT scores and at least a seven-semester high school transcript) at least two weeks before registering for classes or they must pay a \$20 late application fee. New students who do not have a complete application file at that time must also take appropriate placement test (ACT residual, writing, and/or math) before registering for classes.

### ACT Test Schedule 1997- 98

<i>Test dates</i>	<i>Registration deadlines (regular fee)</i>
October 25, 1997	October 3, 1997
December 13, 1997	November 21, 1997
February 7, 1998	January 16, 1998
April 4, 1998	March 13, 1998
June 13, 1998	May 22, 1998

### Additional Required Tests

In order to measure student progress toward educational goals, freshmen and graduating students will be asked to participate in periodic assessment efforts at MWSC. Grades, transcripts, and graduation will be held if a student does not participate in this required testing. Contact the Office of Academic Affairs for more information (816-271-4586).

### 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.

Students who plan to take coursework at other institutions prior to their graduation are required to secure approval before attempting the work. Information and appropriate forms are available in the Registrar's Office.

## FRESHMAN INTEREST GROUPS (FIGs)

Freshman Interest Groups (FIG) link clusters of two or three freshman classes around common themes. First semester MWSC freshmen, entering in the fall, are strongly urged to enroll in a FIG; different course sequences will be offered during the Spring Semester. Students **must** enroll in **all** courses belonging to the FIG.

FIG courses have been developed to help students form study groups, learn more about a topic of interest, and help students see connections among the classes they are taking. Each group will be limited to 25 students. The smaller class sizes provide a greater opportunity to talk with faculty about academic and career issues.

## 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 301, Advanced Composition, a course required of all English majors.

## 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.

## 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.

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# FINANCIAL AID

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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 section 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 (SS/C) 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 assistance.

<b>Missouri Residents</b>	<i>Living at home</i>	<i>All Other housing</i>
Tuition and fees	\$2,300	\$2,300
Room and Board	1,600	3,200
Books and Supplies	500	500
Travel	500	600
Personal/Miscellaneous	1,500	1,500
<b>Total</b>	<b>\$6,400</b>	<b>\$8,100</b>

<b>Non-Residents</b>	<i>Living at home</i>	<i>All Other housing</i>
Tuition and fees	\$4,200	\$4,200
Room and Board	1,600	3,200
Books and Supplies	500	500
Travel	500	600
Personal/Miscellaneous	1,500	1,500
<b>Total</b>	<b>\$8,300</b>	<b>\$10,000</b>

### 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. Additional scholarship information can be found in the Financial Aid & Scholarship Guide. 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.

- Federal Pell Grants (formerly: Basic Educational Opportunity Grants - BEOG)
- Federal Supplemental Education Opportunity Grants (FSEOG)

**FEDERAL COLLEGE WORK STUDY:** This cooperative program with colleges provides flexible part-time work for students in college (and 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.

- Federal Perkins Loans (Formerly National Direct Student Loans)
- Federal Subsidized Stafford Loan Program (FSLPs), formerly Federal Guaranteed Student Loan (FGSL)
- Federal Plus Loans (Federal Parent Loans)
- Federal Unsubsidized Stafford 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.

- Marguerite Ross Barnett Memorial Scholarship Program
- Midwest Student Exchange Program
- Missouri Council on Public Higher Education (COPHE) 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 worth \$3,296 in conjunction with part-time work in an area complementing a student's major.

**LOANS:** The College offers limited short-term emergency loans. These loans must be repaid within the same semester.

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

**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.

**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. Check with departments about application procedures.

## 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 have 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 Free Application for Federal Student Aid application. (FAFSA) Exceptions to this requirement are noted in the detailed description of financial aid opportunities found in the Financial Aid & Scholarship Guide.

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.

## Application Procedure

- The applicant should obtain the Free Application for Federal Student Aid 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 by March 1 to ensure that the priority deadline is met. Be sure to indicate that you wish your results forwarded to Missouri Western State College.
- This information will then be forwarded to all 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 Federal Pell Grant program will forward a copy of the Student Eligibility Report (SAR) to the student and MWSC. This needs to be reviewed for accuracy.

## Other Application Procedures

For the many financial aid opportunities which do not require the Free Application for Federal Student Aid - 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 suit 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!**



## Student Eligibility

Two areas of eligibility that need to be stressed are:

1. Students must be enrolled or accepted for enrollment as a Regular Student working toward a degree or certificate in an Eligible Program.

Only classes that count toward a degree or certificate can be used in calculating financial aid eligibility. Audited classes and some continuing education classes do not count toward a degree or certificate, and may not be used in calculating student eligibility toward receiving financial aid.

2. Students must make Satisfactory Academic Progress--see the requirements of Satisfactory Academic Progress on the following page.

## PRIMARY FINANCIAL AID PACKAGING

The Office of Financial Aid at Missouri Western is responsible for packaging aid for most applicants. However, many scholarship 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 Free Application for Federal Student Aid as noted before. In packaging financial aid, the Office of Financial Aid considers (1) grants, (2) workstudy, 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 Federal Pell Grant. Acknowledgment of receipt of this application will be sent to the student in the form of an Institutional Student Information Record (ISIR). The same information will be sent to all institutions listed on the application. The Pell Grant will then be accredited to the student's account, not to exceed one-half (1/2) of the total award each semester.

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

The next assistance considered is Federal Work-Study (FCWSP) and/or Federal Perkins Loans (formerly NDSL). Work Study enables the student to receive both financial assistance and job experience while in school. A Federal Perkins 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 (1/2) time student.

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 Office of Financial Aid (SS/C112) and request a change in the package. If the funds are available 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 Free Application for Federal Student Aid 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 Federal 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 students 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 funds or awards received from outside agencies must be reported to the Office of Financial Aid.

Your application file should contain the following:

- Appropriate application forms and any other information requested by the Office of Financial Aid, located in the Student Services & Classroom Building (SS/C), Room 112.
- Free Application for Federal Student Aid

**You are responsible for insuring that your file is complete. The staff of the Office of Financial Aid 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 an education degree are factors which must be evaluated when measuring satisfactory academic progress.

The grade point portion of academic standing at Missouri Western State College is based on the Table of Academic standards listed in this 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 toward a degree, recipients shall have six (6) years or twelve (12) semesters of full-time enrollment equivalency to complete their baccalaureate degree. Students seeking the associate degree will have three (3) years or six (6) semesters of full-time enrollment equivalency to complete this 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. If you feel there are extenuating circumstances for your hours completed to have fallen below standard, you may submit an appeal in writing stating these circumstances and show how they have now changed permitting you to now maintain the status you attempt (full-time, three-quarter or half-time). This appeal will be reviewed by an appeal 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 reestablish your eligibility to receive federal financial aid by establishing a record of successfully completing all classes taken without the assistance of federal financial aid or laying out of school the following semester.

## **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.

## 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 during the academic year in exchange for a College Fee Stipend worth \$3,296. Students should secure the approval of the prospective department or office prior to application. (FAFSA not required) (Apply - Vice President for Academic Affairs)

## Work

**PART-TIME EMPLOYMENT:** Each year there are opportunities for students to find part-time employment on the campus or in the community. (FAFSA not required) (Apply & Info- Office of Counseling, Testing and Career Services, SS/C 106)

**For additional information regarding scholarships and to receive a detailed description of financial aid opportunities, please contact the Financial Aid Office in SS/C 112 or view our Web Page:**

**<http://mwdc.edu/~finaid>**

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# Student Affairs

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## FRESHMAN YEAR EXPERIENCE OFFICE

Freshmen are encouraged to stop by the Freshman Year Experience Office in SS/C 224. This office is dedicated to providing assistance to students to ensure a smooth and successful transition to college. If you have questions regarding your advisor, your schedule, activities on campus, college regulations, enrollment processes for future semesters, how to find tutoring help, locating instructors' offices, obtaining counseling services or just need a friendly face, the staff in the Freshman Year Office are available to assist you. Information is also available regarding the COL 101: Freshman Seminar course, Freshman Interest Groups and Professional Studies Introductory courses.

## 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. There is no charge for counseling services.

## 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 requiring 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 Non-Traditional Student 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. The number is 271-4280.

## 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)
- \* College Outcome Measures Program (COMP)
- \* Real Estate Exam (REE)
- \* Insurance Institute Exam
- \* Strong Interest Inventory (SII)
- \* Myers Briggs Type Indicator
- \* PRAXIS (formerly National Teachers Exam)
- \* Mobile Hydraulic Mechanic Certification
- \* Certified Credit Union Executive Exam

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), 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 COMPLEX COMMUNITY

The Housing Complex is more than a place to sleep and socialize. Ideally it is a vibrant and active community of student life. The housing complex at Missouri Western State College is uniquely designed. There are two distinct types of living environments, the suite complex and the apartment complex. The suite complex is composed of three buildings: Logan Hall, Beshears Hall and Juda Hall. Each suite has four bedrooms - two on each side of a large living room. Two bedrooms share a bathroom. Each suite houses approximately nine students. The Apartment Complex, which is composed of two identical buildings: Leaverton Hall and Vaselakos Hall, is adjacent to the Suite Complex. Each building houses approximately 200 students. There are fifty four-person suites in each building. Each suite has two bedrooms housing two students each and a common living room and efficiency kitchen.

The Director of Residential Life and her professional and student staff work with the 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 by having social events such as dances, ice cream socials, pool parties, tennis tournaments, educational seminars and a variety of other events.

Repeated, multiple or serious violations of college or housing complex rules and regulations will not be tolerated. A resident student who is disruptive and/or in violation of college or housing complex rules will be subject to disciplinary procedures that may lead to temporary or permanent suspension from the Housing Complex. Students may also lose the privilege of receiving housing for the following year if a pattern of inappropriate behavior is displayed.

Students living in the Housing Complex must also purchase a board meal plan which is non-transferable.

## NELLE BLUM STUDENT UNION

The center of student activities, this building features the bookstore, cafeteria, Griffon Place snack bar, and recreation center. Among the offices located here are the Dean of Student Affairs, Coordinator of Student Activities, Assistant Dean of Student Affairs, Traffic & Security, Student Health Service, Diversity Center 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 and property.

The Security Office is open 8:00 a.m. until 4:30 p.m. Monday through Friday. 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 (Barnes & Noble 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, bestselling 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 SERVICES

Esry Student Health Center is located on the second floor of the Student Union in Room 203. Nursing staff are there to provide assistance with health care, first aid, health counseling, and referrals.

Physician services are available in the Health Center, with the hours announced each semester. A Women's Health Clinic is held weekly.

During the fall and spring semesters, the Center is open 8:00 a.m. - 4:30 p.m. Monday through Friday.

It is preferable to call for an appointment: 271-4495.

### Laboratory screening tests for:

Anemia  
Cholesterol  
Diabetes  
Pregnancy  
Sexually transmitted diseases  
Tuberculosis  
Urinary tract infections

### Other services:

Annual student wellness screening  
Allergy injections  
Blood pressure checks  
Contraceptives  
First aid for injuries  
Medications  
Suture removal  
Pelvic & breast exams  
Orthopedic supplies & equipment

### Immunizations:

Influenza  
Measles-mumps-rubella (MMR)  
Tetanus/diphtheria (TD)  
Hepatitis B

The clinic offers a variety of educational pamphlets and maintains STRICT CONFIDENTIALITY of all health records.

## ACTIVITIES/ORGANIZATIONS

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.

## 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 RESIDENCE HALL ASSOCIATION BRANCH:** The Residence Hall Association is made up of all Missouri Western students who reside in the residence hall complex. The representative body of the Residence Hall Association is the Residence Council, which is responsible for the welfare of all students in the Residence Hall Association and for providing entertainment and activities for its members. The Residence Council is made up of ten elected members and presided over by the Residence Council 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, debates, 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

Alchemist Club  
Alpha Chi (Honor)  
Alpha Psi Omega  
American Marketing Association  
Associated General Contractors  
of America  
Beta Beta Beta  
Biology Club  
Council for the Exceptional Child  
Delta Phi Upsilon (law enforcement)

Economics Club  
Forensic Society  
Griffon Arts Society  
Griffon Guard  
Institute of Management Accountants  
Journalism Club  
Kappa Delta Pi (education)  
Kappa Mu Epsilon (math honor)  
L'Alliance Francais de MWSC  
Mo. National Education Assoc.

Music Educators National Conference  
 MWSC Computer Science Club  
 MWSC Drum Club  
 MWSC Mathematics Club  
 MWSC Paralegal Association  
 MWSC /STC Society for Technical  
 Communications  
 Omega Electronics Association  
 Organization of Student Social Workers  
 Phi Mu Alpha Sinfonia (music fraternity)  
 Physical Education Majors Club  
 Pre-professional Club (health)  
 Psi Chi (Psychology honor)  
 Psychology Club  
 Recreation Administration Club  
 Sigma Alpha Iota (music fraternity)  
 Sigma Tau Delta (English honor)  
 SMSTA  
 Student Affiliate of the Nat'l. Council of  
 Teachers of English  
 Student Nurses Association

## Religious

Baptist Student Union  
 Chi Alpha  
 Church of Jesus Christ of Latter  
 Day Saints  
 FCA  
 Newman Club  
 Wesley Foundation  
 ZOE

## 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.

## Physical Fitness Center

The new Physical Fitness Center at Missouri Western State College was completed in September 1994. The facility is open to students, faculty and staff and to Gold Coat members and Alumni who purchase a membership. The Fitness Center has state of the art equipment, which includes Nautilus, free weights and aerobic equipment which consists of stair masters, stepmill, rowers, nautilus bikes and treadmills. The hours of the center are 5:30 a.m. to 12:00 midnight Monday - Friday, 10 a.m. - 5 p.m. Saturdays, and 1 p.m. to 12 midnight on Sundays. The center may be closed on special days, holidays, etc., due to athletic events.

## 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 technical personnel in shows.

## Special Interest Groups

Human Resource Management Assoc.  
 Mystics Dance Team  
 Nontraditional Student Advisory Council  
 SADD  
 Student Honor Organization  
 The Ebony Collegians

## Greek Letter Organizations

### Fraternities

Alpha Phi Alpha  
 Phi Delta Theta  
 Phi Sigma Kappa  
 Tau Kappa Epsilon  
 Theta Xi

### Sororities

Alpha Gamma Delta  
 Alpha Kappa Alpha  
 Alpha Sigma Alpha  
 Delta Sigma Theta  
 Phi Mu  
 Sigma Sigma Sigma

## Coordinating Groups

Inter-Greek Council  
 Nat'l Panhellenic Council



## Forensics

The Department of Communication Studies, Theatre and Humanities sponsors a forensics team which competes at the regional and national collegiate levels. The team focuses primarily on individual events such as dramatic interpretation, prose, poetry, extemporaneous speaking, and persuasive speaking. There are also some opportunities for debaters.

## 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 newspaper 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 Language.

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, photographs, and advertising are then electronically arranged in Quark XPress and printed out for final paste-up or digital submission. Also housed in the newsroom are layout tables, an Apple image scanner, a Nikon Cool Scan negative scanner, 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-negative paper-drying equipment as well as chemical storage. Film, photographic paper, and chemicals are provided free of charge to staff photographers.

Although the college provides some funding for the newspaper, most of the annual budget comes from advertising revenue. Students sell the advertising, design the ads, typeset the copy, and bill the advertisers.

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. Advertising sales representatives can earn 20 percent commission on accounts they sell and service. Also, editors receive weekly stipends, ranging from \$35 to \$90. Finally, a limited number of work-study positions are available each semester for those who qualify.

## Griffon Yearbook

The Griffon Yearbook is a 250-page, award-winning publication. 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. 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 Mid-America Athletics Association (MIAA), which is comprised of eleven 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 has advanced to the NCAA Division II regional tournament during six of the past eight seasons and the Lady Griffon basketball team has reached the national tournament's Elite Eight for two of the past four years. 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.

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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 or co-ops directly related to their majors.

Internships and practicums 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 106-B 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 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 at 271-4280.

## ALUMNI ASSOCIATION

The MWSC Alumni Association, an independent, non-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 the 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 *Griffalum*, 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.

## MISSOURI WESTERN AMBASSADORS

The Missouri Western State College Ambassadors are composed of community and college 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 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 Non-Traditional Student Center at 271-4280.

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# Academic Affairs, Policies and Regulations

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## SPECIAL POLICIES: THE 40-60 RULE AND THE TWICE REPEAT POLICY

### Early Completion of Math and

### English Composition Classes: The 40-60 Rule

All students must complete any developmental coursework (ENG 100, MAT 090, and/or MAT 095) within the first forty (40) credit hours earned at MWSC.

All new students must successfully complete ENG 108 and MAT 110 (or any higher level math course of three or more credits excluding MAT 132), as required in their degree programs, within the first sixty (60) credit hours earned at MWSC.

Students who do not successfully complete ENG 108 and MAT 110 (or its general studies math equivalent as listed in the college catalog) as required in their degree programs, within the first sixty credits earned at MWSC may *only* enroll in those class/classes until ENG 108 and MAT 110 (or its general studies equivalent) are successfully completed. Students will be restricted to only the English and/or math class(es) and will not be allowed to enroll in additional college coursework until ENG 108 and MAT 110/equivalent are successfully completed.

Signature of the advisor or of the English/Math instructor is required to drop ENG 100 or MAT 090/095.

### Repeating Courses: The Twice Repeat Policy

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.

Beginning in Fall 1993, students may enroll in a class at MWSC no more than two times; this is referred to as the "Twice Repeat Policy". Everyone starts with a "clean slate" in Fall 1993; no previous attempts are counted on classes taken prior to Fall 1993. It is recognized that certain classes can be repeated, according to the college catalog; those special classes would be exempt from this rule. Note that this policy indicates an ENROLLMENT limit. A grade of W counts as an enrollment; only one additional enrollment at MWSC in that class would be allowed. (Dropping/adding during late registration, when Ws are not yet given, does not count as an enrollment.)

## ACADEMIC ADVISEMENT

Academic advisement of students is an integral part of academics at Missouri Western. All degree-seeking students are assigned an advisor who helps provide information regarding degree requirements, semester class selection, and career direction. Semester advisement is mandatory for students who have attempted fewer than 24 credit hours and for students whose GPA is less than 2.0. Some departments require academic advising each semester for all majors.

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

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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 degree seeking students must declare a major or pre-major once 24 credit hours of coursework has been attempted. 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 once 24 credit hours of coursework has been attempted. If the student is unable to declare a major, a pre-major must be declared. (A student who is undecided about his/her major should declare a pre-major in General Studies.)

The college catalog in effect at the time of completion of the appropriate 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.

In the process of earning a degree, students must complete requirements for that degree and sometimes, as in the case of teacher education programs, must also meet state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards.

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

New first-time college students with enhanced ACT composite scores below 17 can only enroll in 14 credits their first semester.

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:

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

## 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 GPA 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.

## 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.

## A/Credit/Unsatisfactory Grading

(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. Only courses which are normally graded A through F may be taken A/Cr/U. 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/Cr/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 accept work taken on a non-graded basis. Furthermore many employers do not view non-graded coursework favorably. All students should be very cautious in using the A/Cr/U option.

## Auditing a Class

A class auditor is a student registered for a course only for informational instruction, not to earn credit. A student may audit a course for a number of reasons, ranging from skills improvement to 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.

## 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.

## SCHOLASTIC PROBATION AND SUSPENSION

Students are placed on scholastic probation if the cumulative grade-point average (CGPA) on cumulative hours attempted drops below 2.0. 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 been on scholastic probation or suspension during the previous semester at MWSC; and
- must have a term GPA lower than 2.0 (C).

Transfer students will be evaluated based on MWSC's Academic Standards. If found to be on suspension, the student will be subject to MWSC policies as if the suspension had been earned at Missouri Western.

**Table of Academic Standards**

Cumulative hours attempted	Probation if GPA is less than	Suspension if GPA is less than
0-18	2.0	NA
19-30	2.0	1.500
31-45	2.0	1.600
46-60	2.0	1.700
61-75	2.0	1.800
76-90	2.0	1.900
91+	2.0	2.000

## Readmission

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.

The Academic Regulations and Standards Committee will also hear appeals from students whose suspensions include grades that are more than ten years old. In those instances, students should recalculate their GPA using only grades that are from credits that are ten years old or less. If this recalculated GPA would not warrant suspension, a letter of appeal for reinstatement should be sent to the Academic Regulations and Standards Committee citing this information.

Students placed on their first or second academic suspension since Fall 1990 will have two options: (1) they may choose to "sit out" one semester for their first suspension or two semesters for their second suspension or (2) They may appeal for readmittance (see above) to the Academic Regulations and Standards Committee.

A third suspension after Fall 1990 will automatically bar a student from attending Missouri Western State College for ten years. If an appeal is accepted, the initiating suspension is still counted as one suspension.

Students applying for readmission after being suspended must file a new application form with the Office of Admissions. Readmission after any type of suspension will be granted on a probationary basis.



## HONORS

The 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 the 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 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 with a range of awards that include: the Scholastic Certificate award, the Scholastic Key award, and special academic awards made to selected seniors graduating from academic departments.

The Scholastic Key award requires: for freshmen with declared major - a GPA of 4.0; for sophomores - a GPA minimum of 3.8; and for juniors and seniors - a GPA minimum of 3.75.

The Scholastic Certificate award requires a minimum GPA of 3.5 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 the 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.

# Degree Programs and Requirements for Graduation

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 pre-major form (or Major-Minor Declaration Form if a pre-major form is not required). These requirements remain effective for no more than six years following approval of the appropriate form.

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.

In the process of earning a degree, students must complete requirements for that degree and sometimes, as in the case of teacher education programs, must also meet state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards.

Exit exams are required of all graduating students; contact the Office of Academic Affairs for more information (271-4586).

## ONE-YEAR CERTIFICATE PROGRAMS

Missouri Western State College offers a certificate program with a major in Legal Assistant and in Health Information Management. To earn the certificate, students must complete a minimum of 30 credits with a minimum CGPA of 2.0 (C average). Specific course requirements are listed under the department administering the program.

### General Degree Requirements for One Year Certificate Programs

A student must:

- complete the required courses for the certificate program;
- have a cumulative grade-point average of at least 2.0;
- earn 9 of the last 15 credits of the certificate program at MWSC (the major department must approve any transfer credits); and
- have a cumulative GPA of at least 2.0 in those courses needed to satisfy the requirements of the selected major.

## 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, criminal justice, electronic engineering technology, legal assistant, and mid-management.

An Associate of Applied Science degree is available in Health Information Management and in Physical Therapist Assistant.

## Early Completion of Math & English Composition Classes

All students must complete any developmental coursework (ENG 100, MAT 090, and/or MAT 095) within the first forty (40) credit hours earned at MWSC.

All new students must successfully complete ENG 108 and MAT 110 (or any higher level math course of three or more credits excluding MAT 132), as required in their degree programs, within the first sixty (60) credit hours earned at MWSC.

Students who do not successfully complete ENG 108 and MAT 110 (or its general studies math equivalent as listed in the college catalog) as required in their degree programs, within their first sixty credits earned at MWSC may *only* enroll in those class/classes until ENG 108 and MAT 110 (or its general studies equivalent) are successfully completed. Students will be restricted to only the English and/or math class(es) and will not be allowed to enroll in additional college coursework until ENG 108 and MAT 110/equivalent are successfully completed.

## 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.

	<i>Credits</i>
<b>Category One — Basic Skills</b>	6
ENG 104 College Writing and Rhetoric (3)	
COM 104 Oral Communication (3)	
<b>Category Two—Social Sciences</b>	3
Select one of the following courses:	
HIS 140 American History to 1865 (3) <i>or</i>	
HIS 150 American History since 1865 (3) <i>or</i>	
PSC 101 American National Government (3)	
<b>Category Three—Humanities</b>	3
Select one of the following courses:	
ART 100 Introduction to Art (3) <i>or</i>	
ENG 210 Approaches to Literature (3) <i>or</i>	
ENG 220 Classical Backgrounds in Literature (3) <i>or</i>	
HIS 100 Ancient and Medieval Civilization (3) <i>or</i>	
HIS 130 Modern Europe: 1789 to the Present (3) <i>or</i>	
HUM 203 Humanities: Ancient and Medieval (3) <i>or</i>	
HUM 210 Introduction to Philosophy (3) <i>or</i>	
MUS 101 Perspectives in Music (3) <i>or</i>	
THR 113 Introduction to Theatre (3)	
<b>Category Four—Physical Health</b>	3
PED 101 Concepts of Physical Activity, <i>including lab</i> (3)	
<i>Total</i>	15

## 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 credits 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; and
- participate in the departmental and campus wide assessment efforts. Grades, transcripts, and graduation will be held if the student does not participate in this required testing.

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

## BACCALAUREATE DEGREE PROGRAMS

Missouri Western State College offers eight 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 Interdisciplinary Studies
- Bachelor of Science
- Bachelor of Science in Business Administration
- Bachelor of Science in Education
- Bachelor of Science in Nursing
- Bachelor of Science in Technology (Two Plus Two)
- 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, French, history, music, political science, psychology, Spanish, and speech communication.

The **Bachelor of Interdisciplinary Studies (BIS)** degree is focused on the development of broad intellectual abilities and skills rather than a large concentration within a traditional academic discipline. This degree option may be of special interest to: students seeking a degree tailored to specific interests not accommodated in an established MWSC major; students who plan, upon graduation, to enter graduate or professional school; and/or students transferring into MWSC with an AS or AAS degree. Specific degree requirements include: (1) a minimum of 45 credits of upper division (300- and 400-level) courses; (2) a minimum of 24 credits (12 upper division) in a single discipline, including at least one course which gives an in-depth study of the methods of investigation for that discipline\*; (3) a minimum of 12 credits (9 upper division) from a second discipline, or 12 credits (beyond General Studies credit courses) in one foreign language; and (4) at least one course from each of seven areas. A resident GPA of 2.0 or higher is required for graduation.

\*Students may substitute an AS, or AAS degree, for the 24 credit concentration. Students using this option must consult with their Dean to work out the procedure for developing the BIS-degree program.

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: biology, chemistry, commercial art, computer information systems, computer science, construction engineering technology, criminal justice, electronics engineering technology, history, mathematics, medical technology, natural science (biology), natural science (chemistry), physical education, political science, psychology, recreation administration, 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, a minimum grade of C in student teaching, and passage of the National Teachers Examination, 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, English, French, music, Spanish, 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 a 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 (AAS or AS) and desires the bachelor's degree with an additional concentration in an approved area of study. 1.) The student must earn an AAS or AS degree. 2.) The student must complete the general studies requirements for bachelor of science program. 3.) The student must earn a minimum of 30 upper division credit hours. 4.) The student must earn a minimum of 30 credit hours (of which at least 18 must be upper division) in an approved area of concentration outside of the field of the associate degree. The courses in the area of concentration must be approved by the department of the area and by the dean of the division in which the area of concentration is earned. 5.) The student must earn a minimum cumulative GPA of 2.3 in the area of concentration.

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.

## Early Completion of Math & English Composition Classes

All students must complete any developmental coursework (ENG 100, MAT 090, and/or MAT 095) within their first forty (40) credit hours earned at MWSC.

All new students must successfully complete ENG 108 and MAT 110 (or any higher level math course of three or more credits excluding MAT 132), as required in their degree programs, within their first sixty (60) credit hours earned at MWSC.

Students who do not successfully complete ENG 108 and MAT 110 (or its general studies math equivalent as listed in the college catalog) as required in their degree programs, within their first sixty credits earned at MWSC may *only* enroll in those class/classes until ENG 108 and MAT 110 (or its general studies equivalent) are successfully completed. Students will be restricted to only the English and/or math class(es) and will not be allowed to enroll in additional college coursework until ENG 108 and MAT 110/equivalent are successfully completed.

## 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 understand 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.

Most students earning a baccalaureate degree may select from the following general studies courses. There are a few exceptions (such as in the B.S.E. degree), so students should check the requirements in their specific degree.

### Category One — Basic Skills

Credits  
12

1. MAT 110 Contemporary Problem Solving (3) *or*  
any higher level mathematics course of 3 or more credits, excluding MAT 132)
2. ENG 104 College Writing and Rhetoric (3) *and* ENG 108 College Writing and Rhetoric (3) *or*  
ENG 112 Honors Composition and Rhetoric (3)
3. COM 104 Oral Communication (3)

*continues on next page*

**Category Two — Natural Sciences**

8-10

Select a minimum of 8 credits from two of the following groups:

1. BIO 101 Principles of Biology (5) *or*  
BIO 111 General Biology (5)
2. CHE 101 Introductory Chemistry (5) *or*  
CHE 104 Fundamentals of Chemistry (5) *or*  
CHE 111 General Chemistry (5)
3. ESC 111 Physical Geology (4)
4. PHY 101 Physics for the Liberal Arts (4) *or*  
PHY 107 Introduction to Physics (4) *or*  
PHY 110 College Physics F (5) *or*  
PHY 210 University Physics F (5)
5. PHY 104 Introduction to Astronomy (4)

**Category Three — Social Sciences**

9

Select 9 hours with at least one course from each of the two following groups:

1. PSY 101 General Psychology (3) *or*  
SOC 110 General Sociology (3) *or*  
SOC 120 General Anthropology (3) *or*  
GEO 100 World Geography (3) *or*  
ECO 101 Current Issues in the Economy (3) *or*  
ECO 260 Principles of Economics F (3)
2. HIS 140 American History to 1865 (3) *or*  
HIS 150 American History since 1865 (3) *or*  
PSC 101 American National Government (3)

**Category Four — Humanities**

9-10

Select one course each from three of the following groups:

1. HIS 100 Ancient and Medieval Civilization (3) *or*  
HIS 110 Early Modern Civilization (3) *or*  
HIS 130 Modern Europe: 1789 to the Present (3) *or*  
HUM 203 Humanities: Ancient and Medieval (3) *or*  
HUM 205 Humanities: Renaissance to the Twentieth Century (3)
2. ENG 210 Approaches to Literature (3) *or*  
ENG 220 Classical Backgrounds in Literature (3) *or*  
HUM 210 Introduction to Philosophy (3) *or*  
HUM 230 Ethics (3) *or*  
HUM 250 Comparative Religious (3)
3. ART 100 Introduction to Art (3) *or*  
MUS 101 Perspectives in Music (3) *or*  
THR 113 Introduction to Theatre (3)
4. FRE 102 Elementary French F (4) *or*  
GER 102 Elementary German F (4) *or*  
SPA 102 Elementary Spanish F (4)

**Category Five — Physical Health**

4

1. PED 101 Concepts of Physical Activity, *including lab* (3)
2. One lifetime sports physical activity (1) *or*  
MIL 105 (1)

*Total*

42-45

## 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). Lower-division transfer courses accepted as meeting upper division departmental course requirements cannot be used to fulfill this requirement;
- earn 30 of the last 45 credits at MWSC in resident course work;
- refer to Department of Education for additional B.S.E. degree requirements.
- participate in the departmental and campus wide assessment efforts. Grades, transcripts, and graduation will be held if the student does not participate in this required testing.
- refer to page 58 for additional B.I.S. degree requirements.

\*Some baccalaureate degree programs may require more than 124 credits and may require a higher GPA. (See actual degree program for specific credit hours and GPA required.)

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.

In the process of earning a degree, students must complete requirements for that degree and sometimes, as in the case of teacher education programs, must also meet state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards.

### Degrees/Majors at MWSC

BA = Bachelor of Arts  
BS = Bachelor of Science  
C = Teaching Certification  
BSE = Bachelor of Science in Education

BSN = Bachelor of Science in Nursing  
BSBA = Bachelor of Science in  
Business Administration  
BIS = Bachelor of Interdisciplinary  
BST = Bachelor of Science in Technology

Department/Major	Degrees
<b>Art</b>	
Art	BA, BSE
Commercial Art	BS
<b>Business &amp; Economics</b>	
Accounting	BSBA
Economics	BSBA
Management	BSBA
Marketing	BSBA
<b>Biology</b>	
Biology*	BS
Natural Science/Biology	BS, BS/C



<b>Department/Major</b>	<b>Degrees</b>
<b>Bachelor of Science in Technology (2+2)</b>	<b>BST</b>
<b>Chemistry</b>	
Chemistry	BS
Medical Technology	BS
Natural Science/Chemistry	BS/C
<b>Communication Studies/Theatre/Humanities</b>	
Speech Communication*	BA, BS
Speech/Theatre	BSE
<b>Computer Science/Mathematics/Physics</b>	
Computer Information Systems	BS
Computer Science	BS
Mathematics	BS, BS/C
<b>Criminal Justice/Legal Studies</b>	
Criminal Justice*	BS
<b>Education</b>	
Elementary Education	BSE
<b>Engineering Technology</b>	
Construction Engineering Technology	BS
Electronics Engineering Technology	BS
<b>English/Foreign Languages/Journalism</b>	
English*	BA, BSE
French+	BA, BSE
Spanish	BA, BSE
<b>Health/Physical Education/Recreation</b>	
Physical Education	BS
Recreation Administration*	BS
<b>Interdisciplinary Studies</b>	<b>BIS</b>
<b>Music*</b>	<b>BA, BSE</b>
<b>Nursing</b>	
Nursing	BSN
<b>Psychology*</b>	<b>BA, BS</b>
<b>Social Sciences</b>	
History	BA, BA/C, BS, BS/C
Political Science	BA, BS
Social Work	BSW

\* See department information for Emphasis Areas  
 + Cooperative Program with NWMSU

## Liberal Arts and Sciences Areas of Focus

A student graduating with a major in any of the disciplines within the Division of Liberal Arts and Sciences (except Medical Technology) is required to take one course designated as **LAS Writing** and a second course designated as **LAS Computer Literacy**. In addition, students with majors in the departments of Art, Communication Studies/Theatre/Humanities, English/Foreign Languages/Journalism, Music, Psychology, and Social Science are required to take one course designated **LAS Ethics**, and another course designated **LAS International/Intercultural**. For students with majors in other LAS departments, it is only recommended that they take a **LAS Ethics** and a **LAS International/Intercultural** course. If a course is designated in more than one area, the student must choose which one of the four area requirements it will satisfy.

1. **LAS Writing.** A course in which faculty assign students both formal and informal writing in order to increase student learning, improve student writing, and initiate students into discipline-specific forms of written communication.
2. **LAS Computer Literacy.** A course designed to teach discipline-specific computer software and hardware. A partial list of skills which may be taught include: data collection and analysis, word processing, desktop publishing, ethical or human issues of computing, discipline-specific applications of computer technology.
3. **LAS Ethics.** A course in which issues of ethical concern to professionals in their major field of study are addressed. These courses will give significant attention to professional codes of ethics, case studies identifying ethical dilemmas, or issues of contemporary (or historical) social concern.
4. **LAS International/Intercultural.** A course which presents a significant recognition, awareness, and understanding of cultural or international diversity.

These courses are designated (by previous labels) in the course descriptions listed with each academic department. Preferably, students will take these courses within their major; however, students may choose to fulfill this requirement with courses outside their major.

## 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 bachelors degree.

## Minors at MWSC

Accounting (Business majors only)  
 Athletic Coaching (Department of Health/Physical Education/Recreation)  
 Biology  
 Chemistry  
 Computer Technology (Department of Engineering Technology)  
 Computer Information Systems  
 Computer Science  
 Construction Management (Department of Engineering Technology)  
 Criminal Justice  
 Economics (Business majors only)  
 English Education  
 English Technical Communication  
 French

*continues on next page*

General Business (Non-business majors only)  
 Geography  
 German  
 Gerontology/Aging (Departments of Biology, Health/Physical Education/Recreation, Psychology, Social Sciences, Nursing)  
 History  
 Humanities  
 International Studies (Departments of Business & Economics, English/Foreign Languages/Journalism, Social Sciences)  
 Journalism  
 Legal Studies  
 Literature  
 Management (Business majors only)  
 Marketing (Business majors only)  
 Mathematics  
 Military Science  
 Music  
 Musical Theatre (Speech/Theatre majors and Vocal Music majors only)  
 Philosophy (Department of Communication Studies/Theatre/Humanities)  
 Physics  
 Political Science  
 Psychology  
 Recreation Administration  
 Social Work  
 Sociology  
 Spanish  
 Speech and Theatre (Department of Communication Studies/Theatre/Humanities)  
 Speech Communication (Department of Communication Studies/Theatre/Humanities)  
 Theatre  
 Video Production (Department of Communication Studies/Theatre/Humanities)  
 Wellness (Non-physical education majors)

## 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, dentistry, engineering, law, journalism, medicine, optometry, pharmacy, physical therapy, veterinary medicine.

Missouri Western State College participates in professional school programs that allow students to use their first year in a professional school for electives at MWSC. The following guidelines must be followed: (1) MWSC will accept a maximum of 30 semester credit hours earned in a professional school as elective credits toward the baccalaureate degree and thus waive the resident requirement for graduation. (2) General education requirements and degree requirements in the student's major field for the baccalaureate degree must be completed before the student transfers to the professional school. (3) The last 60 credit hours prior to the professional school transfer must have been completed at MWSC. (4) MWSC will grant the baccalaureate degree simultaneously with the granting of the professional degree upon written verification from the professional school.

## GENERAL 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 filed.

Exit exams are required for all graduating students; contact the Office of Academic Affairs for more information (271-4586).

### 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. The Major-Minor Declaration form is valid for six years.

### 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.

### COMMENCEMENT

Commencement is held at the end of the spring semester and is a voluntary activity on the part of the student. Students 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.

### 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*).

### MULTIPLE DEGREES AND DOUBLE MAJORS

#### Two-Year Associate Degrees

1. Prior to graduation, a student may earn a double major within an associate degree.
2. After the original associate 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.

## 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) has 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

Sections 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.

## STATE CERTIFICATION OR STATUTORY REQUIREMENTS

In the process of earning a degree, students must complete requirements for that degree and sometimes, as in the case of teacher education programs, must also meet state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards.

## ADDITIONAL REQUIRED TESTS

In order to measure student progress toward educational goals, students are required to participate in periodic assessment efforts at MWSC. College-wide assessment efforts include, but are not limited to, the COMP Test (which must be taken during the first freshman semester and during the semester of graduation) and departmental exit tests (see department for more information). Grades, transcripts, and graduation 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.

# Registration and Fees

## THE REGISTRATION PROCESS

Refer to the current *Class Schedule* for more detailed information on registration. *Class Schedules* are available in the Office of the Registrar, in SSC 116. *Class Schedules* are published for the Fall, Spring, and Summer Sessions.

### Pre-Registration/General Registration/Late Registration

Currently enrolled degree-seeking students are encouraged to pre-register for classes. The pre-registration period is announced in the *Class Schedule* and on the inside front cover of this *College Catalog*.

Any student in good standing may register during General Registration; General Registration for the spring and fall semesters is held during the two-day period prior to the first day of classes (refer to inside front cover of this *College Catalog*). Pre-registered students may drop classes during General Registration; however, pre-registered students may not add classes until the official add/drop period (see below).

Late Registration for the spring and fall semesters is held during the first three days of classes. A special fee is assessed for Late Registration.

## 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 day through Friday of the tenth week.

Courses dropped during 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. No course drop(s) or complete withdrawal from class(es) may occur after the tenth week of the semester. 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 (8-week): Add - First two days only.

Drop - First day through Thursday of the fifth week.

Courses dropped during 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. No course drop(s) or complete withdrawals from class(es) may occur after the fifth week of the eight-week summer session. No course may be dropped once officially completed.

### Summer Session (4-week): Add - First four-week session: First two days of session.

Second four-week session: First two days of eight-week session or first day of second four-week session.

Drop - First day through Thursday of the third week of the individual 4-week session.

Courses dropped during 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 twelfth day will be assigned a grade of W. No course drop(s) or complete withdrawals from class(es) may occur after the twelfth day of the four-week summer session. No course may be dropped once officially completed. Please refer to the current *Class Schedule* or the Registrar's Office for specific dates.

### Intersession (12 days): Add - First day of class

Drop - First day through sixth day of class.

No course drop or complete withdrawal may occur after the sixth day of Intersession.

## Dropping ENG 100 or MAT 090/095

Signature of the advisor or of the English/Math instructor is required to drop ENG 100 or MAT 090/095.

## 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. After the stated semester deadline, a student must petition the Admissions and Graduation Committee, through the Office of the Registrar, to withdraw from all or individual classes. Only documented situations, beyond the control of the student, will be considered.

## SELECTING A COURSE OF STUDY/USING THE CATALOG

Students should select a course of study in consultation with an academic advisor. Students should consider the following information when selecting a course of study.

### 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. In the catalog, the number of credits is shown in parentheses after the course title.

### 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

400-400 - 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.

### Description of Course

All courses offered at the college are listed in the *College Catalog* 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.

F — the course is offered in the fall semester

Sp — the course is offered in the spring semester

Su — the course is offered in the summer session

## TRANSCRIPTS AND RECORDS OF ACADEMIC WORK

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 \$2 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, or to students who have failed to participate in required entrance or exit testing. 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.

## 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.

## SCHEDULE OF 1997-98 FEES

**Fees are subject to change without notice.**

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

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		Nonresidents	
\$88 per hour plus \$10 SGA fee for 1 thru 8 hours plus computer use fee \$2 per hour plus recreation & fitness fee \$2 per hour		\$158 per hour plus \$10 SGA fee for 1 thru 8 hours plus computer use fee \$2 per hour plus recreation & fitness fee \$2 per hour	
Credit Hours	Fees	Credit Hours	Fees
1	\$ 102	1	\$ 172
2	194	2	334
3	286	3	496
4	378	4	658
5	470	5	820
6	562	6	982
7	654	7	1144
8	746	8	1306
9 or more hours include \$15.00 SGA fee plus \$5.00 Yearbook fee			
9	848	9	1478
10	940	10	1640
11	1030	11	1800
12	1120	12	1960
13	1169	13	2065
14	1218	14	2170
15	1267	15	2275
16	1355	16	2433
Additional hours Add \$88/per hour		Additional hours Add \$158/per hour	



## OTHER FEES

(Subject to change without notice)

One-time matriculation fee (non refundable) . . . . .	\$ 15
One-time orientation fee (non refundable) . . . . .	\$ 15
Late application fee, non refundable (if complete application package not received two weeks prior to registration) . . . . .	\$ 20
English 100 surcharge . . . . .	\$ 30
Mathematics 090 or 095 surcharge (per course) . . . . .	\$ 30
Darkroom fee (JOU 104 students) . . . . .	\$ 10
Applied music fee (per credit hour) . . . . .	\$ 20
Audit fee . . . . .	same as regular fee
College credit by examination (single-level, per test) . . . . .	\$ 50
College credit by examination (multilevel, per sequence) . . . . .	\$ 50
Student Housing-Suite Complex . . . . .	\$ 1549
(room and board, per semester, double room, 20 meals)	
Student Housing-Apartment Complex . . . . .	\$ 1753
(room and board, per semester, double room, 20 meals)	
Student Housing security deposit (subject to refund) . . . . .	\$ 100
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 (non refundable)	
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.

*Percent of fee*

### Fall and spring semester DAY students

Withdrawal during first week of classes . . . . .	80%
Withdrawal during third week of classes . . . . .	50%
Withdrawal after third week of classes . . . . .	no refund

### Fall and spring semester NIGHT students

Withdrawal before meeting of second class . . . . .	80%
Withdrawal before meeting of fourth class . . . . .	50%
Withdrawal after meeting of fourth class . . . . .	no refund

### \*\*\* Summer DAY students

Withdrawal during first week of classes . . . . .	80%
Withdrawal during second week of classes . . . . .	50%
Withdrawal after second week of classes . . . . .	no refund

### \*\*\*Summer NIGHT students

Withdrawal before meeting of third class . . . . .	80%
Withdrawal before meeting of fifth class . . . . .	50%
Withdrawal after meeting of fifth class . . . . .	no refund

\*\*\*The summer refund policy as stated above assumes the student is enrolled for the eight week session only. Please refer to the refund policy as written in the summer class schedule for the specific session refund policy.

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 College Bursar. 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. Application forms for educational assistance (G.I. Bill) and general information for veterans are available in the Office of Veterans Affairs (SS/C 114).

Students who have completed a minimum of one year of active military service or have completed three years in the Guard/Reserves will be granted 4 hours of physical education credit. The general education credit will be granted upon presentation of the DD 214 or NGB55 form to the Office of Admissions.

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# ACADEMIC PROGRAMS

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# Office of Academic Affairs

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

271-4586

The Office of Academic Affairs coordinates the two academic divisions of Liberal Arts and Sciences and Professional Studies, the Library, the Center for Instructional Support, the Office of the Registrar, and the Instructional Media Center. 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 College Assessment Program are among the areas also coordinated by that office.

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.

## COLLEGE ORIENTATION

**COL 101 Freshman Seminar (3) F, Sp, Su.** Introduction to the academic and personal aspects of college life; includes instruction in use of campus resources (e.g., library tutoring services, computer labs), study skills, career exploration, personal development, college policies, and self-management skills; increases students' ability to understand and benefit from the college education process.

**COL 205 Library Resources and Research (1) F, Sp.** Develops general library skills, research techniques, and strategies for effectively accessing information. Prerequisite: COL 101.

## HONORS PROGRAM

Dr. David Bennett, *Director*

271-4535

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 two areas: General Studies Honors and Majors 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 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 195 Honors Colloquium (2) F, Sp.** A special topics course designed for students participating in General Studies Honors. Elements of General Studies courses will be interrelated. This course may be repeated for credit.

**HON 395 Honors Colloquium (2) F, Sp.** A special topics course designed for students participating in Majors or Interdisciplinary Honors. Elements of General Studies will be interrelated. This course may be repeated for credit.

**HON 490 Honors Research (1-3) F, Sp.** Original student research in a discipline or combined disciplines. Students enrolled in this course must be working toward 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 class listing:

- \* SWK 260 Introduction to Aging Studies (offered every spring semester)
- SWK 265 Death and Dying (offered fall semesters of odd-numbered years)
- BIO 265 Biology of Aging (offered fall semesters of even-numbered years)
- REC 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
- ALH 365 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)

(\* indicates this course is required of all students)

A 1-3 credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology Coordinator is required.

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 to fit his/her schedule. Contact the Coordinator of the Minor in the Department of Social Sciences for more information and in order to declare the minor.

## BACHELOR OF INTERDISCIPLINARY STUDIES (BIS)

The Bachelor of Interdisciplinary Studies (BIS) degree is a new degree program at Missouri Western State College that focuses on the development of broad intellectual abilities and skills rather than a large concentration within a traditional academic discipline. This degree option may be of special interest to: (1) students seeking a degree tailored to specific interests not accommodated in an established MWSC major; (2) students who plan, upon graduation, to enter graduate or professional school; and (3) students transferring into MWSC with an AS or AAS degree.

Specific degree requirements include: (1) a minimum of 45 credits of upper division (300- and 400-level) courses; (2) a minimum of 24 credits (12 upper division) in a single discipline, including at least one course which gives an in-depth study of the methods of investigation for that discipline\*; (3) a minimum of 12 credits (9 upper division) from a second discipline, or 12 credits (beyond General Studies credit courses) in one foreign language; and, (4) at least one course from each of the seven areas listed below. *No more than two courses designated to satisfy the seven area course requirements may be used in the 24- or 12-credit concentrations.* A minimum of 124 credit hours is required for receipt of a baccalaureate degree from Missouri Western State College.

Students who choose this degree option will work with three faculty members to determine the courses that will constitute their BIS-degree programs. This three-person faculty committee will be selected by the chairperson of the department with the 24-credit concentration in consultation with the student. The committee must include: (1) one representative from the department with the 24-credit concentration; (2) one representative from the department with the 12-credit concentration; and (3) one other faculty member. The faculty member from the department of the 24-credit concentration will serve as the chairperson of the committee, is responsible for scheduling necessary meetings, and will submit the BIS-degree proposal to the division dean.

BIS-degree program proposals must be submitted to the divisional dean responsible for the department offering the 24-credit concentration. Submission deadlines are: the first Friday in October, the last class day of the Fall Semester, the Friday before Spring break, and the last class day of the Spring Semester. Prior to receiving final approval by the divisional dean, a committee composed of the Dean of the Liberal Arts and Sciences, the Dean of Professional Studies, and a total of four faculty, with at least two representatives from each division, will review and approve all proposed degree programs. Notice of program acceptance will be returned within three weeks of the submission deadline, prior to the next scheduled pre-registration or regular registration session.

#### ***Area One - Writing***

COM 345: Nonverbal Communication (3) (Sp)  
 ENG 301: Advanced Composition (3) (F)  
 ENG 338: Creative writing (3) (F)  
 ETC 324: Writing in the Technical World (3) (Sp)  
 Or a course officially designated as Writing Intensive.

#### ***Area Two - Analytical and Critical Thinking***

COM 334: Argumentation and Debate (3) (F, odd-numbered years)  
 ENG 232: Language Awareness (3) (F)  
 HUM 219: Logic (3)  
 HUM 353: Classical Philosophy (3) (F, odd-numbered years)  
 HUM 355: Modern Philosophy (3) (Sp, even-numbered years)  
 BIO/CHE/HUM/MAT/PHY 393: History & Philosophy of Science (3) (F, Sp)

#### ***Area Three - Computer Literacy and Technological Innovation***

ETC/JOU 326: Desktop Publishing (3) (F, Sp)  
 BIO/ENG/HUM/PSC/PSY 314: Technology and Society (3) (F, Sp)  
 MUS 210: Introduction to Computer Music Applications (1) (F, Sp, Su, on demand)  
 MUS 410: Topics in Computer Music Applications (2) (F, Sp, Su, on demand)  
 Or a course officially designated as Computer Intensive.

*continues on next page*

**Area Four - Appreciation and Tolerance for Diversity**

ENG 360: American Literature to 1865 (3) (F)  
 ENG 362: American Literature since 1865 (3) (Sp)  
 HIS 370: History of Latin America (3) (Sp, even-numbered years)  
 PSC 200: International Politics (3) (Sp)  
 PSY 260: Cross-Cultural Psychology (3) (Sp)  
 SOC 400: Racial and Ethnic Relations (3) (Sp)

**Area Five - Ethical and Moral Issues**

BIO 305: Human Ecology (3) (Sp)  
 COM 204: Mass Communication (3) (Sp)  
 COM 314: Persuasion (3) (Sp)  
 ENG 382: Victorian Literature (3)  
 HUM 330: Advanced Topics in Ethics (3) (F, even-numbered years)  
 JOU 303: Media Law and Ethics (3) (Sp, odd-numbered years)  
 PSC 310: Political Theory (3) (F)

**Area Six - Aesthetic Appreciation**

COM 218: Oral Interpretation (3) (F, even-numbered years)  
 ENG/THR 368: Shakespeare (3)  
 HIS 310: English History (3) (F, even-numbered years)  
 HUM 320: Aesthetics and the Arts (Sp, odd-numbered years)  
 THR 367: History of the Theatre (3) (F, odd-numbered years)  
 3 credits of Applied Music or Music Ensemble (all three credits must be with one instrument or the same ensemble)

**Area Seven - Personal Growth and Welfare**

BIO 252: Basic Nutrition (3) (Sp)  
 COM 305: Interpersonal Communication (3) (F)  
 COM 324: Small Group Communication (3) (Sp)  
 FIN 341: Personal Finance (3) (F, Sp)  
 PSY 210: Mental Hygiene (3) (F, Sp)  
 SOC 360: Sociology of Health and Illness (3) (Sp, even-numbered years)

Key: Arabic numbers in parentheses indicate credit hours; lower case Roman numerals indicate the semester in which a course is typically offered (F = Fall; Sp = Spring; Su = Summer); where no semester designation is given, the course is offered irregularly or only on demand. Prerequisites exist for most of the courses included in each of the seven areas. Please consult a current edition of the *Missouri Western State College Catalog* for complete course descriptions and course prerequisites.

\*Students may substitute an AS, or AAS degree, for the 24 credit concentration. Students using this option must consult with their Dean to work out the procedure for developing the BIS-degree program.

**HEARNES LEARNING RESOURCES CENTER**

The Office of Academic Affairs oversees three important campus resources located in the Hearnest LRC Building: the Library, the Instructional Media Center (IMC), and the Center for Academic Support. These 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, some non-print materials, electronic databases, and the Internet and WWW; the Instructional Media Center provides access to non-print (audiovisual) materials; and the Center for Academic Support provides individualized instruction and tutoring.

## Library

The Library maintains over 186,000 volumes and subscribes to more than 1,100 journals. It is also a State Government Documents Depository. Microfilm, company annual reports, CD-ROM products, pamphlet files, newspapers, and Internet resources 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. The Inlex catalog is also available via dial up and through the Internet. 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 27 million items, assuring that clients can usually obtain the specific item needed. Group bibliographic instruction is enhanced by the availability of a specially equipped classroom within the library.

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 located on the ground floor of the Hearnes LRC Building. The IMC's main office is LRC 150 and the IMC staff provides versatile audiovisual services, instructional design & production services and video telecommunication services to support a wide variety of campus needs. The IMC is open 73 hours per week to assist you. The IMC houses over 3,400 non-print educational items in videocassette, videodisc, and slide formats. All of these items are listed on INLEX, the Library's 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 some photographic/video equipment for student projects.

In addition, the IMC operates a campus cable television network, a program feed to St. Joseph CableVision, an instructional television link with the University of Missouri, Kansas City and an Instructional Television Fixed Service (ITFS) to provide educational opportunities to local business, industry and health care sites.

## 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. The primary focus of the Center is to complement students' classroom instruction by offering tutorials in one-on-one math and writing. In addition, students may request individualized instruction in reading, note taking, testing, time management, and other learning strategies. The Center also sponsors study groups, private tutoring, and special workshops; 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 in small groups or independently with computers, tapes, books, and audio-visual materials. The Center works closely with students who request special assistance due to learning disabilities and other challenges that may interfere with the students' full expression of their academic potential. Independent Study courses, taught by the professional staff, are also available for students who need extensive review of basic reading, math, English, and study skills.

The Center for Academic Support is located in the Learning Resources Center and is open 38 hours per week. The Center's services, materials, and programs are free to Missouri Western students of all ages and abilities.



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# The Division of Professional Studies

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Dr. Jeanne Daffron, *Acting Dean*

271-4207

The Division of Professional Studies includes the Departments of Business and Economics; Criminal Justice and Legal Studies; Education; Engineering Technology; Health, Physical Education, and Recreation; Military Science; and Nursing. 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. In addition, the division offers programs in Allied Health and an Associate's degree in Health Information Management.

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 programs of the division are guided by a focus on career preparation and academic excellence.

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

- professional development, in which students are prepared to enter the career of their choice with the knowledge and skills necessary for personal success;
- academic preparation for graduate study if appropriate and desired by the student;
- 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.)

Engineering (aeronautical, civil, electrical, mechanical, etc.)

(Engineering Technology Dept.)

Law (Business; Criminal Justice; Communication Studies, Theatre, and Humanities; English, Foreign Languages, Journalism; and Social Sciences Depts.)

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 and Health Information Management courses are now listed immediately after the Nursing classes in this catalog.*

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# Department of Business and Economics

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*Chairperson*

271-4518

The Department of Business and Economics offers diversified programs which lead to a Bachelor of Science in Business Administration, or an Associate of Science degree in mid-management. Majors in specific areas provide academic preparation for careers in accounting, economics, management (emphases in Agribusiness, Finance, General Business, and Human Resources) and marketing. Students are exposed to a broad spectrum of basic business and economics courses 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.

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.

## **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

The department offers a Bachelor of Science in Business Administration with majors in accounting, economics, management, or marketing. Management majors may choose an emphasis in Agribusiness, Finance, General Business, or Human Resources. 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 2.00 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:

ECO	360	Intermediate Macroeconomics
ECO	361	Intermediate Microeconomics
FIN	401	Financial Management II
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	Business Ethics
MKT	401	Marketing Research
MAT	137	Calculus in Business & the Non-Physical Sciences

**BSBA CORE COURSES**

<b>Freshman-Sophomore Core</b>			<i>Credits</i>
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
MGT	201	Fundamentals of MIS	3
<i>Total core credits</i>			<u>21</u>
<b>Professional Core</b>			
MGT	312	Principles of Management	3
FIN	301	Financial Management	3
MKT	301	Principles of Marketing	3
GBA	319	Business Communications	3
<i>Total core credits</i>			<u>12</u>
<b>TOTAL CREDITS, BOTH CORES</b>			<u>33</u>

**MAJOR IN ACCOUNTING**

*All of the following*

ACC	203	Computerized Accounting Methods	3
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 Acct.	3
GBA	311	Business Law II	3
			<u>24</u>

*One of the following:*

ACC	332	Accounting Systems & Control	3
ACC	432	Advanced Cost Accounting	3
ACC	434	Advanced Auditing	3
ACC	437	Budgeting & Govern. Accounting	3
FIN	311	Investment Analysis	3
MGT	412	Human Resources Management	3
MGT	414	Organizational Behavior	3
MGT	419	Business Policy	3
			<u>3</u>

<i>One of the following:</i>			<i>Credits</i>
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
			<hr style="width: 100%; border: 0.5px solid black;"/>
			3

<i>One of the following:</i>			
ECO	460	Business & Economic Forecasting	3
MGT	416	Production & Operations Management	3
GBA	313	Business Statistics II	3
			<hr style="width: 100%; border: 0.5px solid black;"/>
			3
<b>TOTAL CORE AND MAJOR CREDITS</b>			<hr style="width: 100%; border: 0.5px solid black;"/> <b>66</b>

**MAJOR IN ECONOMICS**

<i>All of the following:</i>			
ECO	360	Intermediate Macroeconomics	3
ECO	361	Intermediate Microeconomics	3
ECO	363	Money and Banking	3
ECO	460	Business & Economic Forecasting	3
Upper-level ACC, MGT, MKT, GBA			3
			<hr style="width: 100%; border: 0.5px solid black;"/>
			15

<i>Three of the following:</i>			
ECO	362	Public Finance	3
ECO	364	Labor Economics	3
ECO	365	Govern. Regulation of Business	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
			<hr style="width: 100%; border: 0.5px solid black;"/>
			9
<b>TOTAL CORE AND MAJOR CREDITS</b>			<hr style="width: 100%; border: 0.5px solid black;"/> <b>57</b>

**MAJOR IN MANAGEMENT**

**Management Core**

MGT	414	Organizational Behavior	3
MGT	416	Production & Operations Mgt.	3
MGT	418	Management Information Systems	3
MGT	419	Business Policy	3
			<hr style="width: 100%; border: 0.5px solid black;"/>
			12

And selection of courses which will lead to an emphasis in Agribusiness, Finance, Human Resource Management or General Business.

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**Management: Agribusiness Emphasis**

*Three of the following*

AGB	210	Agricultural Principles & Terminology	Credits 3
AGB	304	Agricultural Finance & Accounting	3
ECO	370	Agricultural Economics	3
AGB	419	Agricultural Policy & Regulations	3
			<hr/> 9

*Two of the following*

MGT	410	Small Business Management	3
MKT	311	Consumer Behavior	3
MKT	401	Marketing Research	3
MKT	411	Marketing Agricultural Products	3
FIN	412	Futures & Options	3
			<hr/> 6

**TOTAL CORE AND MAJOR CREDITS** 60

**Management: Finance Emphasis**

*All of the following:*

ECO	460	Business & Economic Forecasting	3
FIN	311	Investment Analysis	3
FIN	321	Financial Markets & Institutions	3
FIN	401	Financial Management II	3
			<hr/> 12

*Plus 3 of the following:*

ACC	330	Intermediate Accounting I	3
ACC	331	Intermediate Accounting II	3
ACC	333	Cost Accounting	OR
ACC	336	Tax Accounting	3
ECO	361	Intermediate Microeconomics	3
ECO	362	Public Finance	3
ECO	363	Money and Banking	3
FIN	302	Small Business Finance	3
FIN	412	Futures and Options	3
GBA	370	Global Viewpoint	3
			<hr/> 9

**TOTAL CORE AND MAJOR CREDITS** 66

**Management: Human Resources Emphasis**

(PSY 101 is recommended as an elective.)

*All of the following:*

ECO	364	Labor Economics	3
MGT	412	Human Resources Management	3
MGT	423	Industrial & Labor Relations	3
MGT	445	Compensation & Benefits Mgt.	3
MGT	447	Fair Employment Law	OR
MGT	424	Business Ethics	OR
MGT	345	Management Practicum	3
			<hr/> 15

**TOTAL CORE AND MAJOR CREDITS** 60

**Management: General Business Emphasis**

ECO	361	Intermediate Microeconomics	3
GBA	311	Business Law II	3
GBA	313	Business Statistics II	OR
MGT	431	Management Science	3
GBA	317	Intro. to International Business	3
			<hr/>

TOTAL CORE AND MAJOR CREDITS 12

*Plus two of the following:*

ACC	333	Cost Accounting	3
FIN	401	Financial Management II	3
MGT	412	Human Resource Management	3
MGT	420	Management Practicum	3
MGT	424	Business Ethics	3
MKT	401	Market Research	3
			<hr/>
			6
			<hr/>

TOTAL CORE AND MAJOR CREDITS 63

**Management: Small Business and Entrepreneurship Emphasis**

*All of the following:*

ACC	302	Small Business Accounting	3
FIN	302	Small Business Finance	3
MGT	302	Small Business Management	3
MKT	302	Small Business Marketing	3
MGT	402	Entrepreneurship	3
ACC	345	Accounting Practicum	OR
MGT	420	Management Practicum	OR
MKT	471	Marketing Practicum	3
			<hr/>
			18
			<hr/>

TOTAL CORE AND MAJOR CREDITS 63

**MAJOR IN MARKETING**

*All of the following:*

GBA	313	Business Statistics II	3
MKT	311	Consumer Behavior	3
MKT	331	Retail Management	3
MKT	351	Sales and Sales Management	3
MKT	401	Marketing Research	3
MKT	481	Marketing Management	3
			<hr/>

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*Three of the following:*

MKT	345	Marketing Practicum	3
MKT	361	Product Strategy	3
MKT	381	Promotional Management	3
MKT	389	Direct Marketing	3
MKT	451	International Marketing	3
ECO	361	Intermediate Microeconomics	OR
ECO	460	Business & Economic Forecasting	OR
MGT	418	Management Information Systems	OR
MAT	137	Calculus in Business & the Non-Physical Sciences	4
			<hr/>

9 or 10

TOTAL CORE AND MAJOR CREDITS 60 or 61

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

The emphasis areas of the Associate of Science Mid-Management are being discontinued at MWSC. Only students who had officially declared their major in one of these emphasis areas prior to August 1994 will be allowed to complete the A.S. program and receive an emphasis designation. They should work closely with their academic advisors to ensure timely completion of the degree. Students enrolling after the deletion of the emphases will receive the Associate of Science Mid-Management with no emphasis designation.

The department offers an Associate of Science degree with a major in Mid-Management. As a part of that program, the department, in cooperation with the St. Joseph Chapter of the American Institute of Banking, offers courses leading to the A.I.B. Standard Certificate. These courses may be counted toward the A.S. in Mid-Management. Graduation with an A.S. in Mid-Management requires the courses listed below be completed with a 2.0 GPA and no more than three credit hours of *D*. Further information is available in the Office of the Department Chairperson. The requirements for this major follow:

			<i>Credits</i>
MAT	112	Finite Math	
			OR
MAT	116	College Algebra	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
FIN	301	Financial Management	3
GBA	210	Business Statistics I	3
GBA	211	Business Law I	3
GBA	319	Business Communications	3
MGT	201	Fundamentals of MIS	3
MGT	312	Principles of Management	3
MKT	301	Principles of Marketing	3
			36

**Four of the following:**

ACC	302	Small Business Accounting	3
ACC	332	Accounting Systems & Control	3
ACC	333	Cost Accounting	3
AGB	210	Agri. Principles & Term.	3
AGB	304	Agri. Finance & Accounting	3
ECO	101	Current Issues in the Economy	3
ECO	360	Intermediate Macroeconomics	3
ECO	361	Intermediate Microeconomics	3
ECO	363	Money & Banking	3
ECO	370	Agricultural Economics	3
FIN	250	Principles of Bank Operations	3
FIN	251	Deposit Operations	3
FIN	252	Trust Business	3
FIN	253	Bank Management	3
GBA	110	Introduction to Business	3
GBA	311	Business Law II	3
GBA	313	Business Statistics II	3
GBA	317	Intro. to International Business	3
MGT	410	Small Business Management	3
MGT	414	Organizational Behavior	3

MKT	331	Retail Management	3
MKT	351	Sales and Sales Management	3
MKT	381	Promotional Management	3
CSC	101	Computer Information Technology	OR
CSC	184	Computing Concepts I	3
CSC	200	Microcomputers and Computer Networking	3
CSC	245	COBOL Programming	3
			12
<b>TOTAL MAJOR CREDITS</b>			48

**DEPARTMENTAL MINORS**

A 2.00 GPA is required in the minor degree courses. No more than three hours of *D* will be allowed in those courses.

**International Studies**

The minor in International Studies is designed to give students exposure to international issues from different perspectives. With the growing globalization of business, governments, and recreation, it is almost certain that today's students will participate in international activities. This minor can help prepare them to maximize the benefit from those interactions. Student who take this minor must take 24 credits from the list below with at least 18 credits outside of their major department and no more than 18 credits from any one group.

<b>Foreign Language Group</b>			<i>Credits</i>
FRE or GER or SPA	102	Elementary French or German or Spanish I	4
FRE or GER or SPA	112	Elementary French or German or Spanish II	4
FRE or GER or SPA	202	Intermediate French or German or Spanish	4
FRE or GER or SPA	211	French or German or Spanish for the Professional	4
			0-15
<b>Social Science Group</b>			
GEO	320	Geography of Europe	3
GEO	330	Economic Geography	3
HIS	340	Recent European History	3
HIS	370	History of Latin America	3
PSC	210	Comparative Political Systems	3
PSC	400	American Foreign Policy	3
			0-18
<b>Business Group</b>			
GBA	317	Introduction to International Business	3
ECO	461	International Economics	3
MKT	451	International Marketing	3
ECO	463	Comparative Economic Systems	3
MGT	401	International Business Relations	3
GBA	370	Global Viewpoint	3
			0-18
<b>Total for Minor</b>			24



<b>Accounting</b>			
(Business Majors Only)			
ACC	203	Computerized Accounting Methods	3
ACC	330-331	Intermediate Accounting I & II	6
ACC	333	Cost Accounting	3
ACC	336	Tax Accounting	3
One upper division elective in Accounting			<u>3</u>
<b>Total for Minor</b>			<b>18</b>

<b>Economics</b>			
(Business Majors Only)			
ECO	360 or 361	Intermediate Micro- and Macro-Economics	6
ECO	363	Money and Banking	3
Three upper division economics electives			<u>9</u>
<b>Total for Minor</b>			<b>18</b>

<b>Management</b>			
(Business Majors Only)			
MGT	412	Human Resources Management	3
MGT	414	Organizational Behavior	3
MGT	416	Production & Operations Manage.	3
MGT	418	Management Information Systems	3
Two upper division management electives			<u>6</u>
<b>Total for Minor</b>			<b>18</b>

<b>Marketing</b>			
(Business Majors Only)			
GBA	313	Business Statistics II	3
MKT	311	Consumer Behavior	3
MKT	351	Sales & Sales Management	3
MKT	401	Marketing Research	3
MKT	481	Marketing Management	3
Two upper level marketing elective courses			<u>6</u>
<b>Total for Minor</b>			<b>21</b>

<b>General Business</b>			
(Non-business Majors Only)			
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
GBA	319	Business Communications	3
MGT	312	Principles of Management	3
MKT	301	Principles of Marketing	3
<b>Total for Minor</b>			<u>27</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. Only business majors may minor in accounting, economics, marketing, or management. Any student may qualify for the international business minor. A minimum of 2.00 grade point average and no more than three hours of *D* in the required courses are necessary for the minor.

## ACCOUNTING COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**ACC 201 Introductory Financial Accounting (3) F, Sp, Su.** An introduction to financial accounting for users of financial accounting information. Accounting's role in the business environment. Accounting information acquisition, processing, reporting, and interpretation. Income statements, balance sheets, statements of cash flow, and statements of stockholders' equity and their related accounts explained from an information content perspective. Prerequisite: MAT 095 or higher.

**ACC 202 Introductory Managerial Accounting (3) F, Sp, Su.** An introduction to managerial accounting for users of managerial accounting information. Managerial accounting's functions, uses, users, and behavioral implications. Cost accounting concepts and strategic cost management. Budgeting and profitability analysis. Responsibility accounting and performance assessment. Prerequisite: ACC 201.

**ACC 203 Computerized Accounting Methods (3) F, Sp.** Manual and computerized general ledger accounting methods. Includes: journals, ledgers, trial balances, and adjusted trial balances. Computer spreadsheet and general ledger accounting computer software. Prerequisites: ACC 201 and ACC 202.

**ACC 302 Small Business Accounting (3) F, Sp.** This course is designed to introduce small business students and people wanting to start small businesses to the process of accounting. This course presents standard accounting concepts but with a special focus on practices used by new and small businesses. Topics especially helpful to small businesses that are included in this course include cash accounting, payroll and payroll taxes, petty cash and banking procedures, and record keeping for small business tax payment.

**ACC 330 Intermediate Accounting I (3) F, Sp.** Analysis and interpretation of fundamental processes, assets, and equity values with related revenue and expense aspects. Prerequisite: Completion of Freshman/Sophomore Core and ACC 203.

**ACC 331 Intermediate Accounting II (3) F, Sp.** Continuation of the critical study of balance sheet accounts and intensive analysis of financial statements. Prerequisites: ACC 330, completion of Freshman/Sophomore Core and Professional Core.

**ACC 332 Accounting Systems and Control (3) (on demand).** 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: Completion of Freshman/Sophomore Core.

**ACC 333 Cost Accounting (3) F, Sp, Su.** 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: Completion of Freshman/Sophomore Core and ACC 203.

**ACC 336 Tax Accounting (3) F, Sp.** 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. Prerequisites: A minimum of 9 hours of accounting courses and completion of Freshman/Sophomore Core and ACC 203.

**ACC 345 Accounting Practicum (3) (on demand).** Applied community experience in accounting under the direct supervision of a full-time faculty member. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**ACC 432 Advanced Cost Accounting (3) F.** 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, completion of Freshman/Sophomore Core and Professional Core.

**ACC 433 Auditing (3) F, Sp.** Verification of records, valuation and analysis of accounts, and presentation of conditions. Practical audit cases. Prerequisite: ACC 331 and completion of Freshman/Sophomore Core and Professional Core.

**ACC 434 Advanced Auditing (3) F.** 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. Prerequisites: ACC 433 and completion of Freshman/Sophomore Core and Professional Core.

**ACC 435 Advanced Financial Accounting (3) F, Sp.** Accounting principles and procedures relating consolidated statements, partnerships, inflation, and other financial accounting topics. Problems and case studies required with an emphasis in theory. Prerequisites: ACC 331 and completion of Freshman/Sophomore Core and Professional Core.

**ACC 436 Advanced Tax Accounting (3) Sp.** 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. Prerequisites: ACC 336 and completion of Freshman/Sophomore Core and Professional Core.

**ACC 437 Budget and Governmental Accounting (3) F.** Principles of fund accounting, financial reporting and budgetary control in not-for-profit organizations. Various budgetary systems; governmental and institutional auditing; special problems. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**ACC 450 Independent Study in Accounting (1-4) F, Sp, Su.** By arrangement. Investigation of selected problems or topics on an individual conference basis. Prerequisites: Completion of major-minor form, minimum 2.5 GPA in the major field of study, and completion of Freshman/Sophomore Core.

## AGRIBUSINESS COURSES

**AGB 210 Agricultural Principles and Terminology (3) (on demand).** Introductory course providing economic assessment of livestock and crop production, current agricultural trends affecting the farm business and a background in agricultural business principles.

**AGB 304 Agricultural Finance and Accounting (3) (on demand).** An assessment of profitability, leverage, and risk of the farm business with emphasis on agricultural records and accounting and the procedures for measurement of the economic health of the agricultural enterprise or business. Students with a declared agribusiness emphasis may substitute AGB 304 for FIN 301 in their major. Prerequisite: Completion of Freshman/Sophomore Core.

**AGB 419 Agricultural Policies and Regulations (3) (on demand).** Current problems and issues that face agriculturists and the regulations under which they operate. Prerequisite: MGT 312, FIN 301 or AGB 304, and senior standing.

## ECONOMICS COURSES

**ECO 101 Current Issues in the Economy (3) F, Sp, Su.** Introductory course covering current economic events and economic problems facing our society. Class discussion of 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) F, Sp, Su.** 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) F, Sp, Su.** 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) Sp.** 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: Completion of Freshman/Sophomore Core.

**ECO 361 Intermediate Microeconomics (3) F.** 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: Completion of Freshman/Sophomore Core.

**ECO 362 Public Finance (3) Sp.** 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) F.** 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: Completion of Freshman/Sophomore Core.

**ECO 364 Labor Economics (3) Sp.** 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: Completion of Freshman/Sophomore Core and Professional Core.

**ECO 365 Government Regulation of Business (3) F.** Analyzes the legislative and legal control of business and its implications for the various economic components of the American economy. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**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: Completion of Freshman/Sophomore Core and Professional Core.

**ECO 370 Agricultural Economics (3) (on demand).** Economic principles underlying the organization of agriculture; problems of pricing production costs, distribution, and relation of agricultural policy to the consumer. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**ECO 450 Independent Study in Economics (1-4) F, Sp, Su.** By arrangement. Investigation of selected problems or topics on an individual conference basis. Prerequisites: Completion of major-minor application form, minimum 2.5 GPA in the major field of study, completion of Freshman/Sophomore Core.

**ECO 460 Business and Economic Forecasting (3) F.** Studies the fluctuations of the economy and individual business activities by means of theoretical, graphical, and quantitative methods and use of basic economic and business forecasting techniques. Prerequisite: Completion of Freshman/Sophomore Core.

**ECO 461 International Economics (3) Sp.** 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 260 and 261.

**ECO 462 History of Economic Thought (3) (on demand).** Development of various schools of economic thought: includes classical, neoclassical, institutional, Keynesian, and neo-Keynesian theories. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**ECO 463 Comparative Economic Systems (3) (on demand).** 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 260 and 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. Prerequisites: Senior standing and completion of Freshman/Sophomore Core and Professional Core.

## FINANCIAL MANAGEMENT COURSES

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

**FIN 251 Deposit Operations (3) Sp (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.

**FIN 252 Trust Business (3) F (odd-numbered years at night).** An overview of the trust department, including how it fits into the banks overall operations, the services it provides, and how these services are delivered.

**FIN 253 Bank Management (3) F (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.

**FIN 301 Financial Management (3) F, Sp.** 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: Completion of Freshman/Sophomore Core.

**FIN 302 Small Business Finance (3) F, Sp.** This course is designed to introduce business majors to the process of financial management for small nonfinancial firms. It presents students with an overview of typical financial practices of such firms with special emphasis on sources and cost of funds, analysis of financial position, capital investment decisions, and management of working capital. Prerequisites: Completion of Freshman/Sophomore Core.

**FIN 311 Investment Analysis (3) Sp.** An analytical and theoretical approach to security valuation concepts, portfolio analysis and management, and options and futures; discusses both traditional and technical techniques. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**FIN 313 Real Estate (3) Sp (even-numbered years).** Principles of land evaluation and development; considers problems relating to purchase, transfer, lease, financing, and management of land and buildings.

**FIN 316 Principles of Insurance (3) Sp (odd-numbered years).** Nature and use of insurance, structure, management, and regulation of insurance carriers; economic risk, principles of personal property, life, and casualty insurance. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**FIN 321 Financial Markets and Institutions (3) F.** An analysis of the theories and practices of financial institutions. Consideration of the financial services industry as a group of risk management institutions. An examination of the relationship between financial institutions and the financial markets within which they operate. Prerequisite: Completion of Freshman/Sophomore Core.

**FIN 341 Personal Finance (3) F, Sp.** A course to help students learn to manage their personal financial affairs. The course covers personal budgeting, personal asset (homes, automobiles etc.) acquisition, insurance in personal financial security, retirement and pension planning, and personal investing.

**FIN 401 Financial Management II (3) Sp.** An extension of FIN 301. Financial analysis, capital budgeting, long-term financing, and mergers and acquisitions are considered at an advanced level. The impact of risk on the above topics will be analyzed. Prerequisites: Completion of Freshman/Sophomore Core and Professional Core.

**FIN 412 Futures and Options (3) (on demand).** Comprehensive study of futures and options markets; 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: Completion of Freshman/Sophomore Core and Professional Core.

## GENERAL BUSINESS COURSES

**GBA 110 Introduction to Business (3) F, Sp.** A general survey of business organizations and their activities including accounting, economics, finance, management, and marketing. Content delivery format is designed to introduce students to the basic study skills, writing requirements, testing methods, and information sources most relevant to a business education. RESTRICTION: Course admission will be limited to students with fewer than 24 hours of college credit including those in progress.

**GBA 210 Business Statistics I (3) F, Sp.** Basic course for students in business and economics; data collection and tabulation, graphic representation, measures of central tendency and dispersion, probability, types of distributions, sampling estimation, hypothesis testing, simple linear regression and correlation. Concentration is on interpretation. Course includes microcomputer application. Prerequisite: MAT 112 or higher.

**GBA 211 Business Law I (3) F, Sp.** 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 311 Business Law II (3) F, Sp.** 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 317 Introduction to International Business (3) F.** Exposes the student to the theory, operations, and problems of doing business in an international environment, including aspects of economics, management, marketing and finance.

**GBA 319 Business Communications (3) F, Sp.** Designed to meet the needs of business for better written and oral communications: 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 370 Global Viewpoint (3) (on demand).** Travel to cities in U.S. and abroad to attend seminars presented by company officials on international and national business topics. History and performance of companies as well as seminar topics are researched prior to trip. Instructors select companies and topics which therefore vary by trip. May be repeated once to a different geographic location.

**GBA 375 Business Internship (1-6) F, Sp, Su.** 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, 2.5 GPA.

## MANAGEMENT COURSES

**MGT 201 Fundamentals of MIS (3) F, Sp.** Today the knowledge of management information systems and the applications of computers in business become requirements for every business person. This course is intended to provide the students with the continuing knowledge and proficiency of business application software packages such as EOQ models, PERT/CPM models, financial analysis packages, employee scheduling and more. This course is also a prerequisite for the Management Information Systems course, MGT 418. Prerequisite: Basic word processing and spreadsheet proficiency are required.

**MGT 302 Small Business Management (3) F.** 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: Freshman/Sophomore Core.

**MGT 312 Principles of Management (3) F, Sp.** 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 401 International Business Relations (3) (on demand).** This course will look at the cultural differences that exist in doing business in North America, South America, Europe, Asia, and Africa utilizing existing studies and readings. Prerequisite: GBA 317.

**MGT 402 Entrepreneurship (3) F, Sp.** A study of the problems, opportunities, and methods of beginning a new business or new type of business. Examines the special needs of entrepreneurs regarding forecasting and planning, venture capital, trade finance, marketing, staffing, budgeting and cost control, and operations. Prerequisites: Professional Core plus three out of ACC 302, FIN 302, MKT 302, and MGT 302.

**MGT 412 Human Resources Management (3) F, Sp.** Policies and practices in personnel management, such as job analysis, selection of employees, placement training, employee services and industrial relations. Prerequisite: GBA 210, GBA 211, MGT 312.

**MGT 414 Organizational Behavior (3) F, Sp.** Course focuses on advanced topics in human behavior in an organizational setting with particular focus on supervision and individual behavior. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**MGT 416 Production and Operations Management (3) F, Sp.** 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: Completion of Freshman/Sophomore Core and Professional Core.

**MGT 418 Management Information Systems (3) F, Sp.** A comprehensive view of the organizations 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, completion of Freshman/Sophomore Core and Professional Core.

**MGT 419 Business Policy (3) F, Sp.** Examines current problems and issues facing business in a changing society. Prerequisite: MGT 414, completion of Freshman/Sophomore Core and Professional Core.

**MGT 420 Management Practicum (3) F, Sp.** 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.

**MGT 421 Small Business Practicum (3) F, Sp.** 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 completion of Freshman/Sophomore Core and Professional Core.

**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: Completion of Freshman/Sophomore Core and Professional Core.

**MGT 424 Business Ethics (3) (on demand).** Emphasis centers on the ethical issues in business as related to our contemporary society. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.



**MGT 431 Management Science (3) (on demand).** This course introduces the quantitative models related to business administration, such as the decision theory, linear programming, integer programming, inventory models, simulation, networks, stochastic models, transportation models, assignment models, etc. This course will focus on applications of those models in management. In particular, the course focuses on formulating practical problems into appropriate quantitative models, solving the models by using computer software, and interpreting the output from computers. (This course will not discuss the mathematical theories behind the models, and will not emphasize the algorithms for solving the models). This course will be required for management majors and will be an elective for other majors. For the students who want to pursue higher degrees (such as MBA) or titles (such as CPA) this course is strongly recommended. Prerequisite: GBA 210, MGT 201, MAT 112 or higher.

**MGT 444 Organizational Staffing, Training and Safety (3) (on demand).** Covers major staffing issues confronted by organizations including staffing strategy, staffing plans, job analysis and measurement, external and internal recruitment and selection, and external environment considerations. Case studies, computer simulations, and experiential learning. Prerequisites: Completion of Freshman-Sophomore and Professional Cores and MGT 412.

**MGT 445 Compensation and Benefits Management (3) F.** This course explores the most common coverage for employees, the components of total reward and compensation systems, total benefits costs analysis, cafeteria plans, the U.S. Social Security system and ERISA. Prerequisite: MGT 412.

**MGT 447 Fair Employment Law (3) Sp.** This course explores the many fair employment laws including OSHA, ERISA, EEOA, Sex Discrimination, Worker's Compensation, Affirmative Action, Wage-Hour Law, and Privacy Legislation. Prerequisite: MGT 412.

**MGT 448 Strategic Human Resource Planning (3) (on demand).** This course examines the formulation and implementation of human resource policy at the strategic level. Addresses how an organization deals with its people--how it acquires, utilizes, regards, and separates them. This course examines the typical functions in human resources such as recruitment, selection, training, rewarding and these functions integrate with the overall strategy of the firm in order for the firm to become more competitive. The case method is used extensively coupled with a business simulation to enhance learning and bring a degree of visible "real world" application to the student's HRM studies. Prerequisite: Completion of Freshman/Sophomore and Professional cores and MGT 412.

**MGT 450 Independent Study in Management (1-4) F, Sp, Su.** By arrangement. Investigation of selected problems or topics on an individual conference basis. Prerequisites: Minimum 2.5 GPA in the major field of study and completion of Freshman/Sophomore Core.

## MARKETING COURSES

**MKT 301 Principles of Marketing (3) F, Sp.** 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 302 Small Business Marketing (3) F, Sp.** A basic course studying the marketing system and the techniques a small business uses to market goods, services and organizations. Focuses on those aspects of marketing uniquely important to small firms, and the economic and social environment in which they function. Prerequisite: Completion of the Freshman-Sophomore Core.

**MKT 311 Consumer Behavior (3) F, Sp.** Considers the consumers 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. Completion of General Psychology is recommended prior to taking Consumer Behavior. Prerequisite: Completion of Freshman/Sophomore Core.

**MKT 331 Retail Management (3) F, Sp.** 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: Completion of Freshman/Sophomore Core and Professional Core.

**MKT 345 Marketing Practicum (3) F, Sp, Su.** Practical application of marketing concepts and theories under the direct supervision of a full-time faculty member. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**MKT 351 Sales and Sales Management (3) F, Sp.** The study of both selling techniques and sales force management principles. Prerequisite: Completion of Freshman/Sophomore Core and Professional Core.

**MKT 361 Product Strategy (3) F.** 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: Completion of Freshman/Sophomore Core and Professional Core.

**MKT 381 Promotional Management (3) F.** Study of the promotion mix: advertising, publicity, sales promotion and personal selling. Analyzes the management and application of promotional strategies. Prerequisite: Completion of Freshman/Sophomore Core.

**MKT 389 Direct Marketing (3) (on demand).** 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) F, Sp.** Application of scientific research techniques and statistical analyses of information (data) relative to sound marketing management decision-making. Prerequisite: MKT 311, Completion of Freshman/Sophomore Core and Professional Core.

**MKT 410 Marketing Agricultural Products (3) (on demand).** Principles underlying the marketing of farm products with emphasis on describing the marketing process. Prerequisite: Completion of Freshman/Sophomore Core.

**MKT 450 Independent Study in Marketing (1-4) F, Sp, Su.** By arrangement. Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form, minimum 2.5 GPA in the major field of study and completion of Freshman/Sophomore Core.

**MKT 451 International Marketing (3) Sp.** Applies marketing mix variables to the multinational market. Considers differences in cultural, legal, language and other environmental factors. Prerequisite: MKT 301.

**MKT 481 Marketing Management (3) F, Sp.** 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: Completion of Freshman/Sophomore Core and Professional Core and MKT 401.

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# Department of Criminal Justice and Legal Studies

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Carl Butcher, *Chairperson*

271-5959

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, a certificate, or a B.S. Degree in Criminal Justice with an emphasis in Legal Studies.

## CRIMINAL JUSTICE

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

- **Bachelor of Science.** Offered with a major in criminal justice.
- **Associate 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.
- **Correctional agencies:** Institutions and probation/parole systems within federal, state and county governmental levels.
- **Industrial security:** Corporate interests nationwide.

## Bachelor of Science Degree Requirements

Entry into the baccalaureate program in Criminal Justice will be through an application process. The Bachelor of Science degree in Criminal Justice consists of 42 credits from the Core, with 30 of those credits in required courses: LAW 100, LAT 101, LAW 110, CSC 200, LAW 260, LAW 290, LAW 310, LAW 320, LAT 335, and LAW 470; and 12 credits of restricted electives from the following courses: LAW 420, LAW 480 or LAW 490. Students must complete an emphasis area of 18-24 credits in either Law Enforcement, Corrections, Juvenile Delinquency, Administration or Legal Studies. A maximum of 15 credits in LAW 290, 420, 480 and/or 490 will be allowed for the degree.

<b>Core*</b>		<i>Credits</i>
CSC 200	Micro & Comp Network	3
LAT 101	Intro to Civil Law	3
LAT 335	Intro to Mediation	3
LAW100	Intro to CJ	3
LAW110	Juvenile Delinquency	3
LAW260	Criminal Law	3
LAW290	Practicum I	3
LAW310	Criminal Investigation	3
LAW320	Criminal Evidence	3
LAW470	Senior Seminar	3
Choose two:		
LAW420	Senior Research	6
LAW 480	Internship	6
LAW490	Practicum II	6
	<b>Total Core</b>	<u>42</u>

<b>Emphasis: Administration</b>		<i>Credits</i>
LAW280	Criminalistics	3
LAW300	CJ Communications	3
LAW370	Admin & Planning	3
LAW 410	Intermediate Cr. Law	3
LAW420	Senior Research	6
	<b>Total Emphasis</b>	<u>18</u>
<b>Total Core and Emphasis</b>		<u>60</u>

<b>Emphasis: Legal Studies</b>		<i>Credits</i>
LAT 115	Paralegal Studies	3
LAT 220	Legal Research	3
LAT 225	Litigation	3
LAT 250	Legal Computer Applic.	3
LAT 300	Legal Communications	3
LAT 310	Legal Drafting	3
Choose two:		
LAT 230	Real Property	3
LAT 320	Tort Law	3
LAT 330	Alter. Dispute Resolution	3
LAT 350	Civil Rights Law	3
LAT 360	Probate Law	3
LAT 370	Domestic Relations Law	3
LAT 380	Law Practice Mgt.	3
LAT 492	Selected Legal Topics	1-3
GBA 211	Business Law I	3
GBA 311	Business Law II	3
	<b>Total Emphasis</b>	<u>24</u>
<b>Total Core and Emphasis</b>		<u>64-66</u>

<b>Emphasis: Law Enforcement</b>		<i>Credits</i>
LAW 130	Modern Police Practices	3
LAW140	Traffic & Acc. Investigations	3
LAW 280	Criminalistics	3
LAW300	CJ Communications	3
LAW370	Administration & Planning	3
LAW410	Intermediate Criminal Law	3
	<b>Total Emphasis</b>	<u>18</u>
<b>Total Core and Emphasis</b>		<u>60</u>

<b>Emphasis: Juvenile Delinquency</b>		<i>Credits</i>
LAW 200	Penology & Corrections	3
LAW 270	Probation & Parole	3
LAW 300	CJ Communications	3
LAW 340	Juvenile Law & Procedures	3
LAT 370	Domestic Relations	3
SOC 430	Criminology	3
	<b>Total Emphasis</b>	<u>18</u>
<b>Total Core and Emphasis</b>		<u>60</u>

<b>Emphasis: Corrections</b>		<i>Credits</i>
LAW200	Penology & Corrections	3
LAW270	Probation & Parole	3
LAW300	CJ Communications	3
LAW330	Corrections Management	3
LAT 350	Civil Rights Law	3
LAW410	Intermediate Criminal Law	3
	<b>Total Emphasis</b>	<u>18</u>
<b>Total Core and Emphasis</b>		<u>60</u>

\*A maximum of 15 credits in LAW 290, 420, 480 and/or 490 will be allowed for the degree.

## Associate of Science Degree Requirements

A major in criminal justice requires the completion of the following specific courses: LAW 100, 130, 140, 200, 260, 280, 290, 310, 370; MAT110 or MAT 112 or 116; PSC 101; PSY 101; and SOC 110, plus 9 credits of restricted electives from the following courses: ENG 108; LAW 110, 270, 300, 320, 340 & 410; PSC 110; PSY 210, 309; SOC 400, SOC 430.

Major Requirements	<i>Credits</i>
LAW 100 Intro to Criminal Justice	3
LAW 130 Modern Police Practices	3
LAW 140 Traffic Con & Acc Inves	3
LAW 200 Penology & Corrections	3
LAW 260 Criminal Law	3
LAW 280 Criminalistics	3
LAW 290 Practicum I	3
LAW 310 Criminal Investigation	3
LAW 370 Administration & Planning	3
MAT 110 or 112 or 116	3
PSC 101 American Nat'l Gov't	3
PSY 101 General Psychology	3
SOC 110 General Sociology	3
Plus 9 credits of restricted electives:	
ENG 108 College Writing & Research	3
LAW 110 Juvenile Delinquency	3
LAW 270 Probation & Parole	3
LAW 300 CJ Communications	3
LAW 320 Criminal Evidence	3
LAW 340 Juvenile Law & Procedures	3
LAW 410 Intermediate Criminal Law	3
PSC 110 State & Local Gov't	3
PSY 210 Mental Hygiene	3
PSY 309 Abnormal Psychology	3
SOC 400 Minority Groups	3
SOC 430 Criminology	3
Total Emphasis	24

\*A maximum of 15 credits in LAW 290, 420, 480 and/or 490 will be allowed for the degree.

### 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, 130, 140, 260, or 310. In addition a student must choose six (6) credits of LAW courses numbered 300 or higher.

## LEGAL ASSISTANT

The Legal Assistant Program 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); and
- Perform the functions of a legal assistant under the supervision of a practicing attorney.

## Associate of Science Degree Requirements

### Legal Assistant

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

### Required Courses (36 credits)

		<i>Credits</i>			<i>Credits</i>
LAT 101	Intro to Civil Law	3	LAT 310	Legal Drafting	3
LAT 115	Paralegal Studies	3	LAW 290	Practicum I	3
LAT 220	Legal Research	3	ENG 108	College Writing & Research	3
LAT 225	Litigation	3	ACC 230	Principles of Accounting I	3
LAT 250	Legal Computer Apps.	3	MAT 110	Cont. Prob. Solv. (or higher)	3
LAT 300	Legal Communication	3	PSC 101	American Natl. Government	3

### Restricted Legal Specialty Electives (12 Credits)

		<i>Credits</i>			<i>Credits</i>
LAT 230	Real Property Law	3	LAT 370	Domestic Relations	3
LAT 320	Tort Law	3	LAT 380	Law Practice Management	3
LAT 330	Alternative Dispute Res.	3	LAT 492	Selected Legal Topics	1-3
LAT 335	Introduction to Mediation	3	LAW 320	Evidence	3
LAT 350	Civil Rights Law	3	LAW 490	Practicum II	6
LAT 360	Probate Law	3	GBA 211	Business Law	3

**General Studies** 15

**TOTAL** 63

## 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.

### Entrance Requirements

Students must have earned at least 30 college credits prior to enrolling in the program. Eighteen of these hours must be general education elective credits. General education is defined as post-secondary courses in the following areas: 1) language and composition, 2) mathematics, 3) social and behavioral sciences, 4) physical and biological sciences, and 5) theater and humanities. This must include ENG 104 and ENG 108 (or their equivalents or otherwise demonstrate a proficiency in English).

To earn a Legal Assistant Certificate, the student must complete the following requirements:

1. Complete all core requirements (23 credits);
2. Complete at least 3 restricted electives (9 credits); and
3. Maintain a grade point average of 2.5 or higher.

### Core Requirements (24 credits)

	<i>Credits</i>		<i>Credits</i>
LAT 101 Introduction to Civil Law	3	LAT 250 Legal Computer Applications	3
LAT 115 Paralegal Studies	3	LAT 300 Legal Communications	3
LAT 220 Legal Research	3	LAT 310 Legal Drafting	3
LAT 225 Litigation	3	LAW 290 Practicum I	3

### Restricted Electives (9 hours)

	<i>Credits</i>		<i>Credits</i>
LAT 230 Real Property Law	3	LAT 370 Domestic Relations	3
LAT 320 Tort Law	3	LAT 380 Law Practice Management	3
LAT 335 Introduction to Mediation	3	LAW 320 Evidence	3
LAT 360 Probate Law	3	ACC 230 Principles of Acct. I	3

### Minor in Legal Studies

Courses in Legal Studies must total 18 credit hours. The student is required to take LAT 101; plus 15 credits from the following courses: LAT 220, LAT 225, LAT 230, LAT 300, LAT 320, LAT 330, LAT 335, LAT 350, LAT 360, LAT 370, and LAT 380.

## CRIMINAL JUSTICE COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**LAW 100 Introduction to Criminal Justice (3) F, Sp, Su.** 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) F, Sp, Su.** 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 130 Modern Police Procedures (3) F, Sp.** Examines issues critical to the policing of today's society. Although the primary focus will be on problems faced by street officers, the philosophical concepts will be of concern to anyone in the criminal justice system.

**LAW 140 Traffic Control and Accident Investigation (3) F, Sp.** 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 200 Penology and Corrections (3) F, Sp.** 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 260 Criminal Law (3) F, Sp (Su, 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) F.** Examines probation, parole and alternatives to confinement and their effectiveness in curbing future criminal behavior. Prerequisite: LAW 200.

**LAW 280 Criminalistics (3) F, Sp, Su.** 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: 9 credits in criminal justice.

**LAW 290 Practicum I (3) F, Sp, Su.** Designed to provide students with 40 hours of practical experience, monitored by the instructor in a supervised setting with a criminal justice or legal agency. Prerequisite: completed major application in the Criminal Justice and Legal Studies Department.

**LAW 300 Criminal Justice Communications (3) F, Sp.** The study of interviewing and interrogation as an oral form of communication; the legal guidelines, and the techniques used in the field of Criminal Justice. The development of technical writing skills to transfer oral communications into written materials, in the form of narrative reports to be used in the Criminal Justice field. Prerequisites: ENG 104 and COM 104 or COM 105.



**LAW 310 Criminal Investigation (3) F, Sp, Su.** A course on modern investigative methodology. All aspects of the criminal investigative function of the police are fully covered from the preliminary investigation to the preparation of the case for review by the prosecutor. Particular attention is given to the importance of information, interrogation, and instrumentation in the solution and preparation of criminal cases for trial. Prerequisite: 9 credits in Criminal Justice or Legal Studies.

**LAW 315 Criminal Justice Concepts and Issues: (3) F, Sp.** To give students an opportunity to investigate selected problems or topics on a group discussion basis. To provide materials which reflect prevailing trends and fundamental concepts in criminal justice. Prerequisite: Junior status or 3 years criminal justice experience.

**LAW 320 Criminal Evidence (3) F, Sp, Su.** Comprehensive study of evidentiary rules and procedures that apply to the enforcement of criminal law and to the stages of investigation and trial. Prerequisite: 9 credits in criminal justice.

**LAW 330 Corrections Management (3) F, Sp.** Examines administrative, managerial, legal and design issues of the modern American prison as they relate to the inmate subculture. Prerequisite: LAW 200.

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

**LAW 370 Administration and Planning (3) F, Sp.** Analysis of organizational structures and management techniques of police and criminal justice agencies. Emphasis will be placed on organizational management as it applies to supervisory and administrative personnel. In addition, the concepts of program planning, development, and integration will be discussed. Prerequisite: 9 credits in criminal justice.

**LAW 410 Intermediate Criminal Law (3) F, Sp.** 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 Senior Research (6) F, Sp, Su.** Research of selected problems in the area of Criminal Justice or Legal Studies, by arrangement and open only to juniors and seniors. Prerequisite: Completed major application for a B.S. Degree in Criminal Justice, a minimum of 2.5 GPA in major field of study, and consent of department chairperson before registration.

**LAW 450 Independent Study in Criminal Justice (3) F, Sp, Su.** Investigation of selected topic which is not otherwise available. By arrangement and open only to seniors. Prerequisite: Consent of the department chairperson.

**LAW 470 Senior Seminar (3) F, Sp.** Designed for seniors majoring in criminal justice or legal studies; emphasizes the development of research, selected topics for group discussion, guest speakers, and the exploration of career options. This course should be taken during the student's junior or senior year. Prerequisite: Completed major application with the department.

**LAW 480 Internship (1-6) F, Sp, Su.** Applies Criminal Justice and Legal Studies theory and skills to an actual work situation in law enforcement, corrections, courts, security, government, or a legal agency. Prerequisite: junior or senior status, 2.0 GPA cumulative with a minimum of 2.5 GPA in his/her program major. (1 credit is comparable to 5 hours, up to 6 credits for 27 hours of work per week for the entire semester.)

**LAW 490 Practicum II (6) F, Sp, Su.** Field experience of 120 hours under the supervision of the instructor in a criminal justice or legal agency. Application must be made with academic advisor before registering for the course. Prerequisite: senior status and a completed B.S. major application with the department.

## LEGAL ASSISTANT COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**LAT 101 Introduction to Civil Law (3) F, Sp.** Examines: the American legal system; the nature and functions of civil law; the function and structure of the state and federal court system and administrative agencies. The course also presents an overview of the trial of a civil lawsuit and a survey of the major areas of civil law.

**LAT 115 Paralegal Studies (3) F, Sp.** 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 101. Legal Assistant Program majors should take this course concurrently with LAT 101.

**LAT 220 Legal Research (3) F, Sp.** Students examine the components of a law library. Through research projects and assignments, students gain experience working with law legal reference material including statutes, cases, regulations and annotated summaries of law. Methods of legal writing and citation style are introduced. Prerequisite: LAT 101 (can be taken concurrently.)

**LAT 225 Litigation (3) F, Sp.** Examines the procedures involved in a law suit. Subjects covered include: civil court procedures, types of law suits, pleadings, pretrial preparation, trial and post-trial procedures. The course will emphasize the role of the various people involved in this process. Prerequisite: LAT 220.

**LAT 230 Real Property (3) Sp.** Presents the major legal concepts associated with the law of real property and real estate transactions. Emphasis on the historical common law concepts of property; present statutory structure; and common practices in the conveyance and ownership of real estate.

**LAT 250 Legal Computer Applications (3) F, Sp.** Examination of legal applications of computer technology. Students will examine the use of electronic resources to access, acquire, create and provide information electronically. The course will use commercial and non-commercial sources of information, software, governmental/public domain material (statutes, regulations, cases). Students will learn to use personal computers for communication and to explore the Internet, Westlaw, and other electronic sources.

**LAT 300 Legal Communication (3) F, Sp.** This course will examine written and oral communications in the law office. Subjects covered include: (1) forms of written communication like law office memoranda, client letters, contracts, legal research memoranda and legal briefs; (2) how to make written and oral communication clear and effective through the use of plain English, the removal of unnecessary jargon and redundant terminology; (3) considerations of style and presentation to make writing more readable and effective; (4) technology and communication; (5) ethical and professional issues in legal communication; and (6) communication as a tool in law firm marketing.

**LAT 310 Legal Drafting (3) F, Sp.** Technical skill course where students will learn the fundamentals of drafting legal documents in areas of Property, Torts, Business Organizations, Domestic Relations, and Contracts. Prerequisite: LAT 101 and LAT 220.

**LAT 320 Tort Law (3) Sp.** Studies the law in the areas of personal injury, malpractice and products liability law. Emphasis on the origin of these actions, the present state of the law, and the future in "Tort Reform" and Alternative Dispute Resolution.

**LAT 330 Alternative Dispute Resolutions (3) Sp.** Examines non-litigation forms of resolving legal disputes. Emphasis will be placed on Negotiation, Mediation and Arbitration. Prerequisite: LAT 101.

**LAT 335 Introduction to Mediation (3) F, Sp, Su.** In-depth examination of the mediation process. Students will learn methods to promote settlement in disputes.

**LAT 350 Civil Rights Law (3) F.** Substantive law course examining actions brought by individuals who claim that their rights, under the United States Constitution, have been violated. Course will cover 42 U.S.C. Section 1983, Writ of Habeas Corpus, and actions brought directly under the United States Constitution.

**LAT 360 Probate Law (3) F.** Studies the origins and the present legal framework for the of inheritance, guardianship/conservatorship, and trusts. Includes general principles of law, terminology, and theoretical basis of Probate. Prerequisite: LAT 101.

**LAT 370 Domestic Relations (3) F.** Studies the law and court procedures concerning family relations. Emphasis will be on marriage and its validity, divorce, legal separation, child custody and visitation, child support and maintenance, guardianship, paternity, adoption and the Family Court. Students will research and write about issues concerning family law.

**LAT 380 Law Practice Management (3) F.** This course will cover the fundamentals of law office management and organization. Subjects covered include: basic principles and structure of management; employment opportunities for the paralegal; timekeeping and accounting systems; marketing issues; administrative and substantive systems in the law office; and law practice technology. Prerequisites: LAT 115 and 225.

**LAT 492 Selected Legal Topics (1-3) F, Sp.** 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 in-depth examination of a subject introduced in other LAT courses.

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# Department of Education

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Dr. Diana Winston, *Chairperson*

271-4332

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

Admission to teacher education is dependent upon Application for Admission made in the Education Department and meeting the criteria listed below. Until official acceptance, students will be listed as *pre-majors* in Elementary Education or their secondary discipline.

Admission criteria are:

- a. ACT composite score of 21 or higher or an SAT combined score of 990 or higher (880 if taken before April 1995).
- b. C-BASE passing score on each subtest (as noted on score report); and
- c. Cumulative GPA of 2.5 and satisfactory completion of EED or SED 202/203.

Alternate criteria, also acceptable for admission, would be:

- a. ACT composite score on file at MWSC;
- b. C-BASE with no score lower than 265 (66 percentile) for each subtest; and
- c. Cumulative GPA of 2.5 and satisfactory completion of EED or SED 202/203.

In response to accreditation guidelines from the National Council for Accreditation of Teacher Education (NCATE) and Policy and Goal Proposals from the Coordinating Board's Task Force on Critical Choices for Higher Education regarding recruitment of historically under-served populations, the Department of Education has outlined alternate avenues of admission in the Teacher Education Handbook (available in the Teacher Education Department).

## 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 passing score on the National Teachers Examination, the candidate will receive a 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

A \$25.00 fee will be 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 empathizing 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 107 or 110 or 210 or 211 or ESC 111 or PHY 104; PSY 101; HIS 140 or 150; PSC 101; HUM 203 or 205; ENG 210 or 220; ART 100 or MUS 101; 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; PED 300 and 380 or 382; PHS 230; EED 331. The only courses listed in the Elementary Education major that may be taken prior to admission to teacher education are EED 202/203 and GEO 100.

Admission into the exploratory courses EED or SED 202/203 requires a cumulative GPA of 2.3, and 30 credit hours.

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.

Four 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 six areas are early childhood education (grades pre-kindergarten to grade 3), early childhood special education (birth to kindergarten), teaching mild/moderately handicapped: cross categorical disabilities K-12, and Middle School Certification (grades 5-9). Courses required for the 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
	<hr/>
	<i>Total Credits 24</i>

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) is 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.

## Added Endorsements for Certified Areas of Concentration

### Teaching Mild/Moderately Handicapped: Cross Categorical Disabilities k-12

	<i>Credits</i>
* EED 303 Exp Ele Tch II	3
* EED 310 Intro to Rdg	3
EED 342 Eval of Abil/Ach	2
EED 352 Intro to Mild/Mod Handicapped: Cross-Categorical	3
* EED 360 Assess Indiv Rdg	3
EED 370 Behvr Manag	2
EED 386 Car Ed Trans Sp Ed	2
* EED 409 Ele Prob Rdg	2
* EED 410 Psy Ed Exc Ch	2
EED 411 Meth Tch Cross-Cat	3
EED 413 Lang Dev Exc Ch	2
EED 420 Counsel Tech/Par	2
EED 425 Exp Tch Cross-Cat.	6
* MAT 350 Math Ele Tch	5
PSY 319 Child/Adol Psy	3
* Ele Ed Degree Requirement	

### Early Childhood Pre-Kindergarten - Grade 3

	<i>Credits</i>
* 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:**

### Early Childhood/Special Education

EED 342 Eval of Abil/Ach	2
EED 357 Intro to ECSE Cur	3
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
* Ele Ed Degree Requirement	

* 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	

### Missouri Certification Required

### Middle School Certification - Grades 5-9

PSY 240 Dev Psy	3
EED 390 Mid Sch Organz	3
EED 395 Mid Sch Methods	3
EED 389 Exp in Tch Mid Sch	3

\*Teacher candidate must choose two 21 hour areas of emphasis from two of the following: language arts, social science, math, and science.

For Secondary Certification Requirements, see page 94.

## 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 a field, so their background 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. The Department of Education lists criteria for admission to the Teacher Education Program on page 89. Secondary education majors are available in the following fields: art, English, French, music, Spanish, and speech and theatre. For teacher education in the areas of biology, chemistry, mathematics, physical education, and social sciences, please refer to those specific program descriptions for requirements and options.

Secondary teacher certification is for grades 9 to 12 with the exception of art, music, and physical education where the certification is for kindergarten to grade 12. Students must have a grade point average of 2.5 on a 4.0 scale in the subject area.

### General Studies Requirements:

#### B.S. (Teacher Certification) & B.S.E. Degrees (Effective May, 1984)

	<i>Credits</i>
<b>Category One — Basic Skills</b>	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. COM 104	
<b>Category Two — Natural Sciences</b>	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	
<b>Category Three — Social Sciences</b>	9
1. PSC 101	
2. PSY 101	
3. HIS 140 or HIS 150	
<b>Category Four — Humanities</b>	9-10
Select one course each from three of the following groups:	
1. HIS 100, HIS 110, HUM 203, HUM 205	
2. ENG 210 or 220, HUM 210, HUM 230, HUM 250	
3. ART 100, MUS 101, THR 113	
4. FRE 102, GER 102, SPA 102	
<b>Category Five — Physical Health</b>	4
1. PED 101 (3 credits)	
2. One physical education activity or MIL 105	
<b>Total</b>	42-45



## The Professional Sequence

	<i>Credits</i>
SED 202 Introduction to Secondary Education	2
SED 203 Participation in Secondary Teaching I	1
SED 303 Experience in Secondary Teaching II	3
SED 304 Psychology in Secondary Teaching	4
SED 311 Secondary Reading Techniques	2
SED 312 Laboratory in Secondary Reading Techniques ( <i>optional</i> )	1
SED 404 Seminar in Secondary Education & Human Relations	3
SED 407 Psychology and Education of the Exceptional Student	2
SED 409 Secondary Student Teaching III	9
<i>Total credits</i>	<i>26-27</i>

## Middle School Certification - Grades 5-9

PSY 240 Developmental Psychology	3
SED 390 Middle School Organization	3
SED 395 Middle School Methods	3
EED 360 Reading Assessment	3
ENG 365 Teaching Writing	3
SED 389 EXP in Tch Mid Sch	3

Two mathematics courses appropriate for middle level teachers.

\*Teacher candidate will take one 21 hour area of emphasis outside the major from the following: language arts, social science, math, and science.

For Elementary certification requirements, see page 92.

## The Professional Semester

Secondary Student Teaching III (SED 409) is to be taken during the senior year. Seminar in Secondary Education and Human Relations (SED 404) and Psychology and Education of the Exceptional Student (SED 407) are to be taken concurrently with Secondary Student Teaching III. This semester is designated as a professional education semester.

Course work during the professional education semester is usually limited to SED 404, 407, and 409. Petition for any additional coursework must be submitted to the coordinator of clinical experiences in the semester prior to Secondary Student Teaching III. If granted, approval will be endorsed by the cooperating teacher to whom the student is assigned.

Students enrolled in Secondary Student Teaching III will assume the daily teaching schedule of the cooperating teacher.

## 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 a field, so their background 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. The Department of Education lists criteria for admission to the Teacher Education Program on page 89. Secondary education majors are available in the following fields: art, English, French, music, Spanish, and speech and theatre. For teacher education in the areas of biology, chemistry, mathematics, physical education, and social sciences, please refer to those specific program descriptions for requirements and options.

Secondary teacher certification is for grades 9 to 12 with the exception of art, music, and physical education where the certification is for kindergarten to grade 12. Students must have a grade point average of 2.5 on a 4.0 scale in the subject area.

### General Studies Requirements:

#### B.S. (Teacher Certification) & B.S.E. Degrees (Effective May, 1984)

	<i>Credits</i>
<b>Category One — Basic Skills</b>	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. COM 104	
<b>Category Two — Natural Sciences</b>	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	
<b>Category Three — Social Sciences</b>	9
1. PSC 101	
2. PSY 101	
3. HIS 140 or HIS 150	
<b>Category Four — Humanities</b>	9-10
Select one course each from three of the following groups:	
1. HIS 100, HIS 110, HUM 203, HUM 205	
2. ENG 210 or 220, HUM 210, HUM 230, HUM 250	
3. ART 100, MUS 101, THR 113	
4. FRE 102, GER 102, SPA 102	
<b>Category Five — Physical Health</b>	4
1. PED 101 (3 credits)	
2. One physical education activity or MIL 105	
<i>Total</i>	42-45

## The Professional Sequence

	<i>Credits</i>
SED 202 Introduction to Secondary Education	2
SED 203 Participation in Secondary Teaching I	1
SED 303 Experience in Secondary Teaching II	3
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SED 311 Secondary Reading Techniques	2
SED 312 Laboratory in Secondary Reading Techniques ( <i>optional</i> )	1
SED 404 Seminar in Secondary Education & Human Relations	3
SED 407 Psychology and Education of the Exceptional Student	2
SED 409 Secondary Student Teaching III	9
<i>Total credits</i>	<i>26-27</i>

## Middle School Certification - Grades 5-9

PSY 240 Developmental Psychology	3
SED 390 Middle School Organization	3
SED 395 Middle School Methods	3
EED 360 Reading Assessment	3
ENG 365 Teaching Writing	3
SED 389 EXP in Tch Mid Sch	3

Two mathematics courses appropriate for middle level teachers.

\*Teacher candidate will take one 21 hour area of emphasis outside the major from the following: language arts, social science, math, and science.

For Elementary certification requirements, see page 92.

## The Professional Semester

Secondary Student Teaching III (SED 409) is to be taken during the senior year. Seminar in Secondary Education and Human Relations (SED 404) and Psychology and Education of the Exceptional Student (SED 407) are to be taken concurrently with Secondary Student Teaching III. This semester is designated as a professional education semester.

Course work during the professional education semester is usually limited to SED 404, 407, and 409. Petition for any additional coursework must be submitted to the coordinator of clinical experiences in the semester prior to Secondary Student Teaching III. If granted, approval will be endorsed by the cooperating teacher to whom the student is assigned.

Students enrolled in Secondary Student Teaching III will assume the daily teaching schedule of the cooperating teacher.

## ELEMENTARY EDUCATION COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**EED 100 Orientation to Education (3) F, Sp.** Designed as an introductory course for an incoming student to facilitate success in college as well as attain knowledge about their opportunities in the field of education. This course is designed to increase the participant's understanding of his or her unique role as both a learner and teacher and to stimulate the desire to set and achieve personal learning goals. Included in the instruction will be the use of campus resources, study skills, reading skills, personal development, and self-management skills. Career exploration in education will include helping the student develop a positive, realistic self-concept, develop positive interpersonal skills, and examine personal values. (To be taken within the first 24 hours. Cannot take both SED 100 and EED 100.)

**EED 101 Speed Reading (2) F, Sp.** 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 140 Child Development (8) Sp.** Help child care providers enhance the quality of child care by becoming aware of developmentally appropriate practices when working with children. (Meets the seminar hours required for CDA credential.) (Will not meet requirement for elementary education major.)

**EED 202 Introduction to Elementary Education (2) F, Sp.** 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 and time as EED 203. Prerequisite: ENG 104 and 108, or 112.

**EED 203 Participation in Elementary Teaching I (1) F, Sp.** Laboratory course taken concurrently with EED 202. During this off-campus experience, the participant serves as a teacher assistant; provides concrete exposure to teaching, students, and the school. Taken the same semester and time as EED 202.

**EED 303 Experience in Elementary Teaching II (3) F, Sp.** 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) F, Sp.** 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) F, Sp.** An introductory course to the philosophy and teaching techniques associated with a holistic approach to the teaching of reading in the elementary school. This course must be taken concurrently with EED 320. Elementary education majors may not take the course until officially admitted to teacher education.

**EED 320 Language Arts Methods (2) F, Sp.** A course designed to help elementary teachers view reading, writing, listening, and speaking from a holistic, integrated perspective. In addition, methods in teaching handwriting, grammar, spelling and vocabulary will be covered. This course must be taken concurrently with EED 310. Elementary education majors may not take the course until officially admitted to teacher education.

**EED 330 Science Methods in Early Childhood and Elementary School (2) F, Sp.** Designed for teachers in early childhood and elementary school; emphasizes methodology, strategies, materials, and curriculum development of elementary science. Prerequisite: PHS 230. Elementary education majors may not take the course until officially admitted to teacher education.

**EED 331 Instructional Media and Technology (2) F.** 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. Elementary education majors may not take the course until officially admitted to teacher education.

**EED 340 Social Studies Methods for Elementary Teachers (2) F, Sp.** 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 or HIS 150, PSC 101, GEO 100. Elementary education majors may not take the course until officially admitted to teacher education.

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

**EED 352 Introduction to Cross-Categorical Disabilities (3) F.** Provides a historical survey of legislation and litigation that controls the identification and delivery of services to mid/moderate: cross categorical special education students. Definitions, characteristics, eligibility criteria, theoretical approaches and etiology of students with learning disabilities, behavior disorders, mental retardation or physical and other health impairments will be studied.

**EED 357 Introduction to Early Childhood Special Education: Curriculum Development (3) F.** This course is designed to introduce the student to the special education in general, and the unique field of early childhood special education. Students will become familiar with the major principles of the law related to special education services. Students will have the opportunity to design appropriate program and implementation plans for young children with special needs ages 0-5. The importance of parent and family partnerships based on the family systems model will be presented. Students will have the opportunity to observe early intervention programs and evaluate those settings relative to their knowledge of appropriate practice. The course will survey a range of disabilities affecting young children, including cognitive, behavioral, speech/language, sensory, orthopedic, and health impairments.

**EED 358 Introduction to Early Childhood Education (2) F, Sp.** Provides 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) F, Sp.** 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. Elementary education majors may not take the course until officially admitted to teacher education.

**EED 370 Behavior Management (2) F.** 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, story telling, 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/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 386 Career Education and Transition in Special Education (2) F.** Investigating the philosophy and methods for helping exceptional students make the transition from school to work and self-sufficiency.

**EED 389 Experience in Teaching Middle School (3) F, Sp.** Off campus experience with middle school students in cooperating schools as a teacher associate. Prerequisite: EED/SED 390. Taken after or concurrently with EED/SED 395.

**EED 390 Middle School Organization: its History and Philosophy (3) F.** Examining the historical foundations of the middle school movement, its philosophy, current status, and organization. Prerequisite: PSY 240. Note: EED 390 may be taken concurrently with EED 395.

**EED 395 Middle School Methods in Curriculum and Instruction (3) Sp.** Presentation of an overview of the total curriculum of effective middle level schools including practices such as interdisciplinary teaming, teacher advisory/homebase programs, grouping practices, student recognition practices. Students will apply knowledge of middle school curriculum planning to the development of unit length lesson plans. Prerequisite: PSY 240. Note: EED 395 may be taken concurrently with EED 390.

**EED 403 Seminar in Elementary Education and Human Relations (3) F, Sp.** 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.

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

**EED 409 Elementary Problems in Reading (2) F, Sp.** 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. Elementary education majors may not take the course until officially admitted to teacher education.

**EED 410 Psychology and Education of the Exceptional Child (2) F, Sp.** Designed to give all teachers background and experience in working with the exceptional child in the regular classroom. Elementary education majors may not take the course until officially admitted to teacher education.

**EED 411 Methods of Teaching the Student with Cross-Categorical Disabilities (3) Sp.** This course is oriented toward the application of classroom practices, teaching strategies, affective interventions, and instructional modifications to be used with students who are cognitively deficient, learning disabled, behaviorally disordered and physically and other health impaired. Prerequisite: EED 352, EED 303 and 305 or SED 304.

**EED 412 Early Childhood Language Acquisition and Development (2) F.** 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) Sp.** 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) Sp.** Special techniques for teaching the atypical child. Prerequisite: EED 303 and 305 or SED 304.

**EED 415 Methods of Teaching the Behaviorally Disordered (3) Sp.** Special techniques for teaching the emotionally disturbed child. Prerequisite: EED 303 and 305 or SED 304.

**EED 416 Methods of Teaching the Learning Disabled (3) Sp.** Special techniques for teaching the child with learning disabilities. Prerequisite: EED 303 and EED 305 or SED 304.

**EED 417 Health, Nutrition and Safety of the Young Child (2) Sp.** 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) Sp.** Course acquaints the interventionist with the philosophy, theories, pertinent studies, issues and test instruments appropriate for 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) F.** 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) Sp.** 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) F, Sp.** Off-campus experience with mentally handicapped students in cooperating schools as a teacher associate. Prerequisite: EED 414 or concurrent enrollment in EED 414.

**EED 422 Experience in Teaching Behaviorally Disordered Students (6) F, Sp.** Off-campus experience teaching behaviorally disordered students in cooperating schools as a teacher associate. Prerequisite: EED 415 or concurrent enrollment in EED 415.

**EED 423 Experience in Teaching Learning Disabled Students (6) F, Sp.** Off-campus experience teaching students with learning disabilities in cooperating schools as a teacher associate. Prerequisite: EED 416 or concurrent enrollment in EED 416.

**EED 425 Experience in Teaching Cross-Categorical Students with Disabilities (6) F, Sp.** Off-campus experience with students with cross-categorical disabilities in cooperating schools as a teacher associate. Prerequisite: EED 411 or taken concurrent enrollment.

**EED 440 Curriculum Methods and Materials in Early Childhood Education (2) Sp.** 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) F, Sp.** 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) F, Sp.** 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) F, Sp.** Off-campus experiences in teaching the young handicapped infant, toddler, and preschool child in cooperating schools and/or private agencies. Prerequisite: EED 440.

**EED 483 Practicum I in Reading: Diagnosis of Reading Difficulties (3) F.** 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) F.** 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.



## SECONDARY EDUCATION COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**SED 100 Introduction to Personal Development (2) (on demand).** Intensive eight-week course designed to increase the participant's understanding of his or her unique role as a learner and to stimulate the desire to set and achieve personal learning goals; specific activities will enhance the participant to become self-motivated and to pursue personal learning goals to develop a positive realistic self-concept, to develop positive interpersonal skills, and to examine personal values. (Cannot take both SED 100 and EED 100.)

**SED 202 Introduction to Secondary Education (2) F, Sp.** Basic introduction to professional education. On-campus exploratory course to aid the participant in deciding whether or not to become a teacher, and provide basic information and attitude development necessary to successful teaching. Taken the same semester and time as SED 203. Prerequisite: ENG 104 and ENG 108 or ENG 112.

**SED 203 Participation in Secondary Teaching I (1) F, Sp.** Laboratory course taken concurrently with SED 202 in the same semester. During this off-campus experience, the participant will serve as a teacher assistant. This exploratory course will provide the participant with concrete exposure to teaching, students, and the school. Taken the same semester and time as SED 202.

**SED 303 Experience in Secondary Teaching II (3) F, Sp.** Continuation of the off-campus experience in a cooperating school as a teacher associate. To be taken concurrently with SED 304. Prerequisite: SED 203, and approved admission to the Teacher Education Program.

**SED 304 Psychology in Secondary Teaching (4) F, Sp.** Studies psychological principles as applied to educational settings. To be taken concurrently with SED 303. Prerequisite: PSY 101, SED 203.

**SED 311 Secondary Reading Techniques (2) F, Sp.** Techniques of teaching upper-level reading. Prerequisite: ENG 104 and 108, or 112.

**SED 312 Laboratory in Secondary Reading Techniques (1) F, Sp.** The student will be required to write a prescription for the student(s) to be worked with and report weekly to the instructor. The student will be required to work in the Learning Skills Laboratory as a tutor two hours per week.

**SED 331 Instructional Media and Technology (2) F.** 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; ENG 104 and 108, or 112.

**SED 389 Experience in Teaching Middle School (3) F, Sp.** Off campus experience with middle school students in cooperating schools as a teacher associate. Prerequisite: EED/SED 390. Taken after or concurrently with EED/SED 395.

**SED 390 Middle School Organization: its History and Philosophy (3) F.** Examining the historical foundations of the middle school movement, its philosophy, current status, and organization. Prerequisite: PSY 240; ENG 104 and 108, or 112. Note: SED 390 may be taken concurrently with SED 395.

**SED 395 Middle School Methods in Curriculum and Instruction (3) Sp.** Presentation of an overview of the total curriculum of effective middle level schools including practices such as interdisciplinary teaming, teacher advisory/homebase programs, grouping practice scheduling, and student recognition practices. Students will apply knowledge of middle school curriculum planning to the development of unit length lesson plans. Prerequisite: PSY 240; ENG 104 and 108, or 112. Note: SED 395 may be taken concurrently with SED 390.

**SED 404 Seminar in Secondary Education and Human Relations (3) F, Sp.** Study of philosophical, ethical, and legal problems related to secondary education instructional strategies, including classroom and laboratory experiences; considers interpersonal relations as applied to teaching. To be taken concurrently with SED 407 and SED 409. Prerequisite: SED 303 and SED 304.

**SED 407 Psychology and Education of the Exceptional Student (2) F, Sp.** Introduction to the various areas of exceptionality and the methodology of working with these students. To be taken concurrently with SED 404 and SED 409. Prerequisite: SED 303 and SED 304.

**SED 409 Student Teaching III (Secondary) (9) F, Sp.** Full-time off-campus teaching experiences working with a cooperating teacher. To be taken concurrently with SED 404 and SED 407. Prerequisite: SED 303, SED 304, and special methods course in the major.

**SED 410 Student Teaching IV (6) Su.** On-campus course designed for the experienced teacher. Activities will include micro teaching and human relations training. Not open to baccalaureate degree candidates. Prerequisite: One full academic year of teaching experience plus a bachelor's degree.

**SED 450 Independent Study (credit hours open) F, Sp.** Research-oriented involvement intended to extend the competencies of the student in a particular area of education. Prerequisite: Consent of department chairperson.

**SED 490 Applied Education Practices (1-9) (on demand).** Workshops in selected areas according to interest.

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# Department of Engineering Technology

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Dr. Ahmed Nassar, *Chairperson*

271-5820

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 craftsman 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 term "engineering technician" is applied to the graduates of associate degree programs. Graduates of baccalaureate programs are called "engineering technologists".

## ACCREDITATION STATUS

### 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, and surveyors. It also prepares individuals 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, and construction management trainees. It also prepares individuals for positions related to construction document control, purchasing, equipment superintendent (renting) and quality assurance/quality control. The B.S. degree program in Construction Engineering Technology is accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET).

### 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 companies and electronics instrumentation companies, telephone companies, and other companies that use 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, marketing, technical sales and field services including installation and commissioning of equipment in plant or on site. The B.S. degree program in Electronics Engineering Technology is accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET).

## TRANSFER PROGRAMS

### Engineering

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. An advisor in the Department of Engineering Technology will set up a suitable program for each pre-engineering student.

### Architecture

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 pre-architecture student.

## BACHELOR OF SCIENCE DEGREE REQUIREMENTS

Specific requirements are as follows for the Bachelor of Science degree with the major listed.

### Construction Engineering Technology

EGT 202, 205, 215, 260, 350, 356; CET 105, 256, 260, 305, 308, 354, 358, 360, 370, 395, 408, 458, 480, 485; MAT 116, 119, 147, 157; CSC 188; PHY 110; ESC 111; CHE 101.

### Electronics Engineering Technology

EGT 100, 101, 200, 201, 205, 260, 350; EET 202, 203, 212, 213, 302, 303, 312, 313, 342, 372, 373, 374, 375, 402, 403, 412, 413, 442, 472, 473, 482, 484; MAT 116, 119, 147, 157; CSC 188; PHY 110, 111; CHE 101.

### Exit Requirements

All students, upon completion of their 2-year or 4-year degree programs, will be required to take the departmental exit examination.

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Specific requirements are as follows for the Associate of Science degree with the major listed.

### Construction Engineering Technology

EGT 202, 205, 215, 350; CET 105, 252, 255, 256, 265, 354; MAT 116, 119; CSC 110; ESC 111; LAT 230; CHE 101.

### Electronics Engineering Technology

EGT 100, 101, 200, 201, 205, 350; EET 100, 202, 203, 212, 213, 302, 303, 312, 313, 342, 372, 373, 382; MAT 116, 119; PHY 110.

### Exit Requirements

All students, upon completion of their 2-year or 4-year degree programs, will be required to take the departmental exit examination.

## MINORS

### Construction Management

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 Chairperson of the Department of Engineering Technology. Specific requirements are as follows: EGT 202, 350, 490; CET 105, 256, 354, 360; MAT 119.

### Computer Technology

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, & Physics can obtain a computer technology minor. Any student who is interested in this minor is advised to contact the Chairperson of the Department of Engineering Technology. Specific requirements are as follows: EGT 100, 101; EET 202, 203, 212, 213, 302, 303, 382, 402, 403.

## ENGINEERING TECHNOLOGY COURSES

Waiving of any course prerequisites requires prior departmental authorization.

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 also drop the associated lab course.

**EGT 100 Electrical Circuits I (3) F, Sp.** 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. Prerequisite: Credit or concurrent enrollment in MAT 095 & EGT 101.

**EGT 101 Electrical Circuits I Lab (1) F, Sp.** 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.

**EGT 200 Electrical Circuits II (3) Sp.** 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, EGT 201, 212 and credit or concurrent enrollment in MAT 116 and MAT 119.

**EGT 201 Electrical Circuits II Lab (1) Sp.** 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.

**EGT 202 Surveying I (4) F.** Introduction to the basic principles of plane surveying with applications to engineering and construction problems; uses laboratory periods for in-field applications of introductory surveying techniques. Three hours lecture, three hours lab. Prerequisite: MAT 119 and concurrent enrollment in MAT 116.

**EGT 205 Computer-Aided Drafting I (3) F, Sp.** 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.

**EGT 215 Computer-Aided Drafting II (3) F, Sp.** Advanced applications in Computer Aided drafting and design, including three dimensional modeling and design and development of libraries of standard drafting symbols. Students expand their drawing capabilities through dimensioning in model space and paper space by creating multi-detail working drawings. Prerequisite: EGT 205.

**EGT 220 Engineering Materials (3) F.** An introduction to the relationship between structure, processing and properties of materials; including atomic structure, strain hardening and annealing, solidification, ferrous and non-ferrous alloys, ceramic materials, polymers, composite materials, behavior of materials, and protection against deterioration of materials. Three hours lecture.

**EGT 260 Statics (3) F.** 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 or equivalent, and PHY 110.

**EGT 265 Engineering Statics (3) F, Su.** Composition and resolution of forces; equilibrium of force systems; application of the principles of statics to problems, including force analyses of simple structures. Centroids; moments of inertia. Prerequisite: MAT 167 and PHY 210.

**EGT 300 Dynamics (3) (on demand).** Motion of a particle; kinetics of rigid bodies; work and energy; impulse and momentum; impact. Three hours lecture. Prerequisite: EGT 265.

**EGT 340 Thermodynamics (3) Sp (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.

**EGT 350 Technical Report Writing (3) Sp.** 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. Three hours lecture. Prerequisite: ENG 104.

**EGT 356 Fluids and Hydraulics (3) Sp.** 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 (can be taken concurrently), PHY 110.

**EGT 370 Financial Aspects of Engineering Projects (2) Sp.** Principles of engineering decision making process, including simple and compound interest calculations, equivalence, present worth, uniform annual cost, rate of return, depreciation, equipment replacement, and competing projects. Prerequisite: MAT 116 and CET 354 (can be taken concurrently).

**EGT 490 Technological Practices (1-3) Su.** 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 Methods & Materials of Construction (3) F.** Introductory study of materials used in the construction industry. Construction methods and techniques including procedures of inspection. Three hours lecture.

**CET 252 Advanced Surveying (3) Sp.** 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 and concurrent enrollment in EGT 205.

**CET 255 Legal Aspects of Boundary Survey (2) Sp.** Includes preparation of plats and writing of property descriptions referenced to Public Land Surveys of Subdivision of Townships and Sections. Discusses surveying and land right terminology as well as resurveying, retracing, restoration, monumentation and dedication. Also studies selected case law. Prerequisite: EGT 202.

**CET 256 Bituminous, Concrete, and Soils (4) Sp.** 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. Three hours lecture, three hours lab. Prerequisite: CET 105, MAT 095.

**CET 260 Mechanics of Materials (4) Sp.** 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 265 Subdivision Planning & Layout (3) Sp.** Platting of boundaries, topographic layout, planning and layout for streets, sewers and water lines. Building site surveys. Two hours lecture, three hours lab. Prerequisite: EGT 202.

**CET 305 Mechanical and Electrical Installations (3) Sp.** 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. Use of computerized methods of preparing mechanical and electrical installations design work will be emphasized. Three hours lecture. Prerequisite: CET 105, PHY 110, CHE 101.

**CET 308 Structural Analysis (3) F.** 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: CET 260, MAT 157.

**CET 354 Construction Estimating (3) Sp.** 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.

**CET 358 Structural Steel and Wood Design (3) Sp.** Introduction to elementary structural steel and wood design; design of individual members and their connections as dictated by various specifications (AISC, AITC, AASHTO, etc.). Includes computer techniques in the areas of structural analysis/design. Three hours lecture. Prerequisite: CET 308 (can be taken concurrently).

**CET 360 Construction Management (3) F.** Introduction to the construction manager concept. Roles of the contractor, superintendent, designer, owner and inspector. Project administration, project financing, costs and accounting, labor relations, bonding and insurance, and job safety. Three hours lecture. Prerequisite: CET 354 (can be taken concurrently).

**CET 390 Technological Projects (1-3) Sp, Su.** 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 395 Introduction to Trenchless Technology (2) Sp.** Design, construction and rehabilitation of underground pipeline systems with utilization of trenchless technology methods, including detail analysis of direct, indirect and social costs of underground construction and structural analysis of pipe installation. An overview of available trenchless technology methods with emphasis to project management, type of application, necessary equipment, method description and advantages and limitations of each method will be discussed. Two hours lecture. Prerequisite: CET 256, EGT 260.

**CET 408 Reinforced Concrete Design (3) F.** 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. Prerequisite: CET 308 (can be taken concurrently).

**CET 450 Construction Contracts Administration (3).** Emphasis is given to the interpretation and preparation of construction project documents. Subjects such as contract agreement, breach of contract, termination of agreements, materials specifications, workmanship specifications, general conditions, insurance, bonds, arbitration, and cases related to finance are discussed. Three hours lecture. Prerequisite: CET 354.

**CET 458 Soil Mechanics and Foundations (3) F.** Studies advanced topics in the properties of soils with applications in civil engineering design and construction. Two hours lecture, three hours lab. Prerequisite: CET 256, CET 260.

**CET 480 Construction Planning and Scheduling (3) Sp.** Principles and techniques used to plan construction and schedule project activities. Networks, bar charts, computer techniques, productivity, construction time and cost parameters. Cash flow analysis, resource planning and control, and preparation of cost-co-complete projects will be discussed. Three hours lecture. Prerequisite: CET 360, CET 370 (can be taken concurrently).

**CET 485 Topics in Heavy Construction (3) Sp.** Study of selected topics, such as underground construction, underpinning, formwork and other project support requirements; evaluation and review of current practices in heavy construction. The course includes study and research in a specific area that combines major elements from previous construction engineering technology courses culminating in an integrating experience through individual and/or group projects, technical reports and presentations. Three hours lecture. Prerequisite: CET 395, CET 408, CET 458, CET 480, EGT 356 (with approval of department chair, one prerequisite course can be taken concurrently).

**CET 490 Building Codes, Standards, & Practices (3).** Emphasis on content of the four main U.S. Building Codes and the interpretation of these codes from the contractors perspective. Also covers code enforcement procedures used by administration offices of municipal governments. Class exercises involve the review of plans and specifications to determine code compliance. Three hours lecture. Prerequisite: CET 354, CET 480.



## ELECTRONICS ENGINEERING TECHNOLOGY COURSES

Waiving of any course prerequisites requires prior departmental authorization.

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 also drop the associated lab course.

**EET 100 Introduction to Electronics Engineering Technology (1) F, Sp.** An introductory electronics course that addresses a variety of topics ranging from DC/AC electricity to basics of digital electronics including overview of PLC's and robotics.

**EET 202 Digital Logic (3) F.** 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) F.** 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.

**EET 212 Introduction to Electronics (3) Sp.** 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: Credit or concurrent enrollment in EGT 201.

**EET 213 Introduction to Electronics Lab (1) Sp.** Laboratory experiences with diodes and transistors. Three hours lab. Prerequisite: Credit or concurrent enrollment in EET 212.

**EET 302 Introduction to Microcomputers (3) F.** 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 203.

**EET 303 Introduction to Microcomputers Lab (1) F.** Laboratory experiences will be a continuation of EET 203, Digital Logic. Three hours lab. Prerequisite: Credit or concurrent enrollment in EET 302.

**EET 312 Electronic Amplifiers (3) F.** 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 213.

**EET 313 Electronic Amplifiers Lab (1) F.** 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 312.

**EET 342 Communications Systems (3) Sp.** 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 372 Control Systems I (3) Sp.** Studies timer and small logic control with ladder diagram. Logic closely resembles hand-wired relay logic, can be used to control many types of industrial applications. Three hours lecture. Prerequisite: EET 213 and EET 303.

**EET 373 Control Systems I Lab (1) Sp.** 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: Credit or concurrent enrollment in EET 372.

**EET 374 Robotics Controls (3) F.** Robotics and programmable controllers, actuators, sensors, and feedback systems. Software and control functions. Three hours lecture. Prerequisite: EET 373 and CSC 184 or CSC 188.

**EET 375 Robotics Controls Lab (1) F.** Laboratory experiences in robotics. Emphasis will be on programming robots. Three hours lab. Prerequisite: Credit or concurrent enrollment in EET 374.

**EET 380 Computer Interfacing & Networking (3).** Computer interfacing hardware, computer data transmission technologies, network topologies, protocols and access, wide area network (WAN) and local area network (LAN), basic network examples such as AppleTalk, Ethernet and IEEE-488. Three hours lecture. Prerequisite: EET 303.

**EET 382 Electronics Fabrication (2) Sp.** 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.

**EET 390 Technological Projects (1-3) Sp, Su.** 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 402 Microcomputer Systems (3) F.** 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, subroutines, stack, push & pop, and interrupt with Z-80. Three hours lecture. Prerequisite: EET 373.

**EET 403 Microcomputer Systems Lab (1) F.** Laboratory experiences with Z-80. Emphasis will be on programming arithmetic, logic, branch, rotate and subroutines. Three hours lab. Prerequisite: Credit or concurrent enrollment in EET 402.

**EET 412 Operational Amplifiers (3) F.** 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 313, EET 373, MAT 147.

**EET 413 Operational Amplifiers Lab (3) F.** Laboratory experiences with integrated circuits. Emphasis will be on operational amplifiers (op-amps). Three hours lab. Prerequisite: Credit or concurrent enrollment in EET 412.

**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 201.

**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.

**EET 430 Computer Hardware Troubleshooting (3).** Study of computer hardware assembly and troubleshooting, including computer hardware, motherboard, embedded systems, power, monitor, analyzing and repairing, hardware installation and configuration. Two hours lecture. Three hours lab. Prerequisite: EET 403.

**EET 442 Advanced Communications Systems (2) Sp.** Principles of digital communication systems, transmission lines, antennas, wave propagation, microwave, and fiber optics. Two hours lecture. Prerequisite: EET 342.

**EET 472 Control Systems II (3) Sp.** 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 375 and MAT 157.

**EET 473 Control Systems II Lab (1) Sp.** Laboratory experiences with programmable controllers (PLC), using input and output devices. Emphasis will be on programming with PLC. Three hours lab. Prerequisite: Credit or concurrent enrollment in EET 472.

**EET 482 Integrated System Design I (2) F.** Covers the principles and practices of electronic system design, including objectives, system specifications, and component specifications. Two hours lecture. Prerequisite: EET 403.

**EET 484 Integrated System Design II (2) Sp.** With instructor's approval, the student selects an electronic system or subsystem to design and build 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. Four hours lab, including discussion periods. Prerequisite: EET 402, 403, 412, 413, and 482.

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# Department of Health, Physical Education, and Recreation

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Dr. Brenda Blessing, *Chairperson*

271-4491

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 recreation administration, 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.

PED 110 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 with a major 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 fields of private fitness specialization, corporate wellness programming, health clubs, spas, and hospital-based cardiac and pulmonary rehabilitation. The General Physical Education option provides career opportunities in such fields as sports specialist in correctional institutions or the Armed Services, sports journalism, sport facility management, sporting goods marketing and/or sales, etc. 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 with a major in Recreation Administration with career opportunities in Community/Youth Sports/Athletics, Adventure Travel and Tourism, Therapeutic Recreation, Sport Management and Marketing, General Recreation. A minor in Recreation Administration is also available.

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 for the specific requirements for your degree.

### **Attention Physical Therapist Assistants**

Students who have completed the PTA degree are encouraged to complete a Bachelor of Science in Physical Education, Health and Exercise Science option.

## BACHELOR OF SCIENCE IN PHYSICAL EDUCATION

Students majoring in physical education must have a total of 57 credits with a C or better in all PED course work. 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 for this requirement. Majors are encouraged to take all activity courses possible.

### Core Requirements

			<i>Credits</i>
PED	191	Foundations of PE (students who have completed the PTA degree may substitute 3 hrs. of PTA 100)	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	305	First Aid	2
PED	317	Principles of Strength Training & Conditioning	
	OR		
PED	318	Principles of Aerobic Training	2
PED	385	Athletic Training	2
PED	480	Practicum in PE	
	OR		
PED	481	Lifetime Sports Academy	<u>2</u>
			29

### Health and Exercise Science Option

Students are required to take the 29 credit core requirements and an additional 29 credits in the Health and Exercise Science Option for a total of 58 credits with C or better in all PED and REC courses in the major. Students with an option in Exercise Science are preparing for private, industrial and commercial fields as exercise specialists. Students must have current CPR Certification at graduation. Graduating students are strongly encouraged to have one of the following: certification or application for certification as a Health Fitness Instructor or higher from ACSM, Athletic Trainer from the NATA; Personal Trainer or higher from the NSCA, Club Coach or higher from the USWF, or other certifications cleared by the Department via petition or acceptance into an accredited graduate program at graduation. All Health and Exercise Science students must pass a swimming proficiency course prior to REC 430.

<b>Requirements</b>			<b>Credits</b>
PED	401	Graded Exercise Testing	3
PED	451	Research in Health and Exercise Science	3
BIO	252	Basic Nutrition	3
REC	365	Introduction to Special Populations	3
REC	430	Recreation: Field Exp. III (students who have completed the PTA degree may substitute 8 hrs. of PTA 295)	9
ALH	106	Medical Terminology	2
PSY	220	Health Psychology/Stress Management	3
CSC	100	Computer Literacy	<u>3</u>
			29

## 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 with a C or better in all PED and REC courses in the major. 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.

Requirements		Credits	
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 Dance & Gymnastics	2
PED	301	Health Teaching in the Schools	2
PED	373	Sociological Aspects of Physical Activity	2
PED	380	Rhythms & Creative Movement for Elementary Schools	3
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
3 courses from PED 311, 312, 313, 314, 315, 316, - all 2 hrs.			<u>6</u>
			28

## Teacher Education in Physical Education

For teacher certification in Missouri students must have PSC 101, PSY 101, HIS 140 or HIS 150, and BIO 101 or BIO 111 in general studies.

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:

		Credits	
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	<u>9</u>
			26

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 as approved by the Coordinator.

## BACHELOR OF SCIENCE IN RECREATION ADMINISTRATION

Courses for this major must total 61 credits, including the 31 core credits and additional 30 credits in the emphasis area with a C or better in all REC classes. Classes must be approved by your advisor based on the individual's career opportunity area of interest. The emphasis areas are Adventure Travel and Tourism, Therapeutic Recreation, Community/Youth Sports/Athletics, Sport Management and Marketing, and a General Area of Study. Students are encouraged to complete a minor in a field that would make them more marketable. Examples would be business, sociology, psychology, natural sciences, biology or journalism. Students with a Recreation Administration Major must submit an application to their advisor prior to enrolling in REC 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 recreation administration emphasis must fulfill 50 clock hours of approved supplemental preparation prior to enrolling in REC 430.

			Credits
<b>Core</b>			
REC	220	Introduction to Recreation	3
REC	230	Recreation: Field Experience I	2
REC	300	Philosophy & Leadership	3
REC	323	Program Planning in Recreation	3
REC	325	Recreation Law for the Practitioner	2
REC	330	Recreation: Field Experience II	3
REC	420	Seminar in Recreation	1
REC	424	Organization & Administration of Leisure Agencies	3
REC	430	Recreation: Field Experience III	9
PED	305	First Aid	2
			31

**NOTE: Students will select 30 hours from courses listed below in one of the Emphasis Areas.**

### General Recreation Emphasis

REC	322	Social Recreation	2
REC	335	Instructor of Initiatives	2
REC	365	Special Populations	3
PED	144	Recreational Games	1
PED	243	Methods & Tech. of Adventure Act.	2
PED	310	Principles & Administration of Coaching	2
PED	481	Children's Lifetime Sports Academy	2
REC	360	Commercial Recreation	3
PED	374	Sports Psychology	2
GBA	110	Introduction to Business	3
GBA	319	Business Communications	3
CSC	100	Computer Literacy OR	
CSC	101	Computers and Information Technology	3
REC	340	Interpretive Services in Parks & Recreation	3
REC	342	Resorts, Parks, Recreation Areas & Facilities	3
REC	344	Adventure Travel & Tourism Development	3
REC	370	Fitness & Recreation Aspects of Aging	3

## Adventure Travel/Tourism Emphasis

			<i>Credits</i>
REC	335	Instructor of Initiatives	2
REC	360	Commercial Recreation	3
REC	365	Special Populations	3
REC	340	Interpretive Services in Parks & Recreation	3
REC	342	Resorts, Parks, Recreation Areas & Facilities	3
REC	344	Adventure Travel & Tourism Development	3
ACC	230	Principles of Accounting I	3
ACC	231	Principles of Accounting II	3
GBA	110	Introduction to Business	3
GBA	211	Business Law I	3
GBA	311	Business Law II	3
GBA	319	Business Communications	3
MKT	301	Principles of Marketing	3
CSC	100	Computer Literacy OR	
CSC	101	Computers & Information Technology	3
PED	481	Children's Lifetime Sports Academy	2
ACC	302	Small Business Accounting	3
MKT	302	Small Business Marketing	3
MKT	331	Retail Management	3
MGT	410	Small Business Management	3
MGT	412	Human Resource Management	3

## Community/Youth Sports/Athletics Emphasis

REC	322	Social Recreation	2
REC	335	Instructor of Initiatives	2
REC	342	Parks & Recreation Areas & Facilities	3
REC	365	Special Populations	3
PED	144	Recreational Games	1
PED	243	Methods & Tech. of Adventure Act.	2
PED	244	Methods & Tech. of Team Sports	2
		OR	
PED	245	Methods & Tech. of Individual & Dual Sports	2
		OR	
PED	246	Methods & Tech. of Dance & Gym	2
PED	310	Principles & Administration of Coaching	2

Two of the five classes listed below in PED (4 cr. hrs)

PED	311	Coaching & Officiating of Football	2
PED	312	Coaching & Officiating of Basketball	2
PED	313	Coaching & Officiating of Track & Field	2
PED	314	Coaching & Officiating of Volleyball	2
PED	315	Coaching & Officiating of Wrestling	2
PED	481	Children's Lifetime Sports Academy	2
LAW	110	Juvenile Delinquency	3
CSC	100	Computer Literacy OR	
CSC	101	Computers & Information Technology	3



## Therapeutic Recreation Emphasis

			<i>Credits</i>
REC	322	Social Recreation	2
REC	365	Special Populations	3
REC	366	Principles & Practices of Therapeutic Recreation	3
REC	367	Foundations of Therapeutic Recreation	3
REC	370	Fitness & Recreation Aspects of Aging	3
BIO	240	Anatomy and Physiology I	5
BIO	241	Anatomy and Physiology II	4
BIO	252	Basic Nutrition	3
PSY	200	Intermediate Psychology	3
PSY	210	Mental Hygiene	3
PSY	240	Life-span Development	3
PSY	309	Abnormal Psychology	3
PSY	321	Adulthood and Aging	3
SWK	250	Introduction to Social Work	3
SWK	260	Introduction to Aging Studies	3
SWK	265	Death and Dying	3
SOC	330	The Family	3
ALH	106	Medical Terminology	2
PED	144	Recreational Games	1
PED	481	Children's Lifetime Sports Academy	2

## Sport Management/Marketing Emphasis

REC	335	Instructor of Initiatives	2
REC	340	Interpretive Services in Parks & Recreation	3
REC	342	Resorts, Parks, Recreation Areas & Facilities	3
REC	344	Adventure Travel & Tourism Development	3
REC	360	Commercial Recreation	3
REC	365	Special Populations	3
PED	374	Sports Psychology	2
JOU	200	Principles & Theory of Mass Media	3
ACC	230	Principles of Accounting I	3
ACC	231	Principles of Accounting II	3
ECO	260	Principles of Economics I	3
GBA	110	Introduction to Business	3
GBA	211	Business Law I	3
GBA	319	Business Communications	3
MKT	301	Principles of Marketing	3
CSC	100	Computer Literacy OR	
CSC	101	Computers & Information Technology	3
MGT	312	Principles of Management	3
PED	481	Children's Lifetime Sports Academy	2
ACC	302	Small Business Accounting	3
MKT	302	Small Business Marketing	3
MKT	331	Retail Management	3
MGT	410	Small Business Management	3
MGT	412	Human Resource Management	3

## MINORS

### Minor in Recreation Administration

For a Recreation Administration minor, the student must successfully complete 20 credits.

			<i>Credits</i>
REC	220	Introduction to Recreation	3
REC	230	Recreation: Field Experience I	2
REC	300	Philosophy & Leadership in Recreation Administration	3
REC	322	Social Recreation	2
REC	323	Program Planning in Recreation	3
REC	326	Rec. Arts, Crafts, & Music	2
REC	424	Organ. & Admin. of Leisure Agencies	3
PED	243	Meth. & Tech. of Adv. Activities	2
			20

### 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:

PED	244	Methods and Techniques of Team Sports	2
PED	245	Methods & Techniques of Individual & Dual Sports	2
PED	304	Physiology of Exercise	3
PED	305	First Aid	2
PED	310	Principles & Administration of Coaching	2
PED	374	Psychology of Sport	2
PED	385	Athletic Training	2
6 credits from PED 311, 312, 313, 314, 315, and 316			
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
			21

### Minor in Wellness

MWSC students not majoring in the field of Physical Education may receive a minor in Wellness. With renewed interest in the health of the nation, burgeoning health costs, and recent developments in preventative and remedial strategies for a variety of lifestyle-related diseases (heart disease, obesity, cancer, osteoporosis, and sexually transmitted diseases), there is a growing need for individuals trained in the field of wellness. A minor in Wellness could be especially helpful for students majoring in nursing, recreation administration, psychology, biology (pre-medicine or pre-physical therapy), or management, or for students who wish to self-implement a wellness program.

Students seeking this minor must complete at least 23 credits from the following list of classes:

			<i>Credits</i>
BIO	252	Nutrition	3
PED	303	Kinesiology*	3
PED	304	Physiology of Exercise*	3
PED	317	Strength and Conditioning Principles	2
PED	318	Aerobic Training Principles	2
PED	305	First Aid	2
PED	392	Personal and Community Health	3
			18

*continues on next page*

In addition to the previous courses listed, the student must choose a minimum of 5 credit hours from the following courses:

PSY	220	Health/Stress Management	3
PED	374	Psychology of Sport	2
PED	480	Practicum in PE	2
REC	365	Special Populations	3
PED	401	Graded Exercise Testing	<u>3</u>

**TOTAL REQUIREMENT FOR MINOR:** 23-24 HRS.

(\*Prerequisite: BIO 240 or permission of instructor.)

### 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, management, nursing, psychology, recreation administration or social work.

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

*SWK	260	Introduction to Aging Studies (offered every spring semester)
BIO	265	Biology of Aging (offered fall semesters of even-numbered years)
REC	370	Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
ALH	365	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	265	Death & Dying (offered fall semesters of odd-numbered years)

(\*This course is required for all students)

A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board is required.

Since most of these courses are offered only periodically, it is important for the student to decide on this minor as early as possible to ensure the classes can be planned to fit his/her schedule. Contact the department chair, Coordinator of the Minor in the Department of Social Sciences, 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
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	3
PED	384	Child Growth & Development	2
PED	392	Personal and Community Health	2
			<u>30</u>

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:

BIO	240	Anatomy and Physiology	5
PED	305	First Aid	2
PED	301	Health Teaching in the School	2
PSY	210	Mental Hygiene	3
PED	384	Child Growth & Development	2
PED	300	Elementary School Health Ed.	2
			<u>16</u>

## FACILITY AND SPECIAL FEES FOR ALL COURSES

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/or facilities.

## PHYSICAL EDUCATION THEORY COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**PED 100 Introduction to Health, Physical Education and Recreation (3) F, Sp.** Introduction to fields of study in Health and Exercise, Physical Education and Recreation Administration majors. Basic information about the different possible career opportunities as well as professional organization affiliations.

**PED 101 Concepts of Physical Activity (3) F, Sp, Su.** 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. Two hours lecture, two hours lab. Students must enroll in the lecture and one of the following seven PED 101 labs:

**PED 101 Concepts Laboratory: Aquatic Conditioning.** Designed to instruct students in a variety of aquatic exercises to develop overall muscular strength, muscular endurance, flexibility, and cardiovascular fitness. Swimming skills not needed.

**PED 101 Concepts Laboratory: General Physical Conditioning.** Designed to instruct students in a variety of physical exercise activities to develop overall muscular strength, muscular endurance, flexibility and cardiovascular fitness.

**PED 101 Concepts Laboratory: Fitness Swimming.** Designed to instruct students in a swimming program to develop overall muscular strength and muscular endurance, flexibility and cardiovascular fitness. Prerequisite: Intermediate swimming level and above.

**PED 101 Concepts Laboratory: Jogging.** Designed to instruct students in a jogging program to develop overall muscular strength, muscular endurance, flexibility and cardiovascular fitness.

**PED 101 Concepts Laboratory: Rhythmic Aerobics.** Designed to instruct students in a variety of choreographed exercise routines to music to develop overall muscular strength, muscular endurance, flexibility and cardiovascular fitness.

**PED 101 Concepts Laboratory: Strength Training.** Designed to instruct students in weight resistant activities to develop overall muscular strength, muscular endurance, and flexibility.

**PED 101 Concepts Laboratory: Walking for Fitness and Weight Control.** Designed to instruct students in a walking exercise program to develop overall muscular strength, muscular endurance, flexibility and cardiovascular fitness.

**PED 191 Foundations of Physical Education (2) F.** Historic and philosophic analysis of physical education emphasizing physical education as an academic discipline, professional opportunities, and associated fields. Recommended for freshmen.

**PED 243 Methods and Techniques of Adventure Activities (2) Sp.** 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) F.** Presents teaching methodology and develops knowledge and skills in the team sports of basketball, flag football, soccer, and volleyball. Four hours lab. May require additional off-campus meetings.

**PED 245 Methods and Techniques of Individual and Dual Sports (2) F.** Presents teaching methodology and develops knowledge and skills in the individual and dual sports of bowling, badminton, tennis, and golf. Four hours lab. May require additional off-campus meetings.

**PED 246 Methods and Techniques of Dance and Gymnastics (2) Sp.** Presents teaching methodology and develops knowledge and skills in social, folk, and square dance, stunts and tumbling, and apparatus gymnastics. Four hours lab. May require additional off-campus meetings.

**PED 300 Elementary School Health Education (2) F.** Emphasizes content, methods, and materials at the elementary grade levels. Designed for the elementary school classroom teacher. Prerequisite: PED 101. Elementary education majors may not take the course until officially admitted to teacher education.

**PED 301 Health Teaching in the Schools (2) Sp.** Emphasizes content, methods, and materials in health education at all levels (K through 12). Prerequisite: PED 192.

**PED 303 Kinesiology (3) Sp.** 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) F.** 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 or consent of instructor.

**PED 305 First Aid (2) F, Sp, Su.** Presents 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 First Aid, Responding to Emergencies and Adult CPR Certification included. One hour lecture, two hours lab.

**PED 310 Principles and Administration of Coaching (2) (on demand)** 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 non-technical aspects of the total job. Prerequisite: Junior classification.

**PED 311 Coaching and Officiating of Football (2) F (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. May require additional off-campus meetings.

**PED 312 Coaching and Officiating of Basketball (2) F.** 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) Sp (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. May require additional off-campus meetings.

**PED 314 Coaching and Officiating in Track and Field (2) Sp (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. May require additional off-campus meetings.

**PED 315 Coaching and Officiating of Volleyball (2) F.** 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. May require additional off-campus meetings.

**PED 316 Coaching and Officiating of Wrestling (2) Sp (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. May require additional off-campus meetings.

**PED 317 Principles of Strength Training and Conditioning (2) Sp.** Fundamentals in the development of strength and conditioning programs for a variety of populations. Includes the physiological bases of strength development, identification of specific exercises to develop strength, proper technique, and periodized programming for maximal development. Two hours lecture, two hours lab. May require additional off-campus meetings.

**PED 318 Principles of Aerobic Training (2) F.** Fundamentals in the development of aerobic programs for a variety of populations: includes the physiological bases of aerobic development, identification of specific exercises and dance movements to develop aerobic power, proper technique, contraindicated exercises, and periodized programming for maximal development of aerobic power. Two hours lecture, two hours lab. May require additional off-campus meetings.

**PED 374 Psychology of Sport (2) F.** 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 (3) F, Sp, Su (odd-numbered years).** 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. Two hour lecture, two hours lab. Prerequisite: Sophomore classification. Elementary education majors may not take the course until officially admitted to teacher education. Students will be required to meet off-campus for teaching experience.

**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) F, Sp, Su (even-numbered years).** Fundamental skills, sports, and games for the elementary school physical education program. Two hours lecture, two hours lab. Prerequisite: Sophomore classification. Elementary education majors may not take the course until officially admitted to teacher education. May meet off-campus for micro teaching experiences in an elementary school; may have one teaching experience at night.

**PED 383 Adapted Physical Education (2) Sp.** Theory and methods of programming activities for handicapped students; recognition of, prevention of, and practical experience with structural deviations from normal body mechanics.

**PED 384 Child Growth and Development (2) F, Sp.** The study of humans from conception to maturation dealing with the pattern of growth involved in the physical and mental process.

**PED 385 Athletic Training (2) Sp.** Prevention and care of common athletic injuries, protective equipment, and training methods. One hour lecture, two hour lab. Prerequisite: BIO 240.

**PED 386 Prevention, Intervention and Treatment of Sexually Infectious Diseases. (3) (on demand).** This course examines the evolution of AIDS and STD's as well as modes of transmission, disease progression, and the risk factors involved in pathogenic exposure. In addition, screen procedures and treatments are addressed. Prerequisite: BIO 101 or BIO 111 and Junior status classification.

**PED 387 Current Issues in Health Education (3) F, Sp.** This course is designed to critically analyze research and literature in health education. The range of topics for discussion will include literature from popular readings to scientific reports from referred journals. Prerequisites: Junior status classification.

**PED 390 Perceptual Motor Development (2) Sp.** The study of experimental and experiential research concerning perceptual motor development; the educational process affects deprivation and necessary modifications in the child's ability to move. Prerequisite: PED 384.

**PED 392 Personal and Community Health (3) F.** Personal health concerns and family and community health responsibilities. Prerequisite: PED 101.

**PED 393 Measurement in Physical Education (3) Sp.** 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) F.** 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) Sp.** 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 electro-physiology of electrocardiography. Two hours lecture, two hours lab. Prerequisite: PED 304.

**PED 450 Independent Study in Physical Education (1-5) F, Sp, Su.** Investigation of selected problems or topics on an individual conference basis to extend the competencies of the student in a particular area of HPER. Prerequisite: Consent of department chairperson.

**PED 451 Research in Health and Exercise Science (3) F.** Original research in areas related to Health or Exercise Science. Students will be guided in the development of research ideas and problem statements, literature reviews, testing methodology, data collection, and interpretation of results. Prerequisites: Junior or Senior standing; PED 303, PED 304, and PED 393.

**PED 480 Practicum in Physical Education (1-2) F, Sp, Su.** Individualized in-depth study of a subject in which the student is particularly interested. Prerequisite: Junior or Senior classification and consent of department chairperson.

**PED 481 Children's Lifetime Sports Academy Practicum (2) Su.** Practical teaching experience of children aged eight to fourteen in lifetime sports and adventure activities. Can be repeated for credit. Students cannot repeat the same sports camp for credit.

**PED 485 Athletic Training II (2) F (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.

## LIFETIME SPORTS PHYSICAL EDUCATION ACTIVITY COURSES

All activities designated in this category meet the general studies requirement but cannot be repeated for credit. Lifetime sport 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, and serve as excellent stress diversion activities.

**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 116 Beginning Bait and Fly Casting (1).** Introduction to sport fishing. Emphasizes on casting skills, methods of fishing, fish habitat, conservation practices, and lure making. Field trip may be required.

**PED 117 Beginning Riflery and Trap Shooting (1).** Instruction in recreational shooting. Emphasizes firearms safety; rifle and shotgun trap marksmanship, particular stress on range practice; methods and techniques of reloading ammunition and cleaning firearms. Students must provide 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 123 Beginning Judo (1).** Student must furnish gi.

**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. Emphasizes 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. Emphasizes 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 130 Beginning Swimming (1).** Basic skills in swimming. Swim suit required. Non-swimmers only.

**PED 132 Intermediate Swimming (1).** Development of swimming strokes. Swim suit required. Prerequisite: 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 138 Beginning Sailing and Canoeing (1).** Practical instruction in sailing and canoeing. Emphasizes 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 144 Beginning Recreational Games (1).** Shuffleboard, table tennis, horseshoes, croquet, and others.

**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 171 Beginning Cave Exploring (1).** Introduction to the sport of spelunking. Emphasizes safety aspects and appreciation of cave ecology. Course includes caving trips. Equipment furnished by the department.

**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) F, Sp.** 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.

## ELECTIVE PHYSICAL EDUCATION ACTIVITY COURSES

All activities designated in this category are elective courses and do not meet general studies requirement. They are recognized as primarily specialized sports, team sports, or advanced skills.

No activity course can be repeated for credit except 110, 158, 159 and 160. Elective physical education activities will be offered during semesters when staff and facilities are available.

**PED 114 Beginning Tumbling and Trampoline (1).** This is an elective class and does not meet general studies requirements.

**PED 115 Beginning Apparatus Gymnastics (1).** This is an elective class and does not meet general studies requirements.

**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. This is an elective class and does not meet general studies requirements.

**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. This is an elective class and does not meet general studies requirements.

**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. This is an elective class and does not meet general studies requirements.

**PED 131 Lifeguard Training (1) (on demand).** Provides minimum skills training for a person to qualify to serve as a lifeguard. Prerequisite: Be at least 15 years old, able to swim 500 yards continuously using side stroke, front crawl, and breast stroke. Each stroke demonstrated a minimum of 100 yards. Surface dive to 8-12 feet and recover a 10-pound brick. Tread water for 2 minutes with arms across chest (legs only). This is an elective class and does not meet general studies requirements.

**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. This is an elective class and does not meet general studies requirements.

**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. This is an elective class and does not meet general studies requirements.

**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: Be at least 17 years of age at the end of the course, able to pass the precourse written test and skills test. The written test is taken from the text *Community Water Safety and/or Swimming and Diving Text* (Chapters 2 and 13). The skills test involves rescue skills and stroke evaluation. This is an elective class and does not meet general studies requirements.

**PED 143 Self Defense (1).** Designed to help minimize the chances of a person becoming a victim of a criminal attack. This is an elective class and does not meet general studies requirements.

**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. This is an elective class and does not meet general studies requirements.

**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. This is an elective class and does not meet general studies requirements.

**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. May be taken up to four times for credit. This is an elective class and does not meet general studies requirements.

**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. May be taken up to four times for credit. This is an elective class and does not meet general studies requirements.

**PED 160 Dance Participation (1) (on demand).** Open to any individual interested in developing higher level skills in dance performance through participation in the Missouri Western State College Dance Company. May be taken up to four times for credit. Prerequisite: Consent of Dance Company Sponsor. This is an elective class and does not meet general studies requirements.

**PED 172 Intermediate Cave Exploring (1).** Continuation of PED 171. Involves intermediate activities in spelunking: reading cave maps, basic vertical techniques, basic rescue techniques, and discussions in cave geology. Course includes caving trips. Most equipment furnished by the department. Special fee required. Prerequisite: PED 171. This is an elective class and does not meet general studies requirements.

**PED 173 Beginning Softball (1).** This is an elective class and does not meet general studies requirements.

**PED 174 Beginning Field Hockey (1).** This is an elective class and does not meet general studies requirements.

**PED 175 Beginning Volleyball (1).** This is an elective class and does not meet general studies requirements.

**PED 176 Beginning Soccer and Speedball (1).** This is an elective class and does not meet general studies requirements.

**PED 177 Beginning Basketball and Flag Football (1).** This is an elective class and does not meet general studies requirements.

**PED 183 Beginning Wrestling (1).** This is an elective class and does not meet general studies requirements.

**PED 184 Beginning Body Dynamics (Figure Improvement) (1).** This is an elective class and does not meet general studies requirements.

**PED 185 Beginning Weight Training and Conditioning (1).** This is an elective class and does not meet general studies requirements.

**PED 186 Aerobics Fitness (1) (on demand).** This is an elective class and does not meet general studies requirements.

**PED 193 Special Weight Training Class for Athletes Only (1).** Limited to members of MWSC Intercollegiate Athletic Teams only. May be taken one time only for credit. This is an elective class and does not meet general studies requirements.

**PED 212 Intermediate Racquetball (1).** Emphasizes strategy, advanced techniques, and shotmaking. Student must furnish racquetballs. Prerequisite: PED 112. This is an elective class and does not meet general studies requirements.

**PED 215 Intermediate Apparatus Gymnastics (1).** Prerequisite: PED 115. This is an elective class and does not meet general studies requirements.

**PED 218 Intermediate Bowling (1).** Prerequisite: PED 118. This is an elective class and does not meet general studies requirements.

**PED 219 Intermediate Golf (1).** Students must furnish four new golf balls. Prerequisite: PED 119. This is an elective class and does not meet general studies requirements.

**PED 220 Intermediate Tennis (1).** Students must furnish one can of new tennis balls. Prerequisite: PED 120. This is an elective class and does not meet general studies requirements.

**PED 223 Intermediate Judo (1).** Students must furnish gi. Prerequisite: PED 123. This is an elective class and does not meet general studies requirements.

**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. This is an elective class and does not meet general studies requirements.

**PED 235 Intermediate Skin and Scuba (1).** Continuation of PED 135. Emphasizes skin and scuba as a leisure activity for a lifetime. Swim suit and special fee required. This is an elective class and does not meet general studies requirements.

**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. This is an elective class and does not meet general studies requirements.

**PED 250 Intermediate Ice Skating (1).** Continuation of PED 140. Emphasizes ice skating as a leisure activity for a lifetime. Special fee required. This is an elective class and does not meet general studies requirements.

**PED 253 Intermediate Modern Dance (1).** Students must furnish leotard. Prerequisite: PED 153. This is an elective class and does not meet general studies requirements.

**PED 275 Intermediate Volleyball (1).** Prerequisite: PED 175. This is an elective class and does not meet general studies requirements.

## RECREATION ADMINISTRATION COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**REC 220 Introduction to Recreation (3) F, Sp.** 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.

**REC 230 Recreation: Field Experience I (2) F, Sp.** Practical, exploratory view of three recreation agencies from an on-the-job perspective. One hour lecture, five hours lab. Prerequisite: REC 220 with a grade of C or better.

**REC 300 Philosophy and Leadership in Recreation Administration (3) Sp.** Analyzes fundamental philosophical concepts and the influence on personal leadership and management techniques as they relate to working with people and leisure organizations.

**REC 322 Social Recreation (2) (on demand).** Principles and techniques of administering and conducting social events; emphasizes planning, discussion, demonstration, and participation.

**REC 323 Program Planning in Recreation (3) F.** Basic principles and practices in planning recreation programs in a variety of settings. Prerequisite: REC 220, 300.

**REC 325 Recreation Law for the Practitioner (2) F.** 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 planning of the potential incidence of injuries/lawsuits.

**REC 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.

**REC 330 Recreation: Field Experience II (3) F, Sp, Su.** Supervised leadership assignment in a leisure agency leading to a deeper conceptual view of intended professional aspirations. One hour lecture, eight hours lab. Prerequisite: REC 230 with a C or better, cum. 2.2 GPA, 20 supplemental preparation hours.

**REC 335 Instructor of Initiatives (2) Sp.** This course is designed to provide the student with the many aspects of being an instructor of initiative activities. The course will also provide the student with knowledge of how to build and construct different types of initiative and safety concerns.

**REC 340 Interpretive Services in Parks and Recreation (3) (on demand).** Designed to apply a comprehensive interpretive program in parks and recreation. Development of an understanding of the principles and practices of stewardship and use of natural resources and the ability to interpret them to the general public, particularly as related to the public's role in stewardship. Application of the principles and practices basic to the effective management of recreation users in natural resources settings will be stressed. Prerequisite: BIO 101.

**REC 342 Resorts, Parks, Recreation Areas and Facilities (3) (on demand).** Designed to provide a variety of theoretical and applied learning experiences to develop an understanding of the principles and procedures for planning, designing, developing and evaluating parks and recreation services, resources, areas and facilities. Understanding the ability to promote, advocate, interpret, and articulate the concerns of parks and recreation service systems for all populations and services. Prerequisite: REC 220, REC 325.

**REC 344 Adventure Travel and Tourism Development (3) (on demand).** Understanding the role of adventure travel and tourism and the economic importance it plays in American Society. Implication for adventure travel and tourism programming and entrepreneurship. Course emphasis will be placed on the development of economics through adventure travel tourism development for the preservation of natural and cultural resources. Prerequisite: REC 220, 300 or permission of instructor.

**REC 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.

**REC 365 Introduction to Special Populations (3) Sp.** 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.

**REC 366 Principles and Practices of Therapeutic Recreation (3) (on demand).** Emphasis on client assessment, therapeutic methodology and evaluation. Includes techniques for monitoring and documentation of client treatment.

**REC 367 Foundations of Therapeutic Recreation (3) (on demand).** An overview of the foundational concepts of the therapeutic recreation profession.

**REC 370 Fitness and Recreational Aspects of Aging (3) F (even-numbered years).** Designed to address the importance and value of fitness in the older adult and the role recreation plays in the leisure life-style found after retirement. (Elective course for the gerontology minor.)

**REC 420 Seminar in Recreation (1) F.** Practical preparation for the profession including job-finding skills, interview techniques, values of recreation association, and visits from field professionals. Prerequisite: REC 220, 300.

**REC 424 Organization and Administration of Leisure Agencies (3) Sp.** The internal operation of leisure organizations including staffing, finance, public relations, areas and facilities, decision making, and problem solving. Prerequisite: REC 220, 300, 323.

**REC 430 Recreation: Field Experience III (9) F, Sp, Su.** Full-time summer internship with a leisure agency to develop and utilize skills learned in the classroom. Prerequisite: Completed 41 hour core with a C or better in all courses; completed 50 supplemental preparation hours; fulfilled the application requirements with the department; and earned a minimum 2.5 GPA in the major.

**REC 450 Independent Study in Recreation Administration (1-5) F, Sp, Su.** Individual research investigation on selected topics or problems in the leisure field.

**REC 480 Practicum in Recreation (2) F, Sp, Su.** 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.

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# Department of Military Science

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LTC Thomas Williamson, *Chairperson*

271-4541

College-graduate junior executive managers for the U.S. Army are provided by the Army Reserve Officers' Training Corps (ROTC) program administered by the Department of Military Science. Traditional four-year baccalaureate-degree aspirants may qualify for a commission as an officer by completing military science courses. These courses may count as elective courses or as a supplement, amounting to 10 to 15 percent of the normal college studies. With the exception of a five-week paid summer camp, all instruction is presented on campus. Various field trips are conducted to further enrich the student's appreciation of national defense in its broadest sense and to develop leadership and managerial skills.

The United States Army commissions 2nd lieutenant rank to the individual who completes either the two-year or four-year ROTC program and obtains a baccalaureate degree from MWSC. Currently, a college graduate who is commissioned through ROTC is placed on active or reserve, depending on his or her desires and on the needs of the service at the time of graduation.

## ROTC PROGRAMS

**Four-Year ROTC Program:** This leadership program consists of 26 credit hours of military science offerings on campus: 6 credit hours from the basic ROTC program MIL 100- and 200-level courses, and 20 credit hours from the advanced ROTC program MIL 300- and 400-level courses. First semester sophomores who did not take military science during the freshman year may compress the basic program during their sophomore year by taking a 100-level and a 200-level course (for 3-credit hours total) each semester.

**Two-Year ROTC Program:** This program option is designed for junior and sophomore level students who were unable to enroll in ROTC during their first two academic years. The two-year program substitutes a six-week Army leadership intern program at Fort Knox, Kentucky, for the MIL 100- and 200-level courses. This leadership orientation is designed for sophomores with no prior military training. Students should attend Camp Challenge between their sophomore and junior years.

## MILITARY SCIENCE MINOR

Students who complete the academic classes of the advanced ROTC program (MIL 300, 302, 310, 312, 400, 402, 410, 412: total 20 hours) are eligible for a military science minor. A declaration of minor form must be completed at the time of entry into the advanced ROTC program.

Nursing students may enroll directly into the alternate advanced ROTC program with no prerequisites. Those students are eligible for a military science minor after completion of the following courses: MIL 302, 312, 320, 330, 402, 420, 430; NUR 455, 460, 495: total 19 hours.



## ARMY COMMISSION

In addition to military science courses, students desiring to obtain an Army commission must take at least one course in each of the following fields of study: human behavior, military history, computer literacy, math reasoning, and written communication skills. Most of these requirements are satisfied as part of the college general studies program. All students seeking a commission must attend a six-week advanced training camp, normally the summer between the junior and senior years. Attendance at camp may be deferred until after the senior year at the discretion of the Chairperson of Military Science. The summer camp for most students is at Fort Lewis, Washington. For nursing students, camp is divided between two weeks at Fort Lewis, Washington, and a five-week clinical phase at an Army hospital requested by the cadet nurse.

## ADVANCED PLACEMENT

Prior active duty service members, Army Reservists and National Guardsmen who have completed basic training, high school junior ROTC graduates, and nursing students are eligible for placement directly into the advanced ROTC program (last two years of military science) with the consent of the Chairperson of Military Science. Eligible students request permission from the Chairperson of Military Science for permission to enter the advanced course.

## FINANCIAL ASSISTANCE

### U.S. Army ROTC Scholarship

Two-, three-, and four-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, a monthly tax-free payment of \$150 for the duration of the scholarship, not to exceed ten months for each year of the scholarship, and a flat-rate book allowance of \$225 each semester. Additionally, the Professor of Military Science awards one full-paid scholarship yearly.

### Monetary Allowances

ROTC students are furnished free textbooks for military science courses. Students enrolled in the last two years of military science receive \$150 per month during the school year, not to exceed ten months per year.

### Fee Waiver

A limited number of tuition/fee waiver scholarships are awarded each semester to freshman and sophomore students who demonstrate the leadership ability to progress toward the advanced ROTC program. Interested students should see the Department Enrollment Officer for information.

## MILITARY SCIENCE COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**MIL 100 Introduction to Military Leadership (1) F, Sp.** Topics include: leadership tips for life success, decision making, the role of the total Army (to include the citizen-soldier concept), teambuilding, great leaders, customs and traditions of the service. Emphasis is on defining and applying leadership through problem-solving and reaction course scenarios.

**MIL 102 Leadership Practicum (2) F.** Examines leadership in basic tactical and patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Students practice leadership according to 16 principles and learn basic individual soldier skills.

**MIL 105 Rappelling and Military Rifle Marksmanship (1) F, Sp.** Course teaches techniques and methods of rappelling, rope management, knot tying, small bore rifle marksmanship and range safety. May be substituted for physical education activity credit. Category five - Physical Education under General Studies.

**MIL 112 Leadership Practicum (2) Sp.** Continuation of MIL 102. Examines advanced squad and platoon tactical operations with emphasis on patrolling operations. Topics include: leadership techniques, basic first aid, and problem-solving exercises. A tactical field application exercise and physical fitness conditioning program are included as course requirements. Students perform duties as leaders of small units.

**MIL 202 Leadership Practicum (2) F.** Course examines squad and platoon offensive and defensive operations and leadership procedures in patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Students will perform various leadership roles and present classroom instruction.

**MIL 210 Introduction to Survival and Cross-Country Orienteering (2) F, Sp.** Introduction to survival techniques and how to read a map and use a compass to negotiate a land navigation course. Additionally, the course provides basic tips about how to survive in the outdoors. Prerequisite: MIL 100 and MIL 105, or the consent of Department Chairperson.

**MIL 212 Leadership Practicum (2) Sp.** Continuation of MIL 202 to examine advanced squad and platoon offensive and defensive operations, reaction to obstacles, and leadership procedures in patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Students will perform in various leadership roles and present classroom instruction.

**MIL 220 Advanced Survival Skills (2) F.** 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) F.** 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; to be taken concurrently and required for students enrolled in MIL 302.

**MIL 302 Leadership Practicum (2) F.** 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) Sp.** 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; to be taken concurrently and required for students enrolled in MIL 312.

**MIL 312 Leadership Practicum (2) Sp.** 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) F.** 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.

**MIL 330 Leadership and Small Unit Operations (1) Sp.** Examines the principles of leadership 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 people. Prerequisite: MIL 320.

**MIL 400 Leadership and Management II (3) F.** 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 320.

**MIL 402 Leadership Practicum (2) F.** Practical applications in problem analysis, decision making, planning and organization, delegation and control, and development of interpersonal skills required for effective management. Participation in physical fitness conditioning and tactical application exercise is required. Students will perform in various leadership positions and present classroom instruction.

**MIL 410 Army Management and Organizational Systems (3) Sp.** 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; to be taken concurrently and required for students enrolled in MIL 412.

**MIL 412 Leadership Practicum (2) Sp.** 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) F.** Familiarizes student with the components of the U.S. Army Training Management and Logistics System. In addition, examines international military power, advanced problem-solving, planning/coordination/execution of special events and leadership pursuits as an army 2nd Lieutenant. Prerequisite: MIL 330.

**MIL 430 Military Justice and Leadership (1) Sp.** 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.

**MIL 450 Independent Study in Military Science (1-5) F, Sp.** Investigates selected leadership problems or topics on an individual or conference basis. Prerequisite: Consent of Department Chairperson.

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# Department of Nursing

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Dr. Jeanne Daffron, *Chairperson*

271-4415

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.

## BACHELOR OF SCIENCE - 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. A selection committee reviews all applicants and determines those who will be admitted. General admission to the College does not admit a student to the baccalaureate degree program in nursing. 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 minimum cumulative GPA of 2.5 on at least 15 hours of college credit including 1 laboratory science.

Courses to complete general education requirements may be taken before admission to the program but should be selected with advisor approval. Taking and passing prerequisite courses does not assure acceptance into the BSN program. A completed application including transcripts, ACT score and three references must be in place in the Department of Nursing by January 15 for a candidate to be considered for admission for fall and by August 31 for consideration for spring. A departmental selection committee will consider all eligible applicants with admission into the major determined by that committee.

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).

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, 251, 252; CHE 104; HUM 230; PSY 101, 240; NUR 201 or 380, 260, 261 or 382, 310, 330, 350, 351, 385, 390, 391, 392, 393, 420, 421, 450, 451, 455, 460, 490, 491, 495. The registered nurse student who is a graduate of a NLN accredited school may earn credit for the basic nursing courses upon validation of prior educational experiences.

### 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 class listing:

* SWK	260	Introduction to Aging Studies (offered every spring semester)
BIO	265	Biology of Aging (offered fall semesters of even-numbered years)
REC	370	Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
ALH	365	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	265	Death and Dying (offered fall semesters of odd-numbered years)

(\* indicates this course is required of all students.)

A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board is require.

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 to fit in his/her schedule. Contact the Department Chair, Academic Affairs Office or Coordinator of the Minor in the Social Sciences Department for more information.

### HEALTH INFORMATION MANAGEMENT

MWSC offers the one-year Certificate program and the two-year Associate Degree program in Health Information Management (HIM). The Certificate program will prepare the student for an entry-level position in the field of medical records with such employers as hospitals, nursing homes, doctor's offices, and insurance companies. The Associate Degree program will prepare the student to sit for the ART (Accredited Record Technician) certification exam. This certification would qualify the graduate for a more responsible position in the medical records field. A grade of C or better in all of the majors courses is required for either the Certificate or the Associate Degree. Students wishing to complete the Associate Degree must take the ACT and the English Placement Exam, and must complete the Certificate program.

Regular day students may begin the program each fall. Day students should realize that they may need to enroll in some evening courses in order to complete the program. Evening students may begin the sequence in the fall of odd years. Evening courses will be offered on a rotating basis so that evening students could expect to complete the program in four years, including seminars. Students should be aware that some courses involve clinical experiences for a significant number of hours. These experiences are usually available during typical working hours. Students should work closely with their advisors since many of the courses have prerequisites and must be taken in sequence.

## Degree Requirements

A Certificate in Health Information Management requires completion of the following specific courses: BIO 150; ALH 106, 110; HIM 100, 120, 132, 175, 176, 177, 178 and 179.

An Associate Degree in Health Information Management requires completion of the following specific courses in addition to the general studies: BIO 150; ALH 106, 110; HIM 100, 120, 132, 175, 176, 177, 178, 179, 200, 210, 220, 230, 235, 240, 250, 270 and 271.

## NURSING COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**NUR 201 Concepts of Professional Nursing (3) F, Sp.** An introductory course open to students who have an interest in nursing. Includes discussion of the roles of baccalaureate educated nurses, the philosophy of the Department of Nursing at MWSC, introduction to the theoretical basis of professional nursing, and basic concepts of professionalism. A historical perspective of the nursing profession is also provided. Required of all majors in the basic baccalaureate program.

**NUR 260 Nursing Process I - Physical & Psychosocial Assessment (3) F, Sp.** This course focuses on the assessment phase of the nursing process, including data-gathering and problem identification, within the conceptual framework of the Nursing Department at Missouri Western State College. Conceptual models, functional health patterns, and nursing diagnoses are related to individual and family clients in a variety of settings. Prerequisite: NUR 201 (may be taken concurrently) and admission to the Department of Nursing, BIO 240, PSY 240 (may be taken concurrently); concurrent enrollment in NUR 261.

**NUR 261 Nursing Process I- Practicum (1) F, Sp.** The student is given the opportunity for guided experiences in a variety of health care settings. The focus is on assessment and nursing diagnosis of the well client in community, extended care, or acute care settings. Concurrent enrollment in NUR 260. Meets 3 hrs/wk.

**NUR 310 Nursing Implications of Drug Administration (3) F, Sp.** An interdisciplinary approach to clinical pharmacology. Includes discussion, pharmacodynamics and pharmacokinetics. Principles of medication administration for all age groups are presented as well as legal and ethical considerations. Prerequisite: NUR 260, NUR 261, and BIO 241; concurrent enrollment in NUR 350 and NUR 351.

**NUR 330 Quantitative Analysis for Health Care Research (3) F, Sp, Su.** Introduces the student to the study of statistics applied to health care. The course emphasizes understanding of statistical procedures. Statistical formulas are presented and discussed and some calculation is required; emphasis is on choosing the correct statistical procedure, identifying violations of statistical assumptions and interpretation of statistical results. Prerequisite: MAT 116 or MAT 112.

**NUR 350 Nursing Process II (3) F, Sp.** Introduction to the functional health patterns with emphasis on sleep-rest, activity-exercise, nutritional metabolic, elimination, cognitive-perceptual and value-belief patterns. Nursing care to facilitate adaptation of individuals through the use of the nursing process. Prerequisite: NUR 260, 261, and BIO 241; concurrent enrollment in NUR 351 and 310.

**NUR 351 Nursing Process II- Practicum (3) F, Sp.** Nine hours of clinical practice each week during which the student applies the nursing process to facilitate adaptation of individuals in acute or extended care settings. Concurrent enrollment in NUR 350.

**NUR375 Nursing Ethics (3) F (odd-numbered years).** Provides the student an opportunity to learn about ethical decision-making. Various ethical systems are introduced and ethical concepts and principles are explored. The course utilizes an approach combining readings and discussion of specific clinical cases in nursing practice. Prerequisite: Junior status or licensure health care provider.

**NUR 380 Concepts of Baccalaureate Degree Nursing (3) F, Sp.** The first course for RN students. Introduces nursing process within the conceptual framework of the Nursing Department at MWSC. Includes examination of the historical development and theoretical basis of the current practice of professional nursing. Provides for exploration of a personal philosophy of nursing and professional development. Prerequisite: Current RN licensure.

**NUR382 Nursing Process (4) F, Sp.** An in-depth study of nursing process with an emphasis on the assessment phase. Functional health patterns, health examination, nursing diagnosis and conceptual models are related to individual and family clients in a variety of settings. Three hours of class and two hours of clinical each week. RN students only. Prerequisite: Admission into the Department of Nursing and NUR 380. May be taken concurrently with NUR 380.

**NUR 385 Nursing Process: Community (3) F, Sp.** Utilizes the nursing process while emphasizing the health-perception-health management functional health patterns to support the adaptation of individuals and groups within the community. Identifies and explores basic concepts of community health nursing. Prerequisite: BIO 251, NUR 350 and 351 or NUR 380 and 382.

**NUR 390 Nursing Process III (3) F, Sp.** Focuses on biopsychosocial influences on the activity-exercise functional health pattern of clients who are well, who are ill, or who are at risk. The nursing process provides the framework for facilitating adaptation of clients with dysfunction of the activity-exercise functional health pattern. Prerequisites: NUR 350 and 351. Concurrent enrollment in NUR 391 and NUR 392/393 or NUR 420/421.

**NUR 391 Nursing Process III - Practicum (3) F, Sp.** Fifteen hours of supervised clinical practice per week of clients in an acute care, extended care, or outpatient clinical facility or in clients' homes. The student uses the framework of the nursing process to develop skill in caring for clients with dysfunction of the activity-exercise functional health pattern. Prerequisites: NUR 350 and 351. Concurrent enrollment in NUR 390, NUR 385 and NUR 392/393.

**NUR 392 Nursing Process: Psychosocial Adaptation (3) F, Sp.** Emphasizes the functional health patterns of self-perception/self-concept, role relationship, coping-stress-tolerance and the principles of communication. The dynamics of the nursing process as the basis for the practice of mental health nursing including application/implication of psychosocial concepts and nursing's concern of the "whole person" will be stressed. Prerequisite: NUR 350 and 351. Concurrent enrollment in NUR 393 and 390/391.

**NUR 393 Nursing Process: Psychosocial Adaptation - Practicum (2) F, Sp.** Fifteen hours of supervised clinical practice per week with a focus on the nurse patient relationship in mental health settings. Prerequisite: NUR 350 and 351. Current enrollment in NUR 392 and 390/391.

**NUR 420 Nursing Process: Developing Family (3) F, Sp.** Acquaints the student with the functional health patterns of sexuality-reproductive, and role-relationship. The family-centered approach will be emphasized to enable the student to understand the total needs of the family during the childbearing years. Prerequisite: NUR 390 and NUR 391. Concurrent enrollment in NUR 421 and 450/451.

**NUR 421 Nursing Process: Developing Family Practicum (2) F, Sp.** Fifteen hours of supervised clinical practice per week with clients in a clinical setting. Experiences in meeting the health and teaching needs of families are provided within hospital and community settings during prenatal, intrapartal, postpartal, and newborn phases of the childbearing cycle. Prerequisite: NUR 390 and NUR 391. Concurrent enrollment in NUR 420 and 450/451.

**NUR 450 Nursing Process IV (3) F, Sp.** Emphasizes the nutritional-metabolic and elimination functional health patterns. Use of nursing process to support the adaptation of individuals, families, and groups with complex health needs within community, extended care, or acute care settings. Prerequisite: NUR 385, 390, 391. Current enrollment in NUR 451 and NUR 420/421.

**NUR 451 Nursing Process IV - Practicum (3) F, Sp.** 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 NUR 421. Prerequisite: NUR 390 and 391. Concurrent enrollment in NUR 450.

**NUR 455 Issues and Trends (3) F, Sp.** 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: HUM 230, NUR 390 and/or NUR 382 and admission to the Department.

**NUR 460 Leadership and Management (3) F, Sp.** 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, responsibilities and basic skills of nurse leaders and managers in a variety of settings. Prerequisite: NUR 385, NUR 450 and 451. Concurrent enrollment in NUR 491.

**NUR 490 Nursing Process V (4) F, Sp.** 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. Concurrent enrollment in NUR 491.

**NUR 491 Nursing Process V - Practicum (5) F, Sp.** 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. Concurrent enrollment in NUR 460 and/or 490.

**NUR 492 Selected Topics in Nursing (1-3) F, Sp, Su.** 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.

**NUR 495 Research in Nursing (3) F, Sp.** 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: NUR 330, NUR 390 and NUR 391 or NUR 382 or consent of the Department.



## ALLIED HEALTH COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**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.

**ALH 101 Introduction to Health Sciences (3) F, Sp.** This is an introductory course for freshmen students interested in any of a variety of health related careers. With an emphasis on characteristics, opportunities, and requirements of health related occupations, the course will include personality/vocational interest testing, career exploration, introduction to use of computers in health care, and exploration of health care literature. Exercises to enhance study skill development will be included. Only students who have completed less than 24 hours of college credit should enroll in this class.

**ALH 106 Medical Terminology (2) F, Sp, Su.** Medical terms with reference to human anatomy and disease processes for the paramedical professions.

**ALH 110 Introduction to Disease Process (3) Sp.** Disease and physiological disorders produced by disease; origin, incidence, symptoms, and therapy of diseases. Three hours lecture. Prerequisite: BIO 150.

**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.

**ALH 365 Special Needs of the Elderly (3) F (odd-numbered years).** An overview of the special needs of the elderly population. Includes present concerns as well as identifying methods of improving life for the elderly in the future.

## HIM COURSES

Waiving of any course prerequisites requires departmental authorization.

**HIM 100 Introduction to Health Information Management (3) F.** This is an introduction to the field of Health Information Management. The student will learn the history of the American Health Information Management Association and the vocation of Health Information Management.

**HIM 120 The Disease Process I (3) Sp.** The study of the nature and cause of disease, the study of the etiology, signs and symptoms, diagnostic evaluation procedures; complications, treatment, management and prognosis of diseases; advanced medical terminology. Prerequisite: ALH 106 and ALH 110.

**HIM 132 Pharmacology (2) Su.** This is an introductory course with emphasis on classes of drugs and their primary use. Course work will include indications for the medications, dose and route of delivery of the most frequently prescribed medications in acute care and skilled nursing facilities. Prerequisites: ALH 106 and BIO 150.

**HIM 175 Coding I (3) Sp.** Introduce students in the medical records field to the Current Procedural Terminology coding system, the Health Care Facility coding system, and the Resource Based Relative Value System reimbursement schemes. To be taken concurrently with HIM 176. Prerequisites: HIM 120, ALH 106, ALH 110.

**HIM 176 Coding I Lab (1) Sp.** To be taken concurrently with HIM 175.

**HIM 177 Classification Systems (Coding) II (3) Su.** A continuation of Coding I, in which the student will study and apply more advanced and specialized ICD-9CM coding principles including the prospective payment system of reimbursement commonly used in the United States. Diagnosis Related Groups (DRG's) will be integrated throughout the course work. To be taken concurrently with HIM 178. Prerequisite: HIM 175/176.

**HIM 178 Classification Systems (Coding) Lab II (1) Su.** Provides a laboratory setting for the application of coding practices learned in HIM 177. To be taken concurrently with HIM 177.

**HIM 179 Reimbursement Systems (1) Su.** The course will cover the areas of UB-92 form and procedure, Medicare Part A and Part B billing procedures, and reimbursement terminology.

**HIM 200 Health Care Delivery System (2) F.** Study of the components of the health care delivery systems; roles and functions of the hospital's organizational components: the governing board, the administration and the medical staff and the various hospital departments. Investigation of the procedures used by the organizations which regulate and accredit hospitals, e.g., the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Prerequisite: HIM 100.

**HIM 210 Medical Transcription (3) F.** The study of word processing and its relationship to a health information system, including its function, methods and equipment used, and personnel needed. Practice in the transcription of medical reports. Prerequisite: HIM 100, BIO 150, CSC 100, ALH 106, ALH 110.

**HIM 220 Health Record Management (2) F.** Investigation of storage and retrieval systems and control techniques for health records; numbering, filing, and indexing systems; record retention policies and procedures; organization, requirements and contents of registries; data abstracting and retrieval techniques; discharge analysis.

**HIM 230 Legal Concepts in Health Care (3) F.** Study of the legal principles related to patient care and health records; legal terminology and procedures; court systems; liability of health care providers. Prerequisite: HIM 100, 200.

**HIM 235 Health Care Statistics (1) Sp.** Study of the methods/formulas for computing and preparing statistical reports used in the delivery of health care. Prerequisites: HIM 100, 200, and passing of Math placement test for HIM.

**HIM 240 Personnel Supervision (3) Sp.** The study of the principles of authority and responsibility, delegation and communication; organizational charts, job descriptions, policies and procedures; employee motivation, discipline, performance evaluation, Employment Law and Total Quality Management. Prerequisite: HIM 220.

**HIM 250 Quality Assurance in Health Care (3) Su.** Reviews the purpose and role of Utilization Review toward controlling cost in health care delivery systems. Investigates the JCAHO regulations, Federal Regulations and their relationship to the quality assurance/quality assessment and quality improvement. Provides an understanding of peer review in health care, risk management and the role of committee structure and organization. Prerequisites: HIM 200, 210 and 220.

**HIM 270 Clinical I (2) Sp.** Students are provided with the opportunity to apply theory learned in the classroom to actual health information systems in various local health care facilities, under the supervision of medical record professionals. During the two-semester course, the student progresses from technical to administrative aspects of health information management. Prerequisite: HIM 177, 178.

**HIM 271 Clinical II (2) Su.** Students are provided with the opportunity to apply theory learned in the classroom to actual health information systems in various local health care facilities, under the supervision of medical records professionals. During the two-semester course, the student progresses from technical to administrative aspects of health information management. Prerequisite: HIM 177, 178, 270.

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# The Division of Liberal Arts and Sciences

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Dr. Martin Johnson, *Dean*

271-4510

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 an 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 College 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 strives for academic excellence.

## LIBERAL ARTS AND SCIENCES AREAS OF FOCUS

A student graduating with a major in any of the disciplines within the Division of Liberal Arts and Sciences (except Medical Technology) is required to take one course designated as **LAS Writing** and a second course designated as **LAS Computer Literacy**. In addition, students with majors in the departments of Art, Communication Studies/Theatre/Humanities, English/Foreign Languages/Journalism, Music, Psychology, and Social Science are required to take one course designated **LAS Ethics**, and another course designated **LAS International/Intercultural**. For students with majors in other LAS departments, it is only recommended that they take a **LAS Ethics** and a **LAS International/Intercultural** course. If a course is designated in more than one area, the student must choose which one of the four area requirements it will satisfy.

1. **LAS Writing**. A course in which faculty assign students both formal and informal writing in order to increase student learning, improve student writing, and initiate students into discipline-specific forms of written communication.
2. **LAS Computer Literacy**. A course designed to teach discipline-specific computer software and hardware. A partial list of skills which may be taught include: data collection and analysis, word processing, desktop publishing, ethical or human issues of computing, discipline-specific applications of computer technology.
3. **LAS Ethics**. A course in which issues of ethical concern to professionals in their major field of study are addressed. These courses will give significant attention to professional codes of ethics, case studies identifying ethical dilemmas, or issues of contemporary (or historical) social concern.
4. **LAS International/Intercultural**. A course which presents a significant recognition, awareness, and understanding of cultural or international diversity.

These courses are designated (by previous labels) in the course descriptions listed with each academic department. Preferably, students will take these courses within their major; however, students may choose to fulfill this requirement with courses outside their major.

## Courses Officially Designated for Liberal Arts & Sciences Areas of Focus

Department	LAS Writing	LAS Computer Literacy	LAS Ethics	LAS International/ Intercultural
Art	ART 335	ART 329	ART 426 ART 335	ART 205 ART 255
Biology	BIO 212	BIO 270	*NA	*NA
Chemistry	CHE 495	CHE 310/311 CHE 381/382	*NA	*NA
CS/T/H	COM 305 COM 345 COM 378	COM 420	COM 310	COM 338 COM 345
CS/M/P	CSC 385 CSC 400 MAT 301	CSC 184 CSC 300 MAT 301	*NA	*NA
ENG/FI/J	ETC 324 ENG 301 ENG 338 ENG 400 JOU 302 JOU/ETC 422 FRE 207/307 SPA 322	ETC 324 ENG 362 ENG 465 JOU/ETC 422 JOU/ETC 326 FRE 300 SPA 302	ETC 200 ENG 364 ENG 488 JOU 303 FRE 300 SPA 332	ENG 360 ENG 362 FRE 205/305 FRE 207/307 SPA 248/348 SPA 250/350
Music	MUS 310 MUS 311	MUS 210	MUS 327 MUS 331 MUS 334 MUS 405 MUS 420	MUS 310
Psychology	PSY 302 PSY 365	PSY 300 PSY 415	PSY 301 PSY 302 PSY 400	PSY 222 PSY 260 PSY 319
Social Sciences	HIS 410 PSC 310 PSC 370 SWK 460	PSC 300	PSC 310 PSC 370 SOC 360 SOC 430 SWK 410	HIS 360 HIS 370 PSC 200 PSC 340 PSC 400 SWK 265 SOC 400

\*NA means "not applicable"

## 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 liberal arts and sciences at MWSC include:

- 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, Foreign Languages, and Journalism Depts.)
- Medicine (Biology or Chemistry Depts.)
- Med-Tech (Chemistry 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 can be found in the Division of Professional Studies section of this catalog.

# Department of Art

Dr. Allison Sauls, *Chairperson*

271-4282

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.

## DECLARING A MAJOR

Students may not apply for a major in art until they have completed ART 110 Beginning Drawing I, ART 120 Two-Dimensional Design, and ART 130 Introduction to Tools and Techniques with a minimum 2.50 grade point average.

<b>Freshman Core Curriculum</b>	<b>Credits</b>
Art 110 Beginning Drawing I	3
Art 120 Two-Dimensional Design	3
Art 130 Introduction to Tools & Techniques	2
Art 140 Ceramics I	3
Art 160 Beginning Drawing II	3
Art 170 Three-Dimensional Design	3

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## 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

### Major In Art

Courses in art must total 51 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, 300, 339, 350, 359, 369, 379, 494.

## BACHELOR OF SCIENCE

### Major in Commercial Art

Courses in art must total 62 credits. The following specific Courses are required: ART 110, 120, 130, 140, 160, 170, 205, 255 + six additional hours in Art History, 310, 315, 329, 330, 339, 359, 369, 389, 390, 485, 490, plus 9-11 credits in the practical experience area and 6 credits in selected business courses. (See major/minor form.)

## HISTORY AND APPRECIATION OF ART COURSES

**Waiving of any course prerequisites requires prior departmental authorization.**

**ART 100 Introduction to Art (3) F, Sp, Su.** General background in the history, philosophy, principles, and techniques of the visual arts.

**ART 205 Ancient through Medieval Art (3) F.** History of art in western civilization: prehistoric times through the Middle Ages. LAS International/Intercultural.

**ART 255 Renaissance through Modern Art (3) Sp.** History of art in western civilization: Renaissance through modern times. Prerequisite: ART 205. LAS International/Intercultural.

**ART 335 Art Theory and Criticism (3) F.** Examination of critical thought in art theory, philosophy, and criticism. Prerequisite: ART 205, 255, and completion of freshman core curriculum in art. LAS Writing; LAS Ethics.

**ART 355 American Art (3) Sp (every third year).** Development of art in the United States. Prerequisite: ART 205 and 255.

**ART 356 American Art: Columbus to 1865 (3) F (even numbered years).** Development of art in the United States. Prerequisite: ART 205 and ART 255.

**ART 357 American Art Since 1856 (3) Sp (even numbered years).** Architecture, decorative arts, painting and sculpture since the Civil War. Prerequisite: ART 205, ART 255 and ART 356.

**ART 426 The Business of ART (3) Sp (odd numbered years).** Introduction to the business aspects of art. Prerequisite: Junior class standing as a declared Art Major or permission of the instructor. LAS Ethics.

**ART 450 Independent Study in Art (1-5) F, Sp.** Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of the major-minor application form in art, departmental approval, and minimum 2.5 GPA in major field of study.

**ART 456 Art in the Age of Modernity (3) F (odd numbered years).** Major movements of the 19th and 20th centuries focusing on painting, sculpture and architecture. Prerequisite: ART 205 and ART 255.

**ART 457 Art Since 1945 (3) Sp (odd numbered years).** Investigation of the latest trends, theories and technologies in visual and conceptual art. Prerequisite: ART 205, ART 255, and ART 456.



**ART 493 Internship in Art (2-6) F, Sp, Su.** 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. Departmental approval required.

**ART 494 Senior Seminar and Exhibit (1) F, Sp, Su.** Class session on professional topics; preparation and presentation of an exhibition of the student's personal art work. Prerequisite: Departmental approval required.

## STUDIO ART COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**ART 110 Beginning Drawing I (3) F, Sp, Su.** Elementary drawing with the figure, still life, landscape, and perspective in various media. Six studio hours.

**ART 120 Two-Dimensional Design (3) F.** 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) F, Sp.** 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) F, Sp.** 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.) Prerequisite: successful completion of Art 110, 120, 130, with a GPA of 2.50 or better in the three courses.

**ART 160 Beginning Drawing II (3) F, Sp.** The figure in various media; still life, landscape, and nonobjective directions; problems dealing with the complete drawing. Six studio hours. Prerequisite: successful completion of Art 110, 120, 130, with a GPA of 2.50 or better in the three courses.

**ART 170 Three-Dimensional Design (3) Sp.** 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: successful completion of Art 110, 120, 130, with a GPA of 2.50 or better in the three courses.

**ART 300 Elementary Art Teaching: Philosophy and Methods (3) F, Sp, Su.** Current methods and materials for the teaching of art in the elementary grades; theory and experience with elementary school art projects. Prerequisite: EED 202. Elementary education majors may not take this course until officially admitted to teacher education.

**ART 310 Intermediate Drawing (3) F, Sp.** 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) Sp.** 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) F, Sp.** Concentrates on hand building and throwing techniques; introduces kiln firing and glaze formulation. Six studio hours. (Students must purchase the clay they use.) Prerequisite: ART 140.

**ART 329 Computer Art I (3) F.** 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. LAS Computer Literacy.

**ART 330 Computer Art II (3) F.** 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) F.** Relief and intaglio printmaking processes. Six studio hours. Prerequisite: ART 120 and 160.

**ART 340 Printmaking II (3) F.** 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) Sp (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.

**ART 359 Photomedia I (3) F.** 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) F.** 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) F, Sp.** 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) F, Sp.** Continuation of exploration with color, composition, and technique; figurative and nonobjective directions. Six studio hours. Prerequisite: ART 369.

**ART 379 Sculpture I (3) F.** Basic foundations in sculpture: theory, techniques, materials, processes. Six studio hours. Prerequisite: ART 130 and 170.

**ART 380 Sculpture II (3) F.** Sculptural theory, concepts, techniques, materials, and processes at the intermediate level. Six studio hours. Prerequisite: ART 379.

**ART 389 Graphic Design I (3) Sp.** Composition and layout with emphasis on color, type, and proportion. Six studio hours. Prerequisite: ART 120, 160, 359.

**ART 390 Graphic Design II (3) Sp.** 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) F, Sp.** 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) F, Sp.** Advanced techniques and problems in ceramics. Six studio hours. May be repeated for credit. (Students must purchase the clay they use.) Prerequisite: ART 320.

**ART 430 Computer Art III (3) F.** 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) F.** Advanced problems in relief, intaglio, and serigraphy processes. Six studio hours. May be repeated for credit. Prerequisite: ART 340.

**ART 460 Photomedia III (3) F.** 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) F, Sp.** 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) F.** Advanced techniques in various media emphasizing individual experience. Six studio hours. May be repeated for credit. Prerequisite: ART 380.

**ART 485 Pre-Press Techniques (3) F.** 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.

**ART 490 Graphic Design III (3) Sp.** 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. John Rushin, *Chairperson*

271-4379

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 where students study life in its natural environment. Independent study and special problems courses 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

All students completing any B.S. degree requirement in the Biology Department will be required to take the departmental exit exam prior to graduation.

### Major in Biology

Students selecting Biology as a major have a choice of emphasis areas within the major. Students may select among the following options:

1. Major in Biology with General Biology Emphasis
2. Major in Biology with Cellular and Molecular Biology Emphasis
3. Major in Biology with Conservation/Wildlife Emphasis
4. Major in Biology with Health Science Emphasis

The major in Biology and Emphases in General Biology, Cellular and Molecular Biology, Conservation/Wildlife, and Health Science all require the following core of courses, totalling 45 hours:

			<i>Credits</i>
BIO	111	General Biology	5
BIO	209	Principles of Ecology	4
BIO	210	Cell Biology	4
BIO	212	Genetics	4
BIO	270	Current Literature of Biology	1
CHE	111	General Chemistry	5
CHE	120	General Chemistry II	5
CHE	310	Organic Chemistry I	3
CHE	311	Organic Chemistry Laboratory I	2
CHE	370	Biochemistry	4
MAT	132	Elementary Statistics	3
PHY	110	College Physics I	5
			<hr/>
		Subtotal	45

## Biology: General Biology Emphasis

Core 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 Invertebrate Biology, BIO 416 Vertebrate Biology;	4
2. BIO 350 Plant Systematics, 405 Plant Morphology: Nonvascular Plants, 406 Plant Morphology: Vascular Plants	4
3. BIO 390 Microbiology	4
BIO 315 Medical Parasitology	4

**B. Physiology** (4 hours). Select one of the following:

BIO 311 Human Physiology	4
BIO 340 Plant Physiology	4

**C. Biological Electives.** Complete a minimum of six (6) hours from the following or any course not used in areas A and B:

BIO 305 Human Ecology	3
BIO 320 Histology	4
BIO 351 Local Flora: Spring and Summer	2
BIO 375 Pathophysiology	4
BIO 400 Pathogenic Microbiology	5
BIO 411 Developmental Biology	4
BIO 418 Mammalogy	3
BIO 420 Biology Practicum	1
BIO 421 Immunology	4
BIO 431 Molecular Biology	4
BIO 495 Individual Research in Biology	1-5

Subtotal 22

Total 67

## Biology: Cellular & Molecular Biology Emphasis

Core plus the following courses:

**A. Organismal Diversity** - One course from the following:

BIO 415 Invertebrate Biology	<i>Credits</i> 4
BIO 416 Vertebrate Biology	4
BIO 350 Plant Systematics	4
BIO 405 Plant Morphology: Nonvascular Plants	4
BIO 406 Plant Morphology: Vascular Plants	4
Subtotal	<u>4</u>

**B. Physiology** - One of the following two courses:

BIO 311 Human Physiology	4
BIO 340 Plant Physiology	4
Subtotal	<u>4</u>

**C. Cellular and Molecular Biology - One course from each of the following three areas:**

1.	BIO	390	Microbiology	4
2.	BIO	315	Medical Parasitology	4
	BIO	320	Histology	4
	BIO	411	Developmental Biology	4
	BIO	421	Immunology	4
3.	BIO	431	Molecular Biology	4
			Subtotal	<u>12</u>

**D. Biological Electives - Six hours of upper division Biology courses not used in areas A and B from the following are strongly recommended:**

BIO	305	Human Ecology	3
BIO	320	Histology	4
BIO	351	Local Flora: Spring and Summer	2
BIO	375	Pathophysiology	4
BIO	400	Pathogenic Microbiology	5
BIO	411	Developmental Biology	4
BIO	418	Mammalogy	3
BIO	420	Biology Practicum	1
BIO	421	Immunology	4
BIO	495	Individual Research in Biology	<u>1-5</u>
		Subtotal	<u>22</u>
		Emphasis Area Subtotal	<u>20</u>
		Total	<u>65</u>

**Biology: Conservation/Wildlife Emphasis**

Provides the student interested in Wildlife Management with the background needed to be hired as a biologist on the GS-5 or GS-7 level by Fish and Wildlife Service.

Core plus 23 credit hours from the following categories. (No course can count in more than one category.)

**A. Organismal Diversity, 12 hours. Select three (3) courses from the following areas:**

1.	BIO	418	Mammalogy	4
2.	BIO	350	Plant Systematics	4
3.	BIO	405	Plant Morphology: Non vascular Plants (OR)	4
	BIO	406	Plant Morphology: Vascular Plants (OR)	4
	BIO	340	Plant Physiology	4
			Subtotal	<u>12</u>

**B. Physiology (4 hours). Select one course from the following:**

BIO	311	Human Physiology	4
BIO	340	Plant Physiology	4
		Subtotal	<u>4</u>

**C. Conservation/Wildlife Courses (7 hours)**

BIO	309	Conservation/Wildlife Management	3
BIO	351	Local Flora	2
BIO	420	Biology Practicum (OR)	2
BIO	495	Individual Research in Biology	<u>2</u>
		Subtotal	<u>7</u>

	Emphasis Area Subtotal	<u>23</u>
	Total	<u>68</u>

## Biology: Health Science Emphasis

The courses required for this emphasis should provide the student interested in a health preprofessional program with the background needed to prepare for the application, and, if admitted, be prepared for the health professional program of their choice.

Students selecting the Health Science emphasis must be aware that additional courses may be needed to complete the admission requirements for a specific health professional program. It is important that each health preprofessional student contact one of the health preprofessional advisors to identify the courses required to complete the admission requirements for the health professional programs that they are interested in.

In addition to the 45 credit core above, a total of 20 credit hours of coursework must be selected from the following courses.

At least one course is required from each of the following categories:

### A. Organismal Diversity

BIO	390	Microbiology	4
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### B. Physiology

BIO	311	Human Physiology	4
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BIO	240 & 241	Anatomy and Physiology 1 and 2 (will also satisfy the BIO 311 requirement)	4
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### C. Developmental Biology

BIO	411	Developmental Biology	4
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BIO	320	Histology	4
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### D. Biology Electives

BIO	400	Pathogenic Microbiology	4
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BIO	421	Immunology	4
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BIO	431	Molecular Biology	4
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BIO	315	Medical Parasitology	4
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BIO	375	Pathophysiology	4
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Emphasis Area Subtotal	20
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Total	65
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## Major in Natural Science in Biology

Courses in Biology include the following courses, totaling 62 hours:

BIO	111	General Biology	5
BIO	209	Principles of Ecology	4
BIO	210	Cell Biology	4
BIO	212	Genetics	4
BIO	270	Current Literature of Biology	1
BIO	390	Microbiology	4
CHE	111	General Chemistry	5
CHE	120	General Chemistry II	5
CHE	310	Organic Chemistry I	3
CHE	311	Organic Chemistry Laboratory I	2
CHE	321	Quantitative Analysis	4
CHE	370	Biochemistry	4
MAT	132	Elementary Statistics	3
PHY	110	College Physics I	5
PHY	111	College Physics II	3
CSC	100	Computer Literacy	3
ESC	111	Physical Geology	3
Subtotal			<u>62</u>

Plus 12 additional credits from biology courses numbered 300 or higher selected from the following areas:

### A. Organismal Diversity (4 hours). Select one (1) from the following areas:

1.	BIO	415	Invertebrate Biology	4
	BIO	416	Vertebrate Biology	4
2.	BIO	350	Plant Systematics	4
	BIO	405	Plant Morphology: Nonvascular Plants	4
	BIO	406	Plant Morphology: Vascular Plants	4

### B. Physiology (4 hours). Select one of the following:

	BIO	311	Human Physiology	4
	BIO	340	Plant Physiology	4

### C. Biological Electives. Complete a minimum of four (4) hours from the following or any course not used in areas A and B:

	BIO	305	Human Ecology	3
	BIO	315	Medical Parasitology	4
	BIO	320	Histology	4
	BIO	351	Local Flora: Spring and Summer	2
	BIO	375	Pathophysiology	4
	BIO	400	Pathogenic Microbiology	5
	BIO	411	Developmental Biology	4
	BIO	420	Biology Practicum	1
	BIO	421	Immunology	4
	BIO	431	Molecular Biology	4
	BIO	495	Individual Research in Biology	1-5
Subtotal			<u>12</u>	
Total			<u>74</u>	



## Major in Natural Science in Biology for Secondary Teachers

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 Professional Education Sequence for teacher certification at the secondary school level (see description under Secondary Education).

Courses in Biology to include the following courses, totaling 28 hours:

BIO	111	General Biology	5
BIO	209	Principles of Ecology	4
BIO	210	Cell Biology	4
BIO	212	Genetics	4
BIO	270	Current Literature of Biology	1
BIO	380	Biology Teaching: Materials & Methods	3
BIO	390	Microbiology	4
BIO	393	History and Philosophy of Science	3
		Subtotal	<u>28</u>

Plus 8 additional credits from biology courses numbered 300 or higher selected from the following areas:

**A. Organismal Diversity (4 hours).** Select one (1) from the following areas:

1.	BIO	415	Invertebrate Biology	4
	BIO	416	Vertebrate Biology	4
2.	BIO	350	Plant Systematics	4
	BIO	405	Plant Morphology: Nonvascular Plants	4
	BIO	406	Plant Morphology: Vascular Plants	4

**B. Physiology (4 hours).** Select of the following:

	BIO	311	Human Physiology	4
	BIO	340	Plant Physiology	4
			Subtotal	<u>4</u>

Biology courses required must total a minimum of 36 credits.

Additional required courses include:

CHE	111	General Chemistry	5
CHE	120	General Chemistry II	5
CHE	310	Organic Chemistry I	3
CHE	311	Organic Chemistry Laboratory I	2
CHE	321	Quantitative Analysis	4
CHE	370	Biochemistry	4
MAT	132	Elementary Statistics	3
PHY	110	College Physics I	5
PHY	111	College Physics II	3
ESC	111	Physical Geology	3
ESC	120	Meteorology	3
		Subtotal	<u>40</u>

## Completion of the Professional Education Sequence:

SED	202	Introduction to Secondary Education	2
SED	203	Participation in Secondary Teaching I	1
SED	303	Experience in Secondary Teaching II	3
SED	304	Psychology in Secondary Teaching	4
SED	311	Secondary Reading Techniques	2
SED	404	Seminar in Secondary Education & Hum Relations	3
SED	407	Psychology & Education of the Exceptional Student	2
SED	409	Student Teaching III	9
		Subtotal	<u>26</u>
		Total	98

Students completing this program will qualify for Missouri Teaching Certification in Biology and Chemistry.

## ASSOCIATE OF APPLIED SCIENCE DEGREE

### Physical Therapist Assistant

The physical therapist assistant (PTA) is a technical health worker who carries out patient rehabilitation functions under the direction of a physical therapist. PTA's work in a variety of settings with neurologic and orthopedic dysfunctions, pediatric and geriatric rehabilitation, wounds and burns, school systems, sports injuries and more. Students will learn measurement and rehabilitation techniques and will have extended opportunity to apply them in affiliated clinical settings. The Physical Therapist Assistant Program at Missouri Western State College will provide the education necessary for the graduates to sit for required state licensure exams and to function competently in the clinical setting. The program is completed after four semesters and two summer sessions. Upon graduation, the student will receive the Associate of Applied Science Degree.

The program is given guidance by the advisory committee, made up of practicing physical therapists and physical therapist assistants, physicians, educators, students and community representatives who represent curriculum expertise and a community focus. Admission to the program is limited. Each applicant must apply independently to Missouri Western State College and to the PTA Program in the Biology Department. Admission to the college does not guarantee admission to the PTA Program. Selection is competitive and based on the applicant's grades, ACT score, high school core classes completed, or equivalent, letters of recommendation, personal essays, and observation of physical therapy in practice. Specific admission and retention requirements for the PTA Program are available in the Biology Office. One class, starting in the Fall Semester, is admitted each year. Applications are available from the Biology Department in October. Applicants will be notified by mail of their selection status. To receive an application packet, please contact the Missouri Western State College Biology Department (816) 271-4379.

As in many areas of medical care, the need is substantial and the scope of practice is expanding. Opportunities for post-graduate training and career advancement are becoming widely available.

Specific requirements are as follows for the Associate of Applied Science Degree with a major in Physical Therapist Assistant:

PTA	100	Introduction to Physical Therapy	3
PTA	120	Modalities I	3
PTA	140	Modalities II	4
PTA	250	Clinical Neurology	2
PTA	255	Modalities III	3
PTA	260	Clinical Ed I	2
PTA	280	Rehabilitation I	2
PTA	285	Clinical Ed II	2
PTA	290	Clinical Seminar	2
PTA	295	Clinical Ed III	8
BIO	101	Principles of Biology	5
BIO	240	Anatomy and Physiology I	5
BIO	241	Anatomy and Physiology II	4
ALH	106	Medical Terminology	2
PED	303	Kinesiology	3

## MINORS

### Minor in Biology

A minor in biology consists of 20 credits including a basic biology course in category one, plus at least one course from categories 2-5 listed below.

#### 1. Basic Biology:

BIO	111	General Biology	5
BIO	101	Principles of Biology (with a B or above)	5

#### 2. Environmental Biology:

BIO	209	Principles of Ecology	4
BIO	305	Human Ecology	3

#### 3. Physiology:

BIO	311	Human Physiology	4
BIO	340	Plant Physiology	4
BIO 240 & 241		Anatomy and Physiology I and II	5, 4

#### 4. Organismal Diversity:

BIO	251	Medical and Public Microbiology	4
BIO	315	Medical Parasitology	4
BIO	350	Plant Systematics	4
BIO	390	Microbiology	4
BIO	405	Plant Morphology: Nonvascular Plants	4
BIO	406	Plant Morphology: Vascular Plants	4
BIO	415	Invertebrate Biology	4
BIO	416	Vertebrate Biology	4

#### 5. Biology Electives:

BIO	210	Cell Biology	4
BIO	212	Genetics	4
BIO	252	Basic Nutrition	3
BIO	265	Biology of Aging	3
BIO	320	Histology	4
BIO	411	Developmental Biology	4
BIO	421	Immunology	4

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 260 Introduction to Aging Studies (offered every spring semester)
- BIO 265 Biology of Aging (offered fall semesters of even-numbered years)
- REC 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
- ALH 365 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 265 Death and Dying (offered fall semesters of odd-numbered years)

(\* indicates this course is required of all students)

A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology / Aging Advisory Board is required.

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 to fit his/her schedule. Contact the department chair, Academic Affairs office, or Coordinator of the Minor in the Social Sciences Department for more information.

## BIOLOGY COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**BIO 101 Principles of Biology (5) F, Sp, Su.** Principles of living phenomena; meets the general education biological science requirement. Will substitute for BIO 111 with a grade of B or above. Four hours lecture, two hours lab.

**BIO 111 General Biology (5) F, Sp.** Phenomena associated with living organisms; primarily for biology majors. Four hours lecture, three hours lab.

**BIO 150 Survey of Anatomy and Physiology (5) F.** Concepts of human function and structure and relationship of these concepts to cells, tissues, organs, and systems. Four hours lecture, three hours lab. Credit for this course is not applicable toward a major in biology.

**BIO 209 Principles of Ecology (4) F.** Basic concepts and field techniques used in studying the relationships of organisms to their environment. Three hours lecture, three hours lab. Prerequisite: BIO 111 with a grade of C or above.

**BIO 210 Cell Biology (4) Sp.** Molecular cell structure related to cellular functions; metabolism, growth, reproduction, secretion, movement and transport. Three hours lecture, three hours lab. Prerequisite: BIO 111 with a grade of C or above and CHE 111.

**BIO 212 Genetics (4) Sp.** Study of classical, molecular, and evolutionary heredity in eukaryotic and prokaryotic organisms. Prerequisite: BIO 111 with a grade of C or above, CHE 111.

**BIO 240 Anatomy and Physiology I (5) F, Sp, Su.** 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.

**BIO 241 Anatomy and Physiology II (4) F, Sp, Su.** 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 above.

**BIO 251 Medical and Public Health Microbiology (4) F, Sp, Su.** Medically significant microorganisms, their characteristics, relationship to disease, transmission, and control methods. Three hours lecture, three hours lab. Prerequisite: BIO 101 and CHE 104.

**BIO 252 Basic Nutrition (3) Sp, Su.** How needed nutrients are obtained from food and utilized by the body. Diet evaluation and planning for weight control and health. Credit for this course is not applicable toward a major in biology. Prerequisite: Bio 101 or CHE 101 or CHE 104.

**BIO 260 Human Sexuality (3) F.** 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) F (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.

**BIO 270 Current Literature of Biology (1) F, Sp.** Techniques of library and computer research in the current literature of biology. Prerequisite: BIO 111 with a grade of C or above.

**BIO 305 Human Ecology (3) Sp.** Mankind and the environment; pollution, population, resources, environmental law, and environmental ethics. Prerequisite: BIO 101 or BIO 111 with a grade of C or above.

**BIO 309 Conservation/Wildlife Management (3) Sp.** This course applies modern wildlife management principles to wildlife management and the conservation of natural resources. The historical development of modern wildlife management and conservation practices is also covered. Prerequisite: BIO 209.

**BIO 311 Human Physiology (4) Sp.** The physiological systems, their functions and interactions in human physiology. Three hours lecture, three hours lab. Prerequisite: BIO 111 with a grade of C or above.

**BIO 313 Topics in Molecular Genetics (1) F (even-numbered years).** A special topics lecture course dealing with the molecular biology of the gene, i.e., the storage, modification, transmission, and retrieval of macromolecular information. One hour lecture/discussion. Prerequisite: BIO 101 or 111 and BIO 212. Completion of BIO 210 recommended.

**BIO 314 Technology and Society (3) F, Sp.** Participatory course emphasizing a particular problem and/or issue related to technology and society. Class participants will investigate the semester's theme using currently available technologies. Same as ENG 314, HUM 314, PSY 314, PSC 314. Prerequisites: Completion of Category one -- Basic Skills General Studies courses.

**BIO 315 Medical Parasitology (4) Sp (even-numbered years).** An introduction to the major protozoal, helminth, and arthropod parasites of humans. Three hours lecture, two hours lab. Prerequisite: BIO 111.

**BIO 320 Histology (4) F (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) F (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) F (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 351 Local Flora: Spring and Summer (2) Sp.** This course concentrates on the identification, systematics, ecology, and natural history of native plants in forests, prairies, wetlands, and successional habitats in northwest Missouri. Field experiences, lectures and discussions are integrated throughout the course. (In order to take advantage of unique field opportunities, BIO 351 begins in late April and finishes in late June.) Prerequisite: BIO 209.

**BIO 375 Pathophysiology (4) Sp.** Human diseases and the physiological disorders produced by disease. The origin, incidence and symptoms of disease. Three hours lecture, two hours laboratory. Prerequisite: Completion of the AS in nursing, or BIO 210 and 311 with a grade of C or above.

**BIO 380 Biology Teaching: Materials and Methods (3) Sp (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.

**BIO 390 Microbiology (4) F.** Identification, characteristics, and importance of microorganisms; application to human needs, infection and immunity. Prerequisite: BIO 111 with a grade of C or above.

**BIO 393 History and Philosophy of the Natural Sciences (3) F, Sp.** A study of the history of the natural sciences with an emphasis on the philosophical analysis of these events. Prerequisite: General Studies Mathematics, Sciences, and either HUM 210 or one general studies course from line one of Category IV in the general studies requirements.

**BIO 400 Pathogenic Microbiology (5) Sp (odd-numbered years).** Isolation, characterization and identification of pathogenic bacteria, viruses, fungi and parasites. Three hours lecture, four hours lab. Prerequisite: BIO 390 with a grade of C or above.

**BIO 405 Plant Morphology: Nonvascular Plants (4) F (odd-numbered years).** Structure, development, and relationships of algae, fungi, and bryophytes. Three hours lecture, two hours lab. Prerequisite: BIO 111 with a grade of C or above.

**BIO 406 Plant Morphology: Vascular Plants (4) Sp (even-numbered years).** Structure, development, and relationships of vascular plants. Three hours lecture, two hours lab. Prerequisite: BIO 111 with a grade of C or above.

**BIO 411 Developmental Biology (4) Sp.** 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: Departmental approval required.

**BIO 415 Invertebrate Biology (4) F (even-numbered years).** This course deals with biology of the invertebrates, emphasizing their taxonomy, anatomy, life cycles, evolution, and ecology. Three hours lecture, two hours lab. Prerequisites: BIO 111 with a grade of C or above, BIO 209, BIO 270.

**BIO 416 Vertebrate Biology (4) Sp (odd-numbered years).** Comparative anatomy, biological principles, and taxonomy of the vertebrates. Three hours lecture, two hours lab. Prerequisite: BIO 111 with a grade of C or above, BIO 210, BIO 212, BIO 270.

**BIO 418 Mammalogy (4) F (odd-numbered years).** This course will examine the morphology, systematics, evolution, taxonomy, distribution, comparative physiology, life history, behavior, and ecology of mammals. Research and collections dealing with mammals will also be a part of this course. Prerequisites: BIO 111, BIO 209, BIO 270.

**BIO 420 Biology Practicum (1) F, Sp, Su.** 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 departmental approval.

**BIO 421 Immunology (4) Sp (even-numbered years).** Investigation of the cellular and molecular basis of the immune response. Methods in immunology as applied to various fields. Prerequisite: BIO 111 with a grade of C or above and BIO 390.

**BIO 431 Molecular Biology (4) F (even-numbered years).** In-depth study of the molecular and cellular basis of life. Investigation of molecular genetic techniques as applied to diverse biological disciplines. Prerequisites: BIO 210 and BIO 212.

**BIO 495 Individual Research in Biology (1-5) F, Sp, Su.** 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; BIO 111, BIO 270, CHE 111, CHE 120, MAT 116.

## EARTH SCIENCE COURSES

**ESC 111 Physical Geology (4) 1, Sp.** Survey of geologic materials and processes.

**ESC 120 Meteorology (3) Sp (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) F, Sp.** Basic concepts of the physics, chemistry, astronomy, meteorology, and geology emphasizing topics taught in grades K-6. Elementary Education majors may not take the course until officially admitted to teacher education.

## PHYSICAL THERAPIST ASSISTANT COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**PTA 100 Introduction to Physical Therapy (3) F.** Introduction to the basic concepts of the function of the physical therapist and the physical therapist assistant within the health care team. Health care history and present organization, standards of practice, ethics and conduct, medical terminology, observation and assessment of normal function, posture, surface anatomy, gait, body mechanics, vital signs. Introduction to assessment of movement, flexibility, strength, endurance. Introductory palpation, massage, exercise, sterile techniques. Prerequisite: Admission to the Physical Therapist Assistant program.

**PTA 120 Modalities I (4) Sp.** Superficial and deep heat, cryotherapy, hydrotherapy, massage, compression, chest and cardiopulmonary therapy, burn and wound therapy. Universal precautions, infection control, skin care. Active and passive range of motion for the extremities. Introduction to patient handling. Introduction to assistive devices. Architectural barriers, the Americans with Disabilities Act, and other legal issues. Prerequisite: PTA 100. Taken concurrently with PTA 140.

**PTA 140 Modalities II (4) Sp.** Electrotherapy, Iontophoresis, Biofeedback, TNS. Strength testing. Pain. Introduction to therapeutic exercise. Ergonomics. Myofascial treatments. Specific joint therapy: shoulder, elbow, wrist. Arthritis, bursitis, tendinitis. Prerequisite: PTA 100. Taken concurrently with PTA 120.

**PTA 250 Clinical Ed I (3) Su.** A three week assignment to be completed in affiliated clinical settings. Forty clock hours per week of supervised clinical experiences. Prerequisite: PTA 140.

**PTA 255 Modalities III (4) F.** Review of anatomy and physiology. Orthopedic dysfunction. Specific therapy for the spine, trunk, pelvis, knee, ankle. Traction. Advanced therapeutic exercise. Posture; gait, movement. Sports therapy. Therapy goals and pathways. Prerequisite: PTA 140, PED 303.

**PTA 260 Clinical Neurology (3) Sp.** Review of the anatomy and physiology of the nervous system. Pathologies of the nervous system. Treatment of neurologic dysfunction and spinal cord injuries. Gait, transfers, assistive devices, wheelchair prescription. Patient and family instruction. Written and oral communication. Prerequisite: PTA 255.

**PTA 280 Rehabilitation (4) Sp.** Advanced gait, transfers, assistive devices. Orthoses and Prostheses. Total hip and total knee surgery/rehabilitation. Principles of pediatric and geriatric therapy. Legal and ethical issues. Pharmacology in Physical Therapy. Quality assurance. Physical Therapy department organization. Licensure, regulations and testing. Prerequisite: PTA 255.

**PTA 285 Clinical Ed II (5) Sp.** A six-week assignment to be completed in affiliated clinical settings. Critique of clinical experience required. Forty clock hours per week of supervised clinical experience. Prerequisite: PTA 280.

**PTA 290 Clinical Ed III (5) Su.** A six-week assignment to be completed in affiliated clinical settings. Critique of clinical experience required. Forty clock hours per week of supervised clinical experience. Prerequisite: Completion of PTA 285 with grade of C or higher.

**PTA 295 Clinical Seminar (2) Su.** Review of clinical affiliation experiences and problems. Evaluation of PTA educational experience. Department organization, reimbursement, psych/social issues. Prerequisite: Completion of PTA 285 and 290 with grade of C or higher.



# Department of Chemistry

Dr. Len Archer, *Chairperson*

271-4371

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 modern facilities fully equipped for investigating contemporary chemistry topics.

## EXIT REQUIREMENTS FOR DEPARTMENT MAJORS

All students completing the B.S. in Chemistry degree program will be required to take the departmental exit exam consisting of the G.R.E. Advanced Test in Chemistry. All students completing the B.S. in Natural Science degree program will be required to take the departmental exit exam consisting of the G.R.E. General Test.

## 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, 445, 490 (2 hours), 495; MAT 167, 177, 287; PHY 210 and 211.

### 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:

	<i>Credits</i>
CHE 111	5
CHE 120	5
CHE 310	3
CHE 311	2
CHE 321	4
CHE 495	1
PHY 110 and 111	8
OR	
PHY 210 and 211	10
BIO 111	5
MAT 116, 119 and 132	
OR	
MAT130 and 132	
OR	
MAT 167 and 132	8

*Total* 41-43

The Education option requires the following additional courses:

	<i>Credits</i>
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
<i>Total</i>	41

The Preprofessional option requires the following additional courses:

	<i>Credits</i>
CHE 370	4
CHE courses numbered 300 or higher	7
BIO 210	4
BIO 311	4
BIO courses numbered 300 or higher	12
<i>Total</i>	31

Teacher Education students must also complete the General Studies requirements as listed under Secondary Education.

### 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. Affiliated programs in the Kansas City area are located at the following hospitals: North Kansas City Memorial, and St. Luke's. 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.

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

Waiving of any course prerequisites requires prior departmental authorization.

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) F, Sp, Su.** 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) F, Sp, Su.** 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 (5) F, Sp.** 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 with Qualitative Analysis (5) F, Sp.** 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 and MAT 116 or equivalent.

**CHE 310 Organic Chemistry I (3) F, Sp.** 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. LAS Computer Literacy.

**CHE 311 Organic Chemistry Laboratory I (2) F, Sp.** Laboratory course to accompany CHE 310. Six hours lab. Prerequisite: Concurrent enrollment in CHE 310. LAS Computer Literacy.

**CHE 312 Organic Chemistry II (3) Sp.** Continuation of CHE 310. Three hours lecture. Prerequisite: CHE 310 and 311 with a grade of C or better.

**CHE 313 Organic Chemistry Laboratory II (2) Sp.** Laboratory course to accompany CHE 312. Six hours lab. Prerequisite: Concurrent enrollment in CHE 312.

**CHE 321 Quantitative Analysis (4) F.** Analytical chemistry; gravimetric, volumetric, colorimetric, and electroanalytical determinations. Two hours lecture, six hours lab. Prerequisite: CHE 120 with a grade of C or better.

**CHE 326 Instrumental Analysis (4) Sp.** 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) Sp.** 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) F.** Kinetic theory of gases, chemical kinetics, introduction to quantum chemistry, absorption and emission spectroscopy, bonding and conductivity. Three hours lecture. Prerequisite: A grade of C or better in CHE 310 and 311 and concurrent enrollment in MAT 287 and PHY 210. LAS Computer Literacy.

**CHE 382 Physical Chemistry Laboratory I (2) F.** Laboratory course to accompany CHE 381. Six hours lab. Prerequisite: Concurrent enrollment in CHE 381. LAS Computer Literacy.

**CHE 383 Physical Chemistry II (3) Sp.** Continuation of CHE 381. Thermodynamics, chemical equilibrium, properties of solutions, phase equilibria and electrochemistry. Three hours lecture. Prerequisite: Grade of C or better in CHE 381.

**CHE 384 Physical Chemistry Laboratory II (2) Sp.** Laboratory course to accompany CHE 383. Six hours lab. Prerequisite: Concurrent enrollment in CHE 383.

**CHE 393 History and Philosophy of the Natural Sciences (3) F, Sp.** A study of the history of the natural sciences with an emphasis on the philosophical analysis of these events. Prerequisite: General Studies Mathematics, Sciences, and either HUM 210 or one general studies course from line one of Category IV in the general studies requirements.

**CHE 426 Instrumental Methods (5) Sp.** 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) Sp (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 312, 313, 381.

**CHE 441 Advanced Inorganic Chemistry (3) F (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 310, 311.

**CHE 442 Inorganic Synthesis (2) F (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 445 Advanced Topics in Chemistry (3) Sp (odd-numbered years).** Advanced material in one of the following chemistry specialty areas taught on a rotational basis each semester offered. Content will cover one of the following specific topics: Applied Spectroscopy, Chemical Kinetics, Macromolecular Chemistry (Polymers), Physical Inorganic Chemistry, Applied Chromatography, or Advanced Biochemistry. Three hours lecture. Prerequisite: CHE 381, 382.

**CHE 450 Independent Study in Chemistry (1-5) F, Sp.** 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 departmental approval.

**CHE 465 Chemistry Teaching: Methods and Techniques (2) Sp (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.

**CHE 490 Research in Chemistry (1-3) F, Sp.** 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 (2) F.** Individual reports and group discussion on modern topics in chemistry. Prerequisite: Senior standing. LAS Writing.

## 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 (5-8).** 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 Immunochemistry (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 (1-4).** 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*

271-4443

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 in speech communication; (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, Philosophy, Speech and Theatre, Speech Communication, Video Production, Theatre, Musical Theatre, or Gerontology/Aging.

## 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:

	<i>Credits</i>
COM 204 Mass Communication	3
COM 210 Presentational Communication OR	
COM 334 Argumentation and Debate	3
COM 305 Interpersonal Communication OR	
COM 345 Nonverbal Communication	3
COM 320 Research Methods in Communication	3
COM 314 Persuasion	3
COM 324 Small Group Communication	3
COM 338 Survey of Rhetorical Theory	3
COM 410 Organizational Communication	3
COM 415 Public Relations Communication Analysis	3
COM 480 Case Strategies and Criticism	3
Plus 6 additional credit hours in communication studies numbered 200 or above	6
Plus 16 hours in a single foreign language	16
	52

## BACHELOR OF SCIENCE IN EDUCATION

### Major in Speech and Theatre

Courses in communication and theatre must total 42 credits. The following specific courses are required: COM 204, 210, 305 or 324, 314, 334, 465 plus 3 credit hours of Communications numbered 200 or above; COM/THR 228, 275, THR 218, 239, COM/THR 279, THR 267, 338.

### Minor in Musical Theatre

This program is only for students who are speech/theatre majors. Courses in the Minor in Musical Theatre must total 24 hours. The following courses are required: MUS 105, 106, 108, 130, 189/289 (4 hours over two years), 338 (4 hours), THR 140 (Musical Theatre), THR 126 and 326.

## BACHELOR OF SCIENCE WITH A MAJOR IN SPEECH COMMUNICATION DEGREE REQUIRMENTS

There are four possible emphasis areas upon which the Bachelor of Science in Speech Communication degree may focus: **Quantitative Emphasis, Human Relations Emphasis, Public Relations Emphasis, Video Production/Performance Emphasis.**

Students in each emphasis area must complete the following set of core courses, totaling 30 credit hours:

	<i>Credits</i>
COM 204 Mass Communication	3
COM 210 Presentational Communication	
OR	
COM 334 Argumentation and Debate	3
COM 305 Interpersonal Communication	
OR	
COM 345 Nonverbal Communication	3
COM 320 Research Methods in Communication	3
COM 314 Persuasion	3
COM 324 Small Group Communication	3
COM 338 Survey of Rhetorical Theory	3
COM 410 Organizational Communication	3
COM 415 Public Relations Communication Analysis	3
COM 480 Case Strategies and Criticism	3
	<i>Total</i> 30

In addition to the 30 credit core, each emphasis area requires the following course work for completion:

### Major in Speech Communication, Quantitative Emphasis

	<i>Credits</i>
In addition to the 30 credit core named above, the following courses are required:	
CSC 100 Computer Literacy	3
CSC 120 Microcomputer Applications	3
MAT 132 Elementary Statistics	3
MAT 137 Calculus in Business and the Non-Physical Sciences	4
PSY 200 Intermediate Psychology	3
Two courses chosen from the following:	6
CSC 184 Introduction to Computing Concepts	
CSC 188 FORTRAN Programming	
CSC 245 COBOL Programming	
PSY 300 Psychological Statistics & Measurements	
	Sub-total 22
	Total 52

### Major in Speech Communication, Human Relations Emphasis

	<i>Credits</i>
In addition to the 30 credit core named above, the following courses are required:	
ACC 230 Principles of Accounting I	3
MGT 312 Principles of Management	3
MGT 412 Personnel Management	3
Plus 6 additional credits from the following:	6
PSY 220 Health Psychology/Stress Management	
PSY 222 Psychology of Gender	
PSY 200 Intermediate Psychology	
PSY 310 Industrial Psychology	
PSY 325 Psychology of Personality	
SOC 230 Social Problems	
SOC 310 Deviant Behavior	
SOC 330 The Family	
HUM 230 Ethics	
Plus 6 credits of COM, PSY, SOC 200 or higher	6
	Sub-total 21
	Total 51



## Major in Speech Communication, Public Relations Emphasis

		<i>Credits</i>	
In addition to the 30 credit core named above, the following courses are required:			
COM	270	Intro to Video Production	3
ETC/JOU	326	Desktop Publishing	3
JOU	202	Basic News Reporting	3
JOU	308	Copy Editing	3
JOU	322	Organizational and Public Relations Writing	3
ECO	260	Principles of Economics I	3
MKT	301	Principles of Marketing	3
MKT	311	Consumer Behavior	3
MKT	381	Promotional Management	3
Plus 3 additional credits of COM, JOU, ECO, or MKT, numbered 200 or above			3
			<i>Sub-total</i> 30
			<i>Total</i> 60

## Major in Speech Communication, Video Production/Performance Emphasis

In addition to the 30 credit core named above, the following courses are required:			
COM	270	Intro to Video Production	3
COM	378	Pre-production Planning	3
COM/THR	275	Script Analysis	3
COM	370	Field Production	3
COM	372	Survey in Video Technologies	3
COM	374	Multi-Camera Production	
OR			
COM	376	Video Post-production	3
COM/THR	470	Video Producing/Directing	
OR			
THR	338	Directing for Theatre	3
Plus 3 courses chosen from the following:			9
COM/THR	228	Acting	
COM/THR	289	Production Lighting	
THR	124	Voice and Diction	
COM/THR	279	Scenographic Techniques	
COM	276	Audio Production	
COM/THR	278	Video Performance Techniques	
			<i>Sub-total</i> 30
			<i>Total</i> 60

## MINORS

### 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 338, 410 or 415, 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, 267, 279 or 289, 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 Speech and Theatre

Courses in communication and theatre must total 21 credits. The following specific courses are required: COM 210 or 334, 305 or 324, 465; THR 218, 338; COM/THR 228, 279. 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).

### 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 338, THR 267, or other courses approved by the humanities faculty.

### Minor in Philosophy

Courses in philosophy and approved electives must total 18 credits, including 9 hours of courses numbered 300 or above. The following specific courses are required:

- |         |                            |
|---------|----------------------------|
| HUM 210 | Introduction to Philosophy |
| HUM 219 | Logic                      |
| HUM 230 | Ethics                     |
| HUM 353 | Classical Philosophy       |
|         | OR                         |
| HUM 355 | Modern Philosophy          |

Two additional courses must be selected from the following options, or from courses approved by the humanities faculty:

- |         |  |
|---------|--|
| HUM 320 | Aesthetics and the Arts                        |
| HUM 330 | Topics in Ethical Theory                       |
| HUM 353 | Classical Philosophy                           |
| HUM 355 | Modern Philosophy                              |
| HUM 393 | History and Philosophy of the Natural Sciences |

### Minor in Video Production

Courses in communication studies and theatre must total 24 credits. The following courses are required:

- |         |                           |
|---------|---------------------------|
| COM 270 | Intro to Video Production |
| COM 370 | Field Production          |
| COM 374 | Multi-Camera              |
| COM 376 | Video Postproduction      |
| COM 378 | Preproduction Planning    |
| COM 470 | Video Producing/Directing |

2 of the following:

- |             |                              |
|-------------|------------------------------|
| COM 276     | Audio Production             |
| COM 372     | Survey in Video Technologies |
| COM/THR 275 | Script Analysis              |
| COM/THR 278 | Video Performance Techniques |
| COM/THR 279 | Scenographic Techniques      |
| COM/THR 289 | Production Lighting          |

## 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 260 Introduction to Aging Studies (offered every spring semester)
- BIOI 265 Biology of Aging (offered fall semesters of even-numbered years)
- REC 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
- ALH 365 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 265 Death and Dying (offered fall semesters of odd-numbered years)

(\* indicates this course is required of all students)

A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board is required.

## COMMUNICATION COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**COM 104 Oral Communication (3) F, Sp, Su.** Principles of speech as applied in meaningful participation in society.

**COM 204 Mass Communication (3) Sp.** Basic concepts of mass communication; interpretation of mass communication as a persuasive, artistic, and social force. Prerequisite: COM 104.

**COM 210 Presentational Communication (3) F.** Theory and practice of constructing public presentations including: media use, organization, delivery, means of appeal, and analysis of audience and setting. Prerequisite: COM 104.

**COM 218 Oral Interpretation (3) F (even-numbered years).** Oral reading and analysis of prose, poetry, and drama. Same as THR 218.

**COM 228 Acting (3) F.** Basic Principles of acting and stage movement developed through improvisational techniques.

**COM 251 Laboratory Forensics (1) F, Sp.** 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 270 Introduction to Video Production (3) F, Sp, Su.** Introduction to the various aspects of video production. The course will include practical as well as aesthetic theory and application of video and audio equipment. Prerequisite: COM 104.

**COM 275 Script Analysis (3) F. (odd-numbered years).** A critical study of script formats as well as the application of scripting techniques involving character and scene development used in corporate, instructional, public relations, dramatic and other production formats. Prerequisites: ENG 108 or ENG 112.

**COM 276 Audio Production (3) Sp (odd-numbered years).** A critical study of the theory, application, aesthetics, techniques and equipment in audio production.

**COM 278 Video Performance Techniques (3) F (even-numbered years).** This course is designed to develop those skills needed to communicate effectively in front of the camera. Prerequisites: COM 104.

**COM 279 Scenographic Techniques (3) F (odd-numbered years).** Stages, staging techniques and construction in relation to stage, video and film production.

**COM 289 Production Lighting (3) Sp (even-numbered years).** Continuation of COM/THR279 emphasizing the elements of lighting design and techniques as they apply to stage, screen and video.

**COM 305 Interpersonal Communication (3) F.** Analyzes communication interaction in relatively unstructured, person-to-person settings with application of interpersonal communication concepts to resolving problems emerging from human interactions. Prerequisite: COM 104. LAS Writing.

**COM 314 Persuasion (3) Sp.** 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.

**COM 320 Research Methods in Communication (3) F.** The course covers a variety of qualitative communication research methods. Students will be involved in critical analysis of previous research, and conceptualization and implementation of future research. Prerequisites: COM 104 . LAS Computer Literacy.

**COM 324 Small Group Communication (3) Sp.** Group roles, leadership styles, group structure, thought processes, and consensus methods; application of concepts to communication interaction in vocational and social group settings. Prerequisite: COM 104.

**COM 334 Argumentation and Debate (3) F (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.

**COM 338 Survey of Rhetorical Theory (3) F.** Survey of the formation and transformation of rhetorical theory from the Classical Age. Prerequisite: COM 104.

**COM 345 Nonverbal Communication (3) Sp.** 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. LAS Writing; International/Intercultural.

**COM 350 Selected Topics in Speech Communication (3) F, Sp.** Specialized course work in the field of speech communication. Prerequisite: COM 104, or consent of instructor. Course may be repeated for up to six credits maximum with different topics.

**COM 370 Video Field Production (3) Sp.** A critical study of documentary, corporate news, single camera film style, and corporate field production. Skills with video production equipment will be utilized in a number of "real life" production situations. Prerequisites: COM 270.

**COM 372 Survey in Video Technologies (3) F (odd-numbered years)** .This course is an overview of video delivery/transmission technologies. The course consists of a historical review, the application of current technologies and research into future technologies.

**COM 374 Multi-Camera Production (3) F (even-numbered years)**. This course is designed to introduce the student to the many aspects of the multi-camera production, both in the studio and on location. Prerequisites: COM 370.

**COM 376 Video Post-production (3) F (odd-numbered years)**. The examination and application of the theories, aesthetics and techniques used in video editing. Prerequisites: COM 370.

**COM 378 Pre-production Planning (3) F**. An essential course for students who wish to be involved in media production. The course is designed to explore all aspects of Pre-production planning for video and other forms of media production used in the corporate world. Prerequisites: COM 104, ENG 108 or ENG 112, COM 270. LAS Writing.

**COM 410 Organizational Communication (3) Sp**. 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.

**COM 415 Public Relations Communication Analysis (3) F**. 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. LAS Ethics.

**COM 450 Independent Study in Communication (1-5) F, Sp**. 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 departmental approval.

**COM 460 Internship in Applied Communication (1-3) F, Sp**. 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 departmental approval.

**COM 465 Methods of Teaching Speech and Drama (3) F (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 470 Video Producing/Directing (3) Sp**. A critical look at the role of the producer and director and the application of the principles and techniques used in directing a video production. Prerequisites: COM 374, 376 or 378.

**COM 480 Case Strategies and Criticism (3) Sp**. Student application of theories and practices of communication theory. Entails a prospectus, execution, and public defense of projects. Prerequisite: Senior status and completed major/minor declaration.

## THEATRE COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**THR 113 Introduction to Theatre (3) F, Sp.** 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)** 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 124 Voice and Diction (3) Sp (odd-numbered years).** Theories and techniques of improving voice and articulation; includes mastery of a working knowledge of phonetics.

**THR 126 Stage Movement (2)** . Fundamentals of stage movement for performers and directors.

**THR 140 Production Participation (1-3) F, Sp.** 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 218 Oral Interpretation (3) F (even-numbered years).** Oral reading and analysis of prose, poetry, and drama. Same as COM 218.

**THR 228 Acting (3) F.** Basic principles of acting and stage movement developed through improvisational techniques.

**THR 229 Stage Makeup (1) F (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 Technique (2) F (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 275 Script Analysis (3) F (odd-numbered years).** A critical study of script formats as well as the application of scripting techniques involving character and scene development used in corporate, instructional, public relations, dramatic and other production formats. Prerequisites: ENG 108 or 112 or permission of instructor.

**THR 278 Video Performance Techniques (3) F (even-numbered years).** This course is designed to develop those skills needed to communicate effectively in front of the camera. Prerequisites: COM 104 and permission of instructor.

**THR 279 Scenographic Techniques (3) F (odd-numbered years).** Stages, staging techniques and construction in relation to stage, video and film production.

**THR 289 Production Lighting (3) Sp (even-numbered years).** Continuation of COM/THR 279 emphasizing the elements of lighting design and techniques as they apply to stage, screen and video.

**THR 326 Techniques of Musical Theatre Performance (3).** Fundamentals of dance for the musical theatre performer. Student must provide appropriate attire.

**THR 328 Acting II (3) Sp (even-numbered years).** A continuation of Acting I with special concentration on role development and scene study. Prerequisite: COM/THR 228.

**THR 338 Directing (3)** . Principles of play direction: selection, casting, blocking, staging a production. Prerequisite: THR 275, 279.

**THR 367 History of the Theatre (3) F (even-numbered years)**. The history of the theatre from its beginnings to the present day. Prerequisite: THR 113.

**THR 368 Shakespeare (3)**. A study of selected works. Same as ENG 368. Prerequisite: ENG 210 or 220.

**THR 370 Summer Theatre Workshop (3)**. 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.

**THR 418 Independent Projects in Acting (1-3) F, Sp**. 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 departmental approval.

**THR 438 Independent Projects in Directing (1-3) F, Sp**. 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 239, 275, 289, 338 and departmental approval.

**THR 449 Independent Projects in Stage Lighting and Sound (1-3) F, Sp**. Projects course involving specialized study in theatrical sound and lighting. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 279, 289, and departmental approval.

**THR 459 Independent Projects in Scene Design (1-3) F, Sp**. 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 279 and departmental approval.

**THR 469 Independent Projects in Costuming (1-3) F, Sp**. Projects course involving specialized study in Costuming and/or Makeup. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 229 and/or THR 239 and departmental approval.

**THR 470 Video Producing/Directing (3) Sp**. A critical look at the role of the producer and director and the application of the principles and techniques used in directing a video production. Prerequisites: COM 378, COM 374 or 376.

**THR 477 Independent Projects in Playwriting (1-3) F, Sp**. A projects course involving independent work in playwriting. Should ordinarily result in a complete script. Student must submit project proposal to theatre staff before registration. Prerequisite: THR 275 and departmental approval. 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.

**THR 479 Independent Projects in Theatre Marketing and Management (1-3) F, Sp**. 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 departmental approval.

**THR 487 Independent Projects in Theatre Research (1-3) F, Sp.** 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 275, THR 367, THR 417 and departmental approval. May be repeated for up to 6 hrs. credit.

## HUMANITIES COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**HUM 203 Humanities: Ancient and Medieval (3) F, Sp.** The social and intellectual history of humanity as reflected by literature, art, music, drama and discourse from the classical period to the Renaissance.

**HUM 205 Humanities: Renaissance to Twentieth Century (3) F, Sp.** The social and intellectual history of humanity as reflected by literature, art, music, drama and discourse from the Renaissance to the present.

**HUM 210 Introduction to Philosophy (3) F, Sp.** Survey of the origins and development of philosophical thought.

**HUM 219 Logic (3).** 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) F, Sp.** Definition, meaning, scope, and application of ethics; an analysis of ethics in ancient, medieval, and modern times.

**HUM 250 Comparative Religions (3) F, Sp.** 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).** Introduction to the major elements of the Old Testament from the perspective of contemporary biblical scholarship.

**HUM 265 Religion of the New Testament (3).** Introduction to major elements of the New Testament from the perspective of contemporary New Testament scholarship.

**HUM 314 Technology and Society (3) F, Sp.** Participatory course emphasizing a particular problem and/or issue related to technology and society. Class participants will investigate the semester's theme using currently available technologies. Same as BIO 314, ENG 314, PSY 314, PSC 314. Prerequisites: Completion of category one -- Basic Skills General Studies courses.

**HUM 320 Aesthetics and the Arts (3) Sp (odd-numbered years).** Survey of modern views of aesthetic experience and the arts with reference to classical and contemporary views. Prerequisite: HUM 203 or HUM 205 or HUM 210.

**HUM 330 Topics in Ethical Theory (3) F.** Survey of major theoretical alternatives in western philosophical ethics with reference to contemporary trends in ethical theory. Prerequisite: HUM 230.

**HUM 353 Classical Philosophy (3) F (odd-numbered years).** Survey of major philosophical schools selected from the Greek, Roman, patristic, and medieval periods. Prerequisite: HUM 203 or HUM 210.

**HUM 355 Modern Philosophy (3) Sp (even-numbered years).** Survey of major figures and philosophical movements selected from the early modern period through the 19th century. Prerequisite: HUM 205 or HUM 210.



**HUM 360 Selected Readings in the Humanities (3) Sp.** 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 departmental approval.

**HUM 370 Independent Study in Humanities (1-3) F, Sp.** 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 departmental approval for a maximum of 6 hours.

**HUM 393 History and Philosophy of the Natural Sciences (3) F, Sp.** A study of the history of the natural sciences with an emphasis on the philosophical analysis of these events. Prerequisite: General Studies Mathematics, Sciences, and either HUM 210 or one general studies course from line one of Category IV in the general studies requirements.

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# Department of Computer Science, Mathematics and Physics

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Dr. Jennifer Austin, *Chairperson*

271-4370

The Department of Computer Science, Mathematics and Physics contributes to the liberal arts 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 be enrolled in CSC 184 or have completed CSC 184 with a grade of C or better. In addition, the student must have an overall GPA of at least 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

Graduation 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 credit hours: CSC 184, 186, 208, 284, 285, 385, 386, 470, and 484; MAT 167, 177, 306, 332; plus 12 credits of electives selected from the following list, of which 9 must be numbered 300 or above: CSC 188, 245, 345, 384, 388, 390, 400, 418, 428, 430, 440, MAT 417, EET 202 and 203 (both EET 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 take PHY 110 or PHY 210 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 credit hours: CSC 184, 186, 245, 284, 285, 345, 386, 400; plus 9 credits of computer science courses numbered 200 or above (excluding CSC 208 and CSC 300); MAT 132 or GBA 210; ACC 230, ACC 231, ECO 260; MGT 312; GBA 319; and MAT 137.

## Major in Mathematics

The major in mathematics requires the completion of the following program for a total of 45 credit hours: MAT 167, 177, 208, 287, 301, 306, 317, 407, and 416, CSC 184; plus an additional 3 credits from MAT above 300; plus an additional 6 credits selected from MAT above 300, PHY 312, 410, 412, CSC 385, 388, 418, 428. The mathematics major advisor can provide information on the selection of elective courses 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 intending to teach mathematics at the secondary school level are required to complete the Bachelor of Science Degree program in Mathematics along with the General Studies Requirements and the Professional Sequence as specified in this Catalog under Secondary Education.

Certification for grades 7-12 requires the completion of the following courses: MAT 132, 167, 177, 208, 287, 301, 306, 315, 317, 332, 407, 416, 462, 463, and 465, and CSC 184.

Mathematics certification for grades 7-9 may be added to other certifications by the completion of the following courses: MAT 112 or 116, MAT 132, 167, 177, 350, CSC 100 or 184.

## MINORS

### Computer Information Systems

The minor in computer information systems requires the completion of the following program for a total of 18 credit hours: CSC 184, 186, 200, 245, 345; plus 3 credit hours of computer science electives numbered 200 or above.

### Computer Science

The minor in computer science requires the completion of the following program for a total of 18 credit hours: CSC 184, 186, 284, 285; plus 6 credits of computer science electives selected from CSC 188 and computer science courses numbered 300 or higher and MAT 147 or 167.

### Mathematics

The minor in mathematics requires the completion of the following program for a total of 21 credit hours: 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.

### Physics

The minor in physics requires the completion of 20 credit hours. PHY 210, 211, and 312 are required. An additional 7 elective credits may be chosen from PHY 313, 320, 410, 470, CHE 383, MAT 317. Students seeking a minor in physics for secondary teacher certification must also complete PHY 465, the general studies requirements for secondary education, and the professional sequence for secondary education.

## COMPUTER SCIENCE COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**CSC 100 Computer Literacy (3) F, Sp, Su.** This course provides an overview of computers and information technology, including the impact of computers and information networks on society and the work place. Topics examined include hardware and software terminology, computer crime, ethics, computer security, and personal privacy issues. The course also provides the student a working knowledge of microcomputers to include basic lessons on Windows/DOS, e-mail, and selected word processing and spreadsheet application packages. This course is intended for students with no computer experience. Students already familiar with word processing or other computer skills should take CSC 101. This course is not open to students with credit in CSC 101 or higher.

**CSC 101 Computers and Information Technology (3) F, Sp, Su.** This course explores the use of computers, networks, and other aspects of modern information technology. The course presents information every educated person should know about how to use computers effectively. Specific topics include advanced word processing techniques, multi-media, Internet, e-mail, personal computers, basic concepts of networks, databases, and advanced spreadsheet topics. A strong emphasis is placed on issues of ethics, societal impacts, and appropriate use of all information technologies which are covered. Prerequisite: Some prior experience with word processing is required; students should be familiar with concepts such as computer keyboards, files, and printers prior to taking this course.

**CSC 110 Programming Fundamentals (3) F, Sp.** An introductory course on the basic concepts of computer science and programming. Students learn to develop a structured approach to the design and implementation of a program using the BASIC programming language and microcomputers. Other topics covered include the fundamentals of computer architecture, algorithm development, and number systems. Credit in this course will not meet requirements toward a degree in computer science or computer information systems. (This course will not be accepted as a computer science elective for CSC or CIS degree programs.) Prerequisite: One year of high school algebra or MAT 090 or higher with a grade of C or better. Not open to students with credit in CSC 184 or higher.

**CSC 184 Computing Concepts I (3) F, Sp, Su.** Introduction to problem solving, algorithm development and structured design techniques. Emphasis is on program development utilizing the Pascal programming language. Prerequisite: Two years of high school algebra or MAT 095 with grade of C or better and one year of high school computer programming or CSC 110 with a grade of C or higher. CREDIT BY EXAMINATION IS ENCOURAGED FOR THOSE STUDENTS ALREADY PROFICIENT IN PASCAL PROGRAMMING. LAS Computer Literacy.

**CSC 186 Computing Concepts II (3) F, Sp.** This course introduces the C programming language. Topics include the syntax and methods of programming in C, the development of structured programs and an exploration of algorithm development. The course emphasizes the concepts of program modularity and data abstraction. Prerequisite: CSC 184 with a grade of C or better plus credit or concurrent enrollment in MAT 112 or MAT 116 or higher.

**CSC 188 FORTRAN Programming (3) F.** Introduction to the structure and facilities of FORTRAN (FORmula TRANslation) programming. Prerequisite: MAT 112 or MAT 116, or equivalent.

**CSC 200 Microcomputer Systems (3) F.** Elementary through advanced features of the MS-DOS operating system. Emphasis is placed on hard disk management. Related topics of microcomputer security, networking, Windows, OS/2, and microcomputer architecture are also discussed. (MS-DOS and Windows are registered trademarks of the Microsoft Corporation.) (OS/2 is a registered trademark of IBM.) (This course will not be accepted as a computer science elective for CSC majors or minors.)

**CSC 208 Discrete Structures (3) F, Sp. (Same as MAT 208).** This course is 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: CSC 184 with a grade of C or better plus credit or concurrent enrollment in MAT 177 or equivalent.

**CSC 245 COBOL Programming (3) F, Sp.** Introduction to the structure and facilities of COBOL (COmmon Business Oriented Language) programming using structured programming techniques. Prerequisite: CSC 184 with a grade of C or better or CSC 110 with a grade of C or better.

**CSC 284 Assembly Language Programming (BAL) (3) F, Sp.** This course is an investigation of the logical basis of a particular computer from the programmer's viewpoint. Machine representation of numbers and characters, instruction formats, machine operations and addressing techniques will be covered. Prerequisite: CSC 186 or CSC 245 with a grade of C or better.

**CSC 285 Data Structures (3) F, Sp.** A continuation of CSC 186. Topics include algorithm analysis and the implementation of stacks, queues, linked lists, trees, and other data structures. Principles of data abstraction are emphasized throughout the course. Prerequisite: CSC 186 with a grade of C or better plus MAT 112 or MAT 116 or higher with a grade of C or better.

**CSC 300 Emerging Information Technologies (3) Sp.** This course explores new computer and telecommunications technologies for organizing, presenting, and distributing ideas and information. The course also explores the ethical, legal, social, and practical aspects of new and emerging technology. Word Processing or similar computer experience is strongly recommended. This course does not fulfill degree requirements for Computer Information Systems or Computer Science majors. Prerequisite: Junior standing and a declared major, or an existing college degree. LAS Computer Literacy.

**CSC 345 Advanced COBOL Applications (3) F.** Application programming emphasizing sequential and indexed sequential file maintenance, multi-level indexed and subscripted tables, error routines, and subroutines. Structured techniques, programming style, and program maintainability are stressed. Prerequisite: CSC 245 with grade of C or better.

**CSC 384 Microcomputer Assembly Language (3) F (on demand).** Assembler language level programming for the Intel 8088 microprocessor. Symbolic machine instruction, assembly instruction, segmentation, addressing modes, subprograms, and modular programming will be the major topics covered. Prerequisite: CSC 284.

**CSC 385 Advanced Data Structures (3) F.** This course covers advanced theories of data organization and algorithm development, including their applications to selected problems. Prerequisites: CSC 208 and CSC 285 with a grade of C or better. LAS Writing.

**CSC 386 Operating Systems Concepts (3) Sp.** This course is an introduction to operating system principles. Topics include processor management, real and virtual storage management, device management and scheduling, multiprocessing, concurrent programming, and other topics related to operating systems. The course also includes a survey of major operating systems. Prerequisite: CSC 284 and CSC 285 with a grade of C or higher.

**CSC 388 Operations Research (3) F (even numbered years).** An introduction to operations research techniques; linear programming, integer programming, branch and bound techniques, scheduling problems, and inventory control. Prerequisite: CSC 285 with a grade of C or better and one course selected from MAT 132 or GBA 210 or concurrent enrollment in MAT 332.

**CSC 390 File Systems and Structures (3) F (odd-numbered years).** An introduction to file processing. Topics will include: file design, file manipulation, records and files, blocking and buffering, sequential file organization, external sort/merge algorithms, relative file organization, search trees, indexed sequential organization, and multiple-key file organization. Programming projects will be assigned to give students experience in file processing. Prerequisite: CSC 285 with a grade of C or better.

**CSC 395 Data Base Processing (3) F.** An introduction to database design, fundamentals, developmental processes, I/O and file organization, data structures, and logical design, with an emphasis on the relational model. Prerequisite: CSC 285 with a grade of C or better.

**CSC 400 Systems Analysis and Design (3) Sp.** Study of structured systems development. Emphasis on strategies and techniques of structured analysis and structured design for producing logical methodologies for dealing with the development of information systems. Prerequisites: CSC 245 plus 9 credit hours of computer science courses excluding CSC 100 and CSC 120. LAS Writing.

**CSC 401 Application Programming Using GUI (3) Sp (even-numbered years).** A course in the development of applications programs. Explores issues of user interface, GUI standards, environmental independence, support, copyright, and distribution. Prerequisite: CSC 285 plus 6 hours of CSC courses numbered 310 or higher.

**CSC 418 Simulation and Modeling (3) Sp (odd-numbered years).** An introduction to computerized simulations. Focus is on the architecture and development of time-step and event-sequenced models used extensively by industry and government. Other topics include process generators for random events, the development of computerized games for management training, and current simulation research. Prerequisite: CSC 285 and either MAT 332 or both MAT 137 and GBA 210.

**CSC 428 Computer Graphics (3) Sp (even-numbered years).** A course in the techniques for picture transformation, curve and surface approximation; study and implementation of graphical languages and data structure; organization of graphical systems; use of the microcomputer as tools for displaying graphical data. Prerequisite: CSC 285 and either MAT 137 or MAT 167.

**CSC 430 Advanced Topics In Computer Information Systems (3) Sp (odd-numbered years).** Explores selected emerging business-oriented issues and methods in the field of Computer Information Systems. Prerequisite: Twelve (12) credit hours of computer science courses plus departmental approval.

**CSC 440 Advanced Topics in Computer Science (3) Sp (even-numbered years).** Explores selected emerging scientifically-oriented issues and methods in the field of Computer Science. Prerequisite: CSC 285 plus departmental approval.

**CSC 470 Introduction to Computer Architecture (3) F.** A study of computer architectures and structures from the classical Von Neumann machines to the state of the art computer organizations such as array, pipeline, and associative processors. Includes topics such as hardware components; instruction set design; memory systems and hierarchies; control units and microcodes; ALU's parallelism and concurrency; and telecommunications. Prerequisite: CSC 284 and CSC 285.

**CSC 484 Compiler Theory (3) Sp.** An introduction to the basic structures of compilers and their design. Course topics include computer language structure, translation/recognition techniques of lexical analysis, parsing and syntax-directed translation. The course will also consider the impact of run-time environments on the design of computer languages and the constraints of code optimization on code generation. A small compiler will be developed. Prerequisite: CSC 284 and CSC 385.

**CSC 485 Artificial Intelligence Using Common Lisp (3) (on demand).** An introduction to Artificial Intelligence (AI) and its major issues and application areas. This course introduces the Lisp programming language. Topics include the syntax and methods of programming in Lisp. Topics in AI include: Search space generation, pruning and searching, and employment of heuristics in simulation of cognitive processes and production systems. Prerequisite: CSC 385 with a grade of C or better.

## MATHEMATICS COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**MAT 090 Beginning Algebra (3) F, Sp, Su.** Reviews basic topics in arithmetic and algebra. Arithmetic topics include operations on the natural numbers, integers, fractions and decimals. Algebra topics include addition, subtraction, multiplication, division and factoring of elementary expressions of one variable, polynomials, rational expressions, the solutions and graphing of simple linear equations and applications to geometry. (Not open to the student with credit in mathematics courses numbered above 100; may not be taken concurrently with any other mathematics course; hours do not count toward graduation requirements.)

**MAT 095 Intermediate Algebra (3) F, Sp, Su.** 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 110 Contemporary Problem Solving (3) F, Sp, Su.** Mathematics for solving selected real-world problems using elementary graph theory, data analysis, techniques of decision making, and the mathematics of geometric growth. Prerequisite: ACT math score of at least 18 or a grade of C or better in MAT 095.

**MAT 112 Finite Mathematics (3) F, Sp.** Linear and quadratic equations, graphs, and functions including exponential and logarithmic functions; mathematics of finance, annuities, sinking funds and mortgages; linear programming; counting methods, probability, expectation. Prerequisite: ACT math score of at least 18 or a grade of C or better in MAT 095. (Not open to the student with credit in MAT 167.)

**MAT 116 College Algebra (3) F, Sp, Su.** 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: ACT math score of at least 18 or a grade of C or better in MAT 095. (Not open to the student with credit in MAT 167 or MAT 130.)

**MAT 119 Trigonometry (2) F, Sp.** Trigonometric functions, trigonometric identities, trigonometric equations, logarithms, solution of triangles, inverse trigonometric functions. Prerequisite: ACT math score of at least 18 or a grade of C or better in MAT 095. (Not open to the student with credit in MAT 177 or MAT 130.)

**MAT 130 Pre-Calculus (5) F.** 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: ACT math score of at least 18 or a grade of C or better in MAT 095. (Not open to any student with credit in MAT 147 or 167.)

**MAT 132 Elementary Statistics (3) F, Sp, Su.** A 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, estimations, 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) Sp.** Differential and integral calculus applications in business and economics, life sciences and social science. Prerequisite: ACT math score of at least 25 or 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) F.** An applied course in techniques of differentiation and integration; applications primarily from the technological fields; analytic geometry, functions, differential and integral calculus. Prerequisite: ACT score of at least 25 or grade of C or better in MAT 116 or MAT 130. (Not open to the student with credit in MAT 167.)

**MAT 157 Applied Calculus II (3) Sp.** 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: grade of C or better in MAT 119 and MAT 147, or equivalent. (Not open to the student with credit in MAT 177.)

**MAT 167 Calculus with Analytic Geometry I (5) F, Sp, Su.** Plane analytic geometry, differential calculus, and integral calculus. Prerequisite: ACT math score of at least 25 or grade of C or better in MAT 130.

**MAT 177 Calculus with Analytic Geometry II (5) F, Sp.** 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) F, Sp. (Same as CSC 208).** This course is 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: CSC 184 with a grade of C or better plus credit or concurrent enrollment in MAT 177, or equivalent.

**MAT 287 Calculus with Analytic Geometry III (5) F, Sp.** 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) F.** An introduction to the modeling process including creative and empirical model construction, model analysis, and model research. Prerequisites: MAT 137 or 147 or 167 or the equivalent. LAS Writing; Computer Literacy.



**MAT 306 Linear Algebra (3) F.** Vector spaces, linear transformations, matrix operations, determinants, matrix inversion, linear systems, eigenvalues, canonical forms. Prerequisite: MAT 208.

**MAT 315 Topics in Geometry (3) F (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) Sp.** 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.

**MAT 332 Probability and Statistics (3) F.** The theory of mathematical statistics; probability, distribution theory, and point estimation. Prerequisite: MAT 208 or equivalent.

**MAT 350 Mathematics for Elementary Teachers (5) F, Sp.** 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.) Elementary education majors may not take the course until officially admitted to teacher education.

**MAT 351 Mathematics Methods in the Elementary School (2) F, Sp.** 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.) Elementary education majors may not take the course until officially admitted to teacher education.

**MAT 393 History and Philosophy of the Natural Sciences (3) F, Sp.** A study of the history of the natural sciences with an emphasis on the philosophical analysis of these events. Prerequisite: General Studies Mathematics, Sciences, and either HUM 210 or one general studies course from line one of Category IV in the general studies requirements.

**MAT 407 Advanced Calculus I (3) F.** Elementary topological aspects of the real numbers, sequences, limits and continuity, differentiation, integration, and infinite series. Prerequisite: MAT 306 or equivalent.

**MAT 416 Abstract Algebra (3) Sp.** 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) Sp (odd-numbered years).** 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 186 or equivalent.

**MAT 432 Mathematical Statistics (3) Sp (even-numbered years).** A continuation of MAT 332 to include the theory and applications of estimation, hypothesis testing, regression and correlation, analysis of variance and nonparametric statistics. Prerequisite: MAT 332.

**MAT 447 Advanced Calculus II (3) Sp.** A continuation of MAT 407. Includes vectors and curves, functions of several variables, limits and continuity; differentiable functions, the inversion theorem, multiple integrals; line and surface integrals.

**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 departmental approval.

**MAT 462 Number Theory (1) F (even-numbered years).** Study of divisibility, primes, congruencies, 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) F (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 (3) F (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) Sp (odd-numbered years).** Selected topics in mathematics. Prerequisite: departmental approval (may be repeated for credit).

## PHYSICS COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**PHY 101 Physics for the Liberal Arts (4) F.** A comprehensive, descriptive study of the scientific principles of the physical world, including the history of science, motion, energy, cosmology, geophysics, etc. Designed to provide students without significant previous course-work in the physical sciences with a solid introduction to the terminology and concepts required for further study. Three hours lecture and two hours laboratory per week. (Not open to the student with credit in PHY 107, 110, or 210.)

**PHY 104 Introduction to Astronomy (4) F, Sp.** 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 107 Introduction to Physics (4) Sp.** A comprehensive, quantitative study of the concepts and laws of physics. Designed for students majoring in fields other than the physical sciences, mathematics, or engineering. Topics include motion, gravity, electromagnetism, atomic and nuclear physics, optics, and relativity. Three hours of lecture and two hours of laboratory per week. Prerequisite: Two years of high school algebra or a C or better in MAT 095. (Not open to the student with credit in PHY 110 or 210.)

**PHY 110 College Physics I (5) F, Sp.** Classical treatment of mechanics, waves, energy, heat, electricity, magnetism, and optics. Four hours lecture, three hours lab. Prerequisite: MAT 116. (Not open to students with credit in PHY 210.)

**PHY 111 College Physics II (3) Sp.** Relativity, atomic physics, and nuclear physics. Two hours lecture, three hours lab. Prerequisite: PHY 110.

**PHY 210 University Physics I (5) F.** This course is a comprehensive study of mechanics, relativity, oscillations, waves, and thermodynamics involving simulations, applications, and experimentation. Course assignments require the student to have a thorough knowledge of college algebra, trigonometry, and calculus. Three hours lecture, two hours computer aided instruction laboratory, two hours experimentation laboratory. Prerequisite: MAT 167.

**PHY 211 University Physics II (5) Sp.** This course is a comprehensive study of electricity, magnetism, optics, and introductory quantum physics involving simulations, applications, and experimentation. Course assignments require the student to have a thorough knowledge of college algebra, trigonometry, and calculus. Three hours lecture, two hours computer aided instruction laboratory, two hours experimentation laboratory. Prerequisites: PHY 210, MAT 177 (MAT 287 recommended).

**PHY 312 University Physics III (3) F.** Calculus-level modern physics. Three hours lecture. Prerequisite: PHY 211.

**PHY 313 Modern Physics Laboratory (1) F (odd numbered years).** Experiments in modern physics selected to supplement the lecture material presented in PHY 312. Three hours laboratory. Prerequisite: PHY 312 or concurrent enrollment.

**PHY 320 History of Physics (3) Sp (even-numbered years).** Comprehensive discussion of chronological development of concepts in classical and modern physics. Prerequisite: PHY 312.

**PHY 393 History and Philosophy of the Natural Sciences (3) F, Sp.** A study of the history of the natural sciences with an emphasis on the philosophical analysis of these events. Prerequisite: General Studies Mathematics, Sciences, and either HUM 210 or one general studies course from line one of Category IV in the general studies requirements.

**PHY 410 Selected Topics in Physics (3) F, Sp (odd numbered years).** Presentation of one of the following topics: 01-mathematical physics; 02-classical mechanics; 03-thermodynamics; 04-electricity and magnetism; 05-optics; 06-quantum mechanics; 07-astrophysics; 08-solid state physics; 09-nuclear and particle physics. Three hours lecture. Prerequisites: PHY 312, MAT 317, and departmental approval. (Course may be repeated for credit, topic may not be repeated for credit.)

**PHY 465 Physics Teaching: Methods and Materials (2) F (even-numbered years).** Techniques, materials, and equipment used in teaching physics in secondary schools. Prerequisite: PHY 312.

**PHY 470 Research Seminar in Physics (1-3) F, Sp.** Student presentation of the results of investigative research in physics. Prerequisite: PHY 312 and departmental approval. (May be repeated for credit, maximum of three credits.)

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# Department of English, Foreign Languages and Journalism

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Dr. Jane Frick, *Chairperson*

271-4310

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 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 BA requires 16 credits in a single foreign language.

### MAJORS 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 communication 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 301 or 338, 232, 310 or 312, 360 or 362, plus an additional 3-credit literature course numbered above 300; JOU 200, 202, 302, 303, 308, 316; JOU/ETC 326, 422; COM 410, 415. Students are encouraged to complete a General Business or International Business minor. The student will also be required to take the following General Studies courses: ENG 104 and 108, or 112, and 220. In consultation with the academic advisor, the student will prepare an acceptable graduation portfolio which includes a resume, a cover letter, and writings from majors courses.

#### Technical Communications Emphasis

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: ENG 232, 301, 310 or 312, 360 or 362, an English literature course numbered above 300; ETC 200, 316, 324, 326, 422; JOU 200, 202, 308; plus six additional hours from among the

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following courses: an English literature course numbered 300 or above; ETC 450; JOU 302; ACC 230; COM 336, 337, 410, 415; ECO 261, MKT 301, MGT 312 (students are encouraged to minor in business). The student will also be required to take the following General Studies courses: ENG 104 and 108, or 112, and 220. In consultation with the academic advisor, the student will prepare an acceptable graduation portfolio which includes a resume, a cover letter, and writings from majors courses.

### 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 232, 301, 310, 312, 332, 360, 362, 368, 390 or 426 or 478, 420 or 422, 484, 488; three additional literature courses above 300, two of which must be British literature. The student will also be required to take the following General Studies courses: ENG 104 and 108, or 112, and 220. Students must also complete the ETS English Literature Examination during the semester before graduation.

### 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 232, 301, 310 or 312, 338, 360 or 362, 364; ETC or JOU 422; JOU 200, 202, 302, JOU 314 or ENG 484; JOU 316, JOU 326 or ETC 326; two additional literature courses numbered above 300. The student will also be required to take the following General Studies courses: ENG 104 and 108, or 112, and 220. In consultation with the academic advisor, the student will prepare an acceptable graduation portfolio which includes a resume, a cover letter, and writings from majors courses.

### 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: FL14-434 Survey of Literature in French I (3 credit hours) and FL14-435 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. Students may not take courses requiring FRE 212 as a prerequisite without first passing a departmentally approved proficiency exam.

### MAJOR IN SPANISH

The requirements for a Bachelor of Arts degree in Spanish include the satisfactory completion of the following courses for a total of 48 credits: SPA 102, 112, 202, 212, 248 or 348, 250 or 350, 302, 312, 322, 332, 400 (repeated once for a total of 8 hours). Students may not take courses requiring SPA 212 as a prerequisite without first passing a departmentally approved proficiency exam.

## 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 as 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 232, 301, 310, 312, 332, 360, 362, 364, 365, 368, 400, 465, 466, 488; two additional literature courses numbered 300 or above. Students must also complete the NTE's Examination in English Language and Literature. To be certified as a teacher, the student must receive a passing score, as determined by the Missouri Department of Elementary and Secondary Education, on the NTE's Examination in English Language and Literature. The student will also be required to take the following General Studies courses: ENG 104 and 108, or 112, and 220.

### 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 as 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: FL14-434 Survey of Literature in French I (3 credit hours) and FL14-435 Survey of Literature in French II (3 credit hours). (Students enroll with NWMSU and must pay the appropriate NWMSU tuition for these two courses.) May not take courses requiring FRE 212 as a prerequisite without first passing a departmentally approved proficiency exam. Demonstrate oral proficiency skills in French by testing at the Intermediate High level on the American Council on the Teaching of Foreign Languages' Oral Proficiency Interview. Receive a passing score, as determined by the Department of Elementary and Secondary Education, on the NTE's Examination in French. 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 50 credits: SPA 102, 112, 202, 212, 301, 302, 248 or 348, 250 or 350, 312, 322, 332, 400 (repeated once for a total of 8 hours). May not take courses requiring SPA 212 as a prerequisite without first passing a departmentally approved proficiency exam. Demonstrate oral proficiency skills in Spanish by testing at the Intermediate High level on the American Council on the Teaching of Foreign Languages' Oral Proficiency Interview. Receive a passing score, as determined by the Department of Elementary and Secondary Education, on the NTE's Examination in Spanish.

## MINOR PROGRAMS IN ENGLISH, FOREIGN LANGUAGES AND JOURNALISM

In addition to the major programs, the Department of English, Foreign Languages and Journalism offers minors in English, journalism, French, German, and Spanish.

### English, Literature

The minor in English Literature 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 Literature include the satisfactory completion of the following courses for a total of 21 credits: ENG 301, 310 or 312, 360 or 362, 368, 420 or 422; two British literature courses numbered above 300.

### English, Education

Structured to meet the requirements for teacher certification, the following minor in English Education is specifically offered to prepare students to teach English in grades 7 through 12.

The requirements for the minor in English Education include the satisfactory completion of the following courses for a total of 32 credits: ENG 104 and 108, or 112, 220, 232, 301, 310, 362, 364, 365, 400, 465.

### 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 communication specialists for business, corporate and professional worlds.

The requirements for a minor in English technical communications include the satisfactory completion of the following courses for a total of 21 hours: ETC 200, JOU 202, JOU or ETC 422, ETC 324, ETC 316, ETC 326, JOU 308. Strongly recommended courses are ENG 232 and ENG 301.

### 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, 308, 310 or 312 or 326. No more than four total credits of JOU 210/212 and/or JOU 310/312 will be counted toward the journalism minor. Journalism students are encouraged to develop proficiency in word processing, desktop publishing and photography early in their academic careers.

### 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).

### German

The requirements for the minor in German include the satisfactory completion of the following courses for a total of 24 credits: GRE 102, 112, 202, 212, 300 (two semesters).

### 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, and two courses numbered above 300.

## International Studies

The minor in International Studies is designed to give students exposure to international issues from different perspectives. With the growing globalization of business, governments, and recreation, it is almost certain that today's students will participate in international activities. This minor can help prepare them to maximize the benefit from those interactions. Students who take this minor must take 24 credits from the list below with at least 18 credits outside of their major department and no more than 18 credits from any one group.

### Foreign Language Group

		<i>Credits</i>
FRE or GER or SPA 102	Elementary French or German or Spanish I	4
FRE or GER or SPA 112	Elementary French or German or Spanish II	4
FRE or GER or SPA 202	Intermediate French or German or Spanish	4
FRE or GER or SPA 211	French or German or Spanish for the Professional	3
		0-15

### Social Science Group

GEO 320	Geography of Europe	3
GEO 330	Economic Geography	3
HIS 340	Recent European History	3
HIS 360	The British Empire	3
HIS 370	History of Latin America	3
PSC 210	Comparative Political Systems	3
PSC 400	American Foreign Policy	3
		0-18

### Business Group

GBA 317	Introduction to International Business	3
ECO 461	International Economics	3
MKT 451	International Marketing	3
ECO 463	Comparative Economic Systems	3
MGT 401	International Business Relations	3
GBA 370	Global Viewpoint	3
		0-18

**Total for Minor**                      **24**

## 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. This option is open only to students obtaining full teaching certification in another area as a major.

### Extended Certificate

	<i>Credits</i>
JOU 200 Principles and Theory of Mass Media and Journalism (F)	3
JOU 202 Basic News Reporting (F)	3
JOU 303 Media law and Ethics (Sp)	3
JOU 308 Copy Editing (F)	3
JOU 314 Special Topics in Journalism (Sp) (even years)	3
Additional Journalism electives from the following:	6
JOU 210 Journalism Lab: Newspaper Production (F, Sp)	
JOU 212 Journalism Lab: Yearbook/Magazine Production (F, Sp)	
JOU 302 Advanced Reporting (Sp)	
JOU 310 Journalism Lab: Newspaper Production Management (F, Sp)	
JOU 312 Journalism Lab: Yearbook/Magazine Production Management (F, Sp)	
JOU 316 Internship in Journalism (F, Sp, Su)	
JOU 422 Organizational and Public Relations Writing (Sp)	
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## ENGLISH COMPOSITION AND LANGUAGE COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**ENG 100 Introduction to College Writing (3) F, Sp, Su.** Instruction in reading and writing open to any student, but mandatory for those students who do not score satisfactorily on the English Department's Writing 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) F, Sp, Su.** Instruction in reading and writing; emphasizes expository prose. Fulfills first half of the General Studies requirement in English composition. Prerequisite: A grade of C or higher in 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) F, Sp, Su.** 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) F.** 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 232 Language Awareness (3) F.** 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.

**ENG 301 Advanced Composition (3) F.** Required for English majors and minors. An advanced expository writing course designed to improve the ability to write clearly and effectively. Explores a variety of structural forms and rhetorical strategies. Prerequisite: ENG 108 or 112. LAS Writing.

**ENG 314 Technology and Society (3) F, Sp.** Participatory course emphasizing a particular problem and/or issue related to technology and society. Class participants will investigate the semester's theme using currently available technologies. Same as BIO 314, HUM 314, PSY 314, PSC 314. Prerequisites: Completion of Category One -- Basic Skills General Studies courses.

**ENG 316 Internship in English (1-6) F, Sp, Su.** Practical application of skills in reading, writing, and analytical thinking at a business concern or agency or working as a writing tutor under the supervision of English Faculty or Center for Academic Support professionals (30 clock hours of work for each hour of credit). May be repeated for a total of 12 credits. Prerequisite: junior or senior standing and departmental approval.

**ENG 332 History of English Language (3) Sp (odd-numbered years).** Growth and structure of the English language. Prerequisite: ENG 232.

**ENG 338 Creative Writing (3) F.** 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. LAS Writing.

**ENG 364 Introduction to Composition Theory (3)** Introduction to the basic theories of composition. Prerequisite: Completion of ENG 301 and junior standing. LAS Ethics.

## ENGLISH TECHNICAL COMMUNICATIONS COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**ETC 200 Introduction to Technical Publication (3) F.** Workshop emphasizing shorter forms of technical writing. The course stresses form, composition, and word processing. Students are introduced to desktop capabilities—graphics, style, format, and layout. They will also apply appropriate software for completing work professionally. All work evolves through a flexible, recursive process. Prerequisite: ENG 108 or 112. LAS Ethics.

**ETC 316 Internship in Technical Communications (2-6) F, Sp, Su.** 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 departmental approval.

**ETC 324 Writing in the Technical World (3) Sp.** 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 and ETC 200. LAS Writing; Computer Literacy.

**ETC 326 Desktop Publishing (3) F, Sp.** A workshop course involving design and production of attractive and effective advertisements, brochures and fliers, correspondence, newsletters, and manuals using Macintosh desktop publishing equipment. Same as JOU 326. LAS Computer Literacy.

**ETC 328 Advanced Desktop Publishing (3) Sp (even-numbered years).** An advanced workshop course involving design and production of attractive and effective manual, magazine, and newspaper pages using desktop publishing with Macintosh computers, laser printers and negative and line art scanners and appropriate software. Same as JOU 328. Prerequisite: ETC/JOU 326.

**ETC 422 Organizational and Public Relations Writing (3) Sp.** A workshop course for business and professional people, English majors with a writing, technical communications, or public relations emphasis, and journalism minors. Emphasis on audience analysis, writing, editing, designing, and producing organizational and public relations documents. Same as JOU 422. Prerequisite: ENG 108 or 112, JOU 202, JOU/ETC 326. LAS Writing; Computer Literacy.

**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.

## ENGLISH EDUCATION COURSES

Waiving of any course prerequisites requires prior departmental authorization.

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) F, Sp, Su.** 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. Elementary education majors may not take the course until officially admitted to teacher education.

**ENG 365 Teaching Writing in Middle and Secondary Schools (3).** Instruction in applying current research on the composing process to the teaching of writing in secondary schools and an examination of problems/issues related to teaching writing in grades 7-12. Prerequisite: Completion of ENG 364 or EED 320.

**ENG 400 Literature for Adolescents (3) Sp.** 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. LAS Writing.

**ENG 465 English Teaching: Methods and Materials (2) F.** Techniques, materials, and resources used in the English curriculum in the secondary schools. Prerequisite: ENG 365. LAS Computer Literacy.

**ENG 466 Practicum in the Teaching of Writing (1) F.** Practical application of teaching writing through participation as student assistant in ENG 100 Writer's Workshops. Prerequisite: ENG 365. Recommend concurrent enrollment in ENG 465.

## LITERATURE COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**ENG 210 Approaches to Literature (3) F Sp, Su.** A general studies course emphasizing ways of reading and writing about poetry, fiction and drama. Various thematic approaches may be offered. May not be repeated for credit.

**ENG 220 Classical Backgrounds in Literature (3) Sp.** A general studies course designed primarily for English majors emphasizing ways of reading and writing about classical drama, fiction, and poetry. Prerequisite: ENG 108 or 112.

- ENG 310 British Literature to 1798 (3) F.** Survey of British literature from Anglo-Saxon times to the Restoration and eighteenth century periods. Prerequisite: ENG 220.
- ENG 312 British Literature since 1798 (3) Sp.** A continuation of ENG 310. A survey from the Romantics and the Victorians to contemporary writers. Prerequisite: ENG 220.
- ENG 360 American Literature to 1865 (3) F.** Survey of American literature from colonial beginnings to the Civil War; includes literature of ethnic groups. Prerequisites: ENG 108 or 112 and 210, or 220. LAS International/Intercultural.
- ENG 362 American Literature since 1865 (3) Sp.** Continuation of ENG 360. Survey from the Civil War to the present day; includes literature of ethnic groups. Prerequisites: ENG 108 or 112 and 210, or 220. LAS Computer Literacy; International/Intercultural.
- ENG 368 Shakespeare (3).** A study of selected works. Prerequisite: ENG 108 or 112 and 210, or 220. 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 and 210, or 220.
- ENG 372 Seventeenth Century British Literature (3).** The literature and culture of the Jacobean and Restoration periods; special emphasis on Milton. Prerequisite: ENG 220.
- ENG 374 Eighteenth Century British Literature (3).** The major literary movements and writers of the eighteenth century. Prerequisite: ENG 220.
- 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 220.
- ENG 380 Romantic Poetry and Prose (3).** The major works of the Romantic period. Prerequisite: ENG 220.
- ENG 382 Victorian Literature (3).** The major works of the Victorian period. Prerequisites: ENG 108 or 112 and 210, or 220.
- ENG 390 Modern European Literature (3).** Selected works in translation of modern European writers. Prerequisite: ENG 220.
- ENG 420 American Short Story (3) Sp (even-numbered years.)** American short story from Washington Irving to the present; includes literature of ethnic groups. Prerequisite: ENG 220.
- ENG 422 American Novel (3) Sp (odd-numbered years).** Representative works of the nineteenth and twentieth centuries; includes literature of ethnic groups. Prerequisite: ENG 220.
- ENG 426 Modern American and British Poetry (3).** Representative poetry of the twentieth century; includes literature of ethnic groups. Prerequisite: ENG 220.
- 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 departmental approval.
- ENG 468 British Novel: Eighteenth Century (3).** The development of the British novel in the eighteenth century. Prerequisite: ENG 220.

**ENG 470 British Novel: Nineteenth and Twentieth Centuries (3).** Representative novels of the nineteenth and twentieth centuries. Prerequisite: ENG 220.

**ENG 478 Modern Drama (3).** Drama from Ibsen to the present. Prerequisite: ENG 220. Same as THR 478.

**ENG 484 Selected Topics in English (3) Sp.** Study of selected topics or problems in English. Prerequisite: Junior or senior standing and departmental approval.

**ENG 485 Selected English Texts of the Sixteenth Century (3) F.** An in-depth, interdisciplinary study of key texts of the English literary Renaissance. Offered as a part of the MWSC Oxford Summer Study Program. This course does not fulfill English literature elective requirements in the BA or BSE English majors.

**ENG 488 Senior Seminar in English (3) F.** Discussion of the relationships and significance of major texts and periods covered in the degree programs in English. Prerequisite: departmental approval required. LAS Ethics.

## JOURNALISM COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**JOU 104 Photography Fundamentals (3) F.** Basic techniques of shooting, processing, and printing black-and-white film. Students are required to provide their own camera equipment, film, and photographic paper and must pay a \$10 darkroom fee.

**JOU 200 Principles and Theory of Mass Media and Journalism (3) F.** 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) F.** Introduction to basic journalistic style and story structure for print media, with an emphasis on writing the lead and body of short to medium length straight news stories as well as covering campus news beats. 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) F, Sp.** Supervised experience in reporting news, features, commentary, and sports; selling and designing advertising; and shooting, processing, and printing photographs. Students work on the campus newspaper, *The Griffon News*. May be repeated for a total of 8 credits.

**JOU 212 Journalism Laboratory: Yearbook/Magazine Production (2) F, Sp.** 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) Sp.** Advanced instruction and experience in reporting and writing news stories, editorials and features. Prerequisite: JOU 202. LAS Writing.

**JOU 303 Media Law and Ethics (3) Sp (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. LAS Ethics.

**JOU 308 Copy Editing (3) F.** 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 and JOU 202.

**JOU 310 Journalism Laboratory: Newspaper Production Management (2) F, Sp.** 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) F, Sp.** 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 Selected Topics in Journalism (3) Sp (even-numbered years).** Advanced course in journalism; topics vary from semester to semester. May be repeated for credit.

**JOU 316 Internship in Journalism (2-6) F, Sp, Su.** 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 departmental approval required.

**JOU 326 Desktop Publishing (3) F, Sp.** A workshop course involving design and production of attractive and effective advertisements, brochures and fliers, correspondence, newsletters, and manuals using Macintosh desktop publishing equipment. Same as ETC 326. LAS Computer Literacy.

**JOU 328 Advanced Desktop Publishing (3) Sp (even-numbered years).** An advanced workshop course involving design and production of attractive and effective manual, magazine, and newspaper pages using desktop publishing with Macintosh computers, laser printers and negative and line art scanners and appropriate software. Same as ETC 328. Prerequisite: ETC/JOU 326.

**JOU 422 Organizational and Public Relations Writing (3) Sp.** A workshop course for business and professional people, English majors with a writing, technical communications, or public relations emphasis, and journalism minors. Emphasis on audience analysis, writing, editing, designing, and producing organizational and public relations documents. Same as ETC 422. Prerequisite: ENG 108 or 112, JOU 202, JOU/ETC 326. LAS Writing; Computer Literacy.

## FOREIGN LANGUAGES COURSES

Waiving of any course prerequisites requires prior departmental authorization.

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) F.** 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) Sp.** Continuation of FRE 102. Three hours lecture, two hours lab. Prerequisite: FRE 102 or equivalent.

**FRE 202 Intermediate French (4) F.** Continuation of FRE 112. Completion of essential grammar. Three hours lecture and two hours lab, or four hours lecture. Prerequisite: FRE 112.

**FRE 205 Summer Study/Travel Program in France: Preparatory Work (3) Su.** 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. LAS International/Intercultural.

**FRE 206 Summer Study/Travel Program in France: Field Work in Paris and Surrounding Area (1) Su.** 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.

**FRE 207 Summer Study/Travel Program in France: Oral and Written French (5) Su.** A four-week intensive study in French language at the early intermediate level taught by the audio-oral method at the *Institute Savoisien d' Études Françaises* 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. LAS Writing; International/Intercultural.

**FRE 211 French for the Professional (3).** A pragmatic approach to the continued development of the skills of listening, reading, writing, and speaking in French, as well as concentrating on increased awareness of French customs and culture. This course is recommended for students pursuing a business major, as well as those who want to acquire more confidence in practical use of French. Prerequisite: FRE 202 or equivalent.

**FRE 212 French Conversation and Composition (4) Sp.** Refinement of writing and speaking skills through review of structural patterns and mastery of idiomatic usages; study of vocabulary distinctions. Three hours lecture and two hours lab, or four hours lecture. Prerequisite: FRE 202.

**FRE 300 Topics in French (4) F, Sp.** 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. LAS Computer Literacy; Ethics.

**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 an intermediate high or higher rating 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 trained as oral proficiency testers. Same course as GER 301 and SPA 301. Prerequisites: Junior standing and FRE 212.

**FRE 305 Summer Study/Travel Program in France: Preparatory Work (3) Su.** 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. LAS International/Intercultural.

**FRE 306 Summer Study/Travel Program In France: Field Work in Paris and Surrounding Area (1) Su.** 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.

**FRE 307 Summer Study/Travel Program In France: Oral and Written French (5) Su.** A four-week intensive study in French language and culture at the advanced level taught by the audio-oral method at the *Institute Savoisien d'Études Françaises* 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. LAS Writing; International/Intercultural.

## German Courses

**GER 102 Elementary German I (4) F.** 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) Sp.** Continuation of GER 102. Three hours lecture and two hours lab. Prerequisite: GER 102 or equivalent.

**GER 202 Intermediate German (4) F.** Continuation of GER 112. Completion of essential grammar. Three hours lecture, two hours lab, or four hours lecture. Prerequisite: GER 112.

**GER 211 German for the Professional (3).** A pragmatic approach to the continued development of the skills of listening, reading, writing, and speaking in German, as well as concentrating on increased awareness of German customs and culture. This course is recommended for students pursuing a business major, as well as those who want to acquire more confidence in practical use of German. Prerequisite: GER 202 or equivalent.

**GER 212 German Conversation and Composition (4) Sp.** Use of short literary works as a basis for conversation and short compositions. Three hours lecture and two hours lab, or four hours lecture. Prerequisite: GER 202.

**GER 300 Topics In German (4).** 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.

**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 an intermediate high or higher rating 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 trained as oral proficiency testers. Same course as FRE 301 and SPA 301. Prerequisites: Junior standing and GER 212.

## Spanish Courses

**SPA 102 Elementary Spanish I (4) F.** 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) Sp.** Continuation of SPA 102. Three hours lecture, two hours lab. Prerequisite: SPA 102 or equivalent.

**SPA 202 Intermediate Spanish I (4) F.** Continuation of SPA 112; completion of essential grammar. Three hours lecture and two hours lab, or four hours lecture. Prerequisite: SPA 112.



**SPA 211 Spanish for the Professional (3).** A pragmatic approach to the continued development of the skills of listening, reading, writing, and speaking in Spanish, as well as concentrating on increased awareness of Spanish customs and culture. This course is recommended for students pursuing a business major, as well as those who want to acquire more confidence in practical use of Spanish. Prerequisite: SPA 202 or equivalent.

**SPA 212 Intermediate Spanish II (4) Sp.** Conversations and written compositions based on textual materials as well as contemporary topics. Three hours lecture and two hours lab, or four hours lecture. Prerequisite: SPA 202.

**SPA 248 Preparatory Course for Interim Program Spanish Studies Abroad (2) Su.** An introduction to Spanish history and contemporary Spanish 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 of two years of high school Spanish. LAS International/Intercultural.

**SPA 250 Interim Program in Spanish Studies Abroad: Oral Spanish (6) Su.** An intensive three-week intermediate level skills course in spoken Spanish given in a Spanish speaking country. Class meets for six hours daily. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 112 or two years of high school Spanish.

**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 an intermediate high or higher rating 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 trained as oral proficiency testers. Same course as FRE 301 and GER 301. Prerequisites: Junior standing and SPA 212.

**SPA 302 Advanced Spanish I: Grammar, Composition and Reading (4) F.** A course in advanced grammatical constructions as seen in literary readings. Also weekly compositions over these readings. Prerequisite: SPA 212 or equivalent. LAS Computer Literacy.

**SPA 312 Advanced Spanish II: Conversation and Diction (4) Sp.** A course in practical, everyday conversational Spanish with special emphasis on good pronunciation. Prerequisite: SPA 212 or equivalent. LAS Computer Literacy.

**SPA 322 Introduction to Hispanic Culture, Civilization and Literature I (4) F.** A study of Hispanic society, art, and literature from prehistoric times to the present. The course emphasizes connections between historical development and artistic expression. Prerequisite: SPA 212 or equivalent. LAS Writing.

**SPA 332 Introduction to Hispanic Culture, Civilization and Literature II (4) Sp.** A continuation of SPA 322. Prerequisite: SPA 212 or equivalent. LAS Ethics.

**SPA 348 Preparatory Course for Interim Program Spanish Studies Abroad (2) Su.** An introduction to Spanish history and contemporary Spanish 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 or four years of high school Spanish. LAS International/Intercultural.

**SPA 350 Interim Program In Spanish Studies Abroad: Oral Spanish (6) Su.** An intensive three-week advanced level skills course in spoken Spanish in a Spanish speaking country. Class meets for six hours daily. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 212 or four years of high school Spanish.

**SPA 400 Topics in Spanish (4) F, Sp.** 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. LAS Writing; LAS Ethics.

# Department of Music

Dr. F. Matt Gilmour, *Chairperson*

271-4420

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 BA requires 16 credits in a single foreign language.

Candidates for the Bachelor of Arts degree must complete the 200-level "applied music-major instrument" requirements for graduation.

### Major in Music

Missouri Western offers three options in the B.A.: Traditional Program, Commercial Music-Performance Program, and Commercial Music-Business/Recording Program. All options require 51 - 54 credits in music courses, including the following core of classes:

			<i>Credits</i>
MUS	101	Perspectives in Music	3
MUS	119	Musicianship 1	2
MUS	219	Musicianship 2	4
MUS	319	Musicianship 3	4
MUS	329	Musicianship 4	4
MUS	419	Musicianship 5	4
MUS	429	Musicianship 6	3
MUS	206	Keyboard Proficiency I	2
MUS	***	Ensembles	4
MUS	***	Applied Music-major instrument	4
MUS	490	Senior Recital	1
MUS	***	Music Electives (any music courses except Applied Music - Major Instrument, and Music Ensembles)	6 38

### Traditional Program

In addition to the core, the following courses are required:

			<i>Credits</i>
MUS	310	History of Music: Ancient to Baroque	3
MUS	311	History of Music: Classical to Modern	3
MUS	***	Applied Music-major instrument	4 10

**Commercial Music - Performance Program**

In addition to the core, the following courses are required:

			<i>Credits</i>
MUS	209	Synthesizer Techniques	2
MUS	303	Commercial Harmony	2
MUS	327	Commercial Music Seminar	3
MUS	352	Ensembles	2
MUS	410	Topics in Computer Music Applications	2
MUS	***	Applied Music-major instrument	<u>2</u>
			13

**Commercial Music - Business/Recording Program**

In addition to the core, the following courses are required:

			<i>Credits</i>
MUS	209	Synthesizer Techniques	2
MUS	303	Commercial Harmony	2
MUS	327	Commercial Music Seminar	3
MUS	410	Topics in Computer Music Applications	2
MUS	440	Commercial Music Practicum	<u>4</u>
			13

**BACHELOR OF SCIENCE IN EDUCATION  
DEGREE REQUIREMENTS**

**Major in Music**

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 Science in Education degree must complete 4 credits in 300-level "applied music-major instrument" requirements for graduation.

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 64 - 66 credits in music courses, including the following core of classes:

<b>Core Courses</b>			<i>Credits</i>
MUS	101	Perspectives in Music	3
MUS	119	Musicianship 1	2
MUS	206	Keyboard Proficiency	2
MUS	219	Musicianship 2	4
MUS	310	History of Music: Ancient to Baroque	3
MUS	311	History of Music: Classical to Modern	3
MUS	319	Musicianship 3	4
MUS	320	Elementary Music Methods and Materials	3
MUS	329	Musicianship 4	4
MUS	419	Musicianship 5	4
MUS	429	Musicianship 6	3
MUS	490		
	or		
	491	Senior Recital	1
MUS	***	Applied Music-Major Instrument	7
MUS	***	Ensembles (5 credits in Major Ensembles/ 2 credits in Chamber Ensembles)	<u>7</u>
			50

### Vocal Emphasis

In addition to the core, the following courses are required:

			<i>Credits</i>
MUS	201	Foundations in Vocal/Choral Techniques 1	2
MUS	208	Keyboard Proficiency II	2
MUS	301	Foundations in Vocal/Choral Techniques 2	2
MUS	328	Choral Literature	2
MUS	441	Advanced Choral Conducting	2
MUS	467	Middle & High School Choral Methods	<u>2</u>
			12

**Applied voice concentration:** Restricted electives are MUS 334, 2 credits.

**Applied piano or organ concentration:** Restricted electives are MUS 331, 2 credits; applied voice major instrument, 2 credits (two semesters in MUS 289).

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 441; and for SED 409 is MUS 467.

### Instrumental Emphasis

In addition to the core, the following courses are required:

			<i>Credits</i>
MUS	306	Brass Methods & Techniques	2
MUS	307	Percussion Methods & Techniques	2
MUS	308	String Methods & Techniques	2
MUS	309	Woodwind Methods & Techniques	2
MUS	442	Advanced Instrumental Conducting	2
MUS	325	Marching Band Techniques	1
MUS	326	Instrument Care & Repair	1
MUS	468	Middle & High School Instrumental Methods	<u>3</u>
			15

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. As part of the SED 303 and SED 409, students will be required to have experiences in teaching beginning instrumental students individually and in small/large groups. The music prerequisite(s) for SED 203 is MUS 320; for SED 303 are MUS 206 and MUS 442; and for SED 409 is MUS 468. The student in each emphasis area should make every effort to be involved in as many different teaching levels as is possible.

**For all music degree programs, General Studies, Category Four - Humanities is restricted as follows:**

MUS 101 (also required for the music major/minor)

Select one course each from two of the following three groups:

1. HUM 203 or HUM 205
2. ENG 210
3. FRE 102, GER 102, SPA 102

## MINORS

### Music

Courses in music must total 27 hours. The following courses are required: MUS 101(3 credits), MUS 119 (2 credits), MUS 219 (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.

### Musical Theatre

This program is only for students who are vocal music majors. Courses in the Minor in Musical Theatre must total 23/24 hours. The following courses are required: THR 126, 140 (Musical Theatre), 228, 229, 326, 338, and COM/THR 275, 279, 289.

## CERTIFICATION

### Elementary Music Education Emphasis

Candidates for the Bachelor of Science in Education Vocal Emphasis degree may receive an emphasis in elementary music education by electing MUS 321 Orff, Kodály, and Laben and MUS 322 General Music Activities (total of 4 credits). This emphasis is for those students desiring to teach at the elementary school level.

### Solo Performance Emphasis

All degree candidates in music may elect a solo performance emphasis program in their major applied area with Department of Music permission. This emphasis requires MUS 390 Junior Recital and MUS 491 Senior Recital.

### Additional Teaching Certification

The department strongly recommends additional teaching certification for all BSE music majors.

Candidates for the Bachelor of Science in Education degree with a Vocal Emphasis may achieve state instrumental certification with the following courses:

		<i>Credits</i>
MUS 306	Brass Methods & Techniques	2
MUS 307	Percussion Methods & Techniques	2
MUS 308	String Methods & Techniques	2
MUS 309	Woodwind Methods & Techniques	2
MUS 442	Advanced Instrumental Conducting	2
MUS 468	Middle & High School Instrumental Methods	3
MUS ***	Applied Music (instrumental)	2
MUS ***	Ensembles (instrumental)	2
		17

Candidates for the Bachelor of Science in Education degree with an Instrumental Emphasis may achieve state vocal certification with the following courses:

			<i>Credits</i>
MUS	201	Foundations in Vocal/Choral Techniques 1	2
MUS	301	Foundations in Vocal/Choral Techniques 2	2
MUS	328	Choral Literature	2
MUS	441	Advanced Choral Conducting	2
MUS	467	Middle & High School Choral Methods	2
MUS	***	Applied Music (voice)	4
MUS	***	Music Ensembles (vocal)	<u>2</u>
			16

## MUSIC COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**MUS 101 Perspectives in Music (3) F, Sp, Su.** 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 103 Fundamentals of Music (2)** . Materials of music through triads and simple duple and triple rhythm; includes music reading/aural recognition. Meets three hours per week.

**MUS 106 Basic Keyboard Skills I (2) F.** Keyboard orientation; intervallic reading; I, V chord structures and harmonization. No piano background required.

**MUS 108 Basic Keyboard Skills II (2) Sp.** Primary chord structures and harmonization, simple accompaniment patterns, reading skills, scale structures. Prerequisite: MUS 106 or departmental approval.

**MUS 119 Musicianship 1 (2) F.** Study of the properties of sound, music notation, scales and modes, tonality and major/minor keys, intervals and transposition. Includes an overview of music history from the Middle Ages through the Contemporary period. Basic music reading/aural recognition. Meets three hours per week.

**MUS 206 Keyboard Proficiency I (2) F.** Keyboard harmony, harmonization of folk melodies, sight-reading, scale structure, transposition, simple accompaniment, elementary repertoire; completion of proficiency examination for instrumental majors. Prerequisite: MUS 119 and 108 or departmental approval.

**MUS 208 Keyboard Proficiency II (2) Sp.** Advanced harmonic progressions, intermediate-level accompaniments, transposition of simple accompaniment, open-score reading, intermediate repertoire, scale and arpeggio techniques; completion of proficiency examination for B.S.E.-Vocal Emphasis majors. Prerequisite: MUS 206 or departmental approval.

**MUS 209 Synthesizer Techniques (2) Sp.** Techniques of playing various presets, editing instrument presets and sound design, MIDI performance, and chord voicing. Prerequisite: MUS 206 or permission of instructor.

**MUS 210 Introduction to Computer Music Applications (1) F, Sp, Su (on demand).** A seminar course designed to introduce the student to the hardware/software applications available in the Art/Music Computer Laboratory. Prerequisite: MUS 119 or departmental approval. LAS Computer Literacy.

**MUS 219 Musicianship 2 (4) Sp.** Study of tuning systems, invertible counterpoint, triads and seventh chords, cadences, melodic organization, rhythm and meter, musical textures, voice leading and harmonic progressions in four-part choral writing. Includes historical overview of musical texture and harmonic progression. Includes an introduction to computer music notation, recorder performance and basic conducting patterns and experiences. Includes music reading/aural training. Meets five hours per week. Prerequisite: MUS 119.

**MUS 240 Chamber Music Performance: Brass (1-2) F, Sp.** Study through performance in musical literature and performance practices as they relate to chamber music with brass instruments. May be repeated for credit. Prerequisite: departmental approval.

**MUS 241 Chamber Music Performance: Keyboard (1-2) F, Sp.** Study through performance in musical literature and performance practices as they relate to chamber music with keyboard instruments. May be repeated for credit. Prerequisite: departmental approval.

**MUS 242 Chamber Music Performance: Percussion (1-2) F, Sp.** Study through performance in musical literature and performance practices as they relate to chamber music with percussion instruments. May be repeated for credit. Prerequisite: departmental approval.

**MUS 243 Chamber Music Performance: Strings (1-2) F, Sp.** Study through performance in musical literature and performance practices as they relate to chamber music with string instruments. May be repeated for credit. Prerequisite: departmental approval.

**MUS 244 Chamber Music Performance: Voice (1-2) F, Sp.** Study through performance in musical literature and performance practices as they relate to chamber music with voice. May be repeated for credit. Prerequisite: departmental approval.

**MUS 245 Chamber Music Performance: Woodwinds (1-2) F, Sp.** Study through performance in musical literature and performance practices as they relate to chamber music with woodwind instruments. May be repeated for credit. Prerequisite: departmental approval.

**MUS 303 Commercial Harmony (2) F.** Western tertian harmonic language and Afro-American/Latin-American rhythmic structures as applied to commercial music. Prerequisite: MUS 329.

**MUS 310 History of Music: Ancient to Baroque (3) F.** Musical styles and techniques, from ancient music to Baroque. Prerequisite: MUS 101, 329. LAS Writing; International/Intercultural.

**MUS 311 History of Music: Classical to Modern (3) Sp.** Musical styles and techniques, from classical to modern. Prerequisite: MUS 101, 329. LAS Writing; International/Intercultural.

**MUS 312 Topics in Music Literature: Chamber (1-2) F, Sp.** Study through research in music literature and performance practices as they relate to chamber music. May be repeated for credit. Prerequisite: departmental approval.

**MUS 313 Topics in Music Literature: Choral (1-2) F, Sp.** Study through research in music literature and performance practices as they relate to choral music. May be repeated for credit. Prerequisite: departmental approval.

**MUS 314 Topics in Music Literature: Piano (1-2) F, Sp.** Study through research in music literature and performance practices as they relate to piano music. May be repeated for credit. Prerequisite: departmental approval.



**MUS 315 Topics in Music Literature: Organ (1-2) F, Sp.** Study through research in music literature and performance practices as they relate to organ music. May be repeated for credit. Prerequisite: departmental approval.

**MUS 316 Topics in Music Literature: Percussion (1-2) F, Sp.** Study through research in music literature and performance practices as they relate to percussion music. May be repeated for credit. Prerequisite: departmental approval.

**MUS 317 Topics in Music Literature: Solo Instrument (1-2) F, Sp.** Study through research in music literature and performance practices as they relate to solo instrument music. May be repeated for credit. Prerequisite: departmental approval.

**MUS 318 Topics in Music Literature: Solo Voice (1-2) F, Sp.** Study through research in music literature and performance practices as they relate to solo vocal music. May be repeated for credit. Prerequisite: departmental approval.

**MUS 319 Musicianship 3 (4) F.** Study of modulation and secondary dominant harmony including historical overview, binary and ternary forms. Includes beginning arranging, computer music notation, recorder and guitar performance and conducting experiences. Includes music reading/aural training. Meets five hours per week. Prerequisite: MUS 219.

**MUS 327 Commercial Music Seminar (3) Sp.** Problems in Commercial Music, including recording techniques, contracts, bookings, and agents, taxes, union membership, promotional materials and marketing techniques, rehearsal techniques, repertoire development, personnel and interpersonal relations, song writing and publishing. Prerequisite: MUS 209 and 303. LAS Ethics.

**MUS 329 Musicianship 4 (4) Sp.** Study of the polyphonic techniques of the Renaissance and Baroque, fugue and music analysis. Includes intermediate arranging, computer music sequencing, recorder and guitar performance and conducting experiences. Includes music reading/aural training. Meets five hours per week. Prerequisite: MUS 319.

**MUS 406 Composition (1-2) F, Sp.** 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: departmental approval.

**MUS 410 Topics in Computer Music Applications (1-2) F, Sp, Su (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 departmental approval required.

**MUS 419 Musicianship 5 (4) F.** Study of chromatic harmony, variation technique, sonata and rondo forms and music analysis. Advanced choral arranging. Includes music sequencing, recorder and guitar performance and conducting experiences. Includes music reading/aural training. Meets five hours per week. Prerequisite: MUS 329 LAS Computer Literacy.

**MUS 429 Musicianship 6 (3) Sp.** Study of chromatic and extended harmony with an historic overview including jazz and popular music. Study of contemporary compositional techniques. Advanced instrumental arranging. Includes music sequencing and conducting experiences. Includes music reading/aural training. Meets four hours per week. Prerequisite: MUS 419 LAS Computer Literacy.

**MUS 440 Commercial Music Practicum (4) F, Sp, Su.** Final experience for those with Business/Recording emphasis. Part-time off-campus experiences with cooperating professional in the area of student's choice (business or recording) for a minimum of 10 hours per week. Student's activity and progress is observed by a member of the commercial music faculty. Prerequisite: MUS 327.

**MUS 441 Advanced Choral Conducting (2) F.** A study of problems of choral conducting. Includes the study of conducting gestures that facilitate entrances and releases, compound and changing meters and other interpretive indications. Includes score study and effective rehearsal techniques.

**MUS 442 Advanced Instrumental Conducting (2) F.** Advanced conducting techniques: patterns, cuing, styles, score preparation, rehearsal and performance techniques, problem solving experiences.

**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 departmental approval.

## MUSIC ENSEMBLE COURSES

Waiving of any course prerequisites requires prior departmental authorization.

Except for Commercial Music degree students, all 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) F, Sp.** Group singing of various styles of music literature. Two hours per week.

**MUS 145 Marching Band (1) F.** Performance of marching maneuvers. Six hours per week. May be repeated for credit. Rehearsals commence about one week before beginning of semester. Prerequisite: departmental approval.

**MUS 146 Concert Band (1) Sp.** Basic concert band literature with public performance; laboratory for conducting and arranging students; experience on secondary instruments. Three hours per week.

**MUS 338 Concert Chorale (1) F, Sp.** Select ensemble, emphasizing performance of sacred and secular choral music. Four hours per week. Students are financially responsible for appropriate concert dress.

**MUS 346 Orchestra (1) F, Sp.** Performance of selected standard orchestral literature. Three hours per week. Prerequisite: departmental approval.

**MUS 347 Wind Ensemble (1) F, Sp.** Select ensemble emphasizing musicianship, playing skills, representative literature, and public performance. Four hours per week. Prerequisite: departmental approval.

**MUS 352 Commercial Music Ensemble (1) F, Sp.** Performance group(s) dedicated to commercial music techniques. Each semester will be devoted to a specific type of commercial music (country, rock, jazz, mixed dance styles) and the ensemble will explore the various styles encountered within each type. May be repeated for credit.

## Chamber Ensembles

Waiving of any course prerequisites requires prior departmental authorization.

**MUS 339 Chamber Singers (1) Sp.** Vocal chamber music performance. Three hours per week. Prerequisite: departmental approval.

**MUS 340 Renaissance Singers (1) F.** Vocal chamber music performance. Three hours per week. Prerequisite: departmental approval.

**MUS 341 Swing Choir (1) on demand.** Performance of popular music with choreography. Three hours per week. Prerequisite: departmental approval.

**MUS 343 Brass Ensemble (1) on demand.** Chamber music performance. Two hours per week. Prerequisite: departmental approval.

**MUS 344 Jazz Ensemble (1) F, Sp.** Select ensemble for public performance. Three hours per week. Prerequisite: departmental approval.

**MUS 345 Percussion Ensemble (1) F, Sp.** Performance of major percussion ensemble literature. Required of all percussion majors. Three hours per week. Prerequisite: departmental approval.

**MUS 349 Chamber Winds (1) Sp.** Select ensemble structured for advanced brass, woodwind, and percussion students with minimum instrumentation; emphasizes original wind literature. Two hours per week. Prerequisite: departmental approval.

**MUS 350 Woodwind Ensemble (1) on demand.** Chamber music performance. Two hours per week. Prerequisite: departmental approval.

## MUSIC PEDAGOGY COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**MUS 201 Foundations in Vocal/Choral Techniques 1 (2) F.** Provides a basic understanding of good tone production, interpretation, musicianship, performance skills and repertoire in solo vocal and choral music. The International Phonetic Alphabet, Italian pronunciation and English diction will be emphasized.

**MUS 220 Music for the Elementary Classroom Teacher (3) F, Sp.** Basic music for the elementary education major incorporating music appreciation and use of music in the teaching of basic skills. Prerequisite: EED 202, 203. Elementary education majors may not take the course until officially admitted to teacher education.

**MUS 306 Brass Methods and Materials (2) F.** Class lessons to develop playing skills and instructional methodology of brass instruments; techniques of teaching instrumental groups. Meets three days a week.

**MUS 307 Percussion Methods and Materials (2) Sp.** Class lessons to develop playing skills and instructional methodology of percussion instruments; techniques of teaching instrumental groups. Meets three days a week.

**MUS 308 String Methods and Materials (2) F.** Class lessons to develop playing skills and instructional methodology of string instruments; techniques of teaching instrumental groups. Meets three days a week.

**MUS 309 Woodwind Methods and Materials (2) Sp.** Class lessons to develop playing skills and instructional methodology of woodwind instruments; techniques of teaching instrumental groups. Meets three days a week.

**MUS 320 Elementary Music Methods and Materials (3) F.** Overview of methods and materials for teaching of music in grades K-6. For students majoring in music education. Prerequisite: MUS 219 or EED 202, 203 and ability to read music.

**MUS 321 Orff, Kodály, and Laben (2) Sp (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. LAS International/Intercultural.

**MUS 322 General Music Activities (2) Sp (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) F (on demand).** Materials and ideas in marching band techniques. Prerequisite: MUS 145.

**MUS 326 Instrument Care and Repair (1) Sp (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 306, 307, 308, 309.

**MUS 328 Choral Literature (2) Sp.** A study of repertoire appropriate for choral literature representing various levels of maturation and achievement (young adolescent through advanced high school groups and both large and small ensembles). Includes stylistic trends, musical characteristics and performance practices from Medieval to the Contemporary period.

**MUS 330 Pedagogical Practices: Brass (1-2) F, Sp.** Principles of teaching brass in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: departmental approval.

**MUS 331 Pedagogical Practices: Keyboard (1-2) F, Sp.** Principles of teaching keyboard in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: departmental approval. LAS Ethics.

**MUS 332 Pedagogical Practices: Percussion (1-2) F, Sp.** Principles of teaching percussion in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: departmental approval.

**MUS 333 Pedagogical Practices: Strings (1-2) F, Sp.** Principles of teaching strings in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: departmental approval.

**MUS 334 Pedagogical Practices: Voice (1-2) F, Sp.** Principles of teaching voice in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: departmental approval. LAS Ethics.

**MUS 335 Pedagogical Practices: Woodwinds (1-2) F, Sp.** Principles of teaching woodwinds in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: departmental approval.

**MUS 467 Middle and High School Choral Methods (2) F.** Problems and techniques of teaching music in middle and senior high school, organization of vocal groups, general music classes and evaluation materials. Prerequisite: MUS 441. LAS Ethics.

**MUS 468 Middle and High School Instrumental Methods (3) F.** This course is to prepare instrumental music educators for all aspects of instrumental music education which deal directly with the organizational and instructional strategies not dealt with in pedagogical courses aimed at performance, theory, history, and conducting. Prerequisite: MUS 442. LAS Ethics.

## APPLIED MUSIC COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**Applied Music-Secondary Instrument (1) F, Sp.** For the music major studying a secondary applied area and for the non-major; 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 departmental approval.

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) F, Sp.** 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: departmental approval.

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) F, Sp, Su.** For performance-emphasis majors only. A one-half-hour recital required. Prerequisite: departmental approval. A special fee is assessed.

**MUS 490 Senior Recital (1) F, Sp, Su.** Minimum requirements for music majors in the applied music-major instrument category. A one-half-hour recital required for graduation. Prerequisite: departmental approval. A special fee is assessed.

**MUS 491 Senior Recital (1) F, Sp, Su.** For performance-emphasis majors in 400-level applied music. A one-hour recital required for graduation. Prerequisite: departmental approval. A special fee is assessed.

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# Department of Psychology

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Dr. Phil Wann, *Chairperson*

271-4444

The study of psychology provides 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 that 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 101, 200; ENG 104, 108, and MAT 112 or higher before their psychology major application will be considered. (*Caution to students: MAT 110 will not be acceptable preparation in mathematics for admission to the psychology major.*) 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 academic year. If a student is not admitted during that year the student must reapply in order to remain under consideration. Students are strongly urged to take PSY 300, 301, and 302 during the first two semesters after acceptance to the major.

## 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, business, communication) that lists the course as required or elective for that major or minor: PSY 300, 301, 302, 319, 325, 335, 365, 400, 415, 430, or 490. Under the individual course listings, this requirement is designated "major course requirement." Exceptions to this course prerequisite require written departmental approval.

## 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

	<i>Credits</i>
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 340 Cognitive Psychology
- PSY 345 Animal Behavior
- PSY 350 Physiological Psychology
- PSY 355 Sensation and Perception
- PSY 360 Motivation and Emotion

6

*Social Science core*

- PSY 305 Psychology of Communication
- PSY 310 Industrial/Organizational Psychology
- PSY 319 Child Psychology
- PSY 325 Psychology of Personality
- PSY 365 Social Psychology

6

**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.

6

*Total credits for major*

37

**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 human resources. 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 human resources, 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**

	<i>Credits</i>
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 490 Senior Seminar	2
	16



**Personnel Psychology Core Courses**

	<i>credits</i>
PSY 220 Health Psychology/Stress Management	3
PSY 305 Psychology of Communication	3
PSY 310 Industrial/Organizational Psychology	3
PSY 325 Psychology of Personality	3
PSY 365 Social Psychology	3
PSY 400 Psychological Testing & Assessment	3

One of the following courses:

PSY 250 Behavior Modification	
PSY 360 Motivation and Emotion	
PSY 415 Intermediate Statistics for the Behavioral Sciences	
PSY 420 Practicum in Psychology	
PSY 421 Practicum in Psychology	3-4

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21-22

**Cognate Field**

GBA 211 Business Law	3
ACC 230 Principles of Financial Accounting	3
ECO 260 Principles of Economics I	3
MGT 312 Principles of Management	3
MGT 412 Human Resources Management	3

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15

*Total credits for major*

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52

Note: For personnel psychology majors, the Business & Economics Department allows entry into MGT 312 with the prerequisite of ACC 230 and ECO 260. PSY 300 substitutes for the MGT 412 prerequisite of GBA 210.

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.

**MINORS****Minor in Psychology**

A minimum of 21 credits in Psychology is required. PSY 101 and 200 are required core courses 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 260 Introduction to Aging Studies (offered every spring semester)
- BIO 265 Biology of Aging (offered fall semesters of even-numbered years)
- REC 370 Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
- ALH 365 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 265 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 by 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 to fit his/her schedule. Contact the Coordinator of the minor in the Social Sciences Department or Academic Affairs Office for more information.

## PSYCHOLOGY COURSES

Waiving of any course prerequisites requires prior departmental approval.

**PSY 101 General Psychology (3) F, Sp, Su.** 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) F, Sp, Su.** Introduction to scientific psychology with emphasis on methodology. Prerequisite: PSY 101.

**PSY 210 Mental Hygiene (3) F, Sp.** 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) Sp.** Examines the psychological and social factors that influence health and disease. Attention is also focused on stress management, the health care system, and the evaluation of health-related research. Prerequisite: PSY 101.

**PSY 222 Psychology of Gender (3) F.** 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. LAS International/Intercultural.

**PSY 240 Life-span Developmental Psychology (3) Sp.** Explores the cognitive, personality, emotional, social, and physical changes that occur from conception through old age. This course is intended primarily for majors in fields which require a developmental psychology overview of the life span. Credit for this course is not applicable toward a psychology major. Prerequisite: PSY 101.

**PSY 250 Behavior Modification (3) Sp. (odd-numbered years).** Explores the application of behavioral principles to human problems. Prerequisite: PSY 101.

\* 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 260 Cross-Cultural Psychology (3) Sp.** Considers psychological issues from a cross-cultural perspective, enabling students to appreciate the diverse ecological and cultural settings in which their behavior is increasingly influenced by global diversity and the global economy. LAS International/Intercultural.

**PSY 270 Psychology of Religious Experience (3) F.** Utilizes psychological theories and research methods to investigate the nature, antecedents, and consequences of religious experience and behavior. Emphasis is on the scientific study of religion. Prerequisite: PSY 101.

**PSY 280 Career Development in Psychology (1) F.** Explores career opportunities, levels of training, and professional issues in the field of psychology. Designed for those seeking employment and/or graduate school training in psychology. Prerequisite: Admission into the major.

**PSY 300 Psychological Statistics and Measurements (3) F, Sp (even-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.\* LAS Computer Literacy.

**PSY 301 Experimental Psychology (3) F, Sp.** 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. \* LAS Ethics.

**PSY 302 Experimental Psychology Laboratory (2) F, Sp.** Laboratory experience in designing and conducting psychological research, data analysis, and writing research reports. Must be taken concurrently with PSY 301. Majors course requirement. \* LAS Writing; Ethics.

**PSY 305 Psychology of Communication (3) Sp.** 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. LAS International/Intercultural.

**PSY 309 Abnormal Psychology (3) F, Sp.** 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/Organizational Psychology (3) Sp.** Introduces the research and theories of I/O Psychology and applies them to the problems and issues of the work place with an emphasis on the role of cognitive activity in work-related behavior. Prerequisite: PSY 101.

**PSY 314 Technology and Society (3) F, Sp.** Participatory course emphasizing a particular problem and/or issue related to technology and society. Class participants will investigate the semester's theme using currently available technologies. Same as BIO 314, ENG 314, HUM 314, PSC 314. Prerequisites: Completion of Category one -- Basic Skills General Studies courses.

\* 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 319 Child/Adolescent Psychology (3) F, Sp, Su.** 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. \* LAS International/Intercultural.

**PSY 321 Adulthood and Aging (3) Sp.** 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) F.** Dynamics of personality development and human behavior; emphasizes theories of personality. Prerequisite: PSY 101, 200; majors course requirement. \*

**PSY 335 Learning (3) F (odd-numbered years).** Surveys major theories of learning in contemporary psychology, with a brief historical introduction. Prerequisite: PSY 101, 200; majors course requirement. \*

**PSY 340 Cognitive Psychology (3) F (even numbered years).** Examines the field of Cognitive Psychology, including human learning, memory, problem solving, language, and attention. Artificial intelligence will be examined. Prerequisite: PSY 101, 200.

**PSY 345 Animal Behavior (3) Sp (odd-numbered years).** Introduction to the comparative method in exploring and classifying behavior in animals. Prerequisite: PSY 101, 200.

**PSY 350 Physiological Psychology (3) Sp.** Investigates the physiological correlates of behavior. Prerequisite: PSY 101, 200.

**PSY 355 Sensation and Perception (3) Sp (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.

**PSY 360 Motivation and Emotion (3) F (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.

**PSY 365 Social Psychology (3) F, Sp (odd-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.\* LAS Writing.

**PSY 400 Introduction to Psychological Testing and Assessment (3) Sp.** 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. \* LAS Ethics.

**PSY 410 Introduction to Counseling Psychology (3) Sp.** 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.

\* 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 415 Intermediate Statistics for the Behavioral Sciences (3) F (odd-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.\* LAS Computer Literacy.

**PSY 419 Psychology of the Exceptional child (3) F (even-numbered years).** Considers problems and needs of children who noticeably deviate from accepted physical, psychological, and social norms. Prerequisite: PSY 101, 200, 319 or 240.\*

**PSY 420 Practicum in Psychology (4) F.** 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 departmental approval.

**PSY 421 Practicum in Psychology (4) Sp.** 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: Senior status in psychology and departmental approval.

**PSY 430 History and Systems in Psychology (3) F.** 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) F, Sp.** By arrangement. Open only to seniors as a means of taking a required course which is not otherwise available. Prerequisite: Departmental approval required.

**PSY 480 Independent Research (1-5) F, Sp.** Research on selected topics or problems, on an individual conference basis. Prerequisite: Departmental approval required.

**PSY 490 Senior Seminar (2) F, Sp.** 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.

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# Department of Social Sciences

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Dr. Steven G. Greiert, *Chairperson*

271-4340

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**

#### **Admission to the History Major**

Students desiring to major in history should declare their interest to the chairperson of the Department of Social Sciences so that they can be assigned history advisors. Applicants must have completed the following courses before their major applications will be considered: HIS 100, 110 or 130; HIS 140 or 150; ENG 104, with a grade of C or higher in each.

#### **Degree Requirements**

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 101 or ECO 260; 3 credits in social science other than history.

### **Major in Political Science**

Students desiring to major in Political Science should declare their interest to the chairperson of the Department of Social Sciences so that they can be respectively assigned political science advisors. Applications to the major in political science will be reviewed twice a year. Applications should be submitted prior to September 15 or prior to March 1. Students will be notified of the department's decision by October 15 or April 1. Applicants must have completed the following courses before their major applications will be considered: PSC 101, 110; ENG 104, with a grade of C or higher in each. A selection committee will review all applicants and determine 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 political science, government, or law; and 3) grades in all college work to date. Applications by transfer students (upon their request) will be given a preliminary review by the department chairperson before MWSC's pre-registration 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.

**Requirements for the 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, 280, 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.

HIS 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. Students desiring to major in Social Work should indicate their interest to the Social Work faculty so they can be assigned a Social Work advisor as soon as possible in their college career.

**Admission to the Bachelor of Social Work Program**

Acceptance as a Social Work major is gained through a competitive process. Applications to declare the major will be received three times a year; the deadlines for applications are October 1, March 1, and June 1. Applicants must have completed more than 45 hours. Applicants also must have completed SWK 250, ENG 104, SOC 110, and PSY 101, with a grade of C or higher in each, before their Social Work major application will be considered. Students seeking admission to the Social Work program must complete the general studies math requirement before filing their respective formal applications. The minimum acceptable cumulative G.P.A. shall be no lower than 2.50. A selection committee reviews all applicants and determines those who will be admitted as majors. This review includes an interview, assessment of academic performance, references, and the students' responses to questions included on the application form. If a student is not admitted to the Social Work program initially, the student may re-apply once.

## Degree Requirements

A second admissions process must be completed successfully before majors may take SWK 460 - *Practicum in Social Work*. Students apply for the practicum the semester prior to their enrollment in SWK 460. The practicum application process includes the submission of a written application and successful completion of an interview.

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, 111 or 260 (or for transfer students the equivalent of the following human biology courses: BIO 240, 241, 252, 265, or 305.)

A minimum grade of C in each social work course and a cumulative G.P.A. of 2.50 are necessary to graduate with the B.S.W. Compliance with the NASW Code of Ethics is an academic requirement of the program.

## MINORS

### 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.

### History

Courses in history must total 18 credits. Select either the United States history option or the European history option.

**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.

### Political Science

Courses in political science must total 18 credits. Select either the American Government option or the International Affairs option.

**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, 400, plus an additional 6 credits in political science courses numbered 300 or higher.

### International Studies

The minor in International Studies is designed to give students exposure to international issues from different perspectives. With the growing globalization of business, governments, and recreation, it is almost certain that today's students will participate in international activities. This minor can help prepare them to maximize the benefit from those interactions. Students who take this minor must take 24 credits from the list below with at least 18 credits outside of their major department and no more than 18 credits from any one group.

#### Foreign Language Group

		<i>Credits</i>
FRE or GER or SPA 102	Elementary French or German or Spanish I	4
FRE or GER or SPA 112	Elementary French or German or Spanish II	4
FRE or GER or SPA 202	Intermediate French or German or Spanish	4
FRE or GER or SPA 211	French or German or Spanish for the Professional	3
		<hr/> 0-15

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**Social Science Group****Credits**

GEO	320	Geography of Europe	3
GEO	330	Economic Geography	3
HIS	340	Recent European History	3
HIS	360	The British Empire	3
HIS	370	History of Latin America	3
PSC	210	Comparative Political Science	3
PSC	400	American Foreign Policy	3
			<hr/>
			0-18

**Business Group**

GBA	317	Introduction to International Business	3
ECO	461	International Economics	3
MKT	451	International Marketing	3
ECO	463	Comparative Economic Systems	3
MGT	401	International Business Relations	3
GBA	370	Global Viewpoint	3
			<hr/>
			0-18

**Total for Minor****24****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, management, nursing, recreation administration, psychology, or social work.

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

SWK	260*	Introduction to Aging Studies (offered every spring semester)
BIO	265	Biology of Aging (offered fall semesters of even-numbered years)
REC	370	Fitness and Recreational Aspects of Aging (offered fall semesters of even-numbered years)
ALH	365	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	265	Death and Dying (offered fall semesters of odd-numbered years)

(\* indicates this course is required by all students)

A 1-3 Credit field experience/practicum/internship arranged through one of the participating departments and approved by the MWSC Gerontology/Aging Advisory Board is required.

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 to fit his/her schedule. Contact the Coordinator of the minor in the Department of Social Sciences for more information.

**Social Work**

Students seeking this minor must complete 22 credit hours: including SOC 110; PSY 101; PSC 101, 320; SWK 250, 320, 330, 350 (SOC 110 and PSC 101 are General Studies Courses and are prerequisites for other courses. But they do not count toward the 22 credit hours for the minor).

## Sociology

Courses in sociology must total 21 credits. The following courses are required: SOC 110, 120, 230, either SOC 310 or 400, SOC 440, plus an additional 6 credits in sociology courses numbered 300 or higher.

## GEOGRAPHY COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**GEO 100 World Geography (3) F, Sp, Su.** Introductory course which emphasizes the interrelationships between humans and the natural environment.

**GEO 150 The Geography of Human Environments (3) F.** 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 on agricultural, industrial, and extractive production; world trade routes, increasing industrial production, problems of non-industrial nations.

## HISTORY COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**HIS 100 Ancient and Medieval Civilization (3) F, Sp.** 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 Early Modern Civilization (3) F, Sp.** 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) F, Sp.** 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 bi-polar world order; the bloc system.

**HIS 140 American History to 1865 (3) F, Sp.** 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) F, Sp.** Continuation of HIS 140. Reconstruction, industrialization, urbanization, emergence as a world power, progressivism, World War F, the New Deal, World War SP, and postwar America.

**HIS 220 History of Missouri (3) Sp (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; the state's contributions to politics, art, literature, education, industry, and transportation.

**HIS 245 History of the Middle East in the Twentieth Century (3) Sp (even-numbered years).** An examination of the historical developments in the Middle East since 1900, with special attention to the origins of current political, social, and economic issues in a region plagued by instability.

**HIS 300 American Colonial History (3) F.** The founding of the British North American colonies; origins of American cultural, religious, and racial diversity; British colonial administration to the Revolution. Prerequisite: HIS 140 and 150.

**HIS 302 The Jacksonian Era 1824-1848 (3) Sp (odd-numbered years).** Postwar expansion; rise of American nationalism and the growth of the West; revival of the two-party system; Jacksonian democracy; humanitarian crusades; the Mexican War. Prerequisite: HIS 140 and 150.

**HIS 305 The American Frontier (3) Sp (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: HIS 140 and 150.

**HIS 310 English History I (3) F (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. Prerequisites: HIS 100 or HIS 110 or HUM 203 or HUM 205.

**HIS 320 English History II (3) Sp (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: HIS 140 and 150.

**HIS 330 Recent United States History (3) F.** The United States since World War F, with emphasis on current problems. Prerequisite: HIS 140 and 150.

**HIS 339 Europe 1815-1914 (3) F.** Europe from the Congress of Vienna to 1914; reaction and revolution, nationalistic movements, rise of socialism-communism, the diplomatic background of World War F. Prerequisite: HIS 130.

**HIS 340 Recent European History (3) Sp.** Europe in World War F, the rise of dictatorships, the League of Nations, new alignments, World War SP, and the postwar period. Prerequisite: HIS 130.

**HIS 345 Military History (3) F (odd-numbered years).** The historical development and application of military strategy, tactics, doctrine, and technology from ancient times to the present. Prerequisite: HIS 100 or 110 or 130 or 140 or 150.

**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) F (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. LAS International/Intercultural.

**HIS 370 History of Latin America (3) Sp (even-numbered years).** A survey course including pre-Columbian cultures, colonial period, independence movements, national developments, relations with the United States and Europe. Prerequisite: HIS 110 or HIS 140. LAS International/Intercultural.

**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: HIS 110 and 130.

**HIS 400 Civil War and Reconstruction (3) F (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: HIS 140 and 150.

**HIS 410 Renaissance and Reformation England (3) Sp (even-numbered years).** Examines the representative documents explaining developments in English politics, society, and culture from the Late Middle Ages to 1688. Emphasis is placed on: 1) Henry VIII and the English Reformation; 2) Elizabeth I and the English Renaissance; 3) Oliver Cromwell and the English Civil Wars; and 4) the "Glorious Revolution" of 1688. Prerequisite: HIS 110; LAS Writing.

**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 from among HIS 100, 110 or 130.

**HIS 450 Independent Study in History (1-5) F, Sp.** 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 departmental approval.

**HIS 465 Methods of Teaching Social Studies (2) F.** Principles and methods of teaching social studies in secondary school; objectives, problems, materials, and methods applied to the social studies curriculum. Prerequisite: departmental approval required.

## POLITICAL SCIENCE COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**PSC 101 American National Government (3) F, Sp, Su.** The American constitutional system, including Congress, the presidency, and the courts; and public issues.

**PSC 110 American State and Local Government (3) Sp.** 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) Sp.** 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. LAS International/Intercultural.

**PSC 210 Comparative Political Systems (3) F.** Structural-functional analysis of major European political systems; comparison and contrast among such systems and with others of contemporary significance. Prerequisite: PSC 101.

**PSC 280 Scope and Methods in Political Science (3) Sp.** The way Political Scientists work; the scientific basis for the discipline of Political Science; the history, approaches, and major sub-fields of Political Science; the quantitative and qualitative research methods used to analyze politics.

**PSC 300 Political Parties, Elections, and Voting Behavior (3)** Evolution of the American two-party system; place of the interest group in decision making through interaction with executive and legislative branches. Prerequisite: PSC 101 and 110. LAS Computer Literacy.

**PSC 310 Political Theory (3) F.** 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. LAS Ethics, LAS Writing.

**PSC 314 Technology and Society (3) F, Sp.** Participatory course emphasizing a particular problem and/or issue related to technology and society. Class participants will investigate the semester's theme using currently available technologies. Same as BIO 314, ENG 314, HUM 314, PSY 314. Prerequisites: Completion of Category one -- Basic Skills General Studies courses.

**PSC 320 Public Administration (3) Sp.** Organization theory; bureaucracy; public personnel and policy; issues in American public administration. Prerequisite: PSC 101.

**PSC 330 Urban Politics (3).** 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. Prerequisite: PSC 101 and 110.

**PSC 340 Latin American Political Systems (3).** 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: PSC 101 and PSC 200 or 210. LAS International/Intercultural.

**PSC 350 Judicial Process (3).** An exploration of the judicial process in the United States, including the institutions and considerations that affect the administration of justice under law in the American political system. Prerequisite: PSC 101 and 110.

**PSC 355 Interest Group Politics (3).** An examination of interest groups and the interest group process in the U.S., both in national and state arenas. Attention is given to the role and function of interest groups in society, the interest group process itself, problems, and the use of case studies to illustrate the process in action. Prerequisite: PSC 101 and 110.

**PSC 360 The American Presidency (3).** 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 370 American Public Policy (3).** A survey of the policy process in both national and state government. Attention is given to the process itself, key actors, and a limited number of specific policy issues chosen from among the following: energy and environmental protection; civil rights and liberties; welfare; taxation, spending, and budgeting; intergovernmental and international relations. Prerequisite: PSC 101 and PSC 110; LAS Ethics, LAS Writing.

**PSC 400 American Foreign Policy (3).** 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. LAS International/Intercultural.

**PSC 410 The Legislative Process (3).** 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: PSC 101 and 110.

**PSC 420 Constitutional Law (3).** 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 450 Independent Study in Political Science (1-5) F, Sp.** 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 departmental approval.

**PSC 490 Practicum in Political Science (5-12) F, Sp, Su.** 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 faculty. 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 G.P.A. of 3.0 or higher in Political Science. Departmental approval required.

## SOCIAL WORK COURSES

Waiving of any course prerequisites requires prior departmental authorization.

**SWK 250 Introduction to Social Work (3) F, Sp.** Basic patterns of professional social work practice; generic framework for the scientific practice of social work.

**SWK 260 Introduction to Aging Studies (3) Sp.** Overview of the physical, social, psychological, cultural, and economic aspects of aging, all from a social problems perspective; social policy and social work intervention issues pertaining to aging.

**SWK 265 Death and Dying (3) F (odd-numbered years).** Cultural views and customs regarding death and dying; stages of death and dying; abnormal grief reactions, issues pertaining to children and death, role of spirituality; functions of health care systems and interdisciplinary teams. LAS International/Intercultural.

**SWK 270 Selected Topics in Social Work (3) F, Sp.** Study of a selected problem in social work practice, e.g., mental illness, chemical dependence, or child welfare. Course may be repeated for credit for each different topic.

**SWK 320 Philosophy and Policy in Social Services I (3) Sp.** Historical significance of social legislation, its impact on the individual and society; social philosophy, social service, and social change. Prerequisite: SWK 250; PSC 101; PSC 320 (SWK 320 and PSC 320 may be taken concurrently with departmental approval).

**SWK 330 Human Behavior and Social Environment (3) F.** 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 departmental approval.

**SWK 350 Social Work Methods I (4) Sp.** 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 PSY and SOC courses, and junior status.

**SWK 410 Social Work Methods II (3) F.** 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) departmental approval. LAS Ethics.

**SWK 420 Philosophy and Policy in Social Services II (3) F.** 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) F, Sp.** 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 departmental approval.

**SWK 460 Practicum in Social Work (5) F, Sp.** 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. LAS Writing.

**SWK 470 Social Work Methods III (3) Sp.** 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

Waiving of any course prerequisites requires prior departmental authorization.

**SOC 110 General Sociology (3) F, Sp, Su.** Sociology concepts: social organization, human interaction with individuals and groups, population, and social change.

**SOC 120 General Anthropology (3) F.** The bio-cultural evolution of the human species, with emphasis on culture as adaptation for survival; comparison of human non-literate societies, stressing cultural variability, cultural relativity, and similarities between cultures.

**SOC 200 Introduction to Archaeology (3) F.** The language, methodology, theoretical frameworks and history of the field of archaeology, with special emphasis on excavations and their contribution to knowledge of past civilization.

**SOC 230 Social Problems (3) F.** An analysis of contemporary American social problems, with an emphasis on urban problems. Prerequisite: SOC 110.

**SOC 310 Deviant Behavior (3) Sp (odd numbered years).** 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) F.** The family as a basic institution; the structure and functions of the modern family in a changing urban environment. Prerequisite: SOC 110 and 230.

**SOC 360 Sociology of Health and Illness (3) Sp (even-numbered years).** 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. LAS Ethics.

**SOC 370 Mediterranean Archaeology (3) Sp (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 departmental approval.

**SOC 373 Sociology of Sport and Physical Activity (2-3) F.** Emphasizes the fundamental premise that sport is a microcosm of society. Develops an understanding of the principles that create, sustain, and transform social organizations through sport as well as the structure, processes, and problems of sport as a form of social organization. Investigates how the theory and methodology of sociology can be used to understand the principles of stability and change in the conduct of sport.

**SOC 400 Racial and Ethnic Relations (3) Sp.** The characteristics of minority groups, theoretical interpretations of minority-majority relations, group conflicts, and social differentiation in complex societies. Prerequisite: SOC 110 and either 3 additional credits in sociology or departmental approval. LAS International/Intercultural.

**SOC 430 Criminology (3) F.** Theories of criminal behavior, legal concepts, criminal statistics, corrective treatment, and crime control. Prerequisite: SOC 110 and either SOC 230 or departmental approval. LAS Ethics.

**SOC 440 Sociological Theory (3) F.** Historical and empirical treatment of the development, structure, and functioning of human social systems. Prerequisite: SOC 110, 230, 330, and one additional sociology course.

**SOC 460 Research Methods in Sociology (3) F.** 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.



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# Division of Continuing Education

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Dr. Ed Gorsky, *Dean*

271-4100

The mission of the Division of Continuing Education is to extend the resources of Missouri Western State College to the community to promote lifelong learning. This is accomplished in three major areas:

**CREDIT** - The division sponsors credit courses from the various departments at nontraditional times such as evenings, weekends, and during Intersession. In addition, the division sponsors a number of dual-credit programs for seniors in area high schools during the school day. A number of CED prefix courses are offered. A maximum of six (6) credits in continuing education courses, numbered 100 or higher, and bearing the CED prefix may be applied toward the total requirements required for a degree, but may not be applied toward the academic major.

Because Missouri Western State College does not offer graduate programs, the division also houses the Graduate Center. A number of graduate programs from other institutions are offered either live or via distance education.

**NONCREDIT** - The division supplements credit offerings by sponsoring a variety of noncredit programs. The programs include programs for business and industry, recertification programs, personal enrichment courses and recreational programs.

**CONFERENCES AND SPECIAL PROGRAMS** - The division sponsors an extensive summer conference program as well as several non-resident conferences and seminars during the school year. The division also sponsors special programs, such as the MECA (Midland Empire Community Arts) program for children and adults, summer enrichment camps for youth, an Elderhostel for senior citizens, and the Regional Law Enforcement Academy, which provides the mandatory training necessary for Peace Officers in Missouri.

All programs are offered to encourage students to utilize the resources of Missouri Western State College in their pursuit of quality lifelong learning.

## 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 the Division of Continuing Education. Noncredit courses are registered through the Division of Continuing Education.

## FEES

Fees for continuing education classes are divided into two categories: credit and noncredit 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**

The refund policy for credit classes is the same as other credit courses at Missouri Western State College.

Noncredit students may receive a full refund on noncredit continuing education classes if notification is received one week prior to the first class period or if the class is cancelled. After the first class meeting but prior to the second class session, students may receive a 50% refund (minus a \$5 administrative charge) if it is requested in writing. No refunds will be made after the second scheduled class meeting.

## **ADDITIONAL INFORMATION**

Contact the Division of Continuing Education in MC 105 or call 816-271-4100 to obtain specific information regarding continuing education courses, or to suggest courses which may be of interest to the community. Normal operating hours for The Division of Continuing Education are 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.

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## Evening and Saturday Program

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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 the Division of Continuing Education may enroll in the office of the Division of Continuing Education.

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## Intersession

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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, unless special permission is obtained from the Dean of Continuing Education.

Students may enroll in Intersession during regular preregistration for summer school. Students may also enroll in Intersession at the Office of Continuing Education, MC 105.

All tuition and fees must be paid in the office of the Division of Continuing Education.

Please consult the summer class schedule for appropriate add/drop dates.

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## Summer Session

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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.

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# Non-Traditional Student Center

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The Non-Traditional Student Center office, located in 106-B 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.

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# APPENDICES

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# Appendix A:

## Course Abbreviations

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ACC	— Accounting	HIS	— History
AGB	— Agribusiness	HON	— Honors
ALH	— Allied Health	HUM	— Humanities
ART	— Art	JOU	— Journalism
BIO	— Biology	LAT	— Legal Assistant
BUS	— Business Education	LAW	— Criminal Justice
CED	— Continuing Education	MAT	— Mathematics
CET	— Construction Engineering	MGT	— Management
CHE	— Chemistry	MIL	— Military Science Technology
COL	— College Orientation	MKT	— Marketing
COM	— Communication Studies	MTE	— Medical Technology
CSC	— Computer Science	MUS	— Music
ECO	— Economics	NUR	— Nursing
EED	— Elementary Education	PED	— Physical Education
EET	— Electronic Engineering Technology	PHS	— Physical Science
EGT	— Engineering Technology	PHY	— Physics
ENG	— English	PSC	— Political Science
ETC	— English Technical Communications	PSY	— Psychology
ESC	— Earth Science	PTA	— Physical Therapy Assistant
FIN	— Finance	REC	— Recreation Administration
FRE	— French	SED	— Secondary Education
GBA	— General Business Administration	SOC	— Sociology
GEO	— Geography	SPA	— Spanish
GER	— German	SWK	— Social Work
HIM	— Health Information Management	THR	— Theatre

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# Appendix B: The Board of Regents

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**William Carpenter, President** (term expires October 29, 1997)  
*Appointed by Governor John Ashcroft, October 1991*

**Karen Baker** (term expires October 29, 2001)  
*Appointed by Governor Mel Carnahan, November 1995*

**Teresa Herzog** (term expires October 29, 1999)  
*Appointed by Governor Mel Carnahan, March 1994*

**Krikor Partamian, M.D.** (term expires October 29, 2002)  
*Appointed by Governor Mel Carnahan, March 1997*

**Bob Roth** (term expires October 29, 1998)  
*Appointed by Governor Mel Carnahan, May 1993*

**Julia Rupp** (term expires October 29, 2000)  
*Appointed by Governor Mel Carnahan, December 1994*

*Student Regent*  
**Kwanza Humphrey** (term expires December 31, 1997)  
*Appointed by Governor Mel Carnahan, January 1996*

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## Appendix C: Administrative Staff

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- Ball, Christopher F.**, Assistant Football Coach (B.S., Missouri Western State College; M.P.E., The University of Akron/Washington State University)
- Bell, Karl V.**, Admissions Counselor (B.S., Missouri Western State College)
- 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)
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- Brauck, Cindy D.**, Head Volleyball Coach (B.S., M.S., Southwest Missouri State University)
- Brown, H. David**, Director of Counseling, Testing, and Career Services (B.S., Missouri Western State College; M.A., University of Missouri-Kansas City)
- Burton, Darcy D.**, Accountant/Analyst (B.S., Missouri Western State College)
- Burton, Mark**, Microcomputer Support Technician
- Carlile, J. David**, Microcomputer Support Technician - Software (B.S., Central Missouri State University; M.S., Northwest Missouri State University)
- Carolus, Susan H.**, Coordinator of Pass the Power (B.S., University of Kansas-Lawrence)
- CDeBaca, Terri L.**, Employee Benefits Coordinator (B.S., Missouri Western State College)
- Cook, John**, Microcomputer Support Coordinator (B.S., Missouri Western State College)
- Courter, B. Joyce**, Director of Health Services (A.D., North Central Missouri College; B.S., Missouri Western State College)
- Crowley, Timothy J.**, Peer Counselor Coordinator (B.A., Westmar College; M.S., Northwest Missouri State University; Ph.D., The Union Institute)
- Daffron, Jeanne M.**, Acting Dean of Professional Studies (A.S., B.S., Missouri Western State College; M.A., University of Missouri-Kansas City; Ph.D., Texas Women's University)
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- Eckhoff, Daniel O.**, Bursar (B.S., Missouri Western State College)
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- Fenner, Audrey**, Acquisitions/Serial Management Librarian (B.M., B.M.E., University of Regina; M.L.S. University of Western Ontario)
- Fields, Judy A.**, Research Analyst (B.S., Northwest Missouri State University)
- Flanagan-Nulph, Cindy L.**, Administrative Assistant to Vice President of Administration/Risk Manager (A.S., B.S., Missouri Western State College)
- Garlinger, Linda M.**, Coordinator of Career Services (A.A., State University of New York; B.A., Saint Mary College; M.S., Kansas State University)
- Gentry, Richard W.**, Director of Regional Law Enforcement Academy (A.S., Penn Valley Community College; B.S., Missouri Western State College; M.S., Central Missouri State University)
- Gilmore, Richard C.**, Controller (B.S., Missouri Western State College)



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**Graves, Patricia E.**, Production Control Coordinator  
**Grimes, Judith W.**, Director of Freshmen Year Experience (B.A., University of Texas-Austin; M.A., Ph.D., University of Missouri-Columbia)  
**Grizzel Carter, Rachel**, Coordinator of Midland Empire Community Arts (B.S., William Jewell College)  
**Hahn, Jamie**, Admission Coordinator (A.S., B.S.B.A., Missouri Western State College)  
**Ham, Dixie L.**, Administrative Assistant to Executive Vice President  
**Harrity, Kerry T.**, Senior Electronics Technician  
**Hauschel, Elaine Y.**, Math Coordinator (B.S., University of Missouri-Rolla; M.S., Rice University)  
**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.**, Director of Purchasing  
**Huff, Stephen D.**, Associate Vice President of Student Affairs & Governmental Relations (B.A., M.A., Southeast Missouri State University)  
**Jacobson, Valeri R.**, Director of College Publications (A.A., Des Moines Area Community College, B.A., Tekyo Marycrest University)  
**Johnson, Lonnie R.**, Director of Physical Plant (B.S., Arkansas Tech University)  
**Johnson, Mark**, Sports Information Director (B.A., Northern Michigan University)  
**Johnson, Martin A.**, Dean of Liberal Arts and Sciences (B.A. University of California-Davis; M.S., Ph.D., Brigham Young University)  
**Johnson, Melinda J.**, Coordinator of Resident Life Services (B.S., Missouri Western State College)  
**Jones, Carolyn**, Data Coordinator  
**Jones, Kendy S.**, Senior Designer (B.S., Missouri Western State College)  
**Kaverman, Donald L.**, Director of Athletics (B.A., M.A., Michigan State University)  
**Kelley, Jonathan S.**, Director of Traffic and Security (A.S., Northwestern Connecticut College; B.S., Missouri Western State College; M.S., Central Missouri State University)  
**Kiley, Ladawn A.**, Administrative Assistant to Vice President for Academic Affairs (A.A., North Iowa Area Community College; B.S.B.A., Missouri Western State College)  
**Lang, T. Joan**, Coordinator, Foundation and Alumni Accounting Services  
**Leahy, Richard J.**, Coordinator of Theatre  
**Leiker, Jeffrey**, Assistant Football Coach (B.S., Washburn University)  
**Little, Lisa A.**, Executive Assistant to the President (A.S., B.S.B.A., Missouri Western State College)  
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**Mabe, Mark E.**, Director of Computer Center (AS, B.S., Missouri Western State College)  
**Mackey, Alice R.**, Reading Coordinator (A.A., Atlantic Community College; B.S., Trenton State Teachers College; M.A., Ed.S., University of Missouri-Kansas City)  
**Mayes, Ruby D.**, Operations Network Coordinator  
**McCarthy, James J.**, Executive Vice President (A.A., St. Thomas Seminary; B.A., Fairfield University; M.Ed., Springfield College; Ed.D., University of Massachusetts)  
**McCauley, Howard**, Director of Admissions (B.S., M.S., Northeast Missouri State University)  
**McGarrell, Andrew R.**, Cataloging Librarian (B.A., Yale University; M.A., Indiana University; M.L.S. Indiana University)  
**McMillian, Carey J.**, Accountant (B.S.B.A., Missouri Western State College)  
**Meadows, J. Sue**, Acting Director of Conferences and Special Programs

- Milton, Earl R.**, Vice President of Administration (B.S., M.S., Southern Illinois University)
- Minnis, D. Douglas**, Head Baseball Coach (B.S., M.S.Ed, Emporia State University)
- Morrison, Shirley**, Director of Institutional Advancement (B.A., Western Illinois University)
- Mueller, Kathyrne J.**, Administrative Associate to the Vice President for Academic Affairs (B.S., University of Wisconsin; M.A., University of Arizona; Ph.D., University of Arizona)
- Murphy, Janet Gorman**, President (B.A., University of Massachusetts; M.Ed., Boston University; Ed.D., University of Massachusetts)
- Muse, Larry L.**, Physical Plant Mechanical Supervisor
- Nesslage, Frederick C.**, Data Communications Coordinator (B.S., Rochester Institute of Technology)
- Nichols, Mary Margaret**, Assistant Director of Athletics for Student Affairs/Head Softball Coach (B.S., Missouri Western State College; M.A., Ed.S., University of Missouri-Kansas City)
- Nicholson, Michael**, Assistant Men's Basketball Coach (B.S., University of Missouri-Columbia; M.A., University of Missouri-Kansas City)
- Norton, Janet L.**, Director of the Center for Academic Support (B.A., Missouri Western State College; M.A., University of Missouri-Columbia)
- Owens, Carolyn S.**, Telephone Service Technician
- Palling, Barbara R.**, Coordinator of Public Services (B.S., Kansas State Teachers College, MA, University of Denver; Ph.D., Texas Women's University)
- Partridge, Gerald E.**, Head Football Coach (B.S., Missouri Western State College; M.A., University of Missouri)
- Phillips, Sandra**, Circulation Coordinator (B.A., Missouri Western State College)
- Potter, Steven M.**, Counselor (A.A., Southeastern Community College; B.A., University of Northern Iowa; M.A., Northeast Missouri State University)
- Puffer, Rhonda**, Accountant/Loan Collections Coordinator (A.S.B.A., B.S.B.A., Missouri Western State College)
- Rizvanov, Felix F.**, Instructional Designer (B.S., M.S., Ph.D., Moscow Institute for Physics & Technology; M.S., Bloomsburg University of Pennsylvania)
- Robinson, Susan A.**, Director of Human Resources (B.S.B.A., Missouri Western State College)
- Roever, James E.**, Vice President for Academic Affairs (B.A., Wartburg College; M.A., Kansas University; Ph.D., University of Iowa)
- Saunders, Alicia R.**, Admissions Counselor (B.S.B.A., Missouri Western State College)
- Schlesinger, Max**, Director of Instructional Media Center (B.S., Bloomsburg State College; M.S., Rochester Institute of Technology)
- Schneider, Julia L.**, Director of Library (A.A., Missouri Western State College; B.A., Northwest Missouri State University; M.A.L.S., University of Missouri-Columbia)
- Schrisuhn, Terri R.**, Assistant Women's Basketball Coach (B.S., Millikin University; M.S. Smith College)
- Schutte, Joyce A.**, Reference Librarian (A.A., Maple Woods Community College; B.A., Missouri Western State College; M.L.S., University of Missouri-Columbia)
- Slifer, David D.**, Head Women's Basketball Coach (A.A., Black Hawk East Community College; B.A., Mount Mercy College; M.B.A., Eastern Illinois University)
- Smith, Arlene S.**, Assistant Director of Admissions (B.S., Valparaiso University)
- Smith, Douglas A.**, Assistant Football Coach (B.S.E., Missouri Western State College; M.A., University of Southern Arkansas)
- Smith, Terry L.**, Analytical Data Coordinator (A.S., Northwest Missouri Community College; B.S., Missouri Western State College)
- Smith, Thomas J.**, Men's Head Basketball Coach (B.S., Valparaiso University)
- Smither, Ellen L.**, Coordinator of Non-Traditional Student Services (B.S., M.S., Northwest Missouri State University)
- Soltys, Valeeta**, Assistant Registrar (B.A., Missouri Western State College; M.A., Northwest Missouri State University)

**Strand, Michelle L.**, Custodial Supervisor (B.S., University of Missouri-Rolla)  
**Teschner, Randal L.**, Programmer Analyst (B.S., M.S., Northwest Missouri State University)  
**Tyler, Deatra D.**, Payroll Coordinator  
**Wacek, Victoria C.**, Director of Developmental Math (B.S., Mapua Institute of Technology; M.S., University of New Hampshire)  
**Wang, Huiming**, Research Analyst (B.S., Hubei Automotive Industries Institute; M.A., Appalachian State University; Ed.D., East Tennessee State University)  
**Webb, Debra L.**, Testing Coordinator (B.S., Missouri Western State College; M.S., Northwest Missouri State University)  
**Willis, Donald R.**, Assistant Dean of Student Affairs (A.A., Highland Community College; B.S., Northwest Missouri State University; M.S. Emporia State University)

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# Appendix D: Faculty 1997-98

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## ART

**Eickhorst, William S.**, Professor (B.F.A, Parsons School of Design; B.A., M.A., Montclair State College; D.Ed., Ball State University)

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**Harmon-Miller, Jeannie**, Associate Professor (B.A.E., M.F.A, University of Kansas)

**Hughes, John T.**, Associate Professor (B.F.A., Kansas City Art Institute; M.F.A., University of Nebraska-Lincoln)

**Sauls, Allison H.**, Assistant Professor and Chairperson (B.A., Huntington College; M.A., University of Georgia; Ph.D., Emory University)

## BIOLOGY

**Andresen, William F.**, Professor (B.A., Wayne State Teachers College; M.S., Ph.D., University of Nebraska)

**Ashley, David C.**, Professor (B.S., M.S., Bowling Green State University; Ph.D., University of Nebraska)

**Boutwell, Richard A.**, Associate Professor (B.S., M.S., University of Nebraska)

**Chevalier, Cary**, Assistant Professor (B.S., M.S., Arizona State University; Ph.D., University of California)

**Copeland, William**, Assistant Professor (A.B., Princeton University; M.A., University of Oregon)

**Crumley, Richard E.**, Professor (B.S., Pittsburg State University; M.S., Emporia State University; D.A., University of Northern Colorado)

**Eckdahl, Todd**, Associate Professor (B.S., University of Minnesota; Ph.D., Purdue University)

**Evinger, Lee E.**, Associate Professor (B.S., Dickinson College; M.A., Indiana University)

**Rachow, Thomas E.**, Associate Professor (B.S., University of Iowa; M.S., Ph.D., Southern Illinois University)

**Robbins, Donald J.**, Professor (B.S., M.S., Pittsburg State University; Ph.D., Kansas State University)

**Rushin, John W.**, Professor and Chairperson (B.S., M.S., Indiana State University; D.A., Idaho State University)

## BUSINESS AND ECONOMICS

**Bartles, Denise**, Associate Professor (B.S., Missouri Western State College; J.D., University of Missouri-Kansas City)

**Dick, Richard J.**, Assistant Professor (B.A., Michigan State University; M.A., University of Northern Colorado)

**Fowler, Martha Lou**, Assistant Professor (B.S., M.S., Northeast Missouri State University)

**Greenwald, Barry J.**, Associate Professor (B.S.B.A., M.S.B.A., University of Denver; C.P.A.)

**Hamzaee, Reza**, Professor (B.S., National University of Iran; M.A., University of California-Santa Barbara; Ph.D., Arizona State University)

**Hendricks, Ann**, Assistant Professor (B.A., St. Olaf College; B.S., M.B.A., University of Wisconsin-LaCrosse)

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**Lawson, Larry L.**, Associate Professor (B.A., University of Missouri-Kansas City; M.A., Ph.D., University of Colorado-Boulder)

**Luthans, Brett C.**, Assistant Professor (B.S., M.A., Ph.D., University of Nebraska-Lincoln)

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**Nandan, Shiva**, Assistant Professor (B.Sc., M.Sc., Gorakhpur University; M.B.A., University of British Columbia; Ph.D., University of Texas at Arlington)

**Robaska, Gordon**, Assistant Professor (A.B., M.A., Northwestern University; M.B.A., University of Chicago)

**Roever, Carol**, Assistant Professor (B.S., Northwestern University; M.S., University of Wisconsin at Whitewater)

**Smith, Denise**, Assistant Professor (B.S., Texas Christian University; J.D., Baylor University School of Law; M.B.A., University of Kansas)

**Vargha, Nader**, Associate Professor (B.S.E.E., M.A., University of Oklahoma)

**Wagner, Sharon C.**, Associate Professor (B.S., M.S., Ph.D., Kansas State University-Manhattan)

**Wang, Jinchang**, Associate Professor (B.S., Shaanxi Institute of Mechanical Engineering; M.B.A., Shanghai Institute of Mechanical Engineering; Ph.D., Georgia Institute of Technology)

**Whitacre, Lisa A.**, Assistant Professor (B.S., University of Missouri; M.A., University of Missouri-Kansas City; C.P.A.)

#### CHEMISTRY

**Archer, Leonard J.**, Professor and Chairperson (B.S., Northwest Missouri State University; M.S., Ph.D., University of Nebraska)

**Hiley, Shauna**, Assistant Professor (B.S., Central Missouri State University; Ph.D., University of Wyoming)

**Lambing, Larry L.**, Professor (B.S., M.S., Pittsburg State University; Ph.D., University of Missouri-Kansas City)

**Schwarz, Richard M.**, Professor (B.S., Northwest Missouri State University; M.A., Ph.D., University of Missouri-Columbia)

**Wallner, Anton**, Associate Professor (B.S., University of Wisconsin-Milwaukee; M.S., University of Michigan; Ph.D., Case Western Reserve University)

**Zweerink, Gerald L.**, Professor (B.A., Southwest Missouri State University; Ph.D., University of Missouri-Rolla)

#### COMMUNICATION STUDIES, THEATRE AND HUMANITIES

**Findlay, Walter R.**, Associate Professor (A.A., Manatee Junior College; B.A., University of South Florida; M.F.A., Florida State University)

**Gorcyca, Diane Atkinson**, Associate Professor (B.S., Lamar University; M.A., Ph.D., University of Oklahoma)

**Hunt, Marilyn D.**, Assistant Professor (B.A., M.A., California State University; Ph.D., University of Kentucky)

**Leonard, Jessica S.**, Assistant Professor (B.A., University of Central Oklahoma; M.A., Ph.D., Pennsylvania State University)

**Lillie, Donald E.**, Assistant Professor (B.A., M.A., Morehead State University)

**Marsh, Pamela S.**, Assistant Professor (B.A., M.A., Ph.D., State University of New York)

**Mehl, James V.**, Professor and Chairperson (B.S., St. Louis University; M.A., Ph.D., University of Missouri-Columbia)

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**Mullins, Carl P.**, Professor (B.A., Vanderbilt University; M.A., M.Div., Pacific School of Religion; Ph.D., Graduate Theological Union)  
**Nulph, Robert**, Associate Professor (B.S., M.S., Clarion University)  
**Parmenter, C. Irvin**, Associate Professor (B.S., M.A., University of Nebraska; Ph.D., University of Colorado)  
**Tapia, John E.**, Professor (B.A., California State University; M.A., University of Massachusetts; Ph.D., University of Arizona)

#### COMPUTER SCIENCE, MATHEMATICS AND PHYSICS

**Atkinson, John E.**, Associate Professor (B.S., M.S., Emporia State University; Ed.D., Oklahoma State University)  
**Austin, Jennifer S.**, Associate Professor and Chairperson (B.A., Augustana College; M.A., Indiana University; Ph.D., University of Missouri-Kansas City)  
**Boyd, Gary**, Lecturer (B.S.E., M.A., Southwest Missouri State University)  
**Brandt, Keith A.**, Assistant Professor (B.S., University of California-Irvine; M.A., Ph.D., University of Wisconsin-Madison)  
**Godfrey, Christopher**, Professor (B.S., University of Central Arkansas; Ph.D., Iowa State University)  
**Hinrichs, Susan M.**, Associate Professor (B.S.B.A., M.A., Spec., Central Missouri State University)  
**Huston, Bill L.**, Associate Professor (B.A., Tarkio College; M.A., Duke University)  
**John, David A.**, Associate Professor (B.A., B.S., M.S., University of Iowa; Ph.D., University of Missouri-Kansas City)  
**Johnson, Darell James**, Assistant Professor (B.S., M.S., Ph.D., University of California-Riverside; Ph.D., Massachusetts Institute of Technology)  
**Johnson, Kenneth G.**, Assistant Professor (B.S., M.S., University of Missouri-Rolla)  
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**McWilliams, David R.**, Lecturer (B.S., M.A., Southwest Missouri State University)  
**Miller, Timothy L.**, Instructor (B.S., M.S., Ph.D., Kansas State University)  
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**Pickett, H. Kent**, Assistant Professor (B.S., M.S., University of Missouri-Rolla)  
**Van Dyke, Cornelius**, Assistant Professor (B.S., Towson State University; M.A., Midwestern State University)  
**Wilkerson, Jerry M.**, Associate Professor (B.S., M.S., Central Missouri State University)

#### CRIMINAL JUSTICE AND LEGAL STUDIES

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**Hanna, Michael T.**, Assistant Professor (B.A., University of San Francisco; J.D., Creighton University)  
**Katz, Joanne**, Associate Professor (B.A., J.D., University of Missouri-Kansas City)  
**Klostermeyer, Robert R.**, Assistant Professor (B.S., J.D., University of Florida)  
**Maxwell, LeRoy H.**, Assistant Professor (B.S., Missouri Western State College; M.S., Central Missouri State University)  
**Miller, Jill Ann**, Associate Professor (A.S., B.S., Missouri Western State College; M.S., Ed.S., Central Missouri State University)  
**Nix, Frederica**, Lecturer (A.A., St. Joseph Junior College; B.A., B.S., Missouri Western State College; M.S., Central Missouri State University)  
**Wilson, Kip B.**, Assistant Professor (A.S., B.S., Missouri Western State College; M.A., Ed.S., Central Missouri State University)

## EDUCATION

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**Bogle, Deborah S.**, Assistant Professor (B.S.E., M.A., Ed.S., Pittsburg State University; Ph.D., University of Kansas)

**Edwards, Nancy T.**, Professor (B.A., Graceland College; M.Ed., University of Missouri-Columbia; Ph.D., University of Missouri-Kansas City)

**Haynes, S. Earl**, Professor (B.S., M.S., Central Missouri State University; Ed.D., University of Kansas)

**Kump, Ferrell Z.**, Assistant Professor (B.S., Brigham Young University; M.Ed., Ed.D., Utah State University)

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**Porr, Richard H.**, Assistant Professor (A.A.S., Missouri Western State College; B.S.E., Northwest Missouri State University; M.A., University of Missouri-Kansas City)

**Reule, Cindy**, Assistant Professor (B.S., M.S., Northwest Missouri State University)

**Saravanabhavan, Shiela**, Assistant Professor (B.A., M.A., Madurai University; M.A., Ph.D., Northern Arizona University)

**Smith, Michael S.**, Associate Professor (B.A., Ashland College; M.S., University of Dayton; Ph.D., Indiana University)

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## ENGINEERING TECHNOLOGY

**Najafi, Mohammad**, Assistant Professor (B.S., Texas Tech University; M.S., Purdue University; Ph.D., Louisiana Tech University)

**Nassar, Ahmed**, Assistant Professor and Chairperson (B.S., Alexandria University; M.S., Ph.D., North Carolina State University)

**Nelson, G. Barry**, Assistant Professor (B.A., William Jewell College; M.S., Central Missouri State University)

**Rasis, Yona**, Assistant Professor (B.S., M.S., Israel Institute of Technology; D.Sc., Washington University)

**Stutterheim, Keith M.**, Assistant Professor (B.S., Kansas State University; M.S., Kansas State University)

**Varma, Virendra K.**, Professor (B.E., Birla Institute of Technology and Science; M.S., State University of New York-Buffalo; Ph.D., University of Missouri-Columbia; P.E.)

## ENGLISH, FOREIGN LANGUAGES, AND JOURNALISM

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**Cadden, Michael J.**, Assistant Professor (B.A., B.A., M.A., Virginia Polytechnic Institute and State University; D.A., Illinois State University)

**Castellani, Joseph**, Professor (B.S., City College of New York; M.A., Columbia University; Ph.D., Ball State University)

**Church, William**, Lecturer (B.A., Missouri Western State College; M.A., University of Missouri-Kansas City)

**Crain, Jeanie C.**, Professor (B.A., Berry College; M.A., Ph.D., Purdue University)

**de Gregorio, Alicia**, Assistant Professor (Licenciatura, Universidad Complutense; M.A., Ph.D., University of Cincinnati)

**Donaher, Patricia**, Lecturer (A.B., Indiana University; M.A., Pittsburg State University; Ph.D., University of Nebraska-Lincoln)

**Frick, M. Jane**, Professor and Chairperson (B.S., Drake University; M.A., University of Northern Colorado; Ph.D., University of Missouri-Kansas City)

**Fulton, Karen**, Professor (B.A., Knox College; M.A., Ph.D., Case Western University)  
**Gilgun, John P.**, Professor (B.A., Boston University; M.A., M.F.A., Ph.D., University of Iowa)  
**Heins-Hammond, Suzanne**, Instructor (B.A., Texas A & F University; M.A., Texas Tech University)  
**Hennesy, Susan**, Assistant Professor (B.A., Colorado College; M.A., Ph.D., University of Colorado)  
**Holian, Timothy**, Assistant Professor (B.A., M.A., Ph.D., University of Cincinnati)  
**Kasselmann, Kathryn**, Assistant Professor (B.A., Chico State College; M.A., University of Kansas)  
**Latosi-Sawin, Elizabeth**, Professor (B.A., State University of New York at Buffalo; M.A., Ph.D., University of Iowa)  
**Lowe, Teresa**, Assistant Professor (B.A., Ohio Northern University; M.A., Cleveland State University)  
**Malone, Edward**, Assistant Professor (B.S.Ed., M.A., Southwest Missouri State University; Ph.D., Southern Illinois University)  
**Martin, Judith L.**, Associate Professor (B.A., M.A., University of Evansville; Ph.D., Southern Illinois University-Carbondale)  
**McCay, Christa T.**, Associate Professor (B.A., Graceland College; M.A., Ph.D., University of Wisconsin)  
**Owen-Roddy, Gloria Jean**, Associate Professor (B.A., University of Northern Iowa; M.A., University of Iowa; Ed.S., University of Iowa; Ph.D., University of Michigan-Ann Arbor)  
**Roberts, Ian**, Lecturer (B.A., M.A., University of Nebraska-Lincoln)  
**Rosenauer, Kenneth L.**, Associate Professor (B.A., Missouri Western State College; M.A., Southeast Missouri State University)  
**Schumm, Sandra J.**, Assistant Professor (B.A., M.A., Ph.D., University of Kansas)  
**Shell, Robert L.**, Associate Professor (B.S., Ph.D., University of Illinois)  
**Stacey, David**, Associate Professor (B.A., Aquinas College; M.A., McGill University; Ph.D., University of Louisville)  
**Thorne, Ann E.**, Assistant Professor (B.A., University of Missouri-Columbia; M.A., University of Missouri-Columbia)

#### HEALTH, PHYSICAL EDUCATION AND RECREATION

**Blessing, Brenda**, Associate Professor and Chairperson (B.S., Indiana State University; M.S., Indiana State University; Ph.D., Ohio State University)  
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**Grechus, James W., Jr.**, Associate Professor (B.S., Kansas State University; M.S., Central Missouri State University)  
**Hartenbower, Patricia**, Instructor (B.S., Northwest Missouri State University; M.S., Northwest Missouri State University)  
**Reidy, James M., III**, Assistant Professor (B.S., M.S., Ed.D., Oklahoma State University)  
**Unzicker, Myron**, Instructor (A.A., Parkland Community College; B.S., Northern Illinois University; M.A., Ball State University)  
**Williams, Kelly**, Associate Professor (B.S., M.S., University of Mississippi; Ph.D., University of Southern Mississippi)  
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Writing Across the Curriculum 58

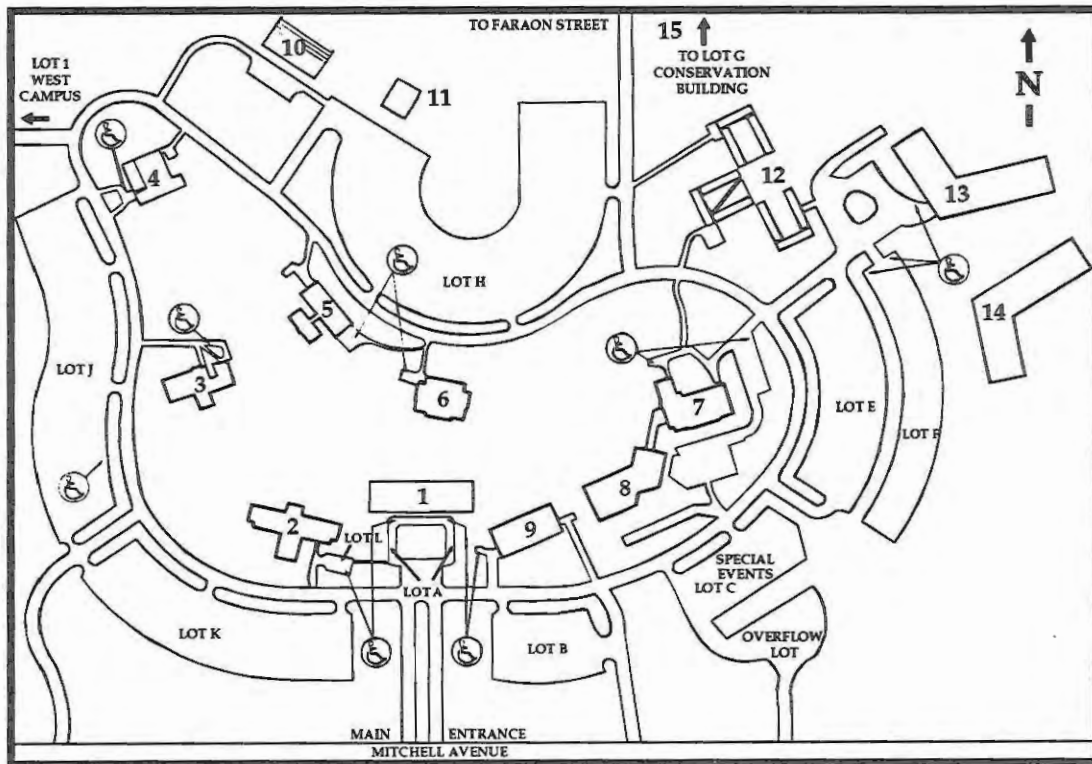
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# MWSC CAMPUS

1. FRED EDER STUDENT SERVICES/  
CLASSROOM BUILDING
2. FRANK POPPLEWELL  
CLASSROOM &  
ADMINISTRATION BUILDING
3. THOMPSON E. POTTER  
FINE ARTS CENTER
4. M.O. LOONEY HEALTH,  
PHYSICAL EDUCATION &  
RECREATION BUILDING
5. TRUMAN E. WILSON  
PROFESSIONAL STUDIES  
BUILDING
6. EVAN R. AGENSTEIN SCIENCE  
& MATH BUILDING
7. NELLE BLUM STUDENT UNION
8. LEAH SPRATT MULTIPURPOSE  
CLASSROOM BUILDING



9. WARREN E. HEARNES LEARNING  
RESOURCES CENTER
10. SPRATT MEMORIAL STADIUM
11. FITNESS CENTER

12. STUDENT RESIDENCE HALL COMPLEXES
13. LEAVERTON HALL
14. VASELAKOS HALL
15. MISSOURI CONSERVATION DEPARTMENT

