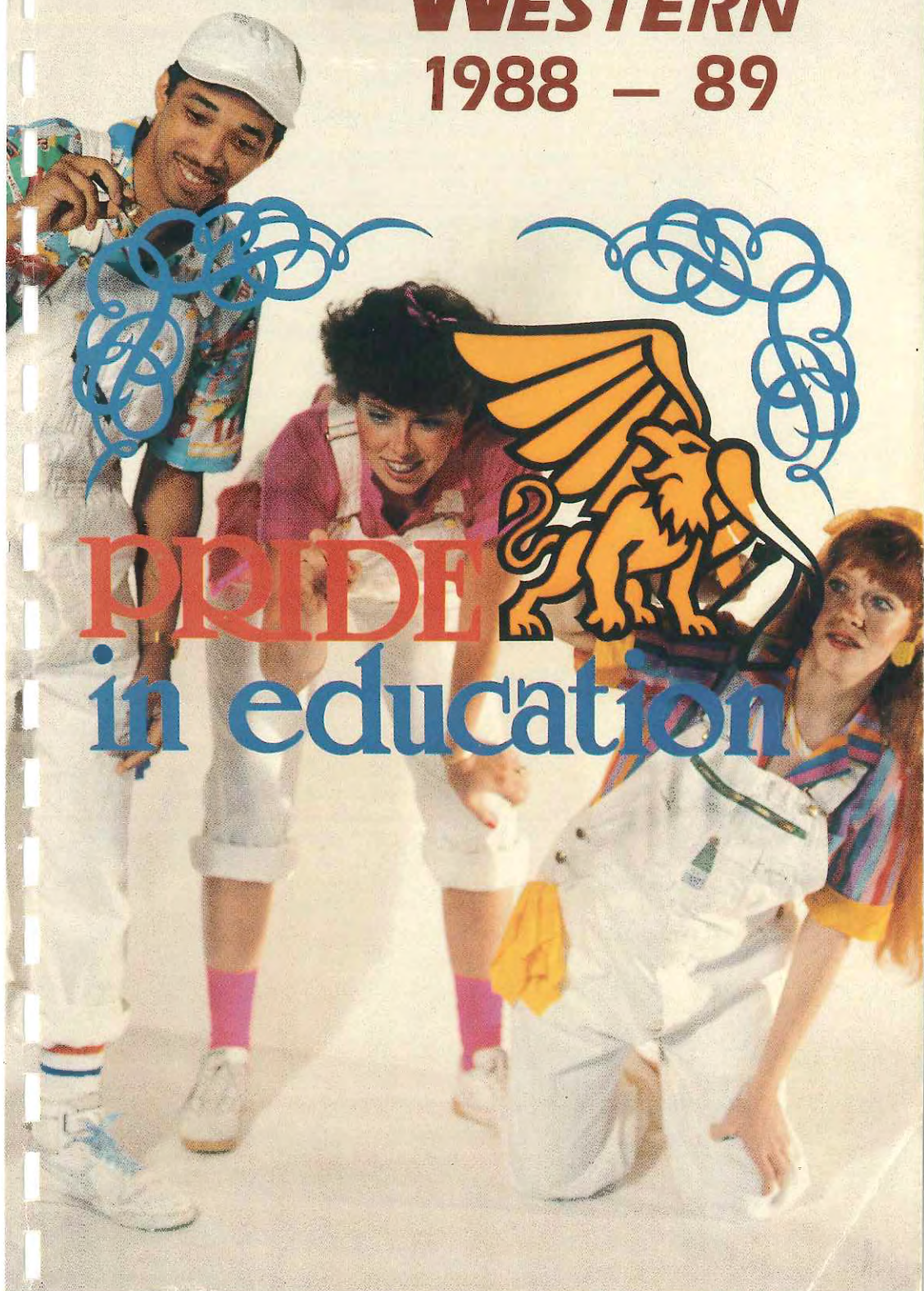


MISSOURI
WESTERN
1988 — 89

PRIDE
in education



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Academic Calendar

Fall Semester 1988

Plan Days	Aug 15-16, Mon-Tue
New Student Program	Aug 17, Wed.
Registration	Aug 17-18, Wed-Thr
Testing/Orientation	Aug 19-20, Fri-Sat
Classes begin	Aug 22, Mon
Labor Day (holiday)	Sep 5, Mon
Student Activity Day (holiday)	Oct 14, Fri
Homecoming	Oct 15, Sat
Mid-term grades due	Oct 17, Mon
Thanksgiving Vacation (starts at 6:30 p.m. 11/22)	Nov 23 - 27, Wed - Sun
Classes resume	Nov 28, Mon
Classes end	Dec 12, Mon
Final exams	Dec 13 - 17, Tue - Sat
Final grades due	Dec 20, Tue

Spring Semester 1989

New Student Program	Jan 11, Wed
Registration	Jan 12-13, Thr-Fri
Martin Luther King Birthday (holiday)	Jan 16, Mon
Classes begin	Jan 17, Tue
Presidents' Day (holiday)	Feb 20, Mon
Mid-term grades due	Mar 8, Wed
Spring Recess	Mar 20-26, Mon-Sun
Classes end*	May 10, Wed (10 p.m.)
Final exams	May 11 - 17, Th, F, M, T, W
Final grades due	May 19, Fri
Commencement	May 20, Sat

*Tuesday, May 9th, evening classes that begin at 6:30 or later will *not* be held; Monday evening classes that begin at 6:30 or later will meet then, in an effort to more evenly distribute the number of class meetings for each evening of the week. Only the evening class schedule will be changed on May 9th. Regular Tuesday classes that begin before 6:30 p.m. will meet during their normal class time on May 9th.

Summer Session 1989

Registration	Jun 2, Fri
Classes begin	Jun 5, Mon
Holiday	Jul 4, Tue
Classes End	Jul 27, Thr
Final grades due	Jul 31, Mon

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



Missouri Western State College

Catalog 1988-89

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

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

Contents

Academic Calendar	inside front cover
Welcome	4
The College	
The College	5
Institutional Mission	5
Goals of the College	6
Foundation	7
Alumni Association	7
Ambassadors	8
Parents Council & Griffamily News	8
Campus Map	192
Regional Access Map	inside back cover
General Information	
Admission	10
Financial Aid	16
Student Affairs	36
Academic Affairs, Policies and Regulations	45
Degree Programs	53
Registration and Fees	57
Requirements for Graduation	59
Academic Programs	
Office of Academic Affairs	64
The Division of Professional Studies	65
Department of Agriculture	66
Department of Business and Economics	70
Department of Criminal Justice & Legal Assistant	79
Department of Education	85
Elementary Education	87
Secondary Education	91
Department of Engineering Technology	94
Department of Health, Physical Education, and Recreation	99
Department of Military Science	107
Department of Nursing	110
Department of Office Information Systems	114

Contents

The Division of Liberal Arts and Sciences	117
Department of Art	118
Department of Biology	122
Department of Chemistry	126
Department of Communication Studies, Theatre and Humanities .	130
Department of Computer Science, Mathematics and Physics . . .	136
Department of English, Foreign Languages and Journalism	142
Department of Music	151
Department of Psychology	158
Department of Social Sciences	162
Women's Educational Resource Center	169
Continuing Education	170
Evening and Saturday Program	171
Summer Session	171
Appendices	
Appendix A: Course Abbreviations	174
Appendix B: The Board of Regents	175
Appendix C: Administrative Staff	176
Appendix D: Faculty 1986-87	179
Index	187

Cover

Pride in Education is a guiding spirit for students, faculty, staff and administrators at Western. Pride shows in the personal touch that characterizes instruction, in the sincerity of the ways faculty advise students, in the helpfulness of the student services, and in the cooperative interaction of college and community. Yes, pride is the guiding spirit for the high quality college education that Missouri Western helps students achieve. Come for a visit; stay for an education.

In keeping with the requirements of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Rehabilitation Act of 1973 in regard to handicap discrimination as well as other applicable federal and state laws, Missouri Western State College follows a policy of nondiscrimination and equal opportunity in regard to all employment practices and to all educational programs and activities including student financial aid, recruitment, admission, housing and placement. Inquiries regarding the application of these laws may be submitted to the Title IX, 504 Coordinator, Judy Tryon, Administration Building, Room 122, 271-4259.

Welcome

Have you been considering college? Missouri Western State College is a special institution of higher education located conveniently in St. Joseph, Missouri. With pride rising from the knowledge of quality in our programs; the sensitivity, preparation & skills of our faculty; and the spirit of accomplishment that sparks each day — we at Missouri Western invite you to seriously consider the college opportunities we offer.

Traditional or Non-traditional? Our student body is constituted of several groups of students: direct from high school, transfers from other institutions, adults seeking a second career, and adults returning to college later in life. We welcome each student for the reasons she or he decides to study at Missouri Western.

This catalog summarizes the college, programs of study, admissions, financial aid, student life, graduation requirements and other information for the college community. As you read this catalog, consider what is actually being described. Each program and each course is an opportunity — a chance to share in the experience and training of a skilled instructor as both of you discover new aspects of a subject or new ways to approach a problem. Each course is an opportunity to advance toward a college degree and/or to gain vital knowledge and skills for a job or profession. The programs of study provide opportunities for you to grow, mature, and widen your knowledge and perspective on the world through the collective wisdom of the college experience.

As an open door college, Missouri Western admits all graduates of accredited Missouri high schools. However, admission does not guarantee academic success. You will be challenged at Missouri Western — both personally and professionally. We feel strongly that this commitment to quality is what you want and deserve.

As you have questions not fully addressed in this catalog, please feel welcome to contact the office, department, or person on campus where more information is available. Above all, Missouri Western is an academic community that will challenge and support you in your studies. You will feel the pride we feel in this fine institution as you progress toward your goals.

Admissions

116 Student Services / Classroom Building
816/ 271 - 4266

The College

Missouri Western State College is a four-year, state-supported institution providing a blend of traditional liberal arts and newer career-oriented degree programs. MWSC is authorized under Missouri statute to offer one-year certificates, two-year associate degrees, and four-year baccalaureate programs. In addition, the College offers some preprofessional transfer programs.

Accredited by both the Commission on Institutions of the North Central Association of Colleges and Secondary Schools and by the National Council for Accreditation of Teacher Education, Missouri Western State College approaches its third decade with an enrollment of 4,000 students, with over 150 faculty, and with contemporary instructional and recreational facilities complemented by a beautifully landscaped campus.

Missouri Western State College enjoys a stable enrollment and strong support of the local community and region. In the 1980'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.

Institutional Mission

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.

Missouri Western State College honors its tradition of open door admission, but students are expected to grow intellectually to meet the standards of an academic discipline and the College. Graduation criteria reflect the ideal of excellence which is a primary obligation of the College to its constituencies and students.

The curriculum is balanced, responsive, and evolving. The programs and courses seek to assist students in becoming productive, informed, sensitive, and enlightened members of society. Learning is viewed as a team process requiring the sincere dedication of the student and the caring, informed guidance of the teacher in the mutual pursuit of knowledge, skills, understanding, and truth. Missouri Western is predominately a teaching institution. The well-qualified faculty devotes its major energy to excellence in teaching and to the special, personal teacher/student relationship that typifies the curriculum. The College supports and complements the learning process through encouragement of continued faculty professional development and by providing modern instructional facilities on a campus noted for its midwestern beauty.

Missouri Western places emphasis on the development of the whole student. Each has a unique background, limitations, assets, abilities, and aspirations. The College accepts the dual challenge to assist the student in reaching his or her educational goals and also to provide graduates to society with proficient speaking, writing, mathematical, and problem-solving skills with an ethical value orientation. The learning process and content of education at Missouri Western assist students in their development of the capability to exercise sound, independent, and mature decision-making in their lives after graduation.

In recognition of the importance of life-long learning, Missouri Western continues to develop and enhance its efforts to serve the non-traditional and commuter student through a curriculum designed and delivered to fit the life demands on a working student. The College also serves reentry adults by providing career change training, career enhancement training, and personal enrichment education in suitable course and scheduling packages.

Missouri Western proudly accepts the responsibility to provide leadership in the arts and humanities in cooperation with other agencies and organizations of the region.

In all of its pursuits Missouri Western State College is dedicated to kindling the flame of curiosity and inquiry in each student — helping each to become a more valuable member of society, a person worthy of his or her own respect, and a person who can greet the challenges of learning and life with confidence and joy.

Goals of the College

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

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

Foundation

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

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

In 1986 the Foundation conducted a major fund raising drive, the "Partners In Pride" capital campaign. The campaign was very successful in obtaining private funds from individuals and corporations to augment state funding and provide the margin necessary to attain excellence. Areas of need that the campaign addressed included: academic excellence, student excellence, capital projects, and community service. The major goals were to support enhancing the quality of the education provided and to increase student financial access.

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

The MWSC Foundation is a tax-exempt corporation; therefore, gifts made through it are tax deductible as appropriate. Its activities are directed by an independent, volunteer board of twenty-five 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 "Griffon Globetrotters" tours. 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 and enhancement of academic programs.

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

Members of the Association receive *Friends Say Hello*, a newsletter of college/alumni activities, events, and news. Other benefits include use of college recreational facilities, free transcript service, and library circulation privileges.

Missouri Western Ambassadors

Missouri Western State College is an asset to the community. There are many ways in which its presence enhances the lives of those of us who live in the Greater St. Joseph area. The Ambassadors seek to strengthen the ties between the college and community and to promote interest in MWSC.

Through activities in the Ambassadors, members promote the college by increasing awareness 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. Several times each year the college has special events in which Ambassadors assist. The group also sponsors the "Befriend A Scholar" program which brings together members of the community and the Regent and Presidential scholars. Members will be informed of the Ambassadors' roles in college functions, especially in the area of fine arts, through a newsletter to every member.

You are invited to join and renew your interest in the Ambassadors and help the college meet the challenges of the 80's.

Parents' Council

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

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

Griffamily Newsletter

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

GENERAL INFORMATION

Admission

Missouri Western State College serves students from a variety of educational backgrounds. Interested prospective students can identify the category under which they wish to seek admission. The specified items under the appropriate category must be submitted and on file in the Office of Admissions before the student 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** — a student seeking a degree who has not previously attended any college or university.
2. **College Transfer** — a student transferring to MWSC from another college or university.
3. **Special Student** — a student who is not seeking a degree at Missouri Western State College.

First Time in College

To be admitted in this category, the applicant must provide:

1. A completed application for admission form.
2. The American College Test (ACT) results and profile. Scholastic Aptitude Test (SAT) scores may be used for initial consideration; however the ACT is still required for advisement and course placement purposes.
3. A high school transcript documenting graduation, or a high school transcript with seven semesters of work and confirmation of high school graduation, or a General Education Development (GED) equivalency certificate.
4. A \$15 nonrefundable application processing fee (This is a one-time fee required only with the initial application to MWSC.)
5. International students must contact the Admissions Office for additional criteria which include a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The deadline for admissions materials from international students is forty-five days prior to the first day of that semester's classes.

College Transfer

To be admitted to this category, the applicant must provide:

1. A completed application for admission form.
2. An official transcript from each college and university attended.
3. A \$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. The deadline for admissions materials from international students is forty-five days prior to the first day of that semester's classes.
5. Transfer students who hold an Associate of Arts degree from an accredited Missouri public institution are considered to have satisfactorily completed MWSC's general studies requirements, and will be admitted at the junior-year level.

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

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

Returning to MWSC

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

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

Purposes of Certification

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

Special Student

This category is for the student who is not seeking a degree or certificate at MWSC. A student under suspension from MWSC is ineligible to be admitted under this category. A student who is admitted under this category who later decides to seek a degree at MWSC must reapply for admission in the appropriate admission category. Consult with the Office of Admissions with any questions concerning your admission status.

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

Self-Enrichment

To be admitted in this category, the applicant must provide:

1. A completed application for admission form
2. A \$15.00 nonrefundable application processing fee. (This is a one-time fee required only with the initial application to MWSC.)

Visiting High School Student

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

1. A completed application for admission form.
2. Certification and approval from the high school principal or counselor (required each semester prior to enrollment).
3. A \$15.00 nonrefundable application processing fee. (This is a one-time fee required only with the initial application to MWSC.)

Visiting College Student

A student who is attending another college or university and wishes to take courses at Missouri Western and then transfer the MWSC course work to the parent institution for degree applicability must provide:

1. A completed application for admission form.

2. A letter of *Good Standing* from the parent institution which reflects that the student is academically eligible.
3. A \$15.00 nonrefundable application processing fee. (This is a one-time fee required only with the initial application to MWSC.)

Nontraditional Credit

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

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

Credit by Examination

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

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

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

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

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

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

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

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

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

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

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

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

Credit by examination also may be received in specific subjects. A list of courses for which subject tests are available may be obtained from the Office of Counseling and Testing. Successful performance on a subject test is determined by the academic department which administers the course.

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

- November 19, 1988 (application deadline October 21, 1988)
- April 22, 1989 (application deadline March 24, 1989)
- June 17, 1989 (application deadline May 19, 1989)

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

The two types of subject examinations are:

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

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

CLEP General Tests and Credit Hours

	Credits		Credits
English		Mathematics	
<i>General studies requirement met</i>		<i>General studies requirement met</i>	
ENG 100 and	3	MAT 101 and	3
ENG 104	3	MAT 105	3

Humanities

Subscores

High in Fine Arts

General studies requirement met

Groups 1 and 3 in Humanities 6

Subscores

Relatively equal subscores

General studies requirement met

Groups 2 and 3 in Humanities 6

Subscores

High in Literature, Low in Fine Arts

General studies requirement met

Groups 1 and 2 in Humanities 6

Natural Science

Subscores

Higher in Biological, lower in Physical

General studies requirement met

BIO 101 6

Subscores

Lower in Biological, higher in Physical

General studies requirement met

One of the following:

CHE 101 or 6

PHY 101 6

Social Science and History

General studies requirement met

Groups 1 and 2 of

Social Science and History 6

ACT Test Schedule 1988-89

Test dates

October 22, 1988 September 23, 1988

December 10, 1988 November 11, 1988

February 11, 1989 January 13, 1989

April 15, 1989 March 17, 1989

June 10, 1989 May 12, 1989

Registration deadlines (regular fee)

Additional Required Tests

In order to measure student progress toward educational goals, students may be asked to participate in periodic assessment efforts at MWSC.

English Honors

Entering students who score 24 or above on the English section of the American College Test (ACT) are ordinarily placed in ENG 112, Honors Composition and Rhetoric, and upon its successful completion are also awarded 3 credit hours in ENG 104, Composition and Rhetoric. This process fulfills the college's written composition requirements in general studies. The English major who successfully completes this program enters ENG 224, Advanced Composition and Literature, a course required of all English majors.

Nonresident Credit

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

False/Misleading Information

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

Ten Year Old Credit

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

FINANCIAL AID

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

APPLICATION

Who Should Apply?

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

Who Do I Ask?

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

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

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

FINANCIAL ACCESS

The Cost Of A College Education

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

Sample Annual Budgets for Two Semesters

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

Missouri Residents	<i>Living at home</i>	<i>Off-campus housing</i>	<i>On-campus dorms</i>	<i>Home +</i>
Tuition and fees	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150
Room and Board	1,150	2,500	1,980	1,500
Books and Supplies	350	350	350	350
Travel	400	600	600	600
Personal/Miscellaneous	1,500	1,500	1,500	1,500
Total	\$4,900	\$6,100	\$5,580	\$5,100

Non-Residents	<i>Living at home</i>	<i>Off-campus housing</i>	<i>On-campus dorms</i>	<i>Home +</i>
Tuition and fees	\$2,155	\$2,155	\$2,155	\$2,155
Room and Board	1,500	2,500	1,980	1,500
Books and Supplies	350	350	350	350
Travel	400	600	600	600
Personal/Miscellaneous	1,500	1,500	1,500	1,500
Total	\$5,905	\$7,105	\$6,585	\$6,105

Paying For It!

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

Financial Access

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

KINDS of FINANCIAL AID

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

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

Federal

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

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

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

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

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

State

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

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

STATE LOANS: Funds from the Missouri Prospective Teacher Loan Program are provided through the Coordinating Board for Higher Education and must be repaid.

College Aid Programs

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

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

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

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

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

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

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

Affiliated Scholarships

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

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

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

Graduate Fellowship Program

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

HOW TO APPLY

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

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

ACT Application Procedure

- The applicant should obtain ACT Family Financial Statement materials from his or her high school guidance office or from the MWSC Office of Financial Aid. These materials are available January 1 of each year.
- The forms must be completed and mailed to ACT as per instructions provided on the forms. Do this by March 1 to ensure that the April 1 deadline is met. Be sure to indicate that you wish your results forwarded to Missouri Western State College.
- ACT will forward the required information to Missouri Western and other agencies as instructed on the forms. This process takes approximately four weeks.

- On or before April 1 of each year, the student should complete the Federal financial aid process by submitting to the MWSC Office any additional information as requested.
- The Pell Grant program will forward a copy of the Student Eligibility Report (S.A.R.) to the student. The student then must submit this S.A.R. to the Office of Financial Aid at Missouri Western.

Other Application Procedure

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

Renewal

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

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

If in doubt, ask questions! GOOD LUCK!

PRIMARY FINANCIAL AID PACKAGING

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

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

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

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

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

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

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

Any time a student does not desire the package offered, he/she may come to the Financial Aid Office (SS/C 112) and request a change in the package. If the funds are 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 ACT application process. These opportunities are noted in the detailed descriptions. Determination of financial aid in these instances is the responsibility of the College Scholarship Committee and/or the specific manager of the fund. The procedure varies and it is best to verify the individual process involved.

AWARDING OF FINANCIAL AID

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

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

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

- Appropriate application forms and requested information
- ACT FFS analysis

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

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

IT'S WORTH IT!

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

Detailed Listing

FINANCIAL AID OPPORTUNITIES

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

FEDERAL

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

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

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

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

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

GUARANTEED STUDENT LOANS (GSLs): GSLs are low-interest (7-9%) long-term loans made to students by lenders such as a bank, credit union, or savings and loan association. Need must be established for the student to be eligible to receive this loan. (**ACT FFS required**) (**Info - OFA**)

PLUS LOANS (PARENT LOANS): PLUS loans provide additional funds for educational expenses. The interest rate for these loans is 12%; the loans are made by a lender such as a bank, credit union, or savings and loan association. (**ACT FFS not required**) (**Info - OFA**)

STATE

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

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

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

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

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

MISSOURI PROSPECTIVE TEACHER LOAN PROGRAM: The purpose of the Missouri Prospective Teacher Loan program (MPTLP) is to permit the Coordinating Board for Higher Education to provide loans to Missouri residents who are enrolled full-time as upperclassmen, have a cumulative grade point average of no less than 3.0, and are enrolled in a teacher education program. The program also allows the Coordinating Board to defer or forgive principal interest payment for those who teach in areas of critical need as determined by the State Board of Education. (ACT FFS not required) (Apply & Info - OFA or Education Department)

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

COLLEGE AID PROGRAMS

Honors Program

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

Internships

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

Loans

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

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

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

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

Work

PART-TIME EMPLOYMENT: Each year there are opportunities for students to find part-time employment on the campus or in the community. (ACT FFS not required) (Information & Application - Office of Part-Time Job Location and Development, SS/C 112)

STS Scholarship Program

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

College Fee Stipends

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

College Fee Stipend Terms

- Students must have made application for admission to MWSC to receive a stipend.
- Fee stipends are awarded only to students who are carrying 12 or more credit hours per semester.
- Fee stipends are valid for eight semesters provided all requirements are met each semester. The eight semesters must be completed within six years of the date of matriculation.
- The college reserves the right to limit the number of fee stipends awarded each year by scholarship categories.
- Applications for new or renewable fee stipends must be made annually to the college.
- When qualified applicants exceed the number of fee stipends to be awarded, the application date will be a determining factor.

- Students who apply for a fee stipend will be notified of the status of the request as a decision is made, but not later than June 15.
- ACT Family Financial Statement analysis is not required for these stipends.

PRESIDENT'S ACADEMIC SCHOLARSHIPS (FULL IN-STATE TUITION/FEES): These scholarships are awarded to the top forty first-time entering students who are ranked in the upper 10 percent of their high school graduating class and who have scored a composite of 25 or above on their ACT test. The scholarship totals full in-state tuition and may be retained with a 3.5 GPA or better each semester. Application deadline is January 1. (Apply - OFA)

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

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

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

G.E.D. AWARDS: Awarded by MWSC annually to Missouri resident freshmen who score 265 points or higher on the General Education Development Test, the G.E.D. Awards are restricted to full-time students entering college for the first time. This award must be used in the student's first eight regular semesters (excluding summer sessions) of full-time attendance (semesters need not be consecutive). The student must maintain a 3.0 GPA or better each semester to remain eligible. The award is for \$130 per semester. (Apply - OFA)

Departmental Fee Stipends

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

Departmental Fee Stipend Terms

- Not available for summer sessions unless a major activity or production is scheduled.
- Do not cover special fees (music lessons, physical education, or laboratory fees).
- May be awarded to an out-of-state student with the approval of the department chairperson.
- ACT Family Financial Statement analysis is not required for these stipends.

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

dent must reapply by submitting an application and portfolio to the Department. (Apply - Art Dept)

BUSINESS & ECONOMICS

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

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

ENGLISH DEPARTMENT

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

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

LEARNING SKILLS CENTER: Fee stipends are available to students for assistance in operating programs in the Learning Skills Center. Students will be selected based upon academic standing, personality, ability to relate well to peers, and ability to learn the task of coordinating and distributing materials, tests, and audiovisual equipment. (Apply - LSC)

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

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

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

MUSIC

- **MARCHING BAND:** Fee stipends are available for students participating in Marching Band. Students must successfully complete 12 credit hours per semester with a 2.0 GPA for the fee stipend to be renewed. (Apply - Music Dept)
- **SPECIAL PERFORMANCE (BAND):** Special performance fee stipends are available to band students based upon auditions and musical skills. Incoming freshmen and transfer students must have a GPA of at least 2.5. Students applying for renewal must have successfully completed 12 credit hours the previous semester with a GPA of 2.5. (Apply Music Dept)
- **MUSIC DEPARTMENT:** Fee stipends are available to music students for solo performance, ensemble performance, or accompanying. There are minimum audition requirements for each category. Incoming freshmen and transfer students must have a minimum GPA of 2.5. Students applying for a renewal of the fee stipend must have successfully completed 12 credit hours with a GPA of 2.5. (Apply - Music Dept)

MWSC DANCE COMPANY: Fee stipends are available to students participating in the MWSC Dance Company. Six fee stipends are given to newly enrolled students during the current academic year; two fee stipends are given to currently enrolled students. (Apply - HPER Dept)

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

Departmental Scholarships

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

AGRICULTURE

- **AG ALUMNI:** The Agriculture Alumni Chapter will award one \$300 scholarship annually to a declared agriculture major having completed 24 hours by the end of the current semester and having or who has a GPA of 2.75 or better. (Apply - AG Dept)
- **AG CLUB SCHOLARSHIPS:** The Ag Club offers a scholarship each semester to a student in the agriculture department who shows financial need and academic excellence. (Apply - AG Dept)
- **ALAN J. CABINESS MEMORIAL AGRICULTURE SCHOLARSHIP:** The Alan J. Cabiness memorial was established to help an entering freshman student who had achieved at a 'C' grade average while in high school. The student must carry at least 6 hours of agriculture each semester and achieve a 2.4 GPA. The scholarship may cover total cost of tuition for two semesters. (Apply - AG Dept)
- **HERBERT E. OWENS SCHOLARSHIP:** This scholarship was established for incoming freshmen who plan to major in agriculture and have achieved at least a 'C' average while in high school. The award will equal one-half in-state tuition. A 2.0 GPA must be achieved to retain the scholarship second semester. (Apply - AG Dept)

- **RESEARCH SEEDS SCHOLARSHIP:** Two \$500 scholarships will be awarded by the agronomy teaching staff and the scholarship committee to two outstanding agronomy students. Awards will be based on the criteria of financial need, academic achievement and social contributions. (Apply - AG Dept)

- **REX C. DeSHON AGRICULTURE SCHOLARSHIP:** This scholarship has been established to help a needy student majoring in agriculture. (Apply - OFA)

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

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

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

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

- **E.R. (GENE) BERGER MEMORIAL SCHOLARSHIP:** Interest from this memorial fund will be available to an individual participating in baseball. (Apply - Baseball Coach)

- **CHRIS FAROS SCHOLARSHIP:** A \$200 scholarship will be awarded to a senior football player at the beginning of their last academic year. The recipient must be the senior who has the most excellent performance, academically and athletically for Missouri Western State College, based upon the following considerations:

- Cumulative grade point average
- Athletic performance per potential
- Qualities -- desire, dedication, leadership, commitment, humility, personal discipline, industry, character & courage.
- Professional promise in their interest field

- **MCDONALD SCHOLARSHIPS:** Two \$500 scholarships will be available to entering freshmen athletes, one male and one female, from this region. The recipient must have ranked in the upper third of his/her graduating class. (Apply - Athletics Office)

BIOLOGY

- **THE MIKE SONNENMOSER BIOLOGY SCHOLARSHIP:** An endowment established by the family of Mike Sonnenmoser funds a \$250 per semester scholarship available annually to a freshman student declaring biology as a major. The scholarship is renewable for eight semesters upon maintaining a 3.0 GPA (both cumulative and in the major). The student should rank in the upper 10% of their high school graduating class and have scored an ACT composite of 22 or above. Deadline for application is May 1. The recipient will be named by a Biology Department selection committee. (Apply - Biology Dept)

BUSINESS AND ECONOMICS

- **ACADEMIC EXCELLENCE SCHOLARSHIP:** Business and economics majors who have accumulated 75 hours, 21 of which are in business and economics with at least 12 of the 21 hours completed at Missouri Western, and who have a minimum GPA of 3.0 with a 3.5 GPA in business and economics courses, are eligible to apply for this \$200-a-year scholarship. Applications are available February 1 through March 15. (Apply - Business / Economics Dept)

- **BARRY J. GREENWALD ACCOUNTING MAJOR SCHOLARSHIPS** : These scholarships provide \$200 each to two entering freshman accounting majors, one student graduating from Bishop LeBlond High School and one from any other Missouri high school. They should rank in the top ten percent of their graduating class. (Apply - Business / Economics Dept)
- **LISA & TIM BINGAMAN MEMORIAL SCHOLARSHIPS**: Two \$300 memorial scholarships have been established for a male and female freshman student demonstrating need with interests in business or marketing. Candidates for these awards must be in the top 25% of their high school class and be residents of Buchanan county. (Apply - Business / Economics Dept)
- **NORTHWEST CHAPTER OF MISSOURI SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS SCHOLARSHIPS**: Students who have good academic skills, show some financial need, are presently in the junior year and will be a senior the following fall, possess leadership qualities, and are enrolled in a four-year accounting program are eligible for this scholarship, to be presented each spring semester. December application deadline. (Apply - Business / Economics Dept)
- **SUMNER, CARTER, HARDY and SIMPSON ACCOUNTING SCHOLARSHIP**: A \$500 scholarship will be available annually to a junior or senior majoring in accounting with a cumulative GPA of 3.0 or higher. Awards will be based on recommendations from the Business/Economics Department. (Apply - Business / Economics Dept)

CHEMISTRY

- **BOEHRINGER INGELHEIM**: This award was established by Philips Roxane, Inc. (now named Boehringer Ingelheim), for one or more students who have demonstrated academic excellence in the field of chemistry. Recipients must be declared chemistry majors and have at least a 3.0 GPA in the major. Recipients will be named by a Chemistry Department selection committee. (Apply - Chemistry Dept)

CRIMINAL JUSTICE

- **KELLY GENTRY MURPHY MEMORIAL SCHOLARSHIP**: Awarded to a junior or senior student majoring in criminal justice who has demonstrated financial need and who has a GPA of 3.2 or higher. (Apply - Criminal Justice)

EDUCATION

- **ELEANOR COTTRELL MEMORIAL SCHOLARSHIP**: The Department of Education is offering a \$100 scholarship from the Eleanor Cottrell Memorial Scholarship Fund to a re-entry student with a declared major in Elementary Education to help further his/her professional education. (Apply - Education Dept)

ENGLISH

- **RICHARD B. TAYLOR MEMORIAL SCHOLARSHIP**: This award was established by the Department of English and Modern Languages to honor a former colleague. The recipient must be a declared journalism minor with junior standing; have a 3.5 GPA, both cumulative and in journalism; and have experience on The Griffon yearbook or The Griffon News. Application should be made to the Department of English and Modern Languages by April 1.

HEALTH, PHYSICAL EDUCATION & RECREATION

- **EXERCISE SCIENCE SCHOLARSHIPS**: Two \$500 scholarships will be available to students who have declared a major in Exercise Science. Applicants must have an ACT score of 24 or higher and a high school GPA of 3.0 or higher on a 4.0 scale or have a college GPA of 3.0 or higher if more than 8 semester hours have been completed. (Apply - HPER Dept)
- **LIFETIME SPORTS ACADEMY FUNDED SCHOLARSHIPS**: Ten \$100 scholarships will be available to first semester students enrolled as majors in Physical Education and/or Leisure Management. In order to qualify for these scholarships students must have a minimum of an 18 ACT score, be enrolled in either Foundations of Physical Education or Introduction to Recreation and formally declare either Physical Education or Leisure Management as a major.

Three \$200 scholarships are awards issued to the outstanding graduating senior in each discipline. These can be used for any professional activity which would enhance their professional credentials. These scholarships could be used for graduate study, workshops, seminars, symposiums, conventions, etc., or any other activity approved by the Coordinator of Physical Education, Exercise Science and/or Leisure Management as a valid professional growth experience. All scholarships are non-renewable. For further information contact Dr. Keith D. Ernce, Chairperson, Department of Health, Physical Education and Recreation.

MUSIC

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

NURSING

- **HEARTLAND/MISSOURI WESTERN NURSING SCHOLARSHIP:** Ten \$1,000 scholarships will be awarded jointly by Heartland Health Foundation, Missouri Western Alumni Association and MWSC Foundation. The criteria for receiving this scholarship will be the following: a minimum of 12 college credits completed, including one lab science; a minimum of 3.0 cumulative grade point average; a statement of interest in professional nursing; a statement of reason for scholarship application; and a statement of prior awards and current scholarships. The recipients will be selected by the MWSC department of nursing and a representative of the Heartland Health System. (Apply - Nursing Dept)
- **MARSHA COOPER NURSING SCHOLARSHIP:** The criteria and amount of this award are being determined at this time. (Apply - Nursing Dept)
- **MISSOURI METHODIST NURSING SCHOLARSHIP:** Students interested in this scholarship must have a minimum of 12 college credit hours and a GPA of 3.0 or better. (Apply - Nursing Dept)
- **PEGGY CRAVENS IFFERT SCHOLARSHIP for NURSING:** This scholarship was established to help a student with demonstrated financial need and who is pursuing a degree in nursing as a full-time student. Preference will be given to diploma school graduates or candidates with a two-year Associate Degree or candidates who have satisfactorily completed a minimum of 30 semester hours of college work. (Apply - OFA)
- **PUBLIC HEALTH NURSING SCHOLARSHIPS:** Scholarships are offered to students enrolled in the nursing program showing financial need. (Apply - Nursing Dept)

PSYCHOLOGY

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

SCIENCE

- **SCIENCE SCHOLARSHIP FUND OF MWSC:** Interest from this fund provides scholarships for students who have completed at least one semester successfully at MWSC and are interested in pursuing a pre-professional degree in science. Need, scholastic ability, and commitment are also selection factors. (Apply - Chemistry or Biology Depts)

SOCIAL SCIENCE

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

COMMUNICATION STUDIES, THEATRE AND HUMANITIES

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

TECHNOLOGY

- **CAR CITY CHRYSLER SCHOLARSHIP:** The criteria and amount of this award are being determined at this time. (Apply - OFA)

WOMEN'S STUDIES

- **LINGLE FAMILY SCHOLARSHIP:** The Lingle Family Scholarship assists women twenty-five years of age or older who are re-entering school. They must have completed one of the career planning activities offered at Missouri Western State College, maintain a minimum of six credit hours, progressing toward a specific degree and demonstrate financial need. (Apply - Women's Studies)

AFFILIATED SCHOLARSHIPS

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

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

Scholarships With Specific Requirements For Eligibility

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

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

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

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

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

FEENEY READY MIXED CONCRETE INC. SCHOLARSHIP: Feeney Ready Mixed Concrete Inc. provides a \$500 scholarship to a needy student seeking a baccalaureate or advanced degree in engineering, pre-medicine and other preprofessional programs. (Apply - OFA)

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

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

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

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

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

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

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

JANET GORMAN MURPHY TEACHING SCHOLARSHIP: Applicants for this scholarship must be a freshman education major with an ACT score of 25 or higher and in the top 20 percent of his/her high school class. The recipient will be selected by Dr. Murphy or her successor. (Apply - OFA)

NOLAN MORRISON SCHOLARSHIP: The criteria and amount of this award are being determined at this time. (Apply - OFA)

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

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

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

SOUTHSIDE SERTOMA OF ST. JOSEPH SCHOLARSHIP: Southside Sertoma presents a \$200 scholarship each year to a deserving student selected by the Scholarship Committee. In keeping with Sertoma's work in areas of speech and hearing correction, the scholarship will be available to a student working in special education. (Apply - OFA)

THE TACO JOHN'S SCHOLARSHIP: Taco John's has established one \$300 scholarship per year for a junior or senior business major. Applicants must be enrolled full time, demonstrate some financial need and show reasonable academic progress. Business Management emphasis would be preferred. (Apply - OFA)

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

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

Scholarships Without Specific Requirements For Eligibility

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

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

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

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

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

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

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

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

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

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

Scholarships Selected By Donors

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

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

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

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

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

GRADUATE FELLOWSHIPS

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

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

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

MICHAEL EINBENDER MEDICAL SCHOLARSHIP: This scholarship has been established to help a Missouri Western student accepted into medical school. (ACT FFS not required) (Apply - OFA)

MINORITY SCHOLARSHIPS

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

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

Counseling

Counselors are available to assist the student in becoming oriented to the college, making a career choice and resolving personal difficulties.

The Career Information Center has information to broaden the student's understanding of different careers which match individual student profiles developed through the use of career planning instruments such as the Career Planning Profile, the computerized Career Guidance System (SIGI +), the Strong-Campbell Interest Inventory and the Myers Briggs Type Indicator.

Professional counselors are available to assist in resolving personal and social problems. 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.

Students with Disabilities

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

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)
- Career Planning Profile (CPP)
- General Educational Development (GED) test
- Graduate Record Exam (GRE)
- College-Level Examination Program (CLEP)
- Real Estate Exam (REE)
- Insurance Institute Exam
- Strong-Campbell Interest Inventory (SCII)
- Minnesota Multi-Phasic Inventory (MMPI)
- Myers Briggs Type Indicator

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

Student Conduct

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

Housing

The campus residence halls are contemporary in design. Each suite includes a large living room with two adjoining bedrooms on either side and two bathrooms. Each suite also has its own outside entrance, patio, and self-contained air-conditioning and heating units. The complex also has a study room, computer room, weight room and a t.v. viewing room. For additional information concerning occupancy students should contact the housing office.

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

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

Student Union

The Student Union houses the Bookstore, cafeteria, Griffon Place snack bar, Health Service, and the offices of the Dean of Student Affairs, Coordinator of Housing, Assistant Dean of Students, Student Government Association, Campus Activities Board, and College Security. A computer laboratory, recreational games, and equipment are also available.

Traffic and Security

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

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

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

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

Bookstore

The college bookstore is located on the first floor of the Student Union. Normal hours are from 7:45 a.m. – 6:30 p.m. Monday through Thursday and 7:45 a.m. – 4:30 p.m. Friday. Hours are extended at the beginning of each semester for your shopping convenience. Mastercard and Visa cards are accepted.

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

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

In addition, the bookstore offers typewriter and refrigerator rentals.

Student Health Center

The Student Health Center is located in 203 Student Union. It provides primary health-care services to all MWSC students — whether on-campus residents or commuters.

Registered nurses are on duty in the Health Center from 8:00 a.m. to 4:30 p.m. Monday through Friday during the fall and spring semesters. Nurses provide first aid, administer authorized medication, counsel on health-related problems, and make referrals to doctors, dentists, or public health offices.

A physician is available in the Health Center (by appointment) from 11:00 a.m. to 12:30 p.m. Tuesdays and Fridays; otherwise, a physician is on call to provide treatment for students who need a physician's attention.

All health records are strictly confidential. Clinical information will not be released to anyone without specific authorization from the patient.

Hearnes Learning Resources Center

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

LIBRARY

The Library maintains over 150,000 volumes and subscribes to more than 1000 journals. It is also a State Government Documents Depository. Microfilm, company annual reports, pamphlet files, and newspapers provide additional unique information for users. Through Inlex, its new computer-based catalog and circulation system, students can gain quick access to the Library's collection. Service to clients is of the highest importance to the Library staff. Professionally trained librarians provide individual assistance to students and other users. These librarians help locate information and materials via interlibrary loan or computerized reference data base services. Also, through computer, the Library has access to a national data base of over 15 million items, assuring that clients can usually obtain the specific item needed.

Comfortable surroundings are conducive to study or leisure reading. Individual carrels 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), sometimes referred to as the audio-visual department, is also located in the Hearnes Learning Resources Center. The IMC houses over 2,500 non-print educational items such as films, filmstrips, slides, audio tapes, and video tapes. The IMC staff will gladly provide guidance in locating non-print materials or applying audio-visual techniques in completing a class project. If you wish to review any of the materials in the IMC, please feel free to come in and use the *media room*. All materials housed in the IMC are listed in the Library card catalog. In addition, the IMC provides audio-visual equipment and materials for classroom use, audio-visual materials for student teacher use, and instructional design & production services to fill specific campus needs.

LEARNING SKILLS CENTER

The Learning Skills Center, located in Learning Resources Center 301, offers free individualized instruction to all students seeking to improve their basic academic skills. The LSC helps students with English grammar and writing, basic math and algebra, test-taking and study techniques, reading, spelling, and many other skills needed for academic success. Full-time professionals and peer tutors staff the LSC for over 40 hours each week, assisting students on a drop-in or appointment basis. In addition to receiving one-on-one tutoring, students work independently toward their educational goals using a wide variety of instructional materials, from books and filmstrips to audio tapes and computers. Students with special needs or learning disabilities will find the LSC working with the Counseling Center to provide quality, confidential academic assistance. The Learning Skills Center HELPS!

Parents' Council

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

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

Griffamily Newsletter

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

Activities

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

THE STUDENT GOVERNMENT ASSOCIATION

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

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

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

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

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

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

Organizations

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

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

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

Department Clubs

Agriculture Club
Alchemist Club
Association of Young Agronomists
Beta, Beta, Beta
Biology Club
Council for the Exceptional Child
Delta Phi Upsilon
Electronics Engineering Technology Society
Forensics Society
Griffon Guard Co.
Journalism Club
Kappa Delta Pi
Legal Assistants Association
Le Circle Français
Music Educators National Conference

Organization of Student Social Workers
Phi Beta Lambda
Phi Mu Alpha Sinfonia
Psychology Club
Sigma Alpha Iota
Sigma Tau Delta
Student Missouri State Teachers Assoc.
Students Nursing Association

Social Clubs

Delta Nu
Inter-Greek Council
Panhellenic
Phi Sigma Kappa
Phi Sigma Kappa Little Sisters
Sigma Kappa
Sigma Tau Gamma

Religious Clubs

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

Miscellaneous

Alpha Psi Omega
Associated General Contractors of America
Circle K Club
Diamond Dolls
International Students Organization
MWSC Dance Company
MWSC National Agri-Marketing Assoc.
The Ebony Collegians
Peers Reaching Others
Physical Education Majors Club
Republican Club
Western Athletic Association

Intramurals

A full intramural sports program is offered to college personnel. The program of activities includes individual, dual, and team sports for men and women. 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 against good competition.

Dramatics

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

Forensics

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

Music

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

Griffon Publications

GRIFFON NEWS

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

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

In order to accomplish these tasks, the newspaper operates very much like any weekly paper being published in the private sector. Student editors make story and photo assignments, and student reporters and photographers then complete those assignments. At their disposal is a professional electronic newsroom and a fully equipped classroom darkroom.

The newsroom includes three Commodore video display terminals which support two Linotype phototypesetting units. After reporters keyboard their copy on the terminals, it is electronically edited and typeset by student editors who then prepare the copy for final paste up. Also housed in the newsroom are layout tables, a professional light table and related production equipment.

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

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

An average of 24 weekly issues of the Griffon News is published annually in a full-sized broadsheet format. Issue sizes range from four to 10 pages, with eight about the average. Approximately 3,500 copies are distributed on and off campus.

Although the college provides some funding for the newspaper, approximately 60 percent of the more than \$30,000 annual budget comes from advertising revenue. Students sell the advertising, design it, typeset the copy, and bill the buyers.

The business staff also maintains bookkeeping and billing records on the newspaper's own computer.

Students working for the Griffon News earn two hours of college credit for each semester enrolled. Scholarships are available to help defray tuition costs. Also, editors receive weekly stipends of varying amounts, ranging from \$25 to \$60. Finally, a limited number of work-study positions are available each semester for those who qualify.

A typical publication week begins on Monday when assignments are given by editors to reporters and photographers. Reporters complete their interviews and research and keyboard their stories at one of the video display terminals by Thursday or Friday.

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

GRIFFON YEARBOOK

The *Griffon* yearbook is a 250-page, award-winning, annual publication covering all aspects of college life through both color and black and white photography, in-depth interviews, on-the-spot reporting, and enlightening articles. The *Griffon* provides experi-

ence for students in journalism, marketing, graphic design, management, advertising sales and design, photography, and desktop publishing.

Two hours credit in magazine/yearbook design and production are available for staff members and editors (JOU 212 and JOU 312). Wages, work study funds, and partial fee waivers are available in some cases.

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

Social Life

The social life changes from year to year to meet the current needs and interests of the college community. Some of the traditional events are the Icebreaker Dance at the beginning of the year, the Homecoming Dance, the Christmas Dance, and the Spring Formal. Other types of social events include concerts, speakers and movies. Additional social events are developed and sponsored by the various organizations and interest groups on the campus.

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. The program currently falls under the auspices of the National Association of Intercollegiate Athletics (NAIA). Griffon teams belong to the Central States Intercollegiate Conference (CSIC), thought to be one of the most competitive conferences in the NAIA. In the spring of 1987, Missouri Western formally applied for membership in the National Collegiate Athletic Association (NCAA). The school was also accepted into the Missouri Intercollegiate Athletic Association (MIAA), and will change affiliations and begin full MIAA competition in the fall of 1989. The move will align MWSC with its sister state institutions.

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, and 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 have helped link the campus with the St. Joseph community. Further information may be obtained by contacting the athletic office at 816/271-4481.

Placement Office

All students and alumni of Missouri Western are encouraged to use the services of the Placement Office located in SS/C-102. Hours are 8:00 a.m. - 4:30 p.m. Monday through Friday. As early as their freshman year, students can explore career options and receive assistance in selecting a college major with the help of the Office staff.

Resource materials include occupational descriptions & outlook, job vacancy listings, salary surveys, and names/addresses of companies, schools, government & social service agencies. The Placement Office conducts helpful workshops for students in: writing resumes, interviewing skills, and job search strategies.

The Office maintains a credentials service to assist new and former graduates in finding employment. Students should complete a credentials file early in their senior year to

participate in on-campus interviewing and the annual *Annual Career Days*. Alumni should keep their files up-to-date.

The software package, Resume Expert which is housed in the Placement Office, allows students to prepare their resumes in accordance with one of four attractive formats. Laser printing is available for students using Resume Expert.

Women's Educational Resource Center

The Women's Educational Resource Center office, located in 106B Student Services/Classroom Building, is a clearinghouse of community and academic information for and about women. Programming on women's issues is planned each semester to bring more information and understanding to the campus. The Women's Educational Resource Center works through the Counseling Center to provide support and assistance for the non-traditional women students at Missouri Western.

"Reentry: A Day-Long Seminar for Adult Women Considering College," designed especially for women considering returning to school after several years' absence, is scheduled approximately one week before registration each semester. Participants have an opportunity to talk with other women who have returned, 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 Women's Educational Resource Center office at 271-4280.

Alumni Association

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

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

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

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

Academic Affairs, Policies and Regulations

Academic Advisement

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

Entering freshmen are assigned faculty advisors with whom they work until they formally declare their major field of study. At the time of declaration, students will be able to request faculty advisors from the major department.

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

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

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 declaration of major should be made as early as possible in a student's college career (and certainly prior to completion of 60 semester hours of credit) to plan the best program of study and to avoid misunderstandings concerning curriculum requirements.

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

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

Class Attendance

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

Student Classification System

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

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

Course Load

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

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

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

Course Numbering System

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

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

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

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

Change of Schedule

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

Regular Semester: Add — During first three days only.

Drop — First through tenth week.

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

a course may be dropped only by official, complete withdrawal from the college, in which case a W is recorded for each course in which the student was enrolled. No course may be dropped once officially completed.

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

Drop — First through fifth week.

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

Grading System

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

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

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

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

A/Credit/Unsatisfactory Grading System

(Formerly Pass/Fail)

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

1. Students must have satisfactorily completed at least twelve (12) credit hours to be eligible.
2. Students must have a major-minor form on file with their chosen department.
3. Students on scholastic probation are not eligible.
4. Coursework may not be taken in the major and minor fields. This includes cognate courses stipulated by the major and minor degree programs.
5. Only one course per semester or summer session may be taken.

6. All level courses may be taken.
7. A grade of A received in a A/Cu/U course will be recorded as an A. A grade of B or C will be recorded as a Cr. A grade of D or F will be recorded as a U and will not receive course credit or be included in any GPA calculation.
8. The number of credit hours completed under this option will number no more than twelve (12) for any degree. Exception: Hours attempted in a course taken under the A/Cr/U option and graded as an A will not be deducted from the twelve (12) hours allowed to a student under this grading system.
9. Students are expected to meet all course prerequisites.
10. Students must designate the A/Cr/U option at the Registrar's Office during the fourth week after the first day of classes (second week of summer session.)
11. Instructors will not be informed that students are enrolled under the A/Cr/U option. Regular procedures will be followed in the submission of final grades by the instructor to the Registrar. Grades will be assigned A, Cr, or U in the Registrar's Office.
12. A course completed under the letter grade system in which D or F was earned may not be repeated on an A/Cr/U.

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

Honors

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

Honors Convocation

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

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

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

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

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

Incomplete Grades

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

Repeating Courses

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

Class Auditors

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

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

Scholastic Probation and Suspension

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

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

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

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

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

G.P.A. does not warrant suspension, a letter of appeal should be sent to the A.R.S. committee.

Readmission

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

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

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

Withdrawal from College

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

Records of Academic Work and Transcripts

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

False/Misleading Information

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

Credit Units

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

Description of Courses

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

Semester Designation

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

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

See Table of Academic Standards on reverse side of this page.

Table of Academic Standards

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

Degree Programs

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

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

One-Year Certificate Programs

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

Associate Degree Programs

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

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

Two-Year General Studies Program

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

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

Credits

Category One — Basic Skills

6

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

Category Two — Social Sciences

3

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

Category Three — Humanities

3

Select one of the following courses:

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

Category Four — Physical Health

3

PED 101

Total

15**Baccalaureate Degree Programs**

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

Bachelor of Arts

Bachelor of Science

Bachelor of Science in Business Administration

Bachelor of Science in Education

Bachelor of Science in Nursing

Bachelor of Science in Technology

Bachelor of Social Work

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

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

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

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

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

The **Bachelor of Science in Nursing** degree is designed to prepare individuals to practice professional nursing. The basic generic graduate is eligible to apply to write the National Council Licensure Examination to qualify for licensure as a registered nurse

(RN). A special tract for the student who is already a registered nurse provides the additional courses necessary for professional practice. Specific degree requirements include the completion of the nursing major and the general education requirements. Acceptance by the Department of Nursing is prerequisite for admission into the degree program.

The **Bachelor of Science in Technology** degree is designed for the student interested in a career as a technologist requiring skills and knowledge necessary to plan, produce, inspect, maintain, install, and distribute technological products or services. Specific degree requirements include completion of a major in construction engineering technology or electronics engineering technology.

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

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

Four-Year General Studies Program

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

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

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

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

Credits

Category One — Basic Skills

12

1. MAT 105 or MAT 112 (or any higher level mathematics course requiring MAT 105 or MAT 112 as a prerequisite)
2. ENG 104 and 108 or 112 (6 credits)
3. Select one course from the following (3 credits):
 SPH 104 or SPH 105

Category Two — Natural Sciences

8-10

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

1. BIO 101 (BIO 111 and BIO 112 may be substituted)
2. CHE 101 or CHE 104 or CHE 111
3. ESC 111
4. PHY 101 or PHY 110 or PHY 210
5. PHY 104

Category Three — Social Sciences

9

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

1. PSY 101, SOC 110, SOC 120, GEO 100, or ECO 101
2. HIS 140 or HIS 150 or PSC 101

Category Four — Humanities

9-10

Select one course each from three of the following groups:

1. HIS 100, HIS 110, HUM 203, HUM 205
2. ENG 210, HUM 210, HUM 230, HUM 250
3. ART 100, MUS 101, THR 113
4. FRE 102, GER 102, SPA 102

Category Five — Physical Health

4

1. PED 101 (3 credits)
2. One physical education activity or MIL 105

Total

42-45

Minor

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

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

Transfer Programs

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

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

Registration and Fees

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

Residence

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

Schedule of 1988-89 Fees

(Subject to change without notice)

The fees listed below are per semester and include the required Student Government Association fee of \$10 for students carrying less than 9 hours, or a Student Government Association Fee of \$15 plus a \$5 Yearbook fee for students carrying 9 or more hours.

Fall and Spring Semesters

State Residents

<i>No. of credit hours</i>	<i>Fees</i>
1	\$ 60
2	110
3	160
4	210
5	260
6	310
7	360
8	410
9	470
10	520
11 & up thru 16	577
17	587
18	597
19	607
20	617
Additional hours	
Add \$10/per hour	

Nonresidents

<i>No. of credit hours</i>	<i>Fees</i>
1	\$ 106
2	202
3	298
4	394
5	490
6	586
7	682
8	778
9	884
10	980
11 & up thru 16	1087
17	1107
18	1127
19	1147
20	1167
Additional hours	
Add \$20/per hour	

Other Fees

(Subject to change without notice)

Application processing fee (nonrefundable)	\$ 15
Applied music fee (per credit hour)	20
Audit fee	same as regular fee

College credit by examination (single-level, per test)	30
College credit by examination (multilevel, per sequence)	38
Dormitory fee (room and board, per semester, double room, 20 meals)	962
Dormitory security deposit (subject to refund)	50
Graduation fee (all candidates)	25
Laboratory materials and/or breakage	cost
Physical education facility fee	4
Transcript fee	1

Payment of Fees

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

Refund of Fees

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.

Refunds

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 second class	80
Withdrawal before meeting of third class	50
Withdrawal after meeting of third class	no refund

Veterans

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

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

Requirements for Graduation

Application for Graduation

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

fall graduates — July 1

spring graduates — November 1

summer graduates — April 1

Commencement

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

General Degree Requirements for One-Year Certificate Programs

A Student:

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

General Degree Requirements for Associate Programs

A student must:

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

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

General Degree Requirements for Baccalaureate Programs

A student must:

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

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

Grade-Point Averages

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

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

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

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

Graduate Honors

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

Major-Minor Application

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

Multiple Degrees and Double Majors

One-Year Certificate: Secretarial and Clerical

1. A student may earn a one-year certificate in the Secretarial or Clerical program only once.
2. A student may be awarded majors in the Secretarial or Clerical programs by fulfilling the degree requirements for both areas.

Two-Year Associate of Science Degrees

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

Two Plus Two Degree

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

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

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

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

Four-Year Baccalaureate Degrees

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

State Legislation Requirement

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

Additional Required Tests

In order to measure student progress toward educational goals, students may be asked to participate in periodic assessment efforts at MWSC.

Misrepresenting or Falsifying Information

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

ACADEMIC PROGRAMS

Office of Academic Affairs

The Office of Academic Affairs coordinates the two academic divisions of Liberal Arts and Sciences and Professional Studies. A special campus-wide college orientation class is also coordinated by that office.

College Orientation

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

The Division of Professional Studies

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

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

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

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

Allied Health Courses

ALH 100 Emergency Medical Technology (9). Basic course designed to prepare persons for service with emergency medical units; emphasizes the techniques of emergency medical care and rescue operation. Prerequisite: Consent of instructor.

ALH 106 Medical Terminology (2) I. Medical terms with reference to human anatomy and disease processes for the paramedical professions.

ALH 200 Mobile Emergency Medical Technology (16). Advanced course for emergency medical service personnel; emphasizes knowledge and skills necessary for emergency care personnel to diagnose and treat acutely ill and seriously injured patients under the control and supervision of a licensed physician. Prerequisite: ALH 100 and consent of instructor.

Department of Agriculture

Dr. L. Cowsert, *chairperson*

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

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

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

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

Bachelor of Science Degree Requirements

Agriculture Core

Requirements:

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

Major in Agriculture, General Agriculture Emphasis

Requirements

	<i>Credits</i>
AEC 305 Farm Management	3
AGN 224 Grain Handling and Grading	3
AGN 320 Soil Fertility	4
AGN 326 Agricultural Chemicals	3
ASI 236 Fundamentals of Animal Nutrition	3
ASI 330 Applied Animal Nutrition	4
ASI 339 Livestock Evaluation	3
AGR 430 Seminar	1
AEC, AGR, AGN, or ASI courses	14
BIO 101 Principles of Biology	5
CHE 104 Fundamentals of Chemistry	5
	<hr/>
	48

Suggested electives:

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

Major In Agriculture, Agribusiness Emphasis

AGRICULTURE OPTION:

	Credits
AEC 304 Farm Finance and Accounting	4
AEC 305 Farm Management	3
AEC 400 Agricultural Price Analysis	3
AEC 402 Agricultural Law	3
AEC 310 or AEC 490	3
AGR 430 Seminar	1
ASI 236 Fundamentals of Animal Nutrition	3
BIO 101 Principles of Biology	5
CHE 104 Fundamentals of Chemistry	5
MAT 105 College Algebra	3
CSC 100 Computer Literacy	3
Agriculture or Business Courses*	9
	<hr/> 45

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

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

BUSINESS OPTION:

	Credits
Agriculture Electives Other Than Core	3
CHE 104 Fundamentals of Chemistry	5
MAT 105 College Algebra	3
GBA 210 Business Statistics I	3
GBA 211 Business Law I	3
GBA 319 Business Communications	3
ACC 230 Principles of Accounting I	3
ACC 231 Principles of Accounting II	3
ECO 260 Principles of Economics I	3
ECO 261 Principles of Economics II	3
MGT 312 Principles of Management	3
MGT 315 Financial Management	3
MGT 410 Small Business Management	3
MKT 301 Principles of Marketing	3
MKT 311 Consumer Behavior	3
MKT 401 Marketing Research	3
	<hr/> 50

Six (6) hours from the following:

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

Agribusiness Courses

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

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

AEC 304 Farm Finance and Accounting (4) II (odd-numbered years). Purpose and methods of keeping farm records, and procedures in accounting; principles involved in financing the farm business and the use of credit. Prerequisite: AEC 150, MAT 105.

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

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

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

AEC 400 Agricultural Price Analysis (3) i (odd-numbered years). Economic and econometric principles applied to price movements, price discovery and price determination in the food and fiber systems. Prerequisite: AEC 200 and MAT 105.

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

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

Agronomy Courses

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

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

AGN 224 Grain Handling and Grading (3) i (even-numbered years). Grain movement from producer to consumer and factors influencing these procedures; application of the federal standards for grading farm crops and judging of grains. Two hours lecture, two hours lab.

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

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

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

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

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

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

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

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

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

Animal Science Courses

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

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

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

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

ASI 332 Beef Production (3) ii (odd-numbered years). Production, management, marketing, and nutrition of commercial and purebred beef cattle. Two hours lecture, two hours lab. Prerequisite: ASI 130 and junior standing.

ASI 333 Dairy Science (2) i (odd-numbered years). Development of dairy cattle breeds, principles and practices of dairy cattle feeding, management, and selection of breeding animals for dairy herds. Prerequisite: ASI 236.

ASI 334 Horse Production (3) ii (odd-numbered years). Basic principles of horse breeding, color, inheritance, health, management, nutrition, and marketing. Prerequisite: ASI 130 and junior standing.

ASI 336 Sheep Production (3) ii (even-numbered years). Selection and management of sheep, emphasizing economic and quality traits in selection, breeding programs, health programs, nutrition, management, and marketing. Two hours lecture, two hours lab. Prerequisite: ASI 130 and junior standing.

ASI 337 Swine Production (3) ii (even-numbered years). Methods of breeding, feeding, marketing, and management of purebred and commercial swine. Two hours lecture, two hours lab. Prerequisite: ASI 130 and junior standing.

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

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

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

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

Agriculture Courses

AGR 111 Orientation to Agriculture (1) i. Survey of careers in agriculture, concentrating on the areas of agricultural economics, agronomy, and animal science. Should be taken the first semester in college.

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

AGR 430 Seminar (1) i, ii. Independent reading within the several disciplines of agriculture, summarized and presented orally to students and faculty. Prerequisite: Junior or senior standing.

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

Department of Business and Economics

Dr. Wm. K. Cunningham, *chairperson*

The Department of Business and Economics offers diversified programs leading to associate degrees in mid-management and baccalaureate degrees with majors in accounting, business education, economics, management, and marketing. Minors are in accounting, economics, management, marketing and general business. Students receive a general background in the fundamentals of business and economics as well as an opportunity to specialize within a particular discipline. The programs have been designed to prepare students for a career in the challenging and ever-changing field of business as well as for the pursuance of advanced degrees. The department is actively involved in student placement and assists students in meeting potential employers through annual seminars.

FOUR-YEAR PROGRAMS

Bachelor of Science in Business Administration Degree Requirements

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

A student must complete the Freshman-Sophomore Core listed below with at least a 2.5 GPA before declaring a B.S.B.A. major.

In addition, student majors must have at least a 2.0 GPA in credits comprising a major as well as a minimum of 21 credits or upper-level courses (numbered 300 or above) in the department. If a transfer student from a junior college fulfills a 300-level course with an accepted transfer course, the course will be accepted as meeting the course requirement, but will not be evaluated as fulfilling the 21-credit upper level requirement. We will not accept a transferred junior college course for any 400-level course in the department.

Freshman-Sophomore Core

	<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
MAT 105 College Algebra or higher (use to fulfill general studies requirements)	3
Total core credits	21

Professional Core

	<i>Credits</i>
MGT 312 Principles of Management	3
MGT 315 Financial Management	3
MKT 301 Principles of Marketing	3
GBA 319 Business Communications	3
Total core credits	12
Total credits, both cores	33

Major In Accounting

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

One of the following:

ACC 332 Accounting Systems and Control	3
ACC 337 Budgeting and Governmental Accounting	3
ACC 434 Advanced Auditing	3

*Cannot be taken as an elective if used to fulfill the required accounting courses.

ACC 432 Advanced Cost Accounting	3
ACC 439 Advanced Tax Accounting	3

3

One of the following:

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

3

One of the following:

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

3

One of the following:

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

3

Total core and major credits 63

Major In Economics

Credits

All of the following:

ECO 360 Intermediate Macroeconomics	3
ECO 361 Intermediate Microeconomics	3
ECO 363 Money and Banking	3
Upper-level ACC, MGT, MKT, GBA	3

12

Four of the following:

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

12

Total core and major credits 57

Major In Management

Credits

All of the following:

MGT 412 Personnel Management	3
MGT 414 Organizational Behavior	3
MGT 419 Business Policy	3
ACC 333 Cost Accounting	3
Upper-level ECO	3

15

Three of the following:

GBA 311 Business Law II	3
GBA 313 Business Statistics II	3
GBA 316 Principles of Insurance	3
MGT 410 Small Business Management	3
GBA 411 Investment Analysis	3
GBA 413 Real Estate	3
MGT 416 Production Management	3
MGT 417 Credit Management	3
MGT 420 Small Business Practicum I	3
MGT 421 Small Business Practicum II	3
MGT 401 Marketing Research	3

3

9

Total core and major credits 57

Major In Marketing

Credits

All of the following:

MKT 311 Consumer Behavior	3
MKT 381 Promotional Management	3
MKT 401 Marketing Research	3
MKT 481 Marketing Management	3
MKT 491 Marketing Seminar	3

15

Two of the following:

MKT 331 Retail Management	3
MKT 351 Sales and Management	3
MKT 361 Product Strategy	3
MKT 411 Marketing Logistics	3
MKT 431 Organizational Marketing	3
MKT 451 International Marketing	3
ECO 361 Intermediate Microeconomics or	
ECO 460 Business Cycles Forecasting	3

3

6

Total core and major credits 54

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

Students enrolled in the Business Education program must have a composite score of 18 or higher on the ACT examination and meet the admissions requirements of the Department of Education. Missouri certification requires a cumulative GPA of at least 2.50 at the time of graduation. If a transfer student substitutes a 300-level required course with an accepted transfer course, the course will meet the course requirement but is not counted as upper division credit. We will not accept a transferred junior college course for any 400-level course in the department.

The course requirements are as follows:

Business Education Core

	<i>Credits</i>		
GBA 110 Business Organization	3	<i>General business option:</i>	
OIS 141 Intermediate Typing	3	ECO 261 Principles of Economics II	3
OIS 240 Office Typing Problems	3	MGT 312 Principles of Management	3
ACC 230 Principles of Accounting I	3	MKT 301 Principles of Marketing	3
ACC 231 Principles of Accounting II	3	MKT 351 Sales and Sales Management	3
ACC 330 Intermediate Accounting I or		Elective in business or	
ACC 333 Cost Accounting	3	Office Information Systems	3
ECO 260 Principles of Economics I	3		15
GBA 116 Business Math or			
GBA 210 Business Statistics	3	<i>Professional education:</i>	
GBA 211 Business Law	3	SED 202 Introduction to	
GBA 319 Business Communications or		Secondary Education	2
OIS 350 Office Communications	3	SED 203 Participation in	
CSC 100 Computer Literacy	3	Secondary Teaching I	1
BUS 455 Methods of Teaching		SED 303 Experience in	
Business Subjects	3	Secondary Teaching II	3
<i>Total core credits</i>	36	SED 304 Psychology in	
		Secondary Teaching	4
		SED 311 Secondary Reading Techniques	2
		SED 404 Seminar in	
		Secondary Education	3
		SED 407 Psychology and Education	
		of the Exceptional Student	2
		SED 409 Student Teaching III	
		(Secondary)	9
			26

Major in Business Education

Choose one of two options:

	<i>Credits</i>		
<i>Skills option:</i>			
Two shorthand courses chosen from			
OIS 144, 145, 340	6	<i>Total core and major credits</i>	77
OIS 370 Word Processing	3		
OIS 231 Electronic Calculator	1		
OIS 232 Machine Transcription	2		
OIS elective	3		
	15		

Associate of Science Degree Requirements

The department offers an Associate of Science degree with a major in mid-management and emphases in accounting, banking and finance, data processing, or retailing. In cooperation with the St. Joseph chapter for the American Institute of Banking, the department offers courses leading to the A.I.B. Standard Certificate. Further information is available in the office of the department chairperson.

The requirements for this major follow.

Mid-Management Core

	Credits
GBA 110 Business Organization	3
GBA 116 Business Mathematics or	
GBA 210 Business Statistics I	3
ACC 230 Principles of Accounting I	3
ACC 231 Principles of Accounting II	3
ECO 260 Principles of Economics I	3
ECO 261 Principles of Economics II	3
MGT 312 Principles of Management	3
MKT 301 Principles of Marketing	3
Total core credits	24

Accounting Emphasis

	Credits
ACC 330 Intermediate Accounting I	3
ACC 331 Intermediate Accounting II	3
ACC 333 Cost Accounting	3
Upper-level ECO, MGT, MKT, GBA	3
	<u>12</u>
Total core and emphasis credits	36

Banking and Finance Emphasis

	Credits
BAN 253 Bank Management	3
ECO 363 Money and Banking	3
GBA 211 Business Law I	3
MGT 315 Financial Management	3
Two of the following:	
AEC 304 Farm Finance and	
Accounting	4
BAN 250 Principles of Bank Operations	3
BAN 251 Savings and	
Time Deposit Banking	3
BAN 252 Trust Functions and	
Services	3
	<u>6-7</u>
	<u>18-19</u>
Total core and emphasis credits	42-43

Data Processing Emphasis

	Credits
CSC 184 Introduction to Computer Concepts	3
CSC 240 Introduction to RPG	3
CSC 245 Introduction to COBOL	3
CSC 345 Advanced COBOL	3
Any 200 level or above CSC elective	3
	<u>15</u>
Total core and emphasis credits	39

Retailing Emphasis

	Credits
MKT 311 Consumer Behavior	3
MKT 351 Sales and Management	3
MKT 331 Retail Management	3
MKT 381 Promotional Management	3
	<u>12</u>
Total core and emphasis credits	36

Departmental Minors

Accounting

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

Economics

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

Management

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

Marketing

	Credits
GBA 210 Business Statistics I	3
MKT 311 Consumer Behavior	3
MKT 301 Principles of Marketing	3
MKT 381 Promotional Management	3
MKT 401 Marketing Research	3
MKT 470 Marketing Management	3
Two marketing elective courses	6
	<u>24</u>

General Business (Non-business majors only)

	Credits
GBA 110 Business Organization	3
ACC 230 Principles of Accounting I	3
ECO 260 Principles of Economics I	3
GBA 211 Business Law I	3
MKT 301 Principles of Marketing	3
MGT 312 Principles of Management	3
ACC 231 Principles of Accounting II or	
ECO 261 Principles of Economics II	3

21

Additional Requirements for a Departmental Minor

Only students with a major outside the Department of Business and Economics will be granted a minor in General Business. Any student may qualify for the other minors. A minimum of a 2.00 grade point average in the required courses is necessary for the minor certification.

Accounting Courses

ACC 230 Principles of Accounting I (3) i, ii, iii. Fundamental principles of accounting and their application; recording, classifying, and summarizing business transactions; analysis of balance sheet and income statement accounts. Prerequisite: A score of 14 or above on ACT math test, or completion of GBA 116 with a grade of C or higher, or MAT 105, or MAT 112 or higher.

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

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

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

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

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

ACC 336 Tax Accounting (3) i, ii. Introduction to taxation, including both federal and state taxes to which many small businesses and individuals are subject; includes payroll, sales, and income taxes; partnership and corporate income taxation. Prerequisite: ACC 231, or by consent of instructor.

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

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

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

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

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

SED 303 Experience in Secondary Teaching II (3) i, ii. 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) i, ii. 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) i, ii. Techniques of teaching upper-level reading. Prerequisite: ENG 104, 108 or 112.

SED 312 Laboratory in Secondary Reading Techniques (1) i, ii. 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 Audio-visual Education (2) i. Provides an understanding of why and how instructional materials improve the teaching/learning process, how to locally prepare instructional materials, and how to operate audio-visual equipment normally found in schools. Two hours lecture, one hour lab. Lab fee required. Prerequisite: EED 203 or SED 203.

SED 354 Advanced Traffic Education (3) (on demand). Advanced course to prepare teachers of driver education. Actual experience in teaching beginning drivers in the classroom and the car. Two hours lecture, two hours lab arranged. Prerequisite: SED 254.

SED 404 Seminar in Secondary Education and Human Relations (3) i, ii. 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) i, ii. 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) i, ii. 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) iii. On-campus course designed for the experienced teacher. Activities will include microteaching 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) i, ii. 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.

Department of Engineering Technology

Dr. V. Varma, *chairperson*

The Department of Engineering Technology offers two- and four-year degree programs in engineering technology with concentrations in either construction or electronics. The Department also offers a two-year engineering transfer program and a one-year architecture transfer program in cooperation with various area universities.

Engineering Technology

Engineering technology has been defined as that part of the technological field which requires the application of scientific and engineering knowledge and methods combined with technical skills in support of engineering activities; it lies in the occupational spectrum between the 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 Associate of Science degree prepares the student to be an engineering technician, and the baccalaureate degree program prepares the student to be an employed in applications engineering positions.

Construction Engineering Technology

The two-year degree program in Construction Engineering Technology prepares individuals to become entry-level construction inspectors, job estimators, testing lab technicians, expeditors, surveyors and for positions related to construction cost accounting and quality control. The four-year degree program prepares individuals as entry-level field engineers, technical coordinators, estimators, job schedulers, construction management trainees, and for positions related to construction document control, purchasing, equipment superintendent (renting) and quality assurance/quality control.

Electronics Engineering Technology

Career opportunities for two-year associate degree graduates of Electronics Engineering Technology include entry-level positions with computer maintenance/repair companies, design/testing, and electronics instrumentation companies, telephone companies, and other companies that are users of electronic machinery such as automated control (micro-processor/microcomputer) systems. Four-year degree graduates also qualify for jobs related to operation control, testing, trouble shooting, supervision and management, and for entry-level positions in marketing, technical sales and field services including installation and commissioning of equipment in plant or on site.

NOTE: Certification in Engineering Technologies

Students should contact the National Institute for Certification in Engineering Technologies (NICET) for certification requirements. For information write to NICET, 2029 K Street, N.W., Washington, D.C. 20006. Telephone 202-463-2335.

Engineering Transfer Program

Engineering has been defined as the profession in which a knowledge of the mathematical and natural sciences gained by study, experience, and practice is applied to develop ways to utilize economically the material and forces of nature for the benefit of mankind.

The engineering transfer program is closely coordinated with the University of Missouri-Columbia and the University of Missouri-Rolla.

The exact program followed will depend on the specialized area (civil, chemical, mechanical, electrical, etc.) and the engineering school to which the student plans to transfer. Also, many students are not prepared for calculus their first semester and special programs must be arranged. Therefore, an advisor in the Department of Engineering Technology will set up a suitable program for each preengineering student.

Architecture Transfer Program

The architecture transfer program is closely coordinated with the College of Architecture and Design, Kansas State University, Manhattan, Kansas. An advisor in the Department of Engineering Technology will set up a suitable program for each prearchitecture student.

Bachelor of Science in Technology Degree Requirements

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

Construction Engineering Technology

EGT 110, 202, 204, 250, 260, 356; CET 105, 252, 256, 260, 275, 307, 308, 354, 358, 360, 408, 458, 470, 480; MAT 105, 106, 204, 205; CSC 184, 188; PHY 110; ESC 111.

Electronics Engineering Technology

EGT 103, 110, 240, 250; EET 220, 230, 270, 300, 320, 330, 340, 350, 375, 420, 430, 460, 480; MAT 105, 106, 204, 205; CSC 184, 188; PHY 110, 111; CHE 101.

Associate of Science Degree Requirements

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

Construction Engineering Technology

EGT 110, 202, 204, 250, 260; CET 105, 252, 256, 260, 275, 307, 354; MAT 105, 106, 204; CSC 184; PHY 110.

Electronics Engineering Technology

EGT 103, 110, 240; EET 210, 220, 230, 270, 300, 320, 340; MAT 105, 106, 204; CSC 184; PHY 110.

Engineering Technology Courses

EGT 103 Electrical Circuits I (4) i. 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, three hours lab.

EGT 110 Engineering Graphics (3) i, ii. Introduction to the fundamentals of technical communication through graphics; includes technical sketching, standard projection methods, sections, auxiliary views, lettering, basic descriptive geometry, and conventional practices; uses current engineering and other technical problems to aid in development of graphic problem-solving skills. One hour lecture, four hours lab.

EGT 202 Surveying I (3) i. Introduction to the basic principles of plane surveying with applications to engineering and construction problems; uses laboratory periods for in-the-field applications of introductory surveying techniques. Two hours lecture, three hours lab. Prerequisite: MAT 105, 106.

EGT 204 Architectural Graphics (3) ii. Studies residential, commercial, and industrial building design, with emphasis on environmental, aesthetic, and structural harmony; develops drafting techniques, use of standard reference data, and blueprint reading skills. One hour lecture, four hours lab. Prerequisite: EGT 110 or consent of instructor.

EGT 240 Electrical Circuits II (4) ii. Applications of circuit analysis including transients and AC circuits. Resistive, capacitive, and inductive impedances. Solutions of AC networks, including transformers and resonance. Three hours lecture, three hours lab. Prerequisite: EGT 103 and credit or concurrent enrollment in MAT 105 and MAT 106

EGT 250 Technical Report Writing (2) i. Studies various forms of reports; includes practical projects in preparing reports of various lengths and degrees of complexity and oral presentation of report material; emphasizes clear communication of technical ideas. Two hours lecture. Prerequisite: ENG 104.

EGT 260 Statics (3) i. Fundamentals of statics; static equilibrium; topics of study include elements of statics in two and three dimensions; laws of equilibrium applied to structures and machines. Three hours lecture. Prerequisite: MAT 106, Concurrent enrollment in MAT 204.

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 260.

EGT 340 Thermodynamics (3) ii (on demand). Fluid properties, work and heat, first law, second law, entropy, applications to vapor, and ideal gas processes. Three hours lecture. Prerequisite: PHY 210 or consent of instructor.

EGT 356 Fluids and Hydraulics (3) ii. Introduction to fluid mechanics including fluid statics and elementary fluid dynamics; includes energy equations of steady flow, steady flow of incompressible fluids in pipes, and open channel flow. Three hours lecture. Prerequisite: MAT 205, PHY 110.

EGT 490 Technological Practices (1-3) iii. Intended for the advanced student with a job which reinforces and extends knowledge and skills. Approval by the department chairperson is required at least two weeks before the end of the previous term.

Construction Engineering Technology Courses

CET 105 Basic Construction Materials (2) i. Introductory study of materials used in the construction industry. Includes wood, concrete, masonry, steel and other metals, glass, plastics, bitumens, insulating and roofing materials, protective and decorative coatings, mechanical and electrical materials, and acoustical materials. Two hours lecture.

CET 252 Surveying II (3) ii. Intermediate and advanced surveying techniques and procedures with applications to engineering and construction problems; includes mapping, hydrography, and photogrammetry; uses laboratory periods for in-the-field application of techniques. Two hours lecture, three hours lab. Prerequisite: EGT 202.

CET 256 Bituminous, Concrete, and Soils (3) ii. Studies the properties and engineering applications of prime materials used in structural and roadway construction, including classification, basic quality control, and construction practices used with respect to asphalt, concrete, and soils. Two hours lecture, three hours lab. Prerequisite: Concurrent registration in MAT 105, 106.

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

Banking Courses

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

BAN 251 Savings and Time Deposit Banking (3) ii (even-numbered years at night). Historical development of savings institutions and basic economic functions of the savings process; reviews the economics of the savings process, emphasizing differences between financial savings and savings that lead to capital formation; examines different types of financial savings to describe the system of financial flows of income to capital investment.

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

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

Business Education Courses

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

Economics Courses

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

ECO 160 Consumer Economics (3) i. Assists students in becoming more rational consumers in such areas as housing, transportation, insurance, and other consumer items; covers techniques of financial planning, budgeting, and a variety of investments. Does not count as an economics elective toward a major in economics.

ECO 260 Principles of Economics I (3) i, ii, iii. Introduction to basic principles of economics with emphasis on the analysis of unemployment, GNP, inflation, and public debt; discusses fiscal and monetary theories and public policies.

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

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

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

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

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

ECO 364 Labor Economics (3) ii (even-numbered years). Introductory course dealing with the institutional aspects of the American labor force, its organization, wage and employment theory, the economic role of bargaining, and the basic ingredients of public policy toward labor organizations. Prerequisite: ECO 260.

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

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

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

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

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

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

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

General Business Courses

GBA 110 Business Organization (3) i, ii, iii. Introduction to the various activities and organizational structures in the business community; a general survey course which includes aspects of accounting, economics, management, and marketing.

GBA 116 Business Mathematics (3) i, ii, iii. Introduction to the daily mathematical problems that arise in business; designed for students who need additional experience in the application of basic business mathematical skills.

GBA 210 Business Statistics I (3) i, ii. Studies descriptive and inductive statistical methods as they apply to decision making in business and economics. Prerequisite: MAT 105 or MAT 112 or higher.

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

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

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

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

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

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

GBA 319 Business Communications (3) i, ii. Designed to meet the needs of business for better communications, written and oral; covers principles of research, organization, and presentation of written memoranda, letters, and reports; oral presentations help develop necessary skills required in a business environment. Prerequisite: ENG 104 or 112.

GBA 385 Cooperative Work Experience (3-5) (On demand). Individualized study related to full-time employment in a position related to the student's major. Anticipated learning outcomes determined by contract prior to enrollment. Credit allowed based on length of work experience and breadth of research project assigned. Prerequisite: Completion of professional core and major application and acceptance of contract proposal by department chairperson.

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

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

Management Courses

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

MGT 315 Financial Management (3) i, ii. Introductory survey of the issues which face the financial manager of a firm; discusses liquidity versus profitability decisions, capital budgeting, planning needs and controlling uses of funds as well as the methods of procuring funds. Prerequisite: ACC 231 and MAT 105 or MAT 112 or higher.

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

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

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

MGT 416 Production Management (3) i. Development of scientific management principles and methods of organization and management in manufacturing; includes plant location, scheduling, operating, and information systems. Prerequisite: GBA 210 and MGT 312.

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

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

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

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

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

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

Marketing Courses

MKT 301 Principles of Marketing (3) i, ii. Basic course defining marketing, its place within societies; the marketing concept; and introducing the marketing mix and its components, product, promotion, place and price. Prerequisite: ECO 261 or consent of the instructor.

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

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

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

MKT 361 Product Strategy (3) i. Develops techniques of product management using the New Product Development Process, the Product Life Cycle and strategic product analysis including image, placement, maintenance and replacement. Prerequisite: MKT 311.

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

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

MKT 411 Marketing Logistics (3) ii. Study of the techniques of product distribution including marketing channel membership, physical distribution, transportation and statistical planning methods. Prerequisite: MKT 401.

MKT 431 Organizational Marketing (3) i. Marketing theories, concepts and techniques as applied to organizations such as industries, governments, institutions and resellers. Prerequisite: MKT 401.

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

MKT 481 Marketing Management (3) i, ii. This course introduces the entire strategic market planning process. Special emphasis is placed on having the student research and write a quality marketing plan for an existing business. Prerequisite: MKT 401.

MKT 491 Marketing Seminar (3) i, ii. A capstone course integrating numerous marketing concepts and requiring students to apply those concepts to actual business situations. Students will examine historical marketing successes and failures and will analyze and critique strategies currently employed by various business firms. Prerequisite: MKT 481.

Department of Criminal Justice and Legal Studies

C. Butcher, *chairperson*

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

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

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

Bachelor of Science in Technology (Two Plus Two)

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

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

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

Criminal Justice

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

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

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

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

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

Associate of Science Degree Requirements

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

Bachelor of Science Degree Requirements

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

The Bachelor of Science degree in Criminal Justice consists of 33 credit hours with 21 of those credits in required courses: LAW 110, 250, 320, 340, 360, 410, 470 plus 12 hours in related area courses PSY 210 and 309; SOC 400 and 430.

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

Minor in Criminal Justice

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

Criminal Justice Courses

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

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

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

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

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

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

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

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

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

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

LAW 280 Criminalistics (3) ii. Introductory survey of modern methodology for police laboratories; reviews the need for professional investigations, and introduces the means of achieving high degrees of proficiency in the field of scientific criminal inquiries. Prerequisite: 15 credits in criminal justice.

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

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

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

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

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

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

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

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

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

Legal Assistant

David A. Dye, *Coordinator*

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

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

Students graduating from the program must:

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

Associate of Science Degree

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

Degree Requirements

Required Courses (35 Credits)

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

Restricted Legal Specialty Electives (12 Credits)

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

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

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

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

General Studies* **15**

TOTAL **62**

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

Bachelor of Science in Technology (two plus two degree)

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

Legal Assistant Courses

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

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

LAT 120 Legal Research (3) i. Introduces the law library and familiarizes students with various legal publications through research projects and assignments. Methods of legal writing and citation style and format are introduced. Prerequisite: LAT 105 or consent of instructor.

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

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

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

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

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

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

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

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

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

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

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

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

Department of Education

Dr. Solon E. Haynes, *chairperson*

The Department of Education is concerned with the total process of helping individuals become teachers. Students who wish to become elementary or secondary teachers learn to understand and utilize the principles of learning, human growth and development, and interpersonal relationships. The department also provides specialized educational experiences in participating elementary and secondary schools under the supervision of experienced teachers. The professional training of a prospective teacher is normally scheduled throughout the sophomore, junior, and senior years, culminating with a final professional semester. The 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).

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 and, according to section 168.031 of the Missouri School Laws, must present evidence of good moral character.

Admission Requirements

To gain admission to the teacher education program, applicants must meet the following requirements:

- The applicant must achieve a composite score of 18 on the American College Test (ACT) or 800 on the Scholastic Aptitude Test (SAT) and a 2.0 G.P.A.
- The applicant must achieve a passing score on the College BASE Test as mandated by the Missouri Department of Elementary and Secondary Education. Students will be required to pay for the College BASE test.
- The applicant must enroll in Participation in Teaching I submitting an application as determined by those in charge of the teacher education program.
- Admission and retention requirements for teacher education are available in the departmental office.

Degree and Certification Requirements

Upon completion of the degree requirements with a minimum cumulative GPA of 2.5 and a minimum grade of C in student teaching, the candidate will receive a provisional State of Missouri Teaching Certificate 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.

Special Programs

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

Elementary Education

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

- highly knowledgeable in the cognitive areas,
- trained in the techniques and methods of teaching across the wide spectrum of elementary grades,
- warm, understanding, and empathetic in the area of humanizing education, 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 105 or 112; ENG 104 and 108 or ENG 112; SPH 104 or 105; BIO 101 or 111 and 112; CHE 101 or 104 or 111 or PHY 101 or 110 or 210 and 211 or ESC 111; or PHY 104; PSY 101; HIS 140; HUM 203 or 205; ENG 210; ART 100 or MUS 101 or THR 113; PED 101; PED activity.

In addition to the general studies and the professional sequence, the elementary major is required to complete successfully the following courses: ART 300; EED 310, 320, 330, 340, 360, 409; ENG 300; GEO 100; MAT 350, 351; MUS 220 or 320; PED 300 and 380 or 382; PHS 230; PSC 101; SED 331.

The elementary major must also select an emphasis area. The requirements are determined by the Department of Education in consultation with the various academic departments. The emphasis areas include creative arts (art or music concentration), English, foreign language, mathematics, physical education, remedial reading, general science, and social science.

Special certificates also fulfill the emphasis area requirements and are available in the areas of early childhood education, early childhood special education, teaching the mentally handicapped, teaching the behaviorally disordered, and teaching the learning disabled.

The requirements for emphasis areas and specialized certificate programs are available from an elementary education advisor. 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
<i>Total credits</i>	<hr/> 24

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

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

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

Elementary Education Courses

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

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

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

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

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

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

EED 320 Language Arts Methods (3) i, ii. A general survey course to integrate the skills of listening, writing, and speaking with reading skills.

EED 321 Language Arts Approaches / Creative Dramatics (1) (on demand). Demonstrates and collects appropriate plays for elementary grades.

EED 322 Language Arts Approaches / Poetry (1) (on demand). An in-depth study of children's poems, choral reading, poem patterns; practice in writing original poems as well as collecting appropriate poems and choral readings for elementary grades.

EED 323 Language Arts Approaches / Listening (1) (on demand). Appropriate listening techniques to use in the elementary school.
secondary education courses; rest of dept. is disk I, files 38-46; this is disk IV, file 7

EED 324 Language Arts Approaches / Handwriting (1) (on demand). Practice in both manuscript and cursive handwriting using D'Nealian, Zaner-Bloser, Palmer, and other methods.

EED 325 Language Arts Approaches / Spelling (1) (on demand). An in-depth study of techniques of teaching spelling in the elementary school.

EED 326 Language Arts Approaches / Grammar and Linguistics (1) (on demand). Studies methods of teaching English grammar and linguistics in the elementary school.

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

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

EED 342 Measurement and Evaluation in Education (3) i. Principles and techniques of administration, application, and interpretation of tests, test results, and data. Prerequisite: EED 303 and 305 or SED 304, MAT 201, or consent of department chairperson.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EED 410 Psychology and Education of the Exceptional Child (2) i, ii. Designed to give all teachers background and experience in working with the exceptional child in the regular classroom. Prerequisite: EED 305.

EED 413 Speech Correction for the Classroom Teacher (3) ii. Methods and techniques of speech correction utilized by the classroom teacher.

EED 414 Methods of Teaching the Mentally Handicapped (3) ii. Special techniques for teaching the atypical child. Prerequisite: EED 303 and 305 or SED 304 or consent of department chairperson.

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

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

EED 420 Conferencing with Parents (2) ii. Designed to foster parent-teacher cooperation; includes communication and conflict resolution strategies applicable to educationally related situations (including IEP conferences and regular parent-teacher conferences) with exceptional students, families of exceptional students, and other professionals. Prerequisite: EED 410.

EED 421 Experience in Teaching Mentally Handicapped Students (3) i, ii. Off-campus experience with mentally handicapped students in cooperating schools as a teacher associate. Prerequisite: EED 414 or consent of department chairperson.

EED 422 Experience in Teaching Behaviorally Disordered Students (3) i, ii. Off-campus experience teaching behaviorally disordered students in cooperating schools as a teacher associate. Prerequisite: EED 415 or consent of department chairperson.

EED 423 Experience in Teaching Learning-Disabled Students (3) i, ii. Off-campus experience teaching students with learning disabilities in cooperating schools as a teacher associate. Prerequisite: EED 416 or consent of department chairperson.

EED 424 Experience in Teaching Early Childhood Education (3) i, ii. Off-campus experience in teaching the young child in cooperating preschools and kindergartens.

EED 440 Early Childhood / Methods and Materials (3) iii. Designed to acquaint the early childhood educator with techniques, methods, and materials for use with the young child.

EED 441 Early Childhood / Creativity (1) i(even-numbered years). A five-week component course emphasizing the importance of encouraging creativity in both the early childhood instructor and the young child.

EED 442 Early Childhood / Language Development (1) i(even-numbered years). A five-week component course emphasizing language development in the young child, techniques for detecting potential problem areas, and methods for encouraging speech.

EED 443 Early Childhood / Special Education (1) i(even-numbered years). A five-week component course designed to acquaint the early childhood instructor with the special needs of young children.

EED 444 Early Childhood / Curriculum (1) i(odd-numbered years). A five-week component course designed to aid the early childhood educator in planning an all-inclusive curriculum for the young child.

EED 445 Early Childhood / Parents (1) i(odd-numbered years). A five-week component course emphasizing the importance of parental involvement in early childhood education.

EED 446 Early Childhood / Community Resources (1) i(odd-numbered years). A five-week component course acquainting the student with the various community agencies and services available to the young child, parents, and teacher.

EED 450 Independent Study (credit hours open) i, ii. A research-oriented course intended to extend the competencies of the student in a particular area. Prerequisite: Consent of department chairperson.

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

The Department of Education has an overall objective of providing secondary schools with the best possible teachers by providing secondary education graduates who are capable of:

- teaching in one or more fields, so their backgrounds will allow them to bring expertise in the discipline to the students,
- implementing the idea that "teachers teach students, not subject matter," with a background well attuned to the human aspects of the educational process, and
- functioning in a variety of teaching situations, from the traditional to the innovative; in professional preparation, students learn new and different approaches to secondary education as well as time-tested methods.

The general studies requirements must be satisfactorily completed. The specific requirements in the major field are set by the departments. Secondary education majors are available in the following fields: art, business, English, music, physical education, social science, and speech and theatre. Certification in a second teaching area is available in the majority of these fields. The requirements for second teaching areas are available from a secondary education advisor.

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

General Studies Requirements:

B.S. (Teacher Certification) & B.S.E. Degrees

(Effective May, 1984)

Credits

Category One — Basic Skills

12

1. MAT 105 or MAT 112 (or any higher-level mathematics course requiring MAT 105 or MAT 112 as a prerequisite)
2. ENG 104 and 108 or 112 (6 credits)
3. Select one course from the following (3 credits):
SPH 104 or SPH 105

Category Two — Natural Sciences

8-10

BIO 101 (BIO 111 and BIO 112 may be substituted), and one other course from the following:

1. CHE 101 or CHE 104 or CHE 111
2. ESC 111
3. PHY 101 or PHY 110 or PHY 210
4. PHY 104

Category Three — Social Sciences

9

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

1. PSY 101, SOC 110, SOC 120, GEO 100, or ECO 101
2. HIS 140 or HIS 150

Category Four — Humanities

9-10

Select one course each from three of the following groups:

1. HIS 100, HIS 110, HUM 203, HUM 205
2. ENG 210, HUM 210, HUM 230, HUM 250
3. ART 100, MUS 101, THR 113
4. FRE 102, GER 102, SPA 102

Category Five — Physical Health

4

1. PED 101 (3 credits)
2. One physical education activity or MIL 105

Total

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 and Human Relations	3
SED 407 Psychology and Education of the Exceptional Student	2
SED 409 Secondary Student Teaching III	9
<i>Total credits</i>	26-27

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 course work 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 Courses

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.

SED 154 Principles and Practices of Safety (3) (on demand). Prepares students to assume responsibility for safety education and accident prevention programming in school, industry, and public service.

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

SED 203 Participation in Secondary Teaching I (1) i, ii. Laboratory course following 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. Prerequisite: SED 202 and approved admission to the Teacher Education Program.

SED 254 Developmental Traffic Education (3) (on demand). Introductory course to prepare teachers of driver education; includes classroom instruction, lab experiences, and driving skills.

CET 260 Mechanics of Materials (3) ii. Axial, torsional, bending, and combined stress and strain analysis; mechanical properties and applications for static, fatigue, creep, and impact conditions; emphasizes beam stresses and deflections, columns, and riveted and welded connections. Two hours lecture, three hours lab. Prerequisite: EGT 260, MAT 204.

CET 275 Mechanical and Electrical Installations (4) ii. Principles of water supply and treatment, plumbing, sanitation systems, heating, ventilation and air conditioning including solar energy; electrical and lighting systems, power lines, electrical code, safety and design. Four hours lecture. Prerequisite: CET 105, PHY 110.

CET 307 Structural Drawing (2) i. Proper selection and graphic representation of structural components, assemblies, and connections for wood, steel, and concrete construction; considers load-bearing ability and other strength factors, following current industry standards. One hour lecture, three hours lab. Prerequisite: EGT 204.

CET 308 Structural Analysis (3) i. Introduction to various methods used in the elastic analysis of statically determinate beams, trusses, frames, and arches, and to statically indeterminate structures. Three hours lecture. Prerequisite: EGT 260, CET 260.

CET 354 Construction Estimating (3) ii. Introduction to construction estimating; emphasizes accurate and systematic analysis of working drawings and specifications as they pertain to quantity takeoffs. Three hours lecture, includes computer techniques. Prerequisite: CET 105, concurrent enrollment in CET 252, or consent of instructor.

CET 358 Structural Steel Design (4) ii. Introduction to elementary structural steel design; design of individual members and their connections as dictated by various specifications (AISC, AASHTO, etc.). Laboratory includes an introduction to the use of the computer in the areas of structural analysis/design. Three hours lecture, three hours lab. Prerequisite: CET 308.

CET 360 Construction Management (3) i. Introduction to the construction manager concept. Roles of the contractor, superintendent, designer, owner and inspector. Project financing, costs and accounting, labor relations, bonding and insurance, and job safety. Introduction to construction planning and scheduling techniques. Three hours lecture. Prerequisite: CET 354.

CET 390 Technological Projects (1-3) ii, iii. Intended for the advanced student whose project would enrich the educational experience. Approval by the Department Chairperson is required at least two weeks before the end of the previous term.

CET 408 Reinforced Concrete Design (4) i. Introduction to the design of reinforced concrete elements and structures; includes beams, columns, slabs, and footings; designs are based on the current ACI code provisions for elastic and strength design. Three hours lecture, three hours lab. Prerequisite: CET 308 or consent of instructor.

CET 458 Soil Mechanics and Foundations (4) i. Studies the properties of soils with applications in civil engineering design and construction. Three hours lecture, three hours lab. Prerequisite: CET 256, CET 260.

CET 470 Topics in Heavy Construction (2) ii. Study of selected topics, such as underground construction, underpinning, formwork and other project support requirements; evaluation and review of current practices in heavy construction. Prerequisite: Senior standing or consent of instructor. Two hours lecture.

CET 480 Construction Planning and Scheduling (2) i. Principles and techniques used to plan construction and schedule project activities. Networks, bar charts, computer techniques, productivity, construction time and cost parameters. Prerequisite: CET 360. Two hours lecture.

Electronics Engineering Technology Courses

EET 210 Electronics Fabrication (2) ii. The student selects an electronics project subject to the approval of the instructor; only routine design or redesign is expected, with the emphasis on fabrication. One hour lecture, three hours lab. Prerequisite: At least 10 credits in electronics.

EET 220 Electronic Measurements (2) ii. Studies methods and procedures in making laboratory measurements using digital multimeters, analog meters, power supplies, signal generators, bridges, electronic counters, and dual-trace oscilloscopes; principles of laboratory standards; methods of analyzing measurement data; methods of reporting data; and principles of instrument calibration. One hour lecture, three hours lab. Prerequisite: Concurrent registration in EGT 240 and EET 230.

EET 230 Introduction to Electronics (4) ii. The theory of operation of various solid state devices: diodes, transistors, FETs, SCRs, and monolithic integrated circuits. Laboratory training sessions include evaluation of many solid state devices. Three hours lecture, three hours lab. Prerequisite: EGT 103.

EET 270 Electronic Amplifiers (4) i. Analyzes low-frequency amplifier circuits using bipolar junction transistors, junction field-effect transistors, metal-oxide-semiconductor field-effect transistors, and integrated-circuit operational amplifiers. Also discusses power supply voltage and current regulation. Three hours lecture, three hours lab. Prerequisite: EET 230.

EET 300 Digital Electronics (4) i. Logic gates, combinational logic, DeMorgan's theorem, and logic minimization; counters, multiplexers, and other MSI logic functions. Three hours lecture, three hours lab. Prerequisite: EET 230 or consent of instructor.

EET 320 Introduction to Microcomputers (4) ii. Studies microcomputers, hardware, and programming; processors, input-output devices, memories, machine language, and assembly language programming. Three hours lecture, three hours lab. Prerequisite: EET 300.

EET 330 Microcomputer Systems (4) i (odd-numbered years). Studies interfacing to digital and analog devices; emphasizes hardware, covering D/A and A/D converters, and other I/O devices. Three hours lecture, three hours lab. Prerequisite: EET 320 or consent of instructor.

EET 340 Communications Systems (4) ii. Analyzes various types of circuits used in equipment such as AM and FM receivers and transmitters, television receivers and transmitters, and microwave equipment; studies antennas and transmission lines. Three hours lecture, three hours lab. Prerequisite: EET 270.

EET 350 Advanced Communications Systems (3) ii (even-numbered years). Studies communications theory emphasizing the relationship of information transmission with band width and noise; studies further transmission line theory, electromagnetic fields, and wave guides. Three hours lecture. Prerequisite: EET 340, MAT 205.

EET 375 Robotics Controls (3) i. Robotics and programmable controllers, actuators, sensors, and feedback systems. Software and control functions. Three hours lecture. Prerequisite: EET 300 and EET 320.

EET 390 Technological Projects (1-3) ii, iii. Intended for the advanced student whose project would enrich the educational experience. Approval by the Department Chairperson is required at least two weeks before the end of the previous term.

EET 420 Control Systems (3) ii (odd-numbered years). The application of electronic control circuits to industrial needs; includes control of manufacturing processes, measurements and counting of components, and servo control. Two hours lecture, three hours lab. Prerequisite: EET 270, EET 300.

EET 430 Advanced Electronics (4) i. Analysis and applications of linear integrated circuits; active filters, voltage regulators, instrumentation amplifiers, phase locked loops, and other topics. Prerequisite: EET 270.

EET 460 Electrical Power Technology (4) i (even-numbered years). Studies the principles and applications of various types of DC and AC motors and generators, principles of AC power generation and distribution system, and methods of power control using thyristor devices. Three hours lecture, three hours lab. Prerequisite: EGT 240.

EET 480 Design and Fabrication (2) ii. With instructor's approval, the student selects an electronic system or subsystem to design, and builds a functional prototype. Requires a written notebook which supports the project, demonstrating research techniques and the ability to document sources. One hour lecture, three hours lab. Prerequisite: 30 credits in electronic courses.

Department of Health, Physical Education, and Recreation

Dr. K. Ernce, *chairperson*

Whether programming intramural competition, offering a planned sequence of exercises and sports activities to help students develop strong active bodies, or working with student majors in physical education or leisure management, the Department of Health, Physical Education, and Recreation is interested in assisting all students to become healthy and productive members of society.

Students may satisfy general education requirements in category five by taking PED 101, Concepts of Physical Activity, and one activity course. The concepts course is designed to acquaint students with basic knowledge, understanding, and values, and should assist the student in the selection of appropriate activity courses.

Adaptive activities may be repeated as often as needed for students with handicaps which restrict them from the regular activity program. Repeats in this course will satisfy the general education activity requirement.

The department offers a Bachelor of Science in Education degree with an all-level (elementary and secondary) major in health and physical education. Majors in this department must meet the requirements of general education, teacher education, and health and physical education programs. Students who desire a major in this department encounter the various strategies of successful team coaching and various techniques of planning, teaching, and evaluating physical education programs, as well as gain a scientific background in the field. MWSC coaching certification courses are offered by this department for any education major who desires to teach in this area. Health Certification courses are also available through the Department of Health, Physical Education and Recreation.

The department offers a Bachelor of Science degree in Leisure Management with emphases in Exercise Science, General Physical Education and Leisure Management. These majors include a core of required courses as well as related course work in the area of professional emphasis as determined by the student's interest and the approval of the advisor. A minor in leisure management is also available.

Bachelor of Science in Education-Physical Education

Courses in physical education must total 52 credits and courses in biology 5 credits. The specific courses required are: BIO 240, and PED 191, 192, 201, 243, 244, 245, 246, 301, 303, 304, 310, 374, 380, 382, 384, 385, 393 and 402; 8 credits from PED 311, 312, 313, 314, 315, and 316; 1 credit from PED 153 and 183; 1 credit from PED 145, 184, 185, and 186; and 2 credits from PED 381, 383, 395, and 480.

All physical education majors must pass a swimming proficiency test or show evidence of successfully passing a swimming course prior to being admitted to student teaching. The test consists of the following: Jump feet first into deep water and level off. Swim fifteen yards across the pool using the crawl stroke. Change directions without touching the edge and swim back using the elementary back stroke. If a person has a physical handicap, he or she may apply to the department chairperson for waiver of this requirement. Majors are encouraged to take all activity courses possible.

The semester prior to student teaching, all physical education majors must appear before a committee composed of staff members from the physical education and education departments. The student must be approved by this committee before being allowed to sign up for SED 409, Student Teaching III. Prior to being approved the student must satisfactorily complete ten experiences of supplemental preparation as outlined by the Department of Health, Physical Education, and Recreation and approved by the Coordinator.

Bachelor of Science

Major in Leisure Management

Health and Exercise Science Emphasis

Courses for this 52 hour emphasis include the following from Physical Education, Leisure Management, Allied Health and Biology: PED 191, 192, 201, 303, 304, 374, 383, 384, 385, 393, 401, 402, 450, and 480; LMA 365, and 330; Biology 240, 241, 252 and Allied Health 106. Students with an emphasis in Exercise Science are preparing for private, industrial and commercial fields as an exercise specialist.

Physical Education General Emphasis

Courses for this 55 hour emphasis include 34 hours within the Department of Health, Physical Education and Recreation, and a 21 hour cognate field determined by the student after consultation with the academic advisor: PED 191, 201, 310, 374, 381, 384, 393, 395, 481; LMA 220, 300, 323, 330, 360, and a cognate field of 21 semester hours within a specific discipline of which at least six hours must be 300 level or above. The cognate field will be determined on the basis of a student's interest. The prerequisite LMA 230 will be waived for LMA 330 for students seeking an emphasis in physical education general. Students with this emphasis are preparing for non-scientific application of Physical Education and Leisure Management in preparation for the fields of Sports Management, Sports Marketing, Sports Journalism, and other non-scientific, non-teaching professions.

Leisure Management Emphasis

Courses for this major must total 61 credits, including LMA 220, 230, 300, 323, 330, 420, 424, 430; PED 201, 395; and 30 credits within the professional emphasis area of the student's choice (Youth Agencies/Community, Therapeutic Recreation, Commercial/Private, and Outdoor Recreation). Students with a leisure management emphasis must submit an application to their advisor prior to enrolling in LMA 330. Approval of this board is dependent upon successful progress toward degree, a minimum cumulative G.P.A. of 2.2, and retaking the ACT if a score of 18 is not on record. Students with a leisure management emphasis must fulfill 50 clock hours of approved supplemental preparation prior to enrolling in LMA 430.

Minor in Leisure Management

For a leisure management minor, the student must successfully complete 20 credits including LMA 220, 230, 300, 322, 323, 326, 424 and PED 243.

Certification in Athletic Coaching

Majors in any department who receive a degree in education may also receive an MWSC athletic coaching certificate. The following courses make up the 19-credit requirement: PED 201, 304, 310, 374, and 385 (PED 304 and 385 have the prerequisite of BIO 240); 8 credits from PED 311, 312, 313, 314, 315, and 316.

Certification in Health Education

Teachers holding valid elementary or secondary teaching certificates may be granted additional certification in health upon successful completion of CHE 101, BIO 240, BIO 252 or equivalent, PED 192, PSY 210, PED 201, PED 300, PED 301, and BIO 260 or PED 384.

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, PED 201, PED 301, PSY 210, and PED 384 and 300.

Facility and Special Fees

A facility fee of \$4 is required for all courses in the department. The fee entitles the student to use the locker and shower rooms. Special fees are charged for some courses which require special equipment and facilities.

Physical Education Theory Courses

PED 101 Concepts of Physical Activity (3) i, ii, iii. Develops knowledge and skill in obtaining optimal health fitness through nutrition, stress management, cardiorespiratory endurance, recognition of risk factors for heart disease, and musculoskeletal development. Three hours lecture.

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

PED 192 Personal and Community Health (2) i. Personal health concerns and family and community health responsibilities. Prerequisite: PED 101.

PED 201 First Aid (2) i, ii, iii. General emergency care, major disaster, civil defense; Red Cross standard and instructor certification included. One hour lecture, two hours lab.

PED 243 Methods and Techniques of Adventure Activities (2) ii. Introduction to basic knowledge and skills of popular adventure activities, such as shooting sports, angling, backpacking, orienteering, rock climbing, canoeing, and wilderness living. Emphasizes attitudes, skills, environmental awareness, safety, teaching methodology, and principles of group leadership as they relate to adventure activities. Field trips may be required. Four hours lab.

PED 244 Methods and Techniques of Team Sports (2) i. Presents teaching methodology and develops knowledge and skills in the team sports of basketball, flag football, soccer, and volleyball. Four hours lab.

PED 245 Methods and Techniques of Individual and Dual Sports (2) i. Presents teaching methodology and develops knowledge and skills in the individual and dual sports of bowling, badminton, tennis, and golf. Four hours lab.

PED 246 Methods and Techniques of Rhythms and Gymnastics (2) ii. Presents teaching methodology and develops knowledge and skills in social, folk, and square dance, stunts and tumbling, and apparatus gymnastics. Four hours lab.

PED 300 Elementary School Health Education (2) i. Emphasizes content, methods, and materials at the elementary grade levels. Designed for the elementary school classroom teacher. Prerequisite: PED 101

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

PED 303 Kinesiology (3) i. Analyzes movement from the study of anatomical structures and mechanical principles of the human body; applicable to elementary, secondary, and adult populations. Prerequisite: PED 240.

PED 304 Physiology of Exercise (3) i. Basic physiology applied to physical education and the training of athletes; applicable to elementary, secondary, and adult populations. Two hours lecture, two hours lab. Prerequisite: BIO 240.

PED 310 Principles and Administration of Coaching (2) ii. Provides insight into the coaching profession; includes developing a professional approach to coaching ethics, psychology of athletics, staff selection, public relations, administration of duties (scheduling, eligibility, reports, purchasing, care of facilities), and appreciation for nontechnical aspects of the total job. Prerequisite: Junior classification.

PED 311 Coaching and Officiating of Football (2) i (odd-numbered years) Theory, fundamentals, and officiating of football; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 312 Coaching and Officiating of Basketball (2) i. Theory, fundamentals, and officiating of basketball; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 313 Coaching and Officiating of Baseball and Softball (2) ii (odd-numbered years) Theory, fundamentals, and officiating of baseball and softball; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 314 Coaching and Officiating in Track and Field (2) ii (even-numbered years) Theory, fundamentals, and officiating of track and field; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 315 Coaching and Officiating of Volleyball (2) i. Theory, fundamentals, and officiating of volleyball; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 316 Coaching and Officiating of Wrestling (2) ii (even-numbered years) Theory, fundamentals, and officiating in wrestling; includes team selection, organization, and strategies from the coaching and officiating standpoints. Officiating in intramurals may be required. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

PED 374 Psychology of Sport (2) ii. Emphasizes the psychology and sociology of the sports participant from the standpoint of participant's behavior toward other individuals and groups. Prerequisite: Junior classification.

PED 380 Rhythms and Creative Movement for Elementary School (2) ii. Designed to teach elementary teachers how to approach the use of rhythms as a means for developing neuromuscular growth and body space awareness; uses a variety of musical styles and rhythmic devices to develop a knowledge in movement exploration including body awareness, space utilization, time, and energy change. One hour lecture, two hours lab. Prerequisite: Sophomore classification.

PED 381 Outdoor Education (2) (on demand). A methodology course with an emphasis on establishing learning experiences in natural environments through varied disciplines of study.

PED 382 Elementary School Physical Education (3) i, iii. Fundamental skills, sports, and games for the elementary school physical education program. Two hours lecture, two hours lab. Prerequisite: Sophomore classification.

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

PED 384 Child Growth and Development (2) i. The study of humans from conception to maturation dealing with the pattern of growth involved in the physical and mental processes.

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

PED 393 Measurement in Physical Education (3) ii. Methods in evaluation of the product and process; special emphasis on physical fitness, motor ability, posture, and specific sports skills; applicable to elementary, secondary, and adult populations.

PED 395 Intramural Management (2) i. Organization and administration of intramural and extramural activities. Assistance in the intramural program is required. One hour lecture, two hours lab.

PED 401 Graded Exercise Testing (3) ii. Examines the principles of exercise testing, the methods of conducting a graded exercise test, collection and calculation of test data in a sequential manner and interpretation of information so obtained. Offers a basic understanding of the normal physiological adaptations to chronic exercise and the electrophysiology of electrocardiography. Prerequisite: PED 304

PED 402 Issues and Materials in Physical Education (2) ii. Emphasizes major issues and materials as needed for the teaching of physical education in the secondary schools and the teaching of physical fitness concepts in business and industry. Two hours lecture. Prerequisite: PED 101, 303 and 304.

PED 450 Independent Study in Physical Education (1-5) i, ii, iii. Research-oriented course to extend the competencies of the student in a particular area of education. Prerequisite: Consent of department chairperson.

PED 480 Practicum in Physical Education (2) i, ii, iii. Individualized in-depth study of a subject in which the student is particularly interested. Prerequisite: Senior classification or consent of department chairperson.

PED 481 Children's Lifetime Sports Academy Practicum (2) iii. Practical teaching experience of children aged eight to fourteen in lifetime sports and adventure activities. Can be repeated for credit.

Leisure Management Courses

LMA 220 Introduction to Recreation (3) i, ii. History and foundations of organized recreation including objectives, responsibilities, scope, and economic and social aspects; tours of specific recreation agencies. Two hours lecture, two hours lab.

LMA 230 Recreation: Field Experience I (2) i, ii. Practical, exploratory view of three recreation agencies from an on-the-job perspective. One hour lecture, five hours lab. Prerequisite: LMA 220.

LMA 300 Philosophy and Leadership in Leisure Management (3) ii. Analyzes fundamental philosophical concepts and the influence on personal leadership and management techniques, as they relate to working with people and leisure organizations.

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

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

LMA 326 Recreational Arts, Crafts, and Music (2) (on demand). Surveys various arts, crafts, and music involved in recreation settings. Students must furnish their own supplies. One hour lecture, two hours lab.

LMA 330 Recreation: Field Experience II (3) i, ii, iii. Supervised leadership assignment in a leisure agency leading to a deeper conceptual view of intended professional aspirations. One hour lecture, eight hours lab. Prerequisite: LMA 220, 230 or with consent of instructor.

LMA 360 Commercial Recreation (3) (on demand). Basic steps of initiating and conducting a commercial recreation enterprise; designed to offer students practical experience in starting a business. Two hours lecture, two hours lab. Prerequisite: Consent of instructor.

LMA 363 Leisure Counseling (2) (on demand). A survey of various leisure counseling opportunities as well as techniques utilized by leisure counselors. Emphasis on neuro linguistic programming.

LMA 365 Introduction to Special Populations (3) ii. Leisure needs and methods of serving various groups in a society; populations include the aged, the ill, the disabled, the disadvantaged, and those in penal institutions.

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

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

LMA 430 Recreation: Field Experience III (9) i, ii, iii. Full-time summer internship with a leisure agency to develop and utilize skills learned in the classroom. Prerequisite: LMA 220, 230, 300, 323, 330.

LMA 450 Independent Study in Leisure Management (1-5) i, ii, iii. Individual research investigation on selected topics or problems in the leisure field. Prerequisite: Consent of department chairperson.

LMA 480 Practicum in Recreation (2) i, ii, iii. An individualized approach to acquire entry-level skills not acquired during curriculum course work. This course may be required by the advisor during a student's senior year.

Elective Physical Education Activity Courses

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

All sports activities are designed for the development of techniques, knowledge, appreciation, and skills used during the individual's lifetime for recreation and fitness.

PED 110 Adaptive Activities (1). A program of activities adapted to the needs of the handicapped and physically restricted student. This class may be repeated for credit with permission of the coordinator of Adaptive Activities.

PED 112 Beginning Racquetball (1). A beginner's course of instruction in the basic skills of racquetball, including the techniques of singles and doubles play. Student must furnish some equipment.

PED 114 Beginning Tumbling and Trampoline (1).

PED 115 Beginning Apparatus Gymnastics (1).

PED 116 Beginning Bait and Fly Casting (1). Introduction to sport fishing with emphasis on casting skills, methods of fishing, fish habitat, conservation practices, and luremaking. Field trip may be required.

PED 117 Beginning Riflery and Trap Shooting (1). Instruction in recreational shooting with emphasis on firearms safety; rifle and shotgun trap marksmanship, emphasizing range practice; methods and techniques of reloading ammunition and cleaning firearms. Students must purchase own ammunition.

PED 118 Beginning Bowling (1). House fee required.

PED 119 Beginning Golf (1). Students must furnish four new golf balls.

PED 120 Beginning Tennis (1). Students must furnish one can of new tennis balls.

PED 121 Beginning Badminton (1). Students must furnish three new shuttlecocks.

PED 122 Beginning Orienteering: Map and Compass (1). An exciting new recreational sport which combines use of map and compass with physical activity; combines several styles of orienteering with practice on actual courses.

PED 123 Beginning Judo (1). Student must furnish gi.

PED 124 Beginning Survival and Primitive Living (1). Instruction in preparing for environmental emergencies with emphasis on the psychological aspect of survival situations and establishment of priorities for sustaining life in an environmental emergency. An overnight experience is required.

PED 125 Beginning Handball (1). Students must furnish own glove.

PED 126 Beginning Squash (1).

PED 127 Beginning Archery (1). Introduction to target and field archery with emphasis on shooting technique and various types of archery games and competition. Students must furnish a matched set of six arrows.

PED 128 Beginning Backpacking (1). Instruction in backpacking with emphasis on equipment orientation, personal conduct within the natural environment, clothing and shelter, preservation of wilderness area integrity, safety, foods, and cooking. Course includes on-the-trail instruction and practicum. All equipment furnished by the department.

PED 129 Beginning Mountaineering (1). Introduction to mountaineering with concentrated instruction in rock climbing; includes equipment orientation, rope handling, belaying, rappelling, traverses, emergency first aid and rescue, mountain weather, alpine living, and clothing principles; particular stress on safety and ethics. All equipment furnished by the department.

PED 130 Beginning Swimming (1). Basic skills in swimming. Swim suit required. Nonswimmers only.

PED 132 Intermediate Swimming (1). Development of swimming strokes. Swim suit required. Prerequisite: Ability to swim.

PED 133 Advanced Swimming and Diving (1). Advanced swimming skills and diving as well as competitive swimming. Swim suit required. Prerequisite: Above-average ability to swim.

PED 134 Life Saving (1). Life-saving techniques as prescribed by American Red Cross Senior Saving Certification for those who qualify. Prerequisite: Above-average ability to swim.

PED 135 Skin and Scuba Diving (1). Techniques and safety for skin and scuba diving. Swim suit and special fee required. Prerequisite: Above-average ability to swim.

PED 136 Recreational Water Sports (1). Water polo, water basketball, and water volleyball with some small-craft activity. Swim suit required. Prerequisite: Above-average ability to swim.

PED 137 Water Safety Instructor (1). Water safety techniques as prescribed by the American Red Cross; W.S.I. Certification for those who qualify. Swim suit required. Prerequisite: Current senior life-saving certification.

PED 138 Beginning Sailing and Canoeing (1). Practical instruction in sailing and canoeing with emphasis on safety and techniques. On-the-water experiences are integral with instruction. Students must be able to swim.

PED 139 Beginning Skiing (1). Development of basic skills in downhill (Alpine) and/or cross country skiing. Special fee required.

PED 140 Beginning Ice Skating (1). Special fee required.

PED 141 Beginning Karate (1). Students must furnish gi.

PED 142 Hap Ki Do (Self-Defense). 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 145 Aerobic Dance (1). An activity course in which students' cardiovascular endurance is developed through continuous rhythmic exercise and dance set to music; fitness levels are evaluated and prescription of exercise is made based on the approach used by Dr. Kenneth Cooper.

PED 146 Beginning Social Dance (1).

PED 147 Beginning Ballet (1). Introduction to ballet with emphasis on developing style, the basics of body alignment, arm placement, footwork and expressiveness. Students must furnish ballet shoes.

PED 148 Beginning Folk and Square Dance (1).

PED 153 Beginning Modern Dance (1). Students must furnish leotard.

PED 156 Beginning Tap Dance (1). Students must furnish tap shoes.

PED 157 Dance Choreography (1). Designed to teach principles and fundamental dance skills for use in choreography assignments relating to time, space, energy, group relationships, and performance techniques. The choreography is especially relevant to vocal music, musical theatre, and concert dance. Two hours lab. Will not satisfy general education requirement in physical education. Prerequisite: Consent of instructor.

PED 158 Intercollegiate Sports I (1). Intercollegiate athletic team members who are on the men's football, men's basketball, women's volleyball, or women's basketball teams only. This class may be taken up to four times for credit, but will not satisfy general education requirements in physical education. Prerequisite: Consent of coach.

PED 159 Intercollegiate Sports II (1). Intercollegiate athletic team members who are on the men's baseball, men's golf, women's tennis, or women's softball teams only. This class may be taken up to four times for credit, but will not satisfy general education requirements in physical education. Prerequisite: Consent of coach.

PED 160 Dance Participation (1) (on demand) Limited to members of the MWSC Dance Company, Griffettes or Cheerleaders. This class may be taken up to four times for credit, but will not satisfy general education requirements in physical education. Prerequisite: Consent of dance company sponsor.

PED 171 Beginning Cave Exploring (1). Will be offered when staff and facilities are available. Introduction to the sport of spelunking with an emphasis upon safety aspects and appreciation of cave ecology. Course includes caving trips. Equipment furnished by the Department.

PED 173 Beginning Softball (1).

PED 174 Beginning Field Hockey (1).

PED 175 Beginning Volleyball (1).

PED 176 Beginning Soccer and Speedball (1).

PED 177 Beginning Basketball and Flag Football (1).

PED 183 Beginning Wrestling (1).

PED 184 Beginning Body Dynamics (Figure Improvement) (1).

PED 185 Beginning Weight Training and Conditioning (1).

PED 186 Aerobics (1).

PED 187 Beginning Cycling (1). Students must furnish bicycle.

PED 188 Wilderness Canoeing (1). Comprehensive course in flatwater and river canoeing; emphasizes whitewater paddling technique and personal conduct in wilderness environments; includes wilderness camping skills and expedition dynamics. Class is usually held in Minnesota, south Missouri, or Arkansas.

PED 189 Beginning Pistol and Skeet (1). Pistol and skeet marksmanship, emphasizing range practice; methods and techniques of reloading ammunition and cleaning firearms. Students must provide own ammunition.

PED 190 Adult Physical Fitness (1) i, ii. An activity course in which student's knowledge of high level wellness is developed through participation in discussion and physical activity programs. Designed as a class for returning students to be taught concurrently with the adult physical fitness class in Continuing Education.

PED 193 Special Weight Training Class for Athletes Only. Limited to members of MWSC intercollegiate athletic teams only. May be taken one time only for credit. Will not satisfy general education requirements in physical education. Prerequisite: Consent of athletic coach.

PED 212 Intermediate Racquetball (1). Emphasizes strategy, advanced techniques, and shotmaking. Student must furnish own racquetballs. Prerequisite: PED 112 or consent of instructor.

PED 215 Intermediate Apparatus Gymnastics (1). Prerequisite: PED 115 or consent of instructor.

PED 218 Intermediate Bowling (1). Prerequisite: PED 118 or consent of instructor.

PED 219 Intermediate Golf (1). Students must furnish four new golf balls. Prerequisite: PED 119 or consent of instructor.

PED 220 Intermediate Tennis (1). Students must furnish one can of new tennis balls. Prerequisite: PED 120 or consent of instructor.

PED 223 Intermediate Judo (1). Students must furnish gi. Prerequisite: PED 123 or consent of instructor.

PED 229 Intermediate Rock Climbing (1). Continuation of PED 129. Applied instruction, on-site, in classifying climbs, belay variations, and anchors; protection placements for lead climbing; climbing team organization; aid (class 6) climbing; and protected lead experience. Prerequisite: PED 129 or exhibited competence and skills in basic rock climbing technique.

PED 235 Intermediate Skin and Scuba. Continuation of PED 135. Emphasizes skin and scuba as a leisure activity for a lifetime. Swim suit and special fee required.

PED 239 Intermediate Skiing (1). Continuation of PED 139. Emphasizes downhill and/or cross country skiing as a leisure activity for a lifetime. Special fee required. Prerequisite: PED 139 or consent of instructor.

PED 250 Intermediate Ice Skating (1). Continuation of PED 140. Emphasizes ice skating as a leisure activity for a lifetime. Special fee required.

PED 253 Intermediate Modern Dance (1). Students must furnish leotard. Prerequisite: PED 153 or consent of instructor.

PED 275 Intermediate Volleyball (1). Prerequisite: PED 175 or consent of instructor.

Department of Military Science

Lt. Col. Robert N. Martinache, *chairperson*

College-graduate junior executives 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 through completion of 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 six-week paid summer camp, all instruction is presented on campus. Various field trips are conducted to further enrich the student's appreciation of national security in its broadest sense and to develop leadership skills.

A commission as a second lieutenant in the United States Army Reserve is granted 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 duty for either three months or three years, depending on his or her desires and on the needs of the service at the time of graduation. A contract guaranteeing the three-month program is available.

Four-Year ROTC Program: This program consists of 18 credit hours of military science offerings on campus: 6 credit hours from the 100- and 200-level courses, to include MIL 100, 105, 210, and 220; and 12 credit hours from MIL 300, 310, 400, and 410. In addition to military science, five 3-credit-hour courses from five fields of study (human behavior, written communications skills, military history, national security policy, and management) are required, some of which meet general studies requirements. In order to successfully complete the ROTC program and receive an Army commission, the student must satisfy the requirement for military history by completing either HIS 140 or HIS 150. In the event of a legitimate academic overload, studies in national security and management may be deferred. The student also must complete a six-week advanced camp at Fort Riley, Kansas, normally between the junior and senior years. For this camp, the student receives pay of approximately \$700, plus travel expenses. Entrance into the advanced course is subject to the approval of the department chairperson.

Two-Year ROTC Program: This course of study is intended for junior level students who were unable to enroll in ROTC during their first two academic years. The two-year program substitutes a six-week basic camp at Fort Knox, Kentucky, for the 100- and 200-level courses. The remainder of the course is the same as the four-year program. Pay for students while attending basic camp is approximately \$600, plus travel expenses.

Military Science Minor: A minor totals 29 credits. The following are required (23 credits): MIL 100, 210, 300, 302, 310, 312, 400, 402, 410 and 412. Six credits may be chosen from the following: MIL 105, 120, 450, HIS 140, HIS 150. Additionally, the six-week advanced camp must be successfully completed to be eligible for the minor.

Placement for Veterans: Prior service personnel desiring a commission through ROTC may have the 100- and 200- level military science courses waived and enter directly into the advanced course (the last two years of military science). The monthly financial aid of \$100 does not affect other financial benefits available to veterans. Interested veterans should contact the professor of military science for permission to enter the advanced course.

Financial Assistance

U.S. Army ROTC Scholarship: Two-, three-, and four-year competitive 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 \$100 for the duration of the scholarship, not to exceed ten months for each year of the scholarship and a flat-rate book allowance each semester.

Monetary Allowances: ROTC students are furnished free textbooks for military science courses. Students enrolled in the last two years of military science receive \$100 per month during the school year, not to exceed ten months per year.

Fee Waiver: Tuition/fee waiver scholarships are available. See the department chairperson.

Military Science Courses

MIL 100 Introduction to Military Operations (1) i, ii. Introduction to the citizen-soldier concept. Includes basic drown proofing, survival testing, improvised floats, rafts and introduction to canoeing.

MIL 102 Leadership Practicum (2) i. Course examines squad and platoon offensive and defensive operations, and leadership in patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Emphasis is on basic skills of the individual soldier.

MIL 105 Introduction to Survival training (1) i, ii. Techniques for survival: rope bridging, ropes and rope management, types of rappels, marksmanship skills, terminology, techniques of firing and safety. May be substituted for physical education activity credit, Category Five — Physical Education under General Studies.

MIL 112 Leadership Practicum (2) ii. Continuation of MIL 102. Examines advanced squad and platoon offensive and defensive operations with emphasis on patrolling operations. Included topics are camouflage techniques, basic first aid, and reaction to obstacles. A tactical application exercise and physical fitness conditioning are included as course requirements. Students perform in individual and small unit leadership positions.

MIL 120 Precision Military Drill (1) i, ii. Introduction to the conduct of military drill and ceremonies, individual, small unit, drill team, and Color Guard drill; includes the Manual of Arms with infantry weapons and instructing techniques of military drill. Lecture/lab two hours per week. May be repeated for credit with the approval of the department chairperson.

MIL 202 Leadership Practicum (2) i. 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 Map Reading and Cross-Country Orienteering (2) i, ii. Introduction to map reading and orienteering. Prerequisite: MIL 100 and MIL 105, or the consent of department chairperson.

MIL 212 Leadership Practicum (2) ii. 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) i, ii. Provides the students with advanced knowledge and practical experience in survival. Course emphasizes food, water, shelter and terrain association. Participation in a field training exercise is required.

MIL 300 Leadership and Management I (3) i. Investigates organizational leadership, organizational and individual psychology in the military environment, and application of academic theory to specific military management and ethics; includes practical application of the military instruction methodology and military writing techniques. Prerequisite: 6 credits in military science including MIL 100, 210, and 220, or consent of department chairperson.

MIL 302 Leadership Practicum (2) i. Examines squad and platoon offensive and defensive operations, the patrol leader in patrolling operations, and a tactical application exercise. Participation in physical fitness conditioning and a tactical application exercise is required. Students will perform in various leadership roles and present classroom instruction. Prerequisite: Advanced-course status, to be taken concurrently, and required for students enrolled in MIL 300.

MIL 310 Small Unit Leadership and Tactics (3) ii. Principles and fundamentals of military operations, the decision-making process, planning, communications, and basic military skills overview. Prerequisite: MIL 300 or consent of department chairperson.

MIL 312 Leadership Practicum (2) ii. Familiarization with military firearms; includes assembly and disassembly; tactical communications; and the field artillery request and a tactical application exercise is required. 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 400 Leadership and Management II (3) i. Discussion and application of the principles of military organization and management; includes the comprehensive study of executive decision making and communications, operations, training, logistics, intelligence, and personnel. Prerequisite: MIL 310 or consent of department chairperson.

MIL 402 Leadership Practicum (2) i. 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 a tactical application exercise is required. Students will perform in various leadership positions and present classroom instruction.

MIL 410 Army Management and Organizational Systems (3) ii. Advanced study of leadership and management; examines administration at the company level and military justice; concludes with an overview of the obligations and responsibilities of an officer. Prerequisite: MIL 400 or consent of department chairperson.

MIL 412 Leadership Practicum (2) ii. Practical applications in problem analysis, decision making, planning and organization, delegation and control, and development of interpersonal skills required for effective management, includes a tactical application exercise. Participation in physical fitness conditioning is required. Students will perform various leadership roles and conduct classroom instruction. Prerequisite: Advanced-course status, to be taken concurrently, and required for students enrolled in MIL 410

MIL 450 Independent Study in Military Science. (1-5) i, ii. Investigates selected problems or topics on an individual or conference basis. Prerequisite: Consent of department chairperson.

Department of Nursing

Dr. C. Esry, *chairperson*

The Department of Nursing provides a foundation of knowledge and skills necessary to be eligible to apply to write the National Council Licensure Examination to qualify for licensure as a registered professional nurse (R.N.). This is accomplished through the offering of two degrees. A minimum grade of C in each course in the major is required for graduation from the nursing program.

Associate of Science

The associate of science degree will be discontinued with the graduation of the present students in Spring 1989.

Bachelor of Science

Offered with two options: The basic option is for the beginning student in nursing. The alternate option is for the registered nurse (R.N.) to utilize previous learning experiences to gain advanced placement in the total plan for the degree.

Admission to Bachelor of Science Degree Program

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 after completing 15 hours of pre-nursing requirements. A selection committee reviews all applicants and determines those who will be admitted. Admission is on a competitive basis.

R.N. applicants must meet the general admission requirements of MWSC and the admission requirements of the Department of Nursing. In addition, the R.N. must be currently registered in Missouri OR be eligible for such; must have a minimum of twelve (12) months work experience as an R.N. within the past 3 years; and must have at least 30 hours of college level work to include the following courses or equivalents:

COURSE	CR.HRS.
Oral Communication	3
English Composition	3
General Psychology	3
General Sociology	3
Human Anatomy & Physiology	5
Chemistry	4
Microbiology	4
Humanities	3

Associate of Science Degree Requirements

An Associate of Science degree with a major in nursing requires completion of the following specific courses: NUR 101, 150, 190, 250, 251, 270; BIO 240 and 251; PSY 101; SOC 110; CHE 104.

The above nursing courses will be discontinued after the Spring 1989 offerings.

Bachelor of Science

Degree Requirements – Basic Program

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; CSC 100; MAT 201; PSY 101, 319; SOC 110, 360; NUR 201, 260, 261, 280, 350, 351, 385, 388, 389, 390, 391, 392, 393, 450, 451, 455, 460, 490, 491, 495.

Bachelor of Science

Degree Requirements – R.N. Extended Program

A Bachelor of Science in Nursing – R.N. Extended Program requires the completion of the following general studies and nursing courses prior to admittance: BIO 240, 251; CHE 104; ENG 104 or 112; PSY 101; SOC 110; SPH 104; NUR 101 & 150 or 175, 190, 250, 251, 270.

Upon admittance the following specific courses are required: BIO 252, 375; CSC 100; MAT 201; PSY 319; SOC 360; NUR 380, 382, 385, 386, 455, 460, 461, 492, 495.

Nursing Courses

NUR 201 Concepts of Professional Nursing (2) i, ii. 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 generic baccalaureate program.

NUR 250 Concepts and Processes of Nursing III (10) i. A continued exploration of the client's process of adaptation and the resulting nursing care in relation to body systems. Includes guided campus laboratory simulations and clinical laboratory experiences in caring for clients adapting to deviations from health. Five hours lecture, fifteen hours lab. Prerequisite: NUR 190.

NUR 251 Concepts and Processes of Nursing IV (10) ii. A continuation of NUR 250 with exploration of the client's process of adaptation and the resulting nursing care in relation to body systems. Also includes an in-depth study of the adaptation of clients with complex deviations from health and emphasis on the interrelatedness of all of the body systems. Guided clinical experiences in caring for clients with deviations from health. Five hours lecture, fifteen hours lab. Prerequisite: NUR 250.

NUR 260 Nursing Process I – Physical & Psychosocial Assessment (3) ii. 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 and admission to the Department of Nursing, PSY 319 (may be taken concurrently). Concurrent enrollment in NUR 261.

NUR 261 Nursing Process I – Practicum (1) ii. 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. Current enrollment in NUR 260. Meets 3 hrs/wk.

NUR 270 Nursing Seminar (2) ii. Seminar providing for the analysis of various nursing concepts and trends. Emphasizes communication, professionalism and management. Prerequisite: NUR 250.

NUR 280 Nursing Implications of Drug Administration (3) ii. 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 201 and admission to the department of nursing. Current enrollment in NUR 260 and 261.

NUR 350 Nursing Process II (3) 1. Introduction to the functional health patterns with emphasis on sleep-rest, activity-exercise, 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 280. Current enrollment in NUR 351.

NUR 351 Nursing Process II – Practicum (3) 1. 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. Current enrollment in NUR 350.

NUR 380 Concepts of Baccalaureate Degree Nursing (3) i,ii. The first course for R.N. 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 and permission of instructor.

NUR 382 Nursing Process (4) i,ii. 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) i,ii. 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: NUR 350 and 351 or NUR 380 and 382 and admission into the department of nursing.

NUR 386 Nursing Process: Community Practicum (3) i,ii. provides students with an opportunity to practice using the nursing process to support the adaptation of individuals, families, and groups within a community. Prerequisite: R.N. Licensure in Missouri. Current enrollment in NUR 385.

NUR 388 Nursing Process: Developing Family (2) ii. 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 child-bearing years. The dynamics of the nursing process during normal pregnancy with recognition of deviations from normal will be stressed. Prerequisite: NUR 350 and 351. Current enrollment in NUR 389 and 390/391 or 450/451.

NUR 389 Nursing Process: Developing Family Practicum (2.5) i,ii. Fifteen hours of supervised clinical practice per week with clients in a clinical setting. Experiences in meeting the health and teaching needs of families is provided within hospital and community settings during prenatal, intrapartal, postpartal, and new-born phases of the maternity cycle. Alternate clinical practicums during the semester with either NUR 391 or NUR 451. Prerequisite: NUR 350 and 351. Current enrollment in NUR 388 and/or NUR 390/391 or NUR 450/451.

NUR 390 Nursing Processes III (3) ii. 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.

NUR 391 Nursing Processes III - Practicum (2.5) ii. 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 and NUR 385 and either NUR 392/393 or 388/389.

NUR 392 Nursing Process: Psychosocial Adaptation (2) i. Emphasizes the functional health patterns of self-perception/self-concept, role relationship, coping-stress-tolerance. The principles of communication with a focus on the therapeutic nurse-patient relationship in mental health settings will be emphasized. The dynamics of the nursing process as the basis for the practice of mental health nursing including application/implication of psychosocial concepts and nursing concerns of the "whole person" will be stressed. Prerequisite: NUR 350 and 351. Concurrent enrollment in NUR 393 and 390/391 or 450/451.

NUR 393 Nursing Process: Psychosocial Adaptation – Practicum (2.5) i, ii. Fifteen hours of supervised clinical practice per week with clients in a clinical setting. Alternate clinical practicum during the semester with either NUR 391 or NUR 451. Prerequisite: NUR 350 and 351. Current enrollment in NUR 392 and/or 390/391 or 450/451.

NUR 450 Nursing Processes IV (3) i. 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 351 and NUR 388/389 or NUR 392/393.

NUR 451 Nursing Processes IV – Practicum (2.5) i. Fifteen hours of supervised clinical practice per week for seven weeks during which the student provides nursing care to support adaptation of individuals, families, or groups with minimal to complex health needs within various health care settings. Alternate during the semester with either NUR 389 or NUR 393. Prerequisite: NUR 390 and 391. Current enrollment in NUR 450 and/or 389 and 393.

NUR 455 Issues and Trends (2) i, ii. Discussion and analysis of current and future issues related to nursing which affect the role of the professional nurse in health care delivery and in society. Prerequisite: NUR 390 and/or NUR 382 and admission of the R.N. to the Department.

NUR 460 Leadership and Management (2) i, ii. An exploration into the concepts of leadership and management in nursing. Various leadership theories, processes and behavior styles are discussed. Includes self analysis, group dynamics, system theory, organization analysis, situation diagnosis and the problem solving method. Examines roles and responsibilities and basic skills of nurse leaders and managers in a variety of settings. Prerequisite: NUR 385, 390, 391. Current enrollment in NUR 491 or 461.

NUR 461 Leadership and Management – Practicum (2) i, ii. Practice component of NUR 460 for the R. N. student. Utilizes leadership processes and skills presented in NUR 460. Emphasis on facilitating needed change. Prerequisite: NUR 390, 391, and 385. Current enrollment in NUR 460.

NUR 490 Nursing Processes V (4) ii. Involves the cognitive-perceptual functional health pattern. Use of the nursing process to support the adaptation of individuals, families, and groups with complex health needs within a variety of health care settings. Prerequisite: NUR 450 and 451. Current enrollment in NUR 491.

NUR 491 Nursing Processes V – Practicum (5) ii. Fifteen hours of clinical practice each week. Nursing care to facilitate the adaptation of individuals, families, and groups with minimal to complex health needs in a variety of health care settings. Clinical practice of management skills learned in NUR 460. Prerequisite: NUR 450 and 451. Current enrollment in NUR 460 and 490.

NUR 492 Selected Topics in Nursing (1–4) i, ii, iii. A selected group of electives that pertain to the student's special interests. Credit and time arranged. May be repeated for credit up to 8 hours. Prerequisite: junior status or consent of instructor.

NUR 495 Research in Nursing (2) i, ii. An introductory course that emphasizes the scientific method of inquiry and logic. Ethical issues in research are addressed, includes the specific steps in problem identification and definition, data collection, analysis and interpretation, report writing and implementation of results. Selected nursing research is utilized for practice in critiquing research. Prerequisite: MAT 201, NUR 490 and 491.

Department of Office Information Systems

Sharon Downey, *chairperson*

The Department of Office Information Systems offers four programs to develop or update skills and expand knowledge of office functions and procedures.

One-year clerical and secretarial programs develop entry-level skills. The clerical certificate program prepares the student for office positions by developing skills in typing, on modern electronic office equipment and systems, and by introducing the student to standard and automated procedures for performing office tasks. Shorthand is a skill that is frequently necessary for employment or for a position upgrade. The secretarial certificate program adds shorthand to and expands the clerical certificate program.

The two-year associate degree programs in executive secretary and corresponding secretary permit the development and specialization necessary for upper-level office positions. The executive secretary major places the emphasis on supplementary secretarial skills in business communications, records management, and office management. The corresponding secretary major concentrates on advanced word processing skills and on practical and supervisory experience in the word processing center.

Associate of Science Degree Requirements

Major in Corresponding Secretary

A major in Corresponding Secretary requires the completion of the following specific courses for a total of 44-45 credits: OIS 141, 231, 232, 233, 240, 252, 261, 330, 345, 350, 351, 360, 370, 371; GBA 110, 116 or 210; ACC 230; ECO 260; plus general studies requirements for the associate degree and free electives to total 62 hours.

Major in Executive Secretary

A major in Executive Secretary requires the completion of the following specific courses for a total of 45 credits: OIS 141, 145, 231, 232, 233, 240, 252, 261, 330, 340, 350, 351, 360, 370; GBA 110, 116 or 210; ACC 230; ECO 260; plus general studies requirements for the associate degree and free electives to total 62 hours.

Certificate Requirements

Major in Clerical

A Clerical Certificate requires the completion of the following specific courses: OIS 141, 231, 232, 240, 351, 370, GBA 110, 116; ENG 104; ACC 230; plus three hours from the following, OIS 220, 233, 252, 261, 330, 345.

Major in Secretarial

A Secretarial Certificate requires the completion of the following specific courses: OIS 141, 231, 232, 240, 330, 351, 370; GBA 116; ENG 104; and two of the following: OIS 144, 145, 340.

Office Information Systems Courses

OIS 140 Elementary Typewriting (3) i, ii, iii. Beginning typewriting, emphasizing presentation of keyboard, skill development, and typing of letters, tables, manuscripts, and business forms. Three hours lecture, two hours lab.

OIS 141 Intermediate Typewriting (3) i, ii, iii. Emphasizes developing speed and accuracy, typing correspondence, tabulation, manuscripts, and business forms. Three hours lecture, two hours lab. Prerequisite: OIS 140 or minimum of one year typing in high school.

OIS 144 Shorthand for the Electronic Office/Elementary (3) i, ii. Beginning course in which the theory of Gregg Shorthand is presented in 40 lessons, which provides students with instruction in the basic language arts and prepares for the development of dictation skill. Course contains information about the new technology that exists in many offices and about the emerging role of shorthand as an equal partner with technology. Three hours lecture, two hours lab. Prerequisite: OIS 140 or equivalent, and ENG 100 or equivalent.

OIS 145 Shorthand for the Electronic Office/Intermediate (3) i, ii. A continuation of OIS 144 designed to review the principles of Gregg Shorthand, Series 90, with emphasis on development of dictation and transcription skills. The course contains information about the new technology that exists in many offices and about the emerging role of shorthand as an equal partner with technology. Minimum dictation speed of 60 words per minute on new material is needed to take this course. OIS 141 should precede or parallel this course. Three hours lecture, two hours lab. Prerequisite: OIS 144 with minimum grade of C, or one year of high school shorthand with minimum grade of C.

OIS 220 Office Occupations Practicum (2 or 3*) i, ii, iii. Provides on-the-job office experience to students working in an approved local business for a minimum of ten hours a week. Students may take it for credit only one semester. Prerequisite: OIS 141, completed major application in office information systems, and written consent of instructor.

OIS 231 Electronic Calculator (1) i, ii. Introduction to electronic calculators. One hour lecture, two hours lab.

OIS 232 Machine Transcription (2) i, ii. Teaches students to produce mailable copy from transcription equipment; includes drill on transcription skills, with emphasis on quality of production; application of punctuation, spelling, vocabulary building, letter styles, placement, proofreading, and grammar to the transcription process. Two hours lecture, one hour lab. Prerequisite: Credit or concurrent enrollment in OIS 141.

OIS 233 Data Base Management (1) ii. Presents procedures for creation, storage, access, updating, and maintenance of a data base and procedures for inclusion of selected data into word processing documents. To be taken concurrently with OIS 330 Records Management.

OIS 240 Office Typing Problems (3) i, ii, iii. Simulated office typing problems, including specialized offices; emphasizes production of mailable copy. Three hours lecture, two hours lab. Prerequisite: OIS 141 with grade of C or better.

OIS 252 Contemporary Office Issues (1) ii. Emphasizes discussion of contemporary issues pertinent to those individuals seeking employment in today's offices. To be taken concurrently with OIS 351 Model Office.

OIS 261 Office Spreadsheet Applications (1) i. Introduces basic computer maintenance skills. Emphasis on mastery of spreadsheet concepts and application of these concepts to various office situations. To be taken concurrently with OIS 360 Office Management.

OIS 330 Records Management (3) ii. Introduction to nature of records management; includes methods of storage, retrieval, retention, transfer, and disposition; and alphabetic, numeric, geographic, and subject systems.

OIS 340 Shorthand for the Electronic Office/Advanced (3) i, ii. A continuation of OIS 145 designed to reinforce the students' knowledge of theory, to continue to build their dictation speed, and to provide students with the ability to transcribe shorthand in mailable form. Course also contains information about the new technology that exists in many offices and about the emerging role of shorthand as an equal partner with technology. Minimum dictation speed of 80 words per minute on new material is needed to take this course. Three hours lecture, two hours lab. Prerequisite: Credit or concurrent enrollment in OIS 240; OIS 145 with minimum grade of C.

OIS 345 Advanced Machine Transcription (3) ii. Emphasizes improvement in production of mailable copy from transcription equipment. Continues application and development of technical skills introduced in Machine Transcription. Prerequisite: OIS 232.

OIS 350 Office Communications (3) i. Designed to teach effective oral and written communications; includes business letters and reports. Three hours lecture. Prerequisite: ENG 104 or equivalent and OIS 141.

OIS 351 Model Office (3) ii. Simulated office experience designed to integrate a wide range of knowledge and skills in modern office practice. Three hours lecture, two hours lab. Prerequisite: OIS 231 and OIS 232; credit or concurrent enrollment in OIS 240.

OIS 360 Office Management (3) i. Develops the ability needed to plan, organize, staff, and supervise an office; includes management responsibility for office layouts, equipment, human relations, budgeting, and decision making.

OIS 370 Word Processing (3) i, ii. Provides background in the evolving field of word processing, its basic concepts and role in today's office environment; understanding of the systems approach to communication; the value of measurement and control; the expanding future dimensions of word processing; introduces file management procedures and basic system maintenance. The student will receive hands-on experience on a sophisticated visual-display word processing system. Prerequisite: OIS 141.

OIS 371 Word Processing Practicum (2-3) i, ii. Provides work experience in the Office Information Systems word processing center for a minimum of ten hours a week. The student may take the course for credit only one semester. Prerequisite: OIS 370, completed major application in office information systems, and written consent of instructor.

*2 hours credit if employed ten to fourteen hours a week (twenty to twenty-eight for summer session); 3 hours credit if employed for fifteen or more hours a week (thirty or more for summer session).

The Division of Liberal Arts and Sciences

The Division of Liberal Arts and Sciences includes the Departments of Art; Biology; Chemistry; Communication Studies, Theatre and Humanities; Computer Science, Mathematics and Physics; English, Foreign Languages and Journalism; Music; Psychology; and Social Sciences.

The division is the essential core of the college. Liberal Arts and Sciences is primarily concerned with knowledge as a liberating force in the lives of all human beings. Within the division's disciplines, knowledge is investigated as the human endeavor to understand the nature of mankind and the universe, and as the means for developing human potential to its fullest.

To make its work most effective, the division is also concerned with the application of knowledge to specific pursuits, and to the development of competencies in its students. Since Missouri Western State is an open-door college with especially close ties to the community, the division must provide opportunities for growth to all interested students, and also must act as a catalyst in the cultural life of the community. In all its activities, the division must strive for academic excellence.

ART 140 Ceramics I (3) i, ii. Traditional and contemporary approaches to ceramics as an art form; emphasizes technical, historical, and aesthetic problems. Six studio hours. (Students must purchase the clay they use.)

ART 160 Beginning Drawing II (3) i, ii. The figure in various media; still life, landscape, and nonobjective directions; problems dealing with the complete drawing. Six studio hours. Prerequisite: ART 110.

ART 170 Three-Dimensional Design (3) ii. Emphasis on form and composition using a problem-solving approach; exploration of a wide variety of three-dimensional materials and processes. Six studio hours. Prerequisite: ART 120 and ART 130.

ART 300 Elementary Art Teaching: Philosophy and Methods (3) i, ii, iii. Current methods and materials for the teaching of art in the elementary grades; theory and experience with elementary school art projects. Prerequisite: EED 202 or consent of instructor.

ART 310 Intermediate Drawing (3) i, ii. The figure in various media; still life, landscape, and nonobjective directions; intermediate problems dealing with the complete drawing. Six studio hours. Prerequisite: ART 160.

ART 315 Illustration (3) ii. Techniques and media used in the production of drawings for commercial purposes. Prerequisites: completion of Freshman core curriculum plus ART 369 and ART 310.

ART 320 Ceramics II (3) i, ii. Concentrates on handbuilding and throwing techniques; introduces kiln firing and glaze formulation. Six studio hours. (Students must purchase the clay they use.) Prerequisite: ART 140 and consent of instructor.

ART 329 Computer Art I (3) i. Basic introduction to the computer as a visual tool for the artist. Design, layout, and typography using the micro computer with a variety of graphics and word processing software. Prerequisites: none. Open to art majors only, others as space permits with permission of the instructor.

ART 330 Computer Art II (3) i. Advanced techniques using commercially prepared graphics software with emphasis on merging programs to combine text and images. Prerequisite: successful completion of Computer Graphics I with a grade of "C" or better. Open to art majors only, others as space permits with permission of instructor.

ART 339 Printmaking I (3) i. Relief and intaglio printmaking processes. Six studio hours. Prerequisite: ART 120 and 160.

ART 340 Printmaking II (3) i. Continued exploration of relief and intaglio processes; introduction to serigraphy. Six studio hours. Prerequisite: ART 339.

ART 350 Secondary Art Teaching: Philosophy and Methods (3) ii (even-numbered years). Teaching methodologies and materials for the secondary school art teacher; design of appropriate art learning experiences for the adolescent. Prerequisite: ART 300 or consent of instructor.

ART 359 Photomedia I (3) i. Black-and-white photographic processes and problems; student must have access to a camera with adjustable aperture and shutter speed. Six studio hours. Prerequisite: ART 110 and 120.

ART 360 Photomedia II (3) i. Continued study of black and white photographic processes and problems with an introduction to some color photographic processes and problems. Six studio hours. Prerequisite: ART 359.

ART 369 Painting I (3) i, ii. Color, composition, and technique; the figure, still life, and nonobjective problems. Six studio hours. Prerequisite: ART 130 plus 6 credits in drawing.

ART 370 Painting II (3) i, ii. Continuation of exploration with color, composition, and technique; figurative and nonobjective directions. Six studio hours. Prerequisite: ART 369.

ART 379 Sculpture I (3) i. Basic foundations in sculpture: theory, techniques, materials, processes. Six studio hours. Prerequisite: ART 130 and 170.

ART 380 Sculpture II (3) i. Sculptural theory, concepts, techniques, materials, and processes at the intermediate level. Six studio hours. Prerequisite: ART 379.

ART 389 Graphic Design I (3) ii. Composition and layout with emphasis on color, type, and proportion. Six studio hours. Prerequisite: ART 120, 160, 359.

ART 390 Graphic Design II (3) ii. Continued study of composition and layout with an introduction to preparing mechanicals and camera-ready art work. Six studio hours. Prerequisite: ART 389.

ART 410 Advanced Drawing (3) i, ii. The figure in various media; advanced problems dealing with drawing as a complete form. Six studio hours. May be repeated for credit. Prerequisite: ART 310.

ART 420 Ceramics III (3) i, ii. Advanced techniques and problems in ceramics. Six studio hours. May be repeated for credit. (Students must purchase the clay they use.) Prerequisite: ART 320 and consent of instructor.

ART 430 Computer Art III (3) i. Production of camera-ready mechanicals using computer generated images. Introduction to computer programming. Prerequisites: Computer Graphics I, Computer Graphics II with a grade of "B" or better.

ART 440 Printmaking III (3) i. Advanced problems in relief, intaglio, and serigraphy processes. Six studio hours. May be repeated for credit. Prerequisite: ART 340.

ART 460 Photomedia III (3) i. Advanced study of black and white and some color photographic processes and problems. Six studio hours. May be repeated for credit. Prerequisite: ART 360.

ART 470 Painting III (3) i, ii. Advanced problems dealing with color and composition; figurative and nonobjective directions. Six studio hours. May be repeated for credit. Prerequisite: ART 370.

ART 480 Sculpture III (3) i. Advanced techniques in various media emphasizing individual experience. Six studio hours. May be repeated for credit. Prerequisite: ART 380.

ART 490 Graphic Design III (3) ii. Advanced study of composition and layout with an emphasis in preparing mechanicals and camera-ready art work. Six studio hours. May be repeated for credit. Prerequisite: ART 390.

Department of Biology

Dr. R. Crumley, *chairperson*

Biology students study all forms of life at the molecular, organismal, and population levels of complexity. Students work in well-equipped laboratories using current tools and techniques, and in the department's wilderness area studying life in its natural environment. Independent study and special problems are offered for advanced students.

The biology curriculum consists of core courses taken by all biology majors, followed by biology electives in specific areas. The department curriculum provides excellent preparation for prospective science teachers, graduate students, and research biologists, among others, and for professional programs in medicine, dentistry, and veterinary medicine.

Earth Science and Physical Science (for the elementary teacher) are also listed in the biology department.

Bachelor of Science Degree

Major in Biology

Courses in biology must total 40 credits. The following specific courses are required: BIO 111, 112, 209, 210, 270, 311 or 340, 312, 411, plus 13 additional credits selected from biology courses numbered 300 or higher, of which a minimum of 3 credits must be in plant science; CHE 111, 120, 310, 311, 370; MAT 105 and 201; PHY 110.

Major in Natural Science with Biology Emphasis

Courses in biology must total 31 credits. The following specific courses are required: BIO 111, 112, 209, 210, 311 or 340, 312, 390, 411; CHE 111, 120, 310, 311, 321, 370; PHY 110 and 111; MAT 105 and 201; CSC 184; ESC 111.

Teacher Education in Biology

Students, desirous of teaching Biology at the secondary school level are required to complete the Bachelor of Science degree program in Biology along with the completion of the Professional Education Sequence required for teacher certification at the secondary school level (see description under Secondary Education).

Major in Biology for Secondary Teachers

Courses in biology must total 40 credits. The following specific courses are required: BIO 111, 112, 209, 210, 270, 311 or 340, 380, 312, 411, plus 10 additional credits selected from biology courses numbered 300 or higher of which a minimum of three credits must be in a plant science; CHE 111, 120, 310, 311, 370; MAT 105, and 201; PHY 110. Completion of the Professional Education sequence: SED 202, 203, 303, 304, 311, 404, 407 and 409 is required. Students completing this program will qualify for Missouri Teaching Certification in Biology.

Major In Natural Science with Biology Emphasis for Secondary Teachers:

Courses in biology must total a minimum of 32 credits. The following specific courses are required: BIO 111, 112, 209, 210, 312, 380, 311 or 340, 350 or 405 or 406 or 415 or 416, and 390 or 411; CHE 111, 120, 310, 311, 321, 370, and 465; PHY 110; MAT 105 and 201. Completion of the Professional Education Sequence: SEC 202, 203, 303, 304, 311, 404, 407 and 409 is required. Students completing this program will qualify for Missouri teaching certification in Biology and Chemistry.

Note: With the completion of ESC 111, Physical Geology, and ESC 120, Meteorology, students will ALSO qualify for Missouri teaching certification in General Science (7-9).

Minor In Biology

A minor in biology consists of a minimum of 20 credits including BIO 101 or 111, plus at least one course from each of the four areas listed below.

Environmental biology: BIO 305, 209

Physiology: BIO 311 or 340

Taxonomic biology: BIO 350, 405, 406, 415, 416

Biology electives: BIO 252, 260, 210, 320, 390, 411

Careful attention must be given to course prerequisites in the planning of the minor program.

Biology Courses

BIO 101 Principles of Biology (5) i, ii, iii. Principles of living phenomena; meets the general education biological science requirement. Will substitute for BIO 111 for a student who earns a grade of C or better and subsequently majors in biology. Four hours lecture, two hours lab.

BIO 111 General Biology (3) i. Phenomena associated with living organisms; primarily for biology majors. Two hours lecture, three hours lab.

BIO 112 Diversity of Life (3) ii. The major taxonomic groups of plants and animals. Two hours lecture, three hours lab. Prerequisite: BIO 111.

BIO 190 Personal Nutrition and Weight Control (2) i. Basic concepts of nutrition, application to personal and family nutrition; nutrition of the infant, elderly, pregnant, lactating, and diabetic; other current topics in nutrition. Credit for this course is not applicable toward a major in biology.

BIO 209 Environmental Biology (4) i. Basic concepts and field techniques used in studying the relationships of organisms to their environment. Three hours lecture, three hours lab. Prerequisite: BIO 111 and 112.

BIO 210 Cellular Biology (4) i. Molecular cell structure with relationship to such cell functions as transport, chemical transformations, growth, and reproduction. Three hours lecture, two hours lab. Prerequisite: BIO 111 and CHE 120, or consent of instructor.

BIO 240 Anatomy and Physiology I (5) i, ii, iii. Concepts of human function and structure and relationship of these concepts to cells, tissues, organs, and systems. Four hours lecture, two hours lab. Credit for this course is not applicable toward a major in biology. Prerequisite: BIO 101 or consent of instructor.

BIO 241 Anatomy and Physiology II (4) i, ii, iii. Continuation of BIO 240. Concepts of human function and structure and relationship of these concepts to cells, tissues, organs, and systems. Three hours lecture, two hours lab. Credit for this course is not applicable toward a major in biology. Prerequisite: BIO 240 with a grade of C or better.

BIO 251 Medical and Public Health Microbiology (4) i, ii, iii. Introductory concepts of microorganisms, their characteristics, relationships to disease, means of transmission, and methods of control. Three hours lecture, three hours lab. Credit for this course is not applicable toward a major in biology.

BIO 252 Basic Nutrition (3) ii. The science of human nutrition and its importance in the maintenance of health; translation of the basic principles of nutrition to the needs of individuals. Credit for this course is not applicable toward a major in biology.

BIO 260 Human Sexuality (3) i. Biological, sociological, and psychological aspects of human sexuality. Credit for this course is not applicable toward a major in biology.

BIO 270 Current Literature of Biology (1) ii. Research in major journals and other literature in the area of biology. For biology majors. Prerequisite: Consent of instructor.

BIO 301 Ecology Seminar (1) spring intersession. Interrelationships of fish, game, forest, the physical environment, and mankind. May be repeated for a maximum of 2 credits. Course grades assigned on pass-fail basis.

BIO 305 Human Ecology (3) ii. Mankind and the environment; ecological principles, population, pollution, resources. Prerequisite: BIO 101.

BIO 311 Human Physiology (4) ii. The physiological systems, their functions and interactions in human physiology; comparisons within the animal kingdom. Three hours lecture, two hours lab. Prerequisite: BIO 111 or consent of instructor.

BIO 312 Genetic Biology (4) ii. Hereditary and adaptive principles as applied to plants and animals. Three hours lecture, three hours lab. Prerequisite: BIO 210 and MAT 201, or consent of instructor.

BIO 320 Histology (3) i (even-numbered years). Identification and description of microscopic structure, organization of tissues and organs, preparation of tissues for observation and study. Two hours lecture, three hours lab. Prerequisite: BIO 111 or consent of instructor.

BIO 340 Plant Physiology (4) i (odd-numbered years). Plant functions; emphasis on water relations, mineral nutrition, plant biochemistry, development, and responses to environmental factors in higher plants. Three hours lecture, two hours lab. Prerequisite: BIO 210.

BIO 350 Plant Systematics (3) i (even-numbered years). Identification, characteristics, and importance of seed plants; studies classification, techniques, and literature of taxonomy. Requires a plant collection and field trips. Two hours lecture, two hours lab. Prerequisite: BIO 111 and 112.

BIO 375 Pathophysiology (5) ii. Disease and physiological disorders produced by disease; origin, incidence, symptoms, and therapy of diseases. Four hours lecture, two hours lab. Prerequisite: Completion of the A.S. in nursing, or BIO 210 and 311 with grades of C or better.

BIO 380 Biology Teaching: Materials and Methods (3) ii (even-numbered years). Using the laboratory and demonstrations to teach basic biological concepts. Students enrolled in this course must also be available to work in one of the scheduled BIO 101 labs. Prerequisite: 20 credits in science, or consent of instructor.

BIO 390 Microbiology (5) i. Identification, characteristics, and importance of common forms of microorganisms; their application to the needs of man, infectious diseases and immunity, microbiology of air, water, foods, and their uses in industrial and scientific processes. Three hours lecture, four hours lab. Prerequisite: BIO 111 or 112.

BIO 400 Microbiology of Human Disease (5) ii (odd-numbered years). Pathogenic microorganisms, medically important parasites of man; immunological principles, collection, isolation, and identification techniques. Three hours lecture, four hours lab. Prerequisite: BIO 390 with a grade of C or better.

BIO 405 Plant Morphology: Nonvascular Plants (3) i (odd-numbered years). Structure, development, and relationships of algae, fungi, and bryophytes. Two hours lecture, two hours lab. Prerequisite: BIO 111 and 112.

BIO 406 Plant Morphology: Vascular Plants (3) ii (even-numbered years). Structure, development, and relationships of vascular plants. Two hours lecture, two hours lab. Prerequisite: BIO 111 and 112.

BIO 411 Developmental Biology (4) ii. Plant and animal development; formation of organs and organ systems. Three hours lecture, three hours lab. Prerequisite: BIO 111 and 112.

BIO 412 Seminar in Biology (1). Individual reports and group discussion on problems and current research in biology. May be repeated for a maximum of 2 credits. Prerequisite: Consent of instructor.

BIO 415 Invertebrate Zoology (3) i (even-numbered years). Comparative anatomy and biological principles of the invertebrates. Two hours lecture, two hours lab. Prerequisite: BIO 111 and 112.

BIO 416 Vertebrate Zoology (3) ii (odd-numbered years). Principles and evolution of vertebrate structure and function. Two hours lecture, two hours lab. Prerequisite: BIO 111 and 112.

BIO 420 Biology Practicum (1) i, ii, iii. Supervised experience in the development and use of laboratory materials for biology classes. Student will serve as a resource person in beginning biology laboratories. Prerequisite: Junior or senior standing with filed major-minor application form in biology, and consent of department chairperson.

BIO 421 Immunology (4) ii (even-numbered years). A lecture-laboratory course dealing with the principles of immunology. Topics include: antigens, immunoglobulin, complement, antigen-antibody interactions, B-cells, T-cells, immunotolerance, suppression, immediate/delayed hypersensitivities, immunogenetics, transplantation and tumor immunology, immune proliferative and deficiency syndromes, autoimmunity, immunity to infection. Prerequisite: BIO 390 or consent of instructor and CHE 310 (concurrent enrollment, minimally).

BIO 495 Special Problems in Biology (1-5) i, ii, iii. Individual research on problems within the various fields of biology. The student will be required to present the results of the investigation at a public seminar. Prerequisite: Junior or senior standing with filed major-minor application form in biology, 2.5 GPA in biology courses, and consent of instructor and department chairperson. Freshman sequence of Biology, Chemistry, and Math courses (BIO 111 and 112, CHE 111, CHE 120 and MAT 105). BIO 270 highly recommended.

Earth Science Courses

ESC 111 Physical Geology (4) i, ii. Survey of geologic materials and processes.

ESC 120 Meteorology (3) ii (odd-numbered years). Studies the nature and phenomena of the atmosphere and surveys climates and their classification.

Physical Science Courses

PHS 230 Physical Science for Elementary Teachers (3) i, ii. Basic concepts of the physical sciences; emphasizes topics taught in grades K-6. Prerequisite: BIO 101 and either PHY 101 or CHE 101.

CHE 310 Organic Chemistry I (3) i, ii. Methods of synthesis of organic compounds, reaction paths, chemical bonding, and geometry of organic molecules; aliphatic and aromatic compounds. Three hours lecture. Prerequisite: CHE 120 with a grade of C or better.

CHE 311 Organic Chemistry Laboratory I (2) i, ii. Laboratory course to accompany CHE 310. Six hours lab. Prerequisite: Concurrent enrollment in CHE 310.

CHE 312 Organic Chemistry II (3) ii. Continuation of CHE 310. Three hours lecture. Prerequisite: CHE 310 with a grade of C or better.

CHE 313 Organic Chemistry Laboratory II (2) ii. Laboratory course to accompany CHE 312. Six hours lab. Prerequisite: Concurrent enrollment in CHE 312.

CHE 321 Quantitative Analysis (4) i. Analytical chemistry; gravimetric, volumetric, colorimetric, and electro-analytical determinations. Two hours lecture, six hours lab. Prerequisite: CHE 120 with a grade of C or better.

CHE 326 Instrumental Analysis (4) ii. Theories and methods in modern instrumental analysis. Two hours lecture, six hours lab. Prerequisite: CHE 321 with a grade of C or better.

CHE 370 Biochemistry (4) ii. Chemistry of biological compounds, metabolism, and biochemical genetics. Three hours lecture, three hours lab. Prerequisite: CHE 310 and 311 with a grade of C or better.

CHE 381 Physical Chemistry I (3) i. Kinetic theory of gases, chemical kinetics, introduction to quantum chemistry, absorption and emission spectroscopy, bonding and conductivity. Three one-hour lectures per week. Prerequisite: A grade of C or better in CHE 310 and 311. Also Math 209 and Physics 210 (concurrently).

CHE 382 Physical Chemistry Laboratory I (2) i. Laboratory course to accompany CHE 431. Six hours lab. Prerequisite: Concurrent enrollment in CHE 381.

CHE 383 Physical Chemistry II (3) ii. Continuation of CHE 381. Thermodynamics, chemical equilibrium, properties of solutions, phase equilibria and electrochemistry. Three one-hour lectures per week. Prerequisite: Grade of C or better in Chemistry 381.

CHE 384 Physical Chemistry Laboratory II (2) ii. Laboratory course to accompany CHE 383. Six hours lab. Prerequisite: Concurrent enrollment in CHE 383.

CHE 426 Instrumental Methods (5) ii. Modern methods of chemical instrumentation; includes both practical application and fundamental theories of instrumental analyses. Three hours lecture, six hours lab. Prerequisite: CHE 381, 382.

CHE 440 Advanced Organic Chemistry (3) ii (even-numbered years). Modern mechanistic interpretations of the relations between structure and reactivity; the roles of reactive intermediates such as carbonium ions, carbanions, carbenes, and radicals in reactions; molecular orbital theory, Hammett acid-base theory; factors which influence the equilibria and reaction mechanisms of organic molecules. Prerequisite: CHE 310, 312, 381 or consent of instructor.

CHE 441 Advanced Inorganic Chemistry (3) ii (odd-numbered years). Modern concepts of inorganic chemistry, encompassing chemical bonding theories, acid-base theories, mechanisms of inorganic chemistry, symmetry in molecules, inorganic thermodynamics, and atomic and molecular structure. Three hours lecture. Prerequisite: CHE 381, 382.

CHE 450 Independent Study in Chemistry (1-5) i, ii. Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in chemistry, minimum 2.5 GPA in major field, and consent of department chairperson.

CHE 465 Chemistry Teaching: Methods and Techniques (2) ii. 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) i, ii. Original research on problems in various fields of chemistry. Hours arranged. Prerequisite: CHE 381, 382, or consent of department chairperson.

CHE 495 Seminar in Chemistry (1) i. Individual reports and group discussion on modern topics in chemistry. Prerequisite: Senior standing or consent of instructor.

Medical Technology Courses

MTE 105 Introduction to Health Science (1) 1. Survey of the various health fields; job descriptions, employment opportunities, educational requirements, personal qualifications. One hour lecture.

The following courses are taken by fourth-year students enrolled in the clinical laboratory program as a part of the requirements for the degree in medical technology. These courses are not offered on the Missouri Western State College campus; they are provided in a twelve-month internship program in a hospital affiliated with Missouri Western State College and approved by the Society of Clinical Pathologists.

MTE 430 Clinical Microbiology (6-8). the theory and laboratory study of pathogenic bacteria, viruses, rickettsiae, fungi, and parasites; includes specimen handling, methods of isolation, cultivation, diagnostic procedures, asepsis, environmental monitoring, medical significance, and quality control.

MTE 432 Clinical Chemistry (6-10). Identification and quantitation of specific chemical substances in blood and body fluids by various analytical techniques; clinical correlation with diagnosis and treatment of disease; principles of instrumentation; toxicology; and quality control.

MTE 434 Clinical Hematology (4-7). Theory of blood cell formation; morphology of cellular constituents; disease states; hemostasis; and coagulation testing; includes techniques and instrumentation used to determine major hematological and clotting parameters and quality control procedures.

MTE 436 Clinical Immunohematology (3-4). Studies the common blood group systems; principles and procedure for antigen-antibody detection; cross-matching; blood collection and preservation; processing; the evaluation of transfusion reaction; and quality control procedures.

MTE 438 Clinical Immunology (2-6). Characteristics of antigen/antibody function and interaction; principles and procedures of humoral and cellular immune responses; performance of serological procedures; clinical correlation of abnormalities; and quality control.

MTE 440 Clinical Urinalysis (1-3). Studies renal physiology and function in health and disease states; includes chemical and microscopic examination of urine, other excreta, and body fluids in relation to disease processes, along with quality control procedures.

MTE 442 Topics in Medical Technology (0-4). Subject matter may include the following: hospital orientation, laboratory management, radioisotope techniques, quality control procedures, laboratory safety, special projects, special techniques, and seminars on various subjects deemed necessary by hospital personnel.

Department of Communication Studies, Theatre, and Humanities

Dr. C. Irvin Parmenter, *chairperson*

The Department of Communication Studies, Theatre, and Humanities comprises several diversified areas of knowledge and experience. The humanities center on the human being — aspirations, potentialities, relationships with others — especially as they are reflected in literature, drama, philosophy, and religion. The department is concerned with communicative transactions between human beings — the expression, comprehension, and exchange of ideas through either oral or written discourse or artistic endeavor. It is through an understanding of these processes that a picture of the total human being emerges. Students in the department are introduced to many aspects of mankind's social and creative life, thereby acquiring a background for careers in fields such as law, politics, journalism, public relations, communications, and teaching.

The Department of Communication Studies, Theatre, and Humanities offers the following degrees: (1) the Bachelor of Arts degree both in speech communication and in theatre; (2) the Bachelor of Science degree in speech communication; (3) the Bachelor of Science in Education degree (a joint degree combining speech communication and theatre). Students may minor in Humanities as well as in Speech and Theatre.

Bachelor of Arts Degree Requirements

The B.A. requires 16 credits in a single foreign language.

Major In Speech Communication

Courses must total 52 credits. The following specific courses are required: SPH 208, 305, 314, 324, 334, 336 or 337, 475, plus 15 additional credits in speech courses numbered 200 or above; 16 hours in a single foreign language.

Major In Theatre

Courses in theatre and related areas must total 39 credits. The following specific courses are required: THR 118, 124, 217, 239, 249, 259, 267, 338, 368 or 478, plus an additional 12 credits selected from theatre courses, of which 9 credits must be numbered 300 or higher (6 credits may be selected from nontheatre courses, but must have departmental approval).

Minor In Speech Communication

Courses in speech must total 21 credits. The following specific courses are required: SPH 208, 305 or 324 or 325, 314 or 334 or 336 or 337, 310 or 410, plus 9 additional credits in speech numbered 200 or above.

Minor in Theatre

Courses in theatre must total 20 credits. The following specific courses are required: THR 140, 218, 249 or 259, 267, 338, plus elective credits in theatre or departmentally approved course work to total 6 credits, 3 of which must be numbered 300 or higher.

Minor in Humanities

Courses in humanities and approved electives must total 21 credits. The following specific courses are required: HUM 203, 205, 360 plus one course selected from HUM 210, 230, 250. Nine additional credits must be selected from HUM 210, 230, 250, 263, 265, ART 205 or 255 (not both), ENG 248, MUS 310 or 311 (not both), SPH 336, SPH 337, THR 267, or other courses approved by the humanities faculty.

Bachelor of Science in Speech Communication Degree Requirements

Major in Speech Communication, Quantitative Emphasis

Courses must total 53 credits. The following specific courses are required: SPH 204, 208, 305, or 324, 314 or 336 or 337, 310, 345, 410, plus 15 additional credits in speech communication courses numbered 200 or above; MAT 201, CSC 184, PSY 300, PSY 301, PSY 302, and 3 credits selected from PSY 415 or CSC 188 or CSC 245 (PSY 200 is waived for persons declaring this degree option).

Major in Speech Communication, Human Relations Emphasis

Courses must total 54 credits. The following specific courses are required: SPH 204, 208, 305 or 324, 314 or 336 or 337, 310, 345, 410, plus 12 additional credits in speech courses numbered 200 or above; ACC 230; MGT 312, 412, 414; plus 9 additional credits from the following: PSY 201, 310, 325; SOC 230, 310, 330; LMA 363; HUM 230; JOU 322 (PSY 200 is waived for persons declaring this degree option).

Major in Speech Communication, Public Relations Emphasis

Courses must total 60 credits. The following specifics are required: SPH 204, 208, 305 or 324, 314 or 336 or 337, 310, 410, plus 9 additional credits in speech courses numbered 200 or above; JOU 104 or 304, 200, 202, 303, 308, 322; ECO 260, 261; MKT 301, 311, 381.

Bachelor of Science in Education Degree Requirements

Major in Speech and Theatre

Courses in speech and theatre must total 42 credits. The following specific courses are required: SPH 204, 208, 305 or 324 or 325, 314, 334, 465 plus 3 credit hours of Speech numbered 200 or above; THR 118, 217, 218, 239, 249, 267, 338.

Minor in Speech and Theatre

Courses in speech and theatre must total 21 credits. The following specific courses are required: SPH 208 or 334, 305 or 324 or 325, 465; THR 118, 218, 249, 338. This minor qualifies student to be certified to teach grades 7-9. In order to be qualified for certification, grades 7-12, student must take an additional 9 credit hours of course work (to total 30 credit hours in speech and theatre), with 3 credits from speech (200 level or higher; 7-12 certification requires SPH 334), 3 credits from theatre, and the additional 3 credits from either speech or theatre (200 level or higher).

Speech Courses

SPH 104 Oral Communication (3) i, ii, iii. Principles of speech as applied in meaningful participation in society. Not available for credit to students with credit or concurrent enrollment in SPH 105.

SPH 105 Business and Professional Speech Communication (3) i, ii. Principles of speech communication directly applicable to the professions and business involving formal presentations of various types: interview techniques and skills, meeting methods and management, and presentational speaking. Not available for credit to students with credit or concurrent enrollment in SPH 104.

SPH 204 Mass Communication (3) ii. Basic concepts of mass communication; interpretation of mass communication as a persuasive, artistic, and social force.

SPH 208 Public Speaking (3) i. Theory and practice of constructing informative and persuasive speeches, audience analysis, logical and emotional appeals, credibility, evidence, organization, style, and delivery.

SPH 218 Oral Interpretation (3) i (even-numbered years). Oral reading and analysis of prose, poetry, and drama. Same as THR 218.

SPH 251 Laboratory Forensics (1) i, ii. Participation in collegiate forensic activities including debate, oratory, manuscript reading, oral interpretation, and extempore speaking. May be repeated for a maximum total of 4 credits. Course grades assigned on a pass-fail basis.

SPH 305 Interpersonal Communication (3) i. Analyzes communication interaction in relatively unstructured, person-to-person settings with application of interpersonal communication concepts to resolving problems emerging from human interactions.

SPH 310 Public Relations Communication Analysis (3) ii. 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: SPH 104 or 105.

SPH 314 Persuasion (3) ii. Persuasion as a process of influencing attitude and behavior, preparation and delivery of persuasive discourse; emphasizes experimental research as reflected in the persuasive process. Prerequisite: SPH 104 or 105.

SPH 324 Small Group Communication (3) ii (even-numbered years). Group roles, leadership styles, group structure, thought processes, and consensus methods; application of concepts to communication interaction in vocational and social group settings.

SPH 325 Family Communication (3) ii (odd-numbered years). Analysis of relationships between communication and family structure based on messages prevalent in family settings. Examines communication barriers in a family setting, and suggests ways of overcoming these barriers and improving family communication.

SPH 334 Argumentation and Debate (3) i (odd-numbered years). Philosophical and theoretical foundations of logic and argumentation to the persuasive process; experience in preparation and presentation through debate and discussion formats. Prerequisite: SPH 104 or 105.

SPH 336 Classical Rhetoric (3) ii (odd-numbered years). Survey of the formation and transformation of rhetorical theory from the Classical Age to 1700. Prerequisite: SPH 104 or 105.

SPH 337 Modern Theories of Rhetoric and Communication (3) i (odd-numbered years). Survey of the transformation of rhetorical and communication theory from 1700 to present day. Prerequisite: SPH 104 or 105.

SPH 345 Nonverbal Communication (3) i. 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: SPH 104 or 105.

SPH 350 Selected Topics in Speech Communication (3) i (even-numbered years). Specialized course work in the field of speech communication. Prerequisite: SPH 104 or 105, or consent of instructor. Course may be repeated for up to six credits maximum with different topics.

SPH 410 Organizational Communication (3) ii (odd-numbered years). Theories and problems of human communication within a variety of organizational settings; the relationship of communication to motivation, organizational structure, nonverbal behavior, surroundings, leadership style, and information accuracy. Prerequisite: 3 credits in speech or consent of instructor.

SPH 450 Independent Study in Speech (1-5) i, ii. Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in speech, minimum 2.5 GPA in major field of study, and consent of department chairperson.

SPH 460 Internship in Applied Communication (1-3) i, ii. Applies communication theory and skills to actual work situations encompassing one or more of the following: internal/external organizational communication audits, audience analysis, interviewing, persuasive campaign design, public speaking. Professionally supervised work experiences related to the student's area of interest. (Thirty hours of work for each hour of credit.) Application must be made at least one semester prior to course registration. May be repeated for a total of 6 credits. Prerequisite: Senior status in the speech communication program and consent of department chairperson.

SPH 465 Methods of Teaching Speech and Drama (3) i (even-numbered years). Philosophies, issues, and problems in contemporary speech education; content, structure, presentation, and evaluation of curriculum and teaching in speech and theatre. Prerequisite: SED 202 and 203.

SPH 475 Rhetorical Criticism (3) ii (even-numbered years). Application of various theories of rhetoric and communication to the analysis and criticism of discourse. Prerequisite: SPH 336 or 337.

SPH 475 Rhetorical Criticism (3) ii (even-numbered years). Application of various theories of rhetoric and communication to the analysis and criticism of discourse. Prerequisite: SPH 335.

Theatre Courses

THR 113 Introduction to Theatre (3) i, ii. The contributions made by directors, actors, designers, technicians, and playwrights to modern dramatic productions. Participation in a production as performer, member of stage or construction crew, or member of production committee is an optional activity but is not required.

THR 115 American College Theatre Festival (1) ii. An intense exposure to theatre by means of attendance at the regional American College Theatre Festival. May be repeated for a total of 4 credits. Course grades assigned on a pass-fail basis.

THR 118 Acting (3) i. Basic principles of acting and stage movement developed through improvisational techniques.

THR 124 Voice and Diction (3) ii. Theories and techniques of improving voice and articulation; includes mastery of a working knowledge of phonetics.

THR 140 Production Participation (1-3) i, ii, iii. Forty hours of supervised practical work in any area of theatrical activity for each credit. May be repeated for a total of 6 credits. Course grades assigned on a pass-fail basis.

THR 217 Play Analysis (3) i (odd-numbered years). Study of the written script from the standpoint of the actor, director, and designer; strategies of plotting, characterization, thematic development, and style; descriptive analysis of the principal dramatic genres and styles.

THR 218 Oral Interpretation (3) i (even-numbered years). Oral reading and analysis of prose, poetry, and drama. Same as SPH 218.

THR 229 Stage Makeup (1) ii (even-numbered years). Techniques and materials involved in two-dimensional stage makeup. Two hour lab with lecture/demonstration. (Students must furnish assorted makeup).

THR 239 Costume Techniques (2) i (even-numbered years). Fundamentals of costuming for the stage, a study of fabrics and construction, basic cutting and sewing techniques, costume shop management, and a brief look at costume history and design.

THR 249 Stagecraft: Stages and Construction (4) i (odd-numbered years). Stages, staging techniques, and construction in relation to theatrical production requirements. Three hours lecture-demonstration, four hours lab.

THR 259 Stage Lighting (3) ii (even-numbered years). Continuation of THR 249. Emphasizes the elements of stage lighting as a production requirement. Two hours lecture-demonstration, two hours lab.

THR 267 History of the Theatre (3) i (even-numbered years). The history of the theatre from its beginnings to the present day.

THR 338 Directing (3) ii (odd-numbered years). Principles of play direction: selection, casting, blocking, staging a production. Prerequisite: THR 217, 249, or consent of instructor.

THR 339 Design for the Theatre (3) i (even-numbered years). Theory and techniques involved in the creative process of theatrical design with applications culminating in a completed set of designs; emphasizes scene and costume design. Two hours lecture, two hours lab. Prerequisite: THR 249.

THR 368 Shakespeare (3). A study of selected works. Same as ENG 368. Prerequisite: ENG 108 or 112, or consent of instructor.

THR 370 Summer Theatre Workshop (3) iii. Practical experience in designing, staging, acting, and producing a play or plays with individual assignments designated by the instructor. May be repeated for a maximum of 6 credits. Prerequisite: Consent of instructor.

THR 418 Independent Projects in Acting (1-3) i, ii, iii. Specialized research or performance problems; scholarly projects in the theory of acting for advanced students. Written project proposal must have instructor's approval before student's registration. May be repeated for a total of 6 credits. Prerequisite: THR 118, 218, and/or consent of instructor.

THR 438 Independent Projects in Directing (1-3) i, ii, iii. Advanced study in script analysis, staging techniques, rehearsal procedures, and technical coordination; ordinarily includes directing a laboratory production. Formal production prospectus must be submitted one full semester in advance of enrollment and must be approved by the instructor before student's registration. May be repeated for a total of 6 credits. Prerequisite: THR 217, 239, 259, 338, or consent of instructor.

THR 449 Independent Projects in Stage Lighting and Sound (1-3) i, ii, iii. Projects course involving specialized study in theatrical sound and lighting. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 249, 259, and consent of instructor.

THR 459 Independent Projects in Scene Design (1-3) i, ii, iii. Projects course involving specialized study in scenery and property design and construction. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 249 and consent of instructor.

THR 469 Independent Projects in Costuming (1-3) i, ii, iii. Projects course involving specialized study in Costuming and/or Make-up. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 229 and/or THR 239 and consent of instructor.

THR 479 Independent Projects in Theatre Marketing and Management (1-3) i, ii, iii. Projects course involving work in publicity, box office, public relations, advertising and/or management of a performing arts event. Student must submit project proposal to theatre staff for approval before registration. Prerequisite: THR 113 and consent of instructor.

THR 478 Modern Drama (3). Drama from Ibsen to the present. Same as ENG 478. Prerequisite: ENG 108 or 112, or consent of instructor.

Humanities Courses

HUM 203 Humanities: Ancient and Medieval (3) i, ii, iii. The social and intellectual history of mankind as reflected by literature, art, music, drama and discourse from the classical period to the Renaissance.

HUM 205 Humanities: Renaissance to Twentieth Century (3) i, ii, iii. The social and intellectual history of mankind as reflected by literature, art, music, drama and discourse from the Renaissance to the present.

HUM 210 Introduction to Philosophy (3) i, ii, iii. Survey of the origins and development of philosophical thought.

HUM 219 Logic (3) i. A study of formal and informal reasoning; topics include recognition and evaluation of arguments, fallacies, sentence and predicate calculus, and scientific method.

HUM 230 Ethics (3) ii. Definition, meaning, scope, and application of ethics; an analysis of ethics in ancient, medieval, and modern times.

HUM 250 Comparative Religions (3) i, ii. Survey of nature and effects of major and minor religions on the culture and civilization of mankind.

HUM 263 Religion of the Old Testament (3) i (odd-numbered years). Introduction to the major elements of the Old Testament from the perspective of contemporary biblical scholarship.

HUM 265 Religion of the New Testament (3) ii (even-numbered years). Introduction to major elements of the New Testament from the perspective of contemporary New Testament scholarship.

HUM 360 Selected Readings in the Humanities (3) ii. Specialized course work in the humanities of western civilization; emphasizes analysis of humanistic works of leading authors. Prerequisite: HUM 203 and 205, or consent of instructor. Course may be repeated for credit (6 hour maximum) with consent of STH Chairperson.

Department of Computer Science, Mathematics and Physics

Dr. D. Mahaffy, *chairperson*

The Department of Computer Science, Mathematics and Physics contributes to the liberal education of all students and, in addition, provides specialized programs in computer science, computer information systems, mathematics, and physics for those students who desire a more thorough preparation for jobs in business, government, industry, and educational institutions.

Admissions Requirements

Computer Science or Computer Information Systems:

To gain admission into either of these degree programs, the student must have completed CSC 184 with a grade of C or better. In addition, the student must have an overall GPA of 2.0.

Mathematics:

To gain admission to any degree program in mathematics, the student must have completed MAT 107 with a grade of C or better.

Graduation Requirements

To graduate with a degree in any program offered by the Department of Computer Science, Mathematics, and Physics requires that the student receive a grade of C or better in each course in the major.

In addition, all other institutional requirements for graduation must be met.

Bachelor of Science Degree Requirements

Major in Computer Science

The major in computer science requires the completion of the following program for a total of 57 credits: CSC 184, 185, 188 or 245, 284, 385, 386; PHY 110 (a General Studies course option); plus 12 credits of electives selected from computer science courses and EET 300, of which 9 credits must be numbered 300 or higher; MAT 107, 108, 207, 305, 332, 417.

Major in Computer Information Systems

The major in computer information systems requires the completion of the following program for a total of 55 credits: CSC 184, 185, 245, 284, 345, 386; plus 12 credits of computer science courses of which 9 credits must be numbered 300 or above; MAT 201 or GBA 210; ACC 230, ACC 231, ECO 260, MGT 312, GBA 319, MAT 217, and one course selected from the following: ACC 330, ACC 333, ACC 336, EET 300, MGT 315, MKT 301, PSY 310, SPH 305, SPH 324.

Major in Mathematics

The major in mathematics requires the completion of the following program for a total of 45 credits: MAT 107, 108, 207, 209, 305, 312, 407, 416, CSC 184; plus an additional 12

credits, of which at least 6 must be mathematics courses numbered 300 or above. The remaining hours can be selected from 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 interested in teaching must complete all additional requirements for teacher certification including the General Studies requirement as listed in the catalog under Secondary Education.

Minors

Minor in Computer Information Systems

The minor in computer information systems requires the completion of the following program for a total of 21 credits: CSC 184, 185, 245, and 345; ACC 230; plus 6 credits of computer science electives of which 3 credits must be numbered 200 or higher.

Minor in Computer Science

The minor in computer science requires the completion of the following program for a total of 20 credits: MAT 107; CSC 184, 185, 284, 385; plus 3 credits of computer science electives (excluding CSC 100, 110, 240).

Minor in Mathematics

The minor in mathematics requires the completion of the following program for a total of 21 credits: MAT 107 and 108, plus elective courses in mathematics numbered 200 or higher. Students seeking a minor in mathematics for teacher certification must contact the department chairperson for information regarding specific course requirements.

Minor in Physics

The minor in physics requires the completion of 20 credits including PHY 210, 211, 312, and an additional 7 credits chosen from PHY 320, 410, 412, 465, and 470. (For secondary teacher certification in Physics in the State of Missouri, the recommended elective courses are: PHY 320, 412, 465, and 470.)

Computer Science Courses

CSC 100 Computer Literacy (3) I, II, III. Overview of data processing. Provides a working knowledge of computers for students in disciplines other than Computer Science and Computer Information Systems. Includes selected software packages on microcomputers. This course does not fulfill the degree requirements for either Computer Science or Computer Information Systems. Prerequisite: One year of high school algebra or MAT 090 or higher.

CSC 110 Structured BASIC Programming (3) I, II. Designed to develop or enhance knowledge of BASIC programming using structured programming logic. Development and implementation of basic algorithms will be covered. 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 CIS or CSC degree programs.) Prerequisite: One year of high school algebra or MAT 090 or higher and CSC 100 or consent of instructor.

CSC 184 Introduction to Computing Concepts (3) i, ii, iii. A first course for those wishing to enter the Computer Information Systems or Computer Science fields. Emphasis on the architecture of digital computers to include an overview of the components forming a computer system. Skills will be developed with positional-based number systems. Special emphasis will be placed on structured problem solving using a high-level programming language. Prerequisite: Two years of high school algebra or MAT 095 or higher with grade of C or better. Computer experience or CSC 100 is recommended.

CSC 185 Introduction to Data Structures (3) i, ii. A second course for those wishing to enter the Computer Information Systems or Computer Science field. Emphasis on data structures and algorithm development using advanced features of a high-level programming language. Prerequisite: CSC 184 with a grade C or better and MAT 105 or higher with a grade of C or better.

CSC 188 FORTRAN Programming (3) i, ii. Introduction to the structure and facilities of FORTRAN IV (FORmula TRANslation) programming. Prerequisite: Prerequisite: MAT 105 or MAT 112, or equivalent.

CSC 240 RPG Programming (3) i, ii. Introduction to the structure and facilities of RPG II (Report Program Generator) programming. Prerequisite: CSC 184 or CSC 110.

CSC 245 COBOL Programming (3) i, ii. Introduction to the structure and facilities of COBOL (COmmon Business Oriented Language) programming using structured programming techniques. Prerequisite: CSC 184 or CSC 110.

CSC 260 Pascal Programming (3) i. Introduction to the structure of Pascal programming. Prerequisite: CSC 188 or CSC 245 and MAT 105 or higher. Not open to students with credit in CSC 184.)

CSC 284 Assembly Language Programming (BAL). (3) i, ii. 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 185 with a grade of C or better.

CSC 345 Advanced COBOL Applications (3) i, ii. Application programming using tables, error-routines, tape processing, sequential and indexed-sequential disk processing, subroutines, and sort and report writer features. Prerequisite: CSC 245 with grade of C or better.

CSC 370 Data Structures (3) ii. Organization of data files, hierarchies of storage, sorting, searching, crossreferencing, retrieval of information from files. Prerequisite: CSC 188 with grade of C or better. (Not open to students with credit in CSC 185.)

CSC 384 Symbolic Assembly Language for Microcomputers (3) ii. 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 and Algorithm Analysis (3) i. Advanced theories of data organization and algorithm development, including their applications to selected problems. Prerequisite: CSC 284.

CSC 386 Operating Systems and Computer Organization (3) i, ii. Introduction to the organization and architecture of computer systems, the major concept area of operating systems principles, and the interrelationships between the operating system and the architecture of a computer system. Prerequisite: CSC 284.

CSC 388 Operations Research (3) i. Introduction to operations research techniques; linear programming, integer programming, and branch and bound techniques, scheduling problems, and inventory control. Prerequisite: CSC 185 and one course selected from MAT 201 or GBA 210 or credit or concurrent enrollment in MAT 332.

CSC 395 Data Base Processing (3) i. An introduction to database design, fundamentals, developmental processes, I/O and files, organization, data structures, and logical design, with an emphasis on the relational model. Prerequisite: CSC 185 with a grade of C or better.

CSC 400 Systems Analysis and Design (3) ii. 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. Prerequisite: Junior or Senior standing, CSC 185 and CSC 245.

CSC 418 Simulation and Modeling (3) ii (odd-numbered years). Continuation of CSC 388. Introduction to simulation techniques; topics include design of stochastic, deterministic, time-stepped and event-sequenced simulations, and selected topics in artificial intelligence. Prerequisite: CSC 388.

CSC 428 Computer Graphics (3) ii (even-numbered years). 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 and the Cal-comp plotter as tools for displaying graphical data. Prerequisite: CSC 185 and MAT 107.

CSC 430 Advanced Topics in Computer Information Systems (3) ii (odd-numbered years). Explores selected emerging business-oriented issues and methods in the field of Computer Information Systems. Prerequisite: CSC 185 and a minimum of 6 credits of computer science numbered 200 or higher and consent of instructor.

CSC 440 Advanced Topics in Computer Science (3) ii (even-numbered years). Explores selected emerging scientific-oriented issues and methods in the field of Computer Science. Prerequisite: CSC 185 and a minimum of 6 credits of computer science numbered 200 or higher and consent of instructor.

Mathematics Courses

MAT 090 Beginning Algebra (3) i, ii, iii. 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 MAT 101 or higher; may not be taken concurrently with any other mathematics course; hours do not count toward graduation requirements.)

MAT 095 Intermediate Algebra (3) i, ii, iii. Review of elementary algebra including the algebra of polynomials, linear equations, quadratic equations, systems of three equations, linear inequalities, integer and rational exponents, factoring, and graphs of lines and conic sections. Prerequisite: One year of high school algebra or a grade of C or better in MAT 090 or equivalent. (Not open to the student with credit in MAT 105 or higher; may not be taken concurrently with any other mathematics course; hours do not count toward graduation requirements.)

MAT 101 Fundamental Concepts of Mathematics (3) i, ii, iii. Selected topics include symbolic logic, probability as well as other mathematical structures and systems to reveal the nature of mathematics. Prerequisite: One year of high school algebra with a Math ACT score of 14 or above; or a grade of C or better in MAT 090; or equivalent. (Not open to the student with credit in MAT 107.) It is expected that MAT 101 will not be offered after Spring, 1989. Students planning to use this course to meet part of their general studies requirements (having declared their major before August 1, 1988) should take the class before the 1989 summer semester.

MAT 105 College Algebra (3) i, ii, iii. Linear, quadratic, and miscellaneous equations and inequalities; relations and functions including polynomial, exponential, and logarithmic functions; graphing; systems of equations and inequalities; matrices and determinants; sequences and series. Prerequisite: Two years of high school algebra or a grade of C or better in MAT 095 or equivalent. (Not open to the student with credit in MAT 107.)

MAT 106 Trigonometry (2) i, ii, iii. Trigonometric functions, trigonometric identities, trigonometric equations, logarithms, solution of triangles, inverse trigonometric functions. Prerequisite: MAT 095 or equivalent. (Not open to the student with credit in MAT 108.)

MAT 107 Calculus with Analytic Geometry I (5) i, ii, iii. Plane analytic geometry, differential calculus, and integral calculus. Prerequisite: Grade of C or better in MAT 105 and 106 or equivalent.

MAT 108 Calculus with Analytic Geometry II (5) i, ii. Continuation of MAT 107. Includes selected topics from analytic geometry and calculus. Prerequisite: Grade of C or better in MAT 107 or equivalent.

MAT 112 Finite Mathematics (3) i, ii. Probability and linear mathematical methods applied in business and the social and life sciences. Prerequisite: Two years of high school algebra or a grade of C or better in MAT 095 or equivalent. (Not open to student with credit in MAT 107.)

MAT 201 Elementary Statistics (3) i, ii, iii. Basic course for students in natural sciences, behavioral sciences, and social sciences; tabulation of data, graphic representation, measures of central tendency and dispersion, probability, types of distributions, sampling, hypothesis testing, elementary aspects of correlation. Prerequisite: MAT 095 or equivalent.

MAT 204 Applied Calculus I (4) i. An applied course in techniques of differentiation and integration; applications primarily from the technological fields; analytic geometry, functions, differential and integral calculus. Prerequisite: MAT 105 (Not open to the student with credit in MAT 107).

MAT 205 Applied Calculus II (3) ii. Differentiation and integration of trigonometric functions, partial derivatives and double integrals, Taylor Series, first- and second-order differential equations; applications primarily from the technological fields. Prerequisite: MAT 106 and 204 or equivalent. (Not open to the student with credit in MAT 108.)

MAT 207 Mathematical Foundations (3) ii. Analysis of mathematical reasoning, deductive set theory, binary relations and functions, combinatorics, infinite sets, and elementary algebraic structures. Prerequisite: Credit or concurrent enrollment in MAT 108, or equivalent.

MAT 209 Calculus with Analytic Geometry III (5) i, ii. Continuation of MAT 108. Selected topics from analytic geometry and calculus. Prerequisite: Grade of C or better in MAT 108 or equivalent.

MAT 217 Calculus in Business and the Non-Physical Sciences (4) ii. Differential and integral calculus applications in business and economics, life science and social science. Prerequisite: Grade of C or better in MAT 105 or MAT 112. (Not open to the student with credit in MAT 107 or MAT 204).

MAT 305 Linear Algebra (3) i. Vector spaces, linear transformations, matrix operations, determinants, matrix inversion, linear systems, eigenvalues, canonical forms. Prerequisite: MAT 207 or consent of instructor.

MAT 312 Differential Equations (3) ii. Common types of ordinary differential equations; differential operators, Laplace transforms; systems of differential equations; partial differential equations; Fourier series; applications. Prerequisite: MAT 209 and 305 or consent of instructor.

MAT 315 Topics in Geometry (3) i (odd-numbered years). Synthetic projective geometry; basic symbolic logic; mathematical systems and finite geometries; algebraic geometry; non-Euclidean geometry. Prerequisite: Credit or concurrent enrollment in MAT 305.

MAT 332 Probability and Statistics (3) i. The theory of mathematical statistics; probability, distribution theory, and point estimation. Prerequisite: MAT 207 or equivalent.

MAT 350 Mathematics for Elementary Teachers (5) i, ii. Structure, meanings, relationships, and logical reasoning for elementary mathematics; emphasizes the structure of mathematics taught in grades K-6. Prerequisite: MAT 101 or equivalent. (Not applicable to the major or minor in mathematics.)

MAT 351 Mathematics Methods in the Elementary School (2) i, ii. Methodologies, strategies, materials, and curriculum development in elementary school mathematics. Must be taken concurrently with MAT 350. Prerequisite: MAT 101 or equivalent. (Not applicable to the major or minor in mathematics.)

MAT 407 Advanced Calculus (3) i. Elementary topological aspects of the real numbers, calculus of several variables, vector calculus, infinite series, Fourier series, and orthogonal functions. Prerequisite: MAT 312 or equivalent.

MAT 416 Abstract Algebra (3) ii. Groups, rings, fields, and vector spaces; definitions and fundamental theorems; homomorphisms and isomorphisms; polynomials and field extensions. Prerequisite: MAT 305 or equivalent.

MAT 417 Numerical Analysis (3) ii. The solution of algebraic and transcendental equations; finite differences; interpolation, numerical differentiation, and integration; numerical solutions of ordinary differential equations. Prerequisite: MAT 305, and CSC 188 or equivalent.

MAT 450 Independent Study in Mathematics (1-5). Investigates selected problems or topics on an individual conference basis. Prerequisite: Completion of the major-minor application form, minimum 2.5 GPA in the major field of study, and consent of department chairperson.

MAT 461 Mathematics Appreciation (1) i,ii,iii. Study of selected topics such as: connecting mathematics with Nobel prizes; applying exponential growth models; map coloring; infinite sets; exploring the powers and limitations of mathematical models. An independent method of study will be used. Prerequisite: MAT 207.

MAT 462 Number Theory (1) i,ii,iii. Study of divisibility, primes, congruences, Diophantine equations, arithmetic functions, partitions, Fibonacci numbers, and continued fractions. An independent method of study will be used. Prerequisite: MAT 207

MAT 463 History of Mathematics (1) i,ii,iii. Study of the origins, philosophy and development of mathematics. An independent method of study will be used. Prerequisite: MAT 207.

MAT 465 Mathematics Teaching: Methods and Materials (2) i (even-numbered years). Techniques, materials, and resources used in the mathematics curriculum in secondary schools. Prerequisite: SED 303 or equivalent.

MAT 470 Seminar in Mathematics (3) ii (odd-numbered years). Selected topics in mathematics. Prerequisite: Consent of department chairperson (may be repeated for credit.)

Physics Courses

PHY 101 Concepts and Principles of Physics (4) i, ii, iii. Comprehensive treatment of the concepts and laws of physics using a nonmathematical approach. Three hours lecture-demonstration, two hours lab. (Not open to students with credit in PHY 110 or PHY 210.)

PHY 104 Introduction to Astronomy (4) i, ii. Basic course in astronomy, mostly descriptive in nature; solar system, stellar astronomy, structure of galaxy and universe. Three hours lecture plus 2 hours lab.

PHY 110 College Physics I (5) i, ii. Classical treatment of mechanics, waves, energy, heat, electricity, magnetism, and optics. Four hours lecture, three hours lab. Prerequisite: MAT 105 or consent of instructor. (Not open to students with credit in PHY 210.)

PHY 111 College Physics II (3) ii. Relativity, atomic physics, and nuclear physics. Two hours lecture, three hours lab. Prerequisite: PHY 110 or consent of instructor.

PHY 210 University Physics I (5) i. Calculus-level mechanics, sound, and thermodynamics. Four hours lecture, three hours lab. Prerequisite: MAT 107.

PHY 211 University Physics II (5) ii. Calculus-level electricity, magnetism, waves, optics, and elementary modern physics. Four hours lecture, three hours lab. Prerequisite: Credit or current enrollment in MAT 108; PHY 210.

PHY 312 University Physics III (3) i. Calculus-level modern physics. Three hours lecture. Prerequisite: PHY 211.

PHY 320 History of Physics (3) ii (even-numbered years). Comprehensive discussion of chronological development of concepts in classical and modern physics. Prerequisite: PHY 312 or consent of instructor.

PHY 410 Selected Topics in Physics (3) i, ii (odd numbered years). Formal junior-senior level presentation of one of the following topics: mechanics; optics; electricity and magnetism; thermodynamics; quantum mechanics; or mathematical physics. Three hours lecture. Prerequisite: PHY 312, MAT 312 or consent of instructor. (May be repeated for credit for a different topic.)

PHY 412 Selected Experiments in Physics (1) i (odd-numbered years). Selected experiments in Physics for the advanced student. Three hours lab. Prerequisite: PHY 312 and consent of instructor.

PHY 465 Physics Education: The Teaching of Physics; Materials and Methods (2) i (even-numbered years). Techniques, materials, and equipment used in teaching physics in Secondary schools. Prerequisite: PHY 312 or consent of instructor.

PHY 470 Seminar in Physics (1) ii. Student and faculty presentations of selected topics from current literature. Prerequisite: PHY 312 and consent of instructor. (May be repeated for credit.)

Department of English, Foreign Languages and Journalism

Dr. J. Frick, *chairperson*

The Department of English, Foreign Languages and Journalism offers major programs in English leading to the Bachelor of Arts degree and the Bachelor of Science in Education degree. Majors in French and Spanish are available through Northwest Missouri State University, with degree requirements completed at Missouri Western. Minor programs are also offered in English, French, German, Spanish, and journalism.

In its various programs and offerings, the Department of English, Foreign Languages and Journalism works toward four goals: (1) an improvement of communication skills through practice in diverse types of expository and imaginative writing; (2) a development of critical thinking through exposure to and interpretation of the various world views offered in literary works; (3) an increased appreciation of literature, its backgrounds, history, and values through an analysis and discussion of authors and literary works covering a wide range of attitudes, perspectives, and expressions; (4) a deeper understanding of one's own culture and a tolerance and acceptance of things foreign through a study and appreciation of another language and culture.

In all of its programs, the department encourages its students to grow in self-knowledge and the knowledge of others through its emphasis on the humane and liberal characteristics of its offerings.

Bachelor of Arts Degree Requirements

The B.A. requires 16 credits in a single foreign language.

Major in English, Public Relations Emphasis

The Bachelor of Arts degree in English with a public relations emphasis is designed for students interested in entering business or seeking careers such as public relations work which demand a knowledge of and proficiency in communications skills.

The requirements for a Bachelor of Arts degree in English with a public relations emphasis include the satisfactory completion of the following courses for a total of 45 credits: ENG 224 or 338, 232, 310 or 312, 360 or 362, plus an additional 3-credit literature course numbered above 300; JOU 104 or 304, 200, 202, 302, 303, 308, 316, 322; SPH 310, 410. Also recommended is the following core of Business/Marketing courses: ECO 260 and 261; plus 12 credits from GBA 210, MKT 301, 311, 381, 401, 481.

Major in English, Literature Emphasis

The Bachelor of Arts degree in English with a literature emphasis is a broad-based program providing students with a wide perspective on literature, language, and world views. The program prepares students to pursue graduate work in English or related disciplines, or to enter areas of the business/professional community seeking people with a broad liberal education.

The requirements for a Bachelor of Arts degree in English with a literature emphasis include the satisfactory completion of the following courses for a total of 45 credits: ENG

224, 232, 310, 312, 316 or additional course in literature numbered above 300, 332, 360, 362, 368, 390 or 426 or 478, 420 or 422, 484, 488; two British literature courses numbered 300 or above.

Major In English, Writing Emphasis

The Bachelor of Arts degree in English with an emphasis in writing concentrates on the imaginative, expository, and journalistic modes of written discourse. Students interested in pursuing graduate work emphasizing writing, or seeking employment with companies or businesses demanding proficiency in written communication skills, are advised to select this program. Students interested in journalistic writing are also encouraged to minor in journalism. Such students should consult the journalism faculty for advisement.

The requirements for a Bachelor of Arts degree in English with a writing emphasis include the satisfactory completion of the following courses for a total of 45 credits: ENG 224, 232, 248, 310 or 312, ENG 316 or JOU 316, ENG 322 or JOU 322, ENG 334, 338, 360 or 362; JOU 200, 202, 302, JOU 314 or ENG 484; two additional literature courses numbered above 300.

Bachelor of Science in Education Degree Requirements

Major In English

The Bachelor of Science in Education degree program leads to certification to teach English in the Secondary schools. Students who pursue this program should consider teaching their immediate career goal.

The requirements for a Bachelor of Science in Education degree with a major in English include the satisfactory completion of the following courses for a total of 45 credits: ENG 224, 232, 310, 312, 332, 334, 360, 362, 368, 400, 465, 484, 488; two additional literature courses numbered 300 or above, or one additional course above 300 and ENG 300.

Minor Programs in English, Journalism, and Foreign Languages

In addition to the major programs in English and English education, the Department of English and Foreign Languages offers minors in English, journalism, French, German, and Spanish.

Minor in English, Literature Emphasis

The minor in English provides students with an opportunity to broaden their understanding and appreciation of literature and culture, and to improve their communication skills. As such, the minor is a valuable asset to those seeking careers in the professional or business world.

The requirements for a minor in English include the satisfactory completion of the following courses for a total of 21 credits: ENG 224, 310 or 312, 360 or 362, 368, 420 or 422; two British literature courses numbered above 300.

Minor in English, Education Emphasis

Structured to meet the requirements for teacher certification, the following minor in English is specifically offered to prepare students to teach English in grades 7 through 12.

The requirements for the minor in English include the satisfactory completion of the following courses for a total of 27 credits: ENG 224, 232, 310 or 312, 334, 360 or 362,

400, 465; additional 3-credit American literature course; additional 3-credit British or world literature course.

Minor in Journalism

The requirements for the minor in journalism include the satisfactory completion of 25 credits in journalism. Students must complete 22 credits from the following courses: JOU 104, 200, 202, 210 or 212, 302, 303, 304, 308, 310 or 312. A maximum of eight credits may be earned from JOU 210/212 courses, and a maximum of eight credits may be earned from JOU 310/312 courses, but no more than four total credits will be counted toward the journalism minor. Journalism students are encouraged to develop proficiency in typing and photography early in their academic careers.

Minor in French

The requirements for the minor in French include the satisfactory completion of the following courses for a total of 24 credits: FRE 102, 112, 202, 212, 300 (two semesters).

Minor in German

The requirements for the minor in German include the satisfactory completion of the following courses for a total of 24 credits: GER 102, 112, 202, 212, 300 (two semesters).

Minor in Spanish

The requirements for the minor in Spanish include the satisfactory completion of the following courses for a total of 24 credits: SPA 102, 112, 202, 212, 300 (two semesters).

Majors in French, Spanish

Missouri Western students who wish to obtain majors in Spanish and French through Northwest Missouri State University will complete degree requirements at Missouri Western including a minor in another area, 24 hours of MWSC Spanish or French courses, 6-9 hours of NWMSU upper-level Spanish or French courses, and 8 hours of Spanish or French courses during a study abroad program for a minimum of 38 hours in the major. Interested students should apply through the chairperson of the MWSC Department of English and Modern Languages.

Teacher Certification in Foreign Language

State certification to teach foreign language in grades K-12 in Missouri requires 30 credits in the language to be taught or 27 credits plus 2 or more earned units of high school credit in that language in addition to two credit hours of foreign language teaching methodology.

State certification to teach foreign language in grades K-9 in Missouri requires 21 credits in the foreign language to be taught or 18 credits plus 2 or more earned units of high school credit in that language.

Teacher Certification in Journalism

State certification to teach Journalism in grades 7-12 in Missouri requires 21 credits for an extended certificate.

Extended Certificate

Credits

JOU 200 Principles of Journalism and Mass Media (i)	3
JOU 202 Basic News Reporting (i)	3
JOU 303 Media Law and Ethics (ii odd years)	3
JOU 308 Copy Editing (i odd years)	3
JOU 314 Special Topics in Journalism: Scholastic Publications (iii)	3

Additional Journalism electives from the following: 6

JOU 210 Journalism Lab: Newspaper Production (i, ii)
JOU 212 Journalism Lab: Yearbook/Magazine Production (i,ii)
JOU 302 Advanced Reporting (ii)
JOU 310 Journalism Lab: Newspaper Production Management (i,ii)
JOU 312 Journalism Lab: Yearbook/Magazine Production Management (i, ii)
JOU 316 Internship in Journalism (i, ii, iii)
JOU 322 Organizational Writing

21

Cognate Field in English

For students who have completed associate degree programs, the department provides a cognate field in English, with specializations in Journalism or Writing, which will lead to the Bachelor of Science in Technology Degree. Cognate field in English, Option 1, Journalism Specialization: JOU 200, 202, 302, 314, 104 or 304, 303, 322, ENG 224 or 338, JOU 210 or 212, and 316.

Option 2, Writing Specialization: Eng 224, 232, JOU 202, 302, 322, ENG 248 or JOU 104, ENG 338, JOU 303, 314, and 316.

English Composition and Language Courses

ENG 100 Basic Written Communication Skills (3) i, ii. Instruction in reading and writing open to any student, but mandatory as first course for students scoring below 15 on ACT English test. Students who have not completed the ACT should also register for ENG 100. Does not fulfill the English composition requirement for baccalaureate degree.

ENG 104 Composition and Rhetoric I (3) i, ii, iii. Instruction in reading and writing; emphasizes expository prose. Prerequisite: ACT of 16 or above in English and approval of writing sample in test administered by Department or successful completion of ENG 100. (Students with ACT of 16 or above should register for ENG 104. Students with an ACT of 15 or below should register for ENG 100. Students who have not completed the ACT should register for ENG 100.)

ENG 108 Composition and Rhetoric II (3) i, ii, iii. Instruction in reading various literary genres and continued practice in writing. Prerequisite: A grade of C or higher in ENG 104.

ENG 112 Honors Composition and Rhetoric (3) i. An enriched course open to students with ACT English scores above 23. This course fulfills the English composition requirement for basic skills in general studies for four-year degree programs.

ENG 224 Advanced Composition and Literature (3) i. Required for English majors and minors. Offers systematic instruction in writing about literature. Prerequisite: ENG 108 or 112.

ENG 232 Language Awareness (3) i. Emphasis on the important principles of language with a focus on the vocabulary, manipulation of words in context, analysis of grammatical systems, the patterns of usage and the dialects of American English. Required of English majors, minor in English, education emphasis. Prerequisite: ENG 104 or consent of instructor.

ENG 316 Internship in English (2-6) i, ii, iii. Practical application of skills in reading, writing, and analytical thinking at a business concern or agency; correlates academic preparation with professionally supervised work experience (thirty clock hours of work for each credit). May be repeated for a total of 12 credits. Prerequisite: Junior or senior standing and consent of faculty coordinator and department chairperson.

ENG 322 Organizational Writing (3). A workshop course for business and professional people and English majors and journalism minors. Emphasis on audience analysis and designing, composing, editing, and producing public relations and communications pieces. Required of BA English majors, writing and communications emphasis. Prerequisite: ENG 108 or consent of instructor.

ENG 332 History of the English Language (3) ii (odd-numbered years). Growth and structure of the English language. Prerequisite: ENG 232 or consent of instructor.

ENG 334 Structure of English (3) ii. Traditional analysis of English syntax and introduction to the basic concepts of generative-transformational grammar. Prerequisite: ENG 232 or EED 320, or consent of instructor.

ENG 338 Creative Writing (3) i. Intensive practice in writing poetry, fiction, or drama, in accordance with the interests of the student. May be repeated for a total of 6 credits. Prerequisite: ENG 108 or 112.

English Education Courses

English education courses may not be used to fulfill any requirement for the Bachelor of Arts degree with a major in English.

ENG 300 Literature for Children (3) i, ii, iii. A study of literature for children designed to increase appreciation of children's books through literary evaluation. Students will read and evaluate picture books, junior novels and poetry. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 400 Literature for Adolescents (3) ii. Trends, censorship and the history of young adult literature will be considered as students read and evaluate classic and contemporary literature suitable for junior and senior high school students. Prerequisite: Junior standing or consent of instructor.

ENG 465 English Teaching: Methods and Materials (3) i. Techniques, materials, and resources used in the English curriculum in the secondary schools; instruction in the teaching of writing. Prerequisite: Junior standing.

Literature Courses

ENG 210 Approaches to Literature (3) i, ii, iii. A general studies course emphasizing ways of reading poetry, fiction and drama. Various thematic approaches may be offered. May not be repeated for credit.

ENG 248 Approaches to Film Literature (3) ii. Study of themes, ideas, and techniques in film.

ENG 310 British Literature to 1798 (3) i. Survey of British literature from Anglo-Saxon times to the Restoration and eighteenth century periods. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 312 British Literature since 1798 (3) ii. A continuation of ENG 310. A survey from the Romantics and the Victorians to contemporary writers. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 360 American Literature to 1865 (3) i. Survey of American literature from colonial beginnings to the Civil War; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 362 American Literature since 1865 (3) ii. Continuation of ENG 360. Survey from the Civil War to the present day; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 368 Shakespeare (3). A study of selected works. Prerequisite: ENG 108 or 112, or consent of instructor. Same as THR 368.

ENG 370 Medieval Literature (3). The literature and culture of the Middle Ages; special emphasis on Chaucer. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 372 Seventeenth Century British Literature (3). The literature and culture of the Jacobean and Restoration periods; special emphasis on Milton. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 374 Eighteenth Century British Literature (3). The major literary movements and writers of the eighteenth century. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 380 Romantic Poetry and Prose (3). The major works of the Romantic period. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 382 Victorian Literature (3). The major works of the Victorian period. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 390 Modern European Literature (3). Selected works in translation of modern European writers. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 420 American Short Story (3) ii (even-numbered years). The American short story from Washington Irving to the present; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 422 American Novel (3) ii (odd-numbered years). Representative works of the nineteenth and twentieth centuries; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 426 Modern American and British Poetry (3). Representative poetry of the twentieth century; includes literature of ethnic groups. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 450 Independent Study in English (1-5). Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in English, minimum 2.5 GPA in major field of study, and consent of department chairperson.

ENG 468 British Novel: Eighteenth Century (3). The development of the British novel in the eighteenth century. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 470 British Novel: Nineteenth and Twentieth Centuries (3). Representative novels of the nineteenth and twentieth centuries. Prerequisite: ENG 108 or 112, or consent of instructor.

ENG 478 Modern Drama (3). Drama from Ibsen to the present. Prerequisite: ENG 108 or 112, or consent of instructor. Same as THR 478.

ENG 484 Special Topics in English (3) ii. Study of selected topics or problems in English. Prerequisite: Junior or senior standing and consent of instructor and department chairperson.

ENG 488 Senior Seminar in English (3) i. Discussion of the relationships and significance of major texts and periods covered in the degree programs in English. Prerequisite: Consent of department chairperson.

Journalism Courses

JOU 104 Photography Fundamentals (3) i (odd-numbered years). Basic techniques of picture taking, film developing, and printing. Students are required to provide their own camera equipment, film, and printing paper.

JOU 200 Principles and Theory of Mass Media and Journalism (3) i. Exploration of the history and development of the mass media in the United States and mass communication theory. Also includes discussion of issues currently affecting the media, including newspapers, film, radio, and television as well as advertising and public relations.

JOU 202 Basic News Reporting (3) i. Introduction to journalistic practices; gathering information, taking notes, interviewing, writing; basic journalism style and story structure; practice in copy editing.

JOU 210 Journalism Laboratory: Newspaper Production (2) i, ii. Supervised experience in field reporting and techniques used in producing a newspaper. Students work on the campus newspaper. May be repeated for a total of 8 credits.

JOU 212 Journalism Laboratory: Yearbook/Magazine Production (2) i, ii. Supervised experience in field reporting and techniques used in producing the campus yearbook. May be repeated for a total of 8 credits.

JOU 302 Advanced Reporting (3) ii. Advanced instruction and experience in reporting and writing news stories, editorials and features. Prerequisite: JOU 202 or consent of instructor.

JOU 303 Media Law and Ethics (3) ii (odd-numbered years) Defines the legal boundaries within which professional communicators must operate and raises important ethical issues that relate to media careers. Prerequisite: JOU 200 or consent of instructor.

JOU 304 Photographic Application and Design (3) ii (even-numbered years). The effective application of photography in publications for both writers and photographers, including principles of page design and photographic composition. Prerequisite: JOU 200 and 202, or consent of instructor.

JOU 308 Copy Editing (3) i (odd-numbered years). Instruction and experience in editing and rewriting copy and headline writing in accordance with accepted journalistic practice. Included will be instruction in grammar and usage. Prerequisite: ENG 108; completion of JOU 202 is recommended.

JOU 310 Journalism Laboratory: Newspaper Production Management (2) i, ii. Supervised experience in managerial positions on the campus newspaper; application of the principles of professional journalism. May be repeated for a total of 8 credits.

JOU 312 Journalism Laboratory: Yearbook/Magazine Production Management (2) i, ii. Supervised experience in managerial positions on the campus yearbook; applications of principles of professional journalism. May be repeated for a total of 8 credits.

JOU 314 Special Topics in Journalism (3) i (even-numbered years). Advanced course in journalism; topics vary from semester to semester. May be repeated for credit. Prerequisite: Consent of instructor.

JOU 316 Internship in Journalism (2-6) i, ii, iii. Practical application of journalism skills in a professional setting; correlates academic preparation with supervision in a work experience (thirty clock hours of work for each credit). May be repeated for a total of 12 credits. Prerequisite: Junior or senior standing and consent of faculty coordinator and department chairperson.

JOU 322 Organizational Writing (3). A workshop course for business and professional people and English majors and journalism minors. Emphasis on audience analysis, and designing, composing, editing, and producing public relations and communications pieces. Required of BA English majors, writing and communications emphases. Prerequisite: ENG 108 or consent of instructor.

Modern Languages Courses

A student with extensive background in a language is encouraged to attempt credit by examination. Two years of high school study in a language should provide background for testing out of the first-semester course, and three to four years of study should enable the student to test out of the second course.

French Courses

FRE 102 Elementary French I (4) i. Basic structural patterns of the language and essential grammar; development of active proficiencies and comprehension of grammatical concepts. Three hours lecture, two hours lab.

FRE 112 Elementary French II (4) ii. Continuation of FRE 102. Three hours lecture, two hours lab. Prerequisite: FRE 102 or equivalent.

FRE 202 Intermediate French (4) i. Continuation of FRE 112. Completion of essential grammar. Three hours lecture, two hours lab. Prerequisite: FRE 112 or consent of instructor.

FRE 205 Summer Study/Travel Program in France: Preparatory Work (3) iii. A two-week intensive preparatory course at the early intermediate level. Cross-cultural exploration of contemporary French and American society and culture. Taught on the MWSU campus during interim preceding the summer session. Lecture and discussion in French, readings and papers in English. Prerequisite: FRE 112 or two years of high school French or consent of program director.

FRE 206 Summer Study/Travel Program in France: Field Work in Paris and Surrounding Area (1) iii. Nine days of total immersion in French in Paris and its environs. Required guided visits to museums and historical sites; side trips to Chartres, Versailles, the Loire Valley and other locales. Conversation and guided visits at the early intermediate level; readings and paper in English. Prerequisite: FRE 112 or two years of high school French or consent of program director.

FRE 207 Summer Study/Travel Program in France: Oral and Written French (5) iii. A four-week intensive study in French language at the early intermediate level taught by the audio-oral method at the *Institut Savoisien d'Etudes 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 or consent of program director.

FRE 212 French Conversation and Composition (4) ii. Refinement of writing and speaking skills through review of structural patterns and mastery of idiomatic usages; study of vocabulary distinctions. Three hours lecture, two hours lab. Prerequisite: FRE 202 or consent of instructor.

FRE 300 Topics in French (4) i, ii. Advanced course in French literature, language, or culture. Topics will vary from semester to semester. May be repeated for credit (with consent of instructor). Three hours lecture and two hours lab, or four hours lecture. Prerequisite: FRE 212 or consent of instructor.

FRE 301 Methods in Teaching Foreign Language (2) (on demand) Techniques, materials, and methodology to be used in teaching foreign language. Same course as GER 301 and SPA 301.

FRE 305 Summer Study/Travel Program in France: Preparatory Work (3) iii. A two-week intensive preparatory course at the advanced level. Cross-cultural exploration of contemporary French and American society and culture. Taught on the MWSC campus during the interim preceding the summer session. Lecture, discussion, readings and papers in French. Prerequisite: FRE 212 or four years of high school French or consent of program director.

FRE 306 Summer Study/Travel Program in France: Field Work in Paris and Surrounding Area (1) iii. Nine days of total immersion in French in Paris and its environs. Required guided visits to museums and historical sites; side trips to Chartres, Versailles, the Loire Valley and other locales. Conversation and guided visits, readings and paper in French at the advanced level. A special fee is assessed for this class. Deadline for application is March 1. Prerequisite: FRE 212 or four years of high school French or consent of program director.

FRE 307 Summer Study/Travel Program in France: Oral and Written French (5) iii. A four-week intensive study in French language and culture at the advanced level taught by the audio-oral method at the *Institut Savoisien d'Etudes 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 or consent of Program director.

German Courses

GER 102 Elementary German I (4) i. Basic structural patterns of the language and essential grammar; development of active proficiencies and comprehension of grammatical concepts. Three hours lecture, two hours lab.

GER 112 Elementary German II (4) ii. Continuation of GER 102. Three hours lecture, two hours lab. Prerequisite: GER 102 or equivalent.

GER 202 Intermediate German (4) i. Continuation of GER 112. Completion of essential grammar. Three hours lecture, two hours lab. Prerequisite: GER 112 or consent of instructor.

GER 212 German Conversation and Composition (4) ii. Use of short literary works as a basis for conversation and short compositions. Three hours lecture, two hours lab. Prerequisite: GER 202 or consent of instructor.

GER 300 Topics in German (4) i, ii. Advanced course in German literature, language, or culture. Topics will vary from semester to semester. May be repeated for credit (with consent of instructor). Three hours lecture and two hours lab, or four hours lecture. Prerequisite: GER 212 or consent of instructor.

GER 301 Methods in Teaching Foreign Language (2) (on demand) Techniques, materials, and methodology to be used in teaching foreign language. Same course as FRE 301 and SPA 301.

Spanish Courses

SPA 102 Elementary Spanish I (4) i. Basic structural patterns of the language and essential grammar; development of active proficiencies and comprehension of grammatical concepts. Three hours lecture, two hours lab.

SPA 112 Elementary Spanish II (4) ii. Continuation of SPA 102. Three hours lecture, two hours lab. Prerequisite: SPA 102 or equivalent.

SPA 202 Intermediate Spanish (4) i. Continuation of SPA 112; completion of essential grammar. Three hours lecture, two hours lab. Prerequisite: SPA 112 or consent of instructor.

SPA 212 Spanish Conversation and Composition (4) ii. Conversations and written compositions based on textual materials as well as contemporary topics. Three hours lecture, two hours lab. Prerequisite: SPA 202 or consent of instructor.

SPA 248 Preparatory Course for Interim Program in Mexico (2). An introduction to Mexican history and contemporary Mexican society. Lecture and discussion are in Spanish; readings are in English. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: Credit or concurrent registration in SPA 112, two years of high school Spanish, or consent of instructor.

SPA 250 Interim Program in Mexico: Oral Spanish (4). An intensive three-week intermediate level skills course in spoken Spanish given in Cuernavaca, Mexico. Class meets for four hours daily. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 112, two years of high school Spanish, or consent of instructor.

SPA 252 Interim Program in Mexico: Independent Readings in Spanish (2). A three-week intermediate level course given in Cuernavaca, Mexico, on the literature of the Spanish-speaking world. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 112, two years of high school Spanish, or consent of instructor.

SPA 300 Topics in Spanish (4) i, ii. Advanced course in Spanish literature, language, or culture. Topics will vary from semester to semester. May be repeated for credit (with consent of instructor). Three hours lecture and two hours lab, or four hours lecture. Prerequisite: SPA 212 or consent of instructor.

SPA 301 Methods in Teaching Foreign Language (2) (on demand). Techniques, materials, and methodology to be used in teaching foreign language. Same course as FRE 301 and GER 301.

SPA 348 Preparatory Course for Interim Program in Mexico (2). An introduction to Mexican history and contemporary Mexican society. Lecture, discussion and readings are in Spanish. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: Credit or concurrent registration in SPA 212, four years of high school Spanish, or consent of instructor.

SPA 350 Interim Program in Mexico: Oral Spanish (4). An intensive three-week advanced level skills course in spoken Spanish given in Cuernavaca, Mexico. Class meets for four hours daily. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 212, 250, four years of high school Spanish, or consent of instructor.

SPA 352 Interim Program in Mexico: Independent Readings in Spanish (2). A three-week advanced level course given in Cuernavaca, Mexico, on the literature of the Spanish-speaking world. A special fee is assessed for this class. Deadline for application is April 15. Prerequisite: SPA 212, 252, four years of high school Spanish, or consent of instructor.

Department of Music

Dr. M. Gilmour, *chairperson*

The Department of Music provides a curriculum for the training of musicians and music educators. It is primarily concerned with improving the skills and disciplining the talents of music majors. The department also offers courses and activities for all college students to enhance their appreciation and understanding of music. Students are encouraged to broaden their contact with music through attendance at the many cultural programs in St. Joseph and area concert halls and through participation in programs by student musicians.

The Department of Music is an accredited institutional member of the National Association of Schools of Music.

Bachelor of Arts Degree Requirements

The B.A. requires 16 credits in a single foreign language.

Major in Music

Courses in music must total 52 credits. The following specific courses are required: MUS 101, 105, 107, 205, 206, 207, 304, 310, 311, 404, 405, 490 or 491, plus 9 credits in one "applied music-major instrument" category, 4 credits in elective ensembles, and 6 credits from any music courses except Recital, Applied Music - Major Instrument, and Music Ensembles.

Bachelor of Science in Education Degree

The following programs lead to K-12 vocal or instrumental teaching certification in Missouri.

Major in Music, Vocal Emphasis

Courses in music must total 71 credits. The following courses are required: MUS 100 (seven semesters), 101, 105, 107, 130, 131, 205, 206, 207, 208, 304, 305, 310, 311, 320, 404, 405, 420, 490 or 491, plus 10-12 credits in restricted electives in the applied concentration. Vocal Emphasis majors will be assigned to a middle or high school instrumental program for SED 203, to an elementary, middle or high school vocal program for SED 303, and to a middle or high school vocal program for SED 409. If the student has elected the elementary music emphasis by taking MUS 321 and MUS 322, an assignment to elementary music for SED 409 may be chosen. The music prerequisite(s) for SED 203 is; MUS 320; for SED 303 are MUS 208 and MUS 305; and for SED 409 is MUS 420.

Applied voice concentration: Restricted electives are MUS 334, 2 credits; applied voice-major instrument, 8 credits (seven semesters).

Applied piano concentration: Restricted electives are MUS 331, 2 credits; applied voice-major instrument, 2 credits (two semesters in MUS 289); applied piano-major instrument, 8 credits (seven semesters).

Major in Music, Instrumental Emphasis

Courses in music must total 71 credits. The following courses are required: MUS 100

(seven semesters), 101, 105, 107, 132, 133, 134, 135, 205, 206, 207, 230, 231, 232, 233, 304, 305, 310, 311, 320, 404, 405, 421, 490 or 491, plus 8 credits (seven semesters) in one "applied music-major instrument" category.

Instrumental Emphasis majors will be assigned to an elementary, middle, or high school vocal program for SED 203 and to a middle or high school instrumental program for SED 303 and SED 408. The music prerequisite(s) for SED 203 is MUS 320; for SED 303 are MUS 206 and MUS 305; and for SED 409 is MUS 421.

The student in each emphasis area should make every effort to be involved in as many different teaching levels as is possible.

Minor in Music

Courses in music must total 29 hours. The following courses are required: MUS 101 (3 credits), MUS 105 (4 credits), MUS 107 (4 credits), Piano (2 credits in applied or class piano), Major Instrument (4 credits), Music electives (8 credits by advisement and not to include Major Instrument category), and Music Ensembles (4 credits) with participation for a minimum of four semesters.

Those students whose Major Instrument is piano must substitute 2 credits for the applied or class piano requirement in music by advisement.

The Major Instrument category must include a minimum of 1 credit on the 200 level.

Students unable to participate in Music Ensembles due to Major Instrument category must substitute 4 credits in music by advisement.

Degree Candidates in Music

All first-semester music students are expected to audition on their major instrument before registration for classes at Missouri Western State College.

Candidates for the Bachelor of Science in Education degree must participate in one major ensemble each semester with the exception of the student teaching semester.

Candidates for the Bachelor of Arts degree must complete the 200-level "applied music-major instrument" requirements for graduation. Candidates for the Bachelor of Science in Education degree must complete 4 credits in 300-level "applied music-major instrument" requirements for graduation.

Candidates for the Bachelor of Science in Education Vocal Emphasis degree may receive an emphasis in elementary music education by electing MUS 321 and 322 (total of 4 credits). This emphasis is for those students desiring to teach at the elementary school level.

All degree candidates in music may elect a solo performance emphasis program in their major applied area with Department of Music permission.

Candidates for the Bachelor of Science in Education degree with a Vocal Emphasis may achieve state instrumental certification with the addition of instrumental courses. The following courses are recommended: MUS 132, 133, 134, 135, 230, 231, 232, 233, 421, and two semesters selected from MUS 145, 146, 344, 347, 348.

Candidates for the Bachelor of Science in Education degree with an Instrumental Emphasis may achieve state vocal certification with the addition of vocal music courses. The following courses are recommended: MUS 130, 131, 208, 420, 2 credits in applied voice, and two semesters selected from MUS 140 or 338.

Music Courses

MUS 100 Recital (1) i, ii. Attendance at department-sponsored or -approved concerts. May be repeated for credit.

MUS 101 Perspectives in Music (3) i, ii, iii. Music materials, forms, historical-social development of composers and compositions. Various themes may be pursued; however, this course may not be repeated for credit.

MUS 105 Musicianship I (4) i. Materials of music through seventh chords and metric subdivision; includes music reading/aural recognition.

MUS 106 Keyboard Skills I (2) i. Keyboard orientation; intervallic reading; I, V chord structures and harmonization. No piano background required.

MUS 107 Musicianship II (4) ii. Continuation of MUS 105. Harmonization, modulation, formal analysis, composition; includes music reading/aural recognition. Prerequisite: MUS 105.

MUS 108 Basic Keyboard Skills II (2) ii. Primary chord structures and harmonization, simple accompaniment patterns, reading skills, scale structures. Prerequisite: MUS 106 or consent of instructor.

MUS 205 Musicianship III (4) i. Musicianship III Continuation of MUS 107. An historical approach to compositional techniques through analysis and original composition; includes music reading/aural recognition. Prerequisite: MUS 107.

MUS 206 Keyboard Proficiency I (2) i. Keyboard harmony, harmonization of folk melodies, sight-reading, scale structure, transposition, simple accompaniment, elementary repertoire; completion of proficiency examination for instrumental majors. Prerequisite: MUS 108 or consent of instructor.

MUS 207 Musicianship IV (4) ii. Musicianship IV Continuation of MUS 205. Study of the music of late nineteenth century through analysis and original composition; includes music reading/aural recognition. Prerequisite: MUS 205.

MUS 208 Keyboard Proficiency II (2) ii. Advanced harmonic progressions, intermediate-level accompaniments, transposition of simple accompaniment, open-score reading, intermediate repertoire, scale and arpeggio techniques; completion of proficiency and examination for B.S. in Ed.-Vocal Emphasis majors. Prerequisite: MUS 206 or consent of instructor.

MUS 210 Introduction to Computer Music Applications (1) i, ii, iii (on demand). A seminar course designed to introduce the student to the hardware/software applications available in the Art/Music Computer Laboratory. Prerequisite: MUS 105 or consent of instructor.

MUS 220 Music for the Elementary Classroom Teacher (3) ii. Basic music for the elementary education major incorporating music appreciation and use of music in the teaching of basic skills. Prerequisite: EED 202, 203.

MUS 240 Chamber Music Performance: Brass (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with brass instruments. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 241 Chamber Music Performance: Keyboard (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with keyboard instruments. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 242 Chamber Music Performance: Percussion (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with percussion instruments. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 243 Chamber Music Performance: Strings (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with string instruments. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 244 Chamber Music Performance: Voice (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with voice. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 245 Chamber Music Performance: Woodwinds (1-2) i, ii. Study through performance in musical literature and performance practices as they relate to chamber music with woodwind instruments. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 304 Form and Analysis (2) i. The elements, harmonic content and formal structures of music; historical development. Prerequisite: MUS 101 and 207.

MUS 305 Conducting (2) i. Basic conducting techniques: patterns, cueing, left hand independence; conducting legato, staccato, and marcato styles. Prerequisite: MUS 207.

MUS 310 History of Music: Primitive to Baroque (3) i. Musical styles and techniques, from primitive music to Baroque. Prerequisite: MUS 101, 207.

MUS 311 History of Music: Classical to Modern (3) ii. Musical styles and techniques, from classical to modern. Prerequisite: MUS 101, 207.

MUS 312 Topics in Music Literature: Chamber (1-2) i, ii. Study through research in music literature and performance practices as they relate to chamber music. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 313 Topics in Music Literature: Choral (1-2) i, ii. Study through research in music literature and performance practices as they relate to choral music. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 314 Topics in Music Literature: Piano (1-2) i, ii. Study through research in music literature and performance practices as they relate to piano music. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 315 Topics in Music Literature: Organ (1-2) i, ii. Study through research in music literature and performance practices as they relate to organ music. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 316 Topics in Music Literature: Percussion (1-2) i, ii. Study through research in music literature and performance practices as they relate to percussion music. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 317 Topics in Music Literature: Solo Instrument (1-2) i, ii. Study through research in music literature and performance practices as they relate to solo instrument music. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 318 Topics in Music Literature: Solo Voice (1-2) i, ii. Study through research in music literature and performance practices as they relate to solo vocal music. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 320 Elementary Music Methods and Materials (3) i. Overview of methods and materials for teaching of music in grades K-6. For students majoring in music education. Prerequisite: MUS 105 or EED 202, 203 and ability to read music.

MUS 321 Orff, Kodály, and Laben (2) ii (odd-numbered years). Introduction to the educational processes involved in teaching music K-8, using the contemporary methods of Orff, Kodály, and Laben. Prerequisite: MUS 220 or 320.

MUS 322 General Music Activities (2) ii (even-numbered years). Developing and sequencing music skills and concepts in grades K-12 through increasing levels of cognitive abilities. Prerequisite: MUS 220 or 320.

MUS 325 Marching Band Techniques (1) i (on demand). Materials and ideas in marching band techniques. Prerequisite: MUS 145.

MUS 326 Instrument Care and Repair (1) ii (on demand). Techniques and experience in the repair of band and orchestra instruments; emphasizes practical and economical use of materials, skill, and time. Prerequisite: Two of the following: MUS 132, 134, 230, 232.

MUS 404 Twentieth-Century Techniques (2) ii. The study of the compositional techniques and forms in tonal, atonal and the avant-garde music of the twentieth century. Prerequisite: MUS 304.

MUS 405 Arranging (2) ii. Various combinations of instruments and voices; includes a major project in the student's area of interest. Prerequisite: MUS 207.

MUS 406 Composition (1-2) i, ii. Private lessons in composition. Half-hour weekly lessons for each credit. The special fee for applied music is assessed for this course. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 410 Topics in Computer Music Applications (1-2) i, ii, iii (on demand). An advanced seminar course designed to study selected topics in the field of computers and music. May be repeated for credit. Prerequisite: MUS 210 or consent of instructor.

MUS 420 Secondary Choral Methods and Materials (3) ii. Problems and techniques of teaching choral music in junior and senior high schools; study of choral literature; performance practices; choral conducting with laboratory experiences. Prerequisite: MUS 305.

MUS 421 Secondary Instrumental Methods and Materials (3) ii. Organization and implementation of instrumental music programs in junior and senior high schools; problems, methods, conducting, and rehearsal techniques with laboratory experiences. Prerequisite: MUS 305.

MUS 450 Independent Study in Music (1-5). Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of the major-minor application form in music, minimum 2.5 GPA in the major field of study, and consent of department chairperson.

Music Ensemble Courses

Students participating in instrumental ensembles during the fall semester must take MUS 145 concurrently. Students participating in instrumental ensembles in the spring semester must have been enrolled in MUS 145 the previous fall semester. This policy does not pertain to membership in MUS 346 or pianists/guitarists in MUS 344.

Students participating in vocal ensembles must be concurrently enrolled in MUS 140 or MUS 338.

Ensembles may be repeated for credit.

Major Ensembles

MUS 140 Community Chorus (1) i, ii. Group singing of various styles of music literature. Two hours per week.

MUS 145 Marching Band (1) i. Performance of marching maneuvers. Five hours per week. May be repeated for credit. Rehearsals commence about two weeks before beginning of semester. Prerequisite: Consent of instructor.

MUS 146 Concert-Laboratory Band (1) ii. Basic concert band literature with public performance; laboratory for conducting and arranging students; experience on secondary instruments. Three hours per week. Prerequisite: Consent of instructor.

MUS 338 Concert Chorale (1) i, ii. Select ensemble, emphasizing performance of sacred and secular choral music. Four hours per week. Prerequisite: Consent of director. Students are financially responsible for appropriate concert dress.

MUS 346 Philharmonia (1) i, ii. Performance of selected standard orchestral literature. Three hours per week. Prerequisite: Consent of Director.

MUS 347 Symphonic Band (1) ii. Select ensemble emphasizing musicianship, playing skills, representative literature, and public performance. Four hours per week. Prerequisite: Consent of director.

MUS 349 Symphonic Wind Ensemble (1) i. Select ensemble structured for advanced brass, woodwind, and percussion students with minimum instrumentation; emphasizes original band literature. Two hours per week. Prerequisite: Audition and concurrent enrollment in MUS 145.

Chamber Ensembles

MUS 339 Chamber Singers (1) ii. Vocal chamber music performance. Three hours per week. Prerequisite: Consent of director.

MUS 340 Renaissance Singers (1) i. Vocal chamber music performance. Three hours per week. Prerequisite: Consent of director.

MUS 341 Swing Choir (1) on demand. Performance of popular music with choreography. Three hours per week. Prerequisite: Consent of director.

MUS 343 Brass Ensemble (1) on demand. Chamber music performance. Two hours per week. Prerequisite: Consent of director.

MUS 344 Jazz Ensemble (1) i, ii. Select ensemble for public performance. Three hours per week. Prerequisite: Consent of director.

MUS 345 Percussion Ensemble (1) i, ii. Performance of major percussion ensemble literature. Required of all percussion majors. Three hours per week. Prerequisite: Consent of director.

MUS 350 Woodwind Ensemble (1) on demand. Chamber music performance. Two hours per week. Prerequisite: Consent of director.

Music Pedagogy Courses

MUS 130 Foundations in Singing I (2) i. Tone production, breath control, articulation, interpretation; international phonetic alphabet; Italian pronunciation for singing.

MUS 131 Foundations in Singing II (2) ii. Continuation of MUS 130. German and French pronunciation for singing. Prerequisite: MUS 130.

MUS 132 Class Brass I (1) i. Class lessons to develop playing skills and teaching knowledge of trumpet and French horn; techniques of teaching instrumental groups.

MUS 133 Class Brass II (1) ii. Class lessons to develop playing skills and teaching knowledge of trombone, euphonium, and tuba; techniques of teaching instrumental groups. Prerequisite: MUS 132.

MUS 134 Class Percussion I (1) i. Class lessons to develop playing skills and teaching knowledge of snare drum, marching percussion, and drum set; introduction to timpani and mallets.

MUS 135 Class Percussion II (1) ii. Class lessons to develop playing skills and teaching knowledge of timpani, marimba, xylophone, bells, chimes, and multipercussion; techniques of teaching instrumental groups. Prerequisite: MUS 134.

MUS 230 Class Woodwinds I (1) i. Class lessons to develop playing skills and teaching knowledge of single reeds; introduction to flute; techniques of teaching instrumental groups.

MUS 231 Class Woodwinds II (1) ii. Class lessons to develop playing skills and teaching knowledge of double reeds; continuation of flute; techniques of teaching instrumental groups. Prerequisite: MUS 230.

MUS 232 Class Strings I (1) i. Class lessons to develop playing skills and teaching knowledge of violin and viola; techniques of teaching instrumental groups

MUS 233 Class Strings II (1) ii. Class lessons to develop playing skills and teaching knowledge of cello and double bass; techniques of teaching instrumental groups. Prerequisite: MUS 232.

MUS 330 Pedagogical Practices: Brass (1-2) i, ii. Principles of teaching brass in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 331 Pedagogical Practices: Keyboard (1-2) i, ii. Principles of teaching keyboard in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 332 Pedagogical Practices: Percussion (1-2) i, ii. Principles of teaching percussion in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 333 Pedagogical Practices: Strings (1-2) i, ii. Principles of teaching strings in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 334 Pedagogical Practices: Voice (1-2) i, ii. Principles of teaching voice in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

MUS 335 Pedagogical Practices: Woodwinds (1-2) i, ii. Principles of teaching woodwinds in the independent music studio; content will be determined by student need. May be repeated for credit. Prerequisite: Consent of instructor.

Applied Music Courses

Applied Music-Secondary Instrument (1) i, ii. For the music major studying a secondary applied area and for the nonmajor; studies compatible with the student's training and development. May be repeated for credit. Special fees for applied music are assessed for these courses. Prerequisite: Appropriate applied music methods courses and/or consent of instructor.

The following applied areas are available:

MUS 150 Applied Euphonium
MUS 151 Applied French Horn
MUS 152 Applied Trombone
MUS 153 Applied Trumpet
MUS 154 Applied Tuba
MUS 155 Applied Percussion
MUS 156 Applied Cello
MUS 157 Applied Double Bass
MUS 158 Applied Guitar
MUS 159 Applied Viola

MUS 160 Applied Violin
MUS 161 Applied Bassoon
MUS 162 Applied Clarinet
MUS 163 Applied Flute
MUS 164 Applied Oboe
MUS 165 Applied Saxophone
MUS 167 Applied Organ
MUS 168 Applied Piano
MUS 169 Applied Voice

Applied Music—Major Instrument (1-2) i, ii. For the music major; studies compatible with the student's applied level. The specific level requirements are available from the appropriate applied instructor or the Department of Music office. May be repeated for credit. Special fees for applied music are assessed for these courses. Prerequisite: Consent of instructor.

The following applied areas are available:

MUS 170, 270, 370, 470 Applied Euphonium
MUS 171, 271, 371, 471 Applied French Horn
MUS 172, 272, 372, 472 Applied Trombone
MUS 173, 273, 373, 473 Applied Trumpet
MUS 174, 274, 374, 474 Applied Tuba
MUS 175, 275, 375, 475 Applied Percussion
MUS 176, 276, 376, 476 Applied Cello
MUS 177, 277, 377, 477 Applied Double Bass
MUS 178, 278, 378, 478 Applied Guitar
MUS 179, 279, 379, 479 Applied Viola
MUS 180, 280, 380, 480 Applied Violin
MUS 181, 281, 381, 481 Applied Bassoon
MUS 182, 282, 382, 482 Applied Clarinet
MUS 183, 283, 383, 483 Applied Flute
MUS 184, 284, 384, 484 Applied Oboe
MUS 185, 285, 385, 485 Applied Saxophone
MUS 187, 287, 387, 487 Applied Organ
MUS 188, 288, 388, 488 Applied Piano
MUS 189, 289, 389, 489 Applied Voice

MUS 390 Junior Recital (1) i, ii, iii. For performance-emphasis majors only. A one-half-hour recital required. Prerequisite: Consent of department. A special fee is assessed.

MUS 490 Senior Recital (1) i, ii, iii. Minimum requirements for music majors in the applied music—major instrument category. A one-half-hour recital required for graduation. Prerequisite: Consent of department. A special fee is assessed.

MUS 491 Senior Recital (1) i, ii, iii. For performance-emphasis majors in 400-level applied music. A one-hour recital required for graduation. Prerequisite: Consent of department. A special fee is assessed.

Department of Psychology

Dr. M. Johnson, *chairperson*

The study of psychology gives the student a better understanding of human nature and of the behavior of oneself and others as individuals and as members of groups. The Department of Psychology offers either a Bachelor of Arts degree or a Bachelor of Science degree. The department also serves other disciplines by offering courses which meet their needs.

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. To declare a major in Psychology a student should have completed at least 15 college credits with a minimum GPA of 2.5.

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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	19

Restricted Elective Core Courses

The student must take at least two courses (6 credits) from each of the following restricted elective core groupings.

Natural science core

PSY 335 Learning	
PSY 345 Animal Behavior	
PSY 350 Physiological Psychology	
PSY 355 Sensation and Perception	
PSY 360 Motivation and Emotion	
PSY 415 Intermediate Statistics for the Behavioral Sciences	
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Social science core

PSY 310 Industrial Psychology	
PSY 319 Child Psychology	
PSY 325 Psychology of Personality	
PSY 365 Social Psychology	
PSY 405 Psychology of Communication	
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Psychology Electives

The student must take an additional 6 credits of electives in psychology. These electives may be chosen either from the remaining courses in the natural or social science cores or from the other offerings in the catalog.

Total credits for major

37

Note: It is recommended that all students preparing for graduate school take PSY 430, since this is a requirement for entrance to many graduate schools.

Personnel Psychology Emphasis

This program leads to a B.S. in psychology with emphasis in personnel psychology. The program has the same required course core as the general major program in psychology, with the addition of courses relevant to personnel work. The personnel psychology program requires a minimum of 37 credits in psychology plus 15 credits in the cognate field of business.

This program is recommended for those students seeking employment in personnel work, public relations, or other positions in business or industry where one works closely with employees or the public. It should be noted that the program does not provide technical training in personnel management, but rather a liberal arts background and preparation for on-the-job training.

Required Psychology Core Courses

	<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	2
PSY 490 Senior Seminar	2
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	16

Personnel Psychology Core Courses

PSY 201 Applied Environmental Psychology	3
PSY 220 Health Psychology/Stress Management	3
PSY 305 Psychology of Communication	3
PSY 310 Industrial Psychology	3
PSY 325 Psychology of Personality	3
PSY 365 Social Psychology	3
PSY 400 Psychological Testing & Assessment	3
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	21

Cognate Field

MGT 110 Business Organization	3
ACC 230 Principles of Financial Accounting	3
MKT 301 Principles of Marketing	3
MGT 312 Principles of Management	3
MGT 412 Personnel Management	3
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Total credits for major

52

Note: It is recommended that all students preparing for graduate school take PSY 430, since this is a requirement for entrance to many graduate schools.

Minor in Psychology

A minimum of 21 credits in psychology is required. PSY 101 and 200 are required core course totaling 6 credits. The student must take at least one course from each of the

Psychology Courses

PSY 101 General Psychology (3) i, ii, iii. General information about psychology in everyday life, designed to correct misconceptions and to give the student a better understanding of self and others.

PSY 200 Intermediate Psychology (3) i, ii, iii. Introduction to scientific psychology with emphasis on methodology. Prerequisite: PSY 101.

PSY 201 Applied Environmental Psychology (3) i. Examines the impact of the physical and social environment and provides training in methods for assessing the environment. Prerequisite: PSY 101, 200, or consent of instructor.

PSY 210 Mental Hygiene (3) i, ii. Considers principles and techniques for maintaining good mental health; the approach is practical rather than descriptive. Prerequisite: PSY 101.

PSY 220 Health Psychology/Stress Management (3) ii. Examines the psychological and social factors that affect health, illness, and stress management techniques. Prerequisite: PSY 101.

PSY 223 Psychology of Women (3) i. Explores social, biological and psychological perspectives of women; examines theories of female development and also gender differences, adjustment, sexuality, relationships, education and career issues. Prerequisite: PSY 101, PSY 200, or consent of instructor.

PSY 250 Behavior Modification (2) ii. Explores the application of behavioral principles to human problems. Prerequisite: PSY 101.

PSY 300 Psychological Statistics and Measurements (3) i, ii (odd-numbered years). Considers contemporary methods of inventorying individual differences, and the theoretical basis for criteria in constructing, standardizing, and using test instruments, with a brief theoretical introduction and critique of the misuse of psychological tests. Prerequisite: PSY 101, 200 and satisfactory completion of the math requirements for general studies.

PSY 301 Experimental Psychology (3) i, ii. Provides training in the techniques and methods of scientific psychology; emphasizes construction of hypotheses, experimental design, data interpretation, and style of reporting research. Prerequisite: PSY 101, 200, 300.

PSY 302 Experimental Psychology Laboratory (2) i, ii. Laboratory experience in designing and conducting psychological research, data analysis and writing research reports. Must be taken concurrently with PSY 301.

PSY 305 Psychology of Communication (3) ii. Analyzes the elements of interpersonal communication; emphasizes techniques of communicating thoughts and ideas, listening techniques, understanding meaning, designed to improve the students interpersonal relationships. Prerequisite: PSY 101, 200; or consent of instructor.

PSY 309 Abnormal Psychology (3) i, ii. A descriptive and exploratory consideration of abnormal behavior, with a survey of past and present theories, classifications, and therapies. Prerequisite: PSY 101.

PSY 310 Industrial Psychology (3) ii. Psychology for management and employees in business and industry; emphasizes psychological principles helpful to people working with people or serving the public. Prerequisite: PSY 101.

PSY 319 Child Psychology (3) i, ii, iii. Examines life-cycle changes that occur from conception through early adolescence, emphasizing the origins and principles of normal development. Prerequisite: PSY 101, 200; or consent of instructor.

PSY 321 Adulthood and Aging (3) ii. Examines life-cycle changes that occur from middle and late adolescence through old age and death; explores the changes in physical and sensory development, intelligence, personality, friendships, and work and family roles. Prerequisite: PSY 101.

PSY 325 Psychology of Personality (3) i. Dynamics of personality development and human behavior; emphasizes theories of personality. Prerequisite: PSY 101, 200; or consent of instructor.

PSY 335 Learning (3) ii (odd-numbered years). Surveys major theories of learning in contemporary psychology, with a brief historical introduction. Prerequisite: PSY 101, 200; or consent of instructor.

PSY 345 Animal Behavior (3) i (odd-numbered years). Introduction to the comparative method in exploring and classifying behavior in animals. Prerequisite: PSY 101, 200; or consent of instructor.

PSY 350 Physiological Psychology (3) i. Investigates the physiological correlates of behavior. Prerequisite: PSY 101, 200; or consent of instructor.

PSY 355 Sensation and Perception (3) ii (even-numbered years). Considers data and theory concerning sensory and perceptual processes; includes sensory mechanisms, neuropsychological bases of perception, perceptual development, and psychological phenomena encountered in the various senses. Prerequisite: PSY 101, 200; or consent of instructor.

PSY 360 Motivation and Emotion (3) i (even-numbered years). Investigates theoretical and research issues on such motivational topics as drive, goal, directedness, incentive, reinforcement, external stimulation, emotion, instinct, and self-actualization. Prerequisite: PSY 101 and PSY 200.

PSY 365 Social Psychology (3) i, ii (even-numbered years). Considers the individual in relation to society; includes theoretical foundations, socialization, social cognition, group dynamics, and leadership. Prerequisite: PSY 101, 200; or consent of instructor.

PSY 400 Introduction to Psychological Testing and Assessment (3) ii. Basic principles of tests, measurements, and assessment will be reviewed and some of the most useful and meaningful person assessment techniques will be studied and evaluated in detail. Professional and ethical standards as well as social issues related to testing will be presented. Prerequisite: PSY 300, 325; or consent of instructor.

PSY 410 Introduction to Counseling Psychology (3) ii. Provides an overview of counseling as applied in a variety of institutional settings; reviews differing counseling techniques and theories as well as types of problems encountered in counseling; includes survey of research related to counseling. Prerequisite: PSY 101, 325; or consent of instructor.

PSY 415 Intermediate Statistics for the Behavioral Sciences (3) ii (even-numbered years or on demand). Applies basic statistical procedures to behavioral research; considers some statistical procedures not taught in MAT 201, and the use of computers in data analysis. Two hours lecture, two hours lab. Prerequisite: PSY 301 or MAT 201.

PSY 419 Psychology of the Exceptional Child (3) ii (odd-numbered years). Considers problems and needs of children who noticeably deviate from accepted physical, psychological, and social norms. Prerequisite: PSY 101, 200, 319; or consent of instructor.

PSY 420 Practicum in Psychology (4) i. Provides senior students in psychology the experience of applying their knowledge to an actual situation in the field. An additional 4 credits may be earned by taking PSY 421. Prerequisite: Senior status in psychology and consent of department.

PSY 421 Practicum in Psychology (4) ii. Provides senior students in psychology the experience of applying their knowledge to an actual situation in the field. An additional 4 credits may be earned by taking PSY 420. Prerequisite: Same as PSY 420.

PSY 430 History and Systems in Psychology (3) i. Consideration of the major theories of learning in contemporary psychology, with a brief historical introduction. Prerequisite: PSY 101, 200; or consent of instructor.

PSY 450 Independent Study (credit hours open) i, ii. By arrangement. Open only to seniors as a means of taking a required course which is not otherwise available. Prerequisite: Consent of department chairperson.

PSY 480 Independent Research (1-5) i, ii. Research on selected topics or problems, on an individual conference basis. Prerequisite: Consent of department chairperson.

PSY 490 Senior Seminar (2) i, ii. Designed for seniors majoring in psychology; emphasizes discussion of current areas of interest in psychology and vocational and educational opportunities. Prerequisite: Consent of instructor.

Department of Social Sciences

Dr. Steven G. Greiert, *chairperson*

The social sciences study human societies to understand their history, components, varieties, and behavior. These sciences study the changes, organization, and disorganization of societies, and they examine the varieties of people in society, their character and conduct, and the evidence of their "human nature." Students who major in social sciences usually prepare for careers in teaching, government, law, business, or social work.

Bachelor of Arts Degree Requirements

The B.A. requires 16 credits in a single foreign language.

Major In History

Courses in history must total 33 credits, with an additional 24 credits required in supporting areas. The student must have a minimum GPA of 2.00 to declare a major. The following specific courses are required: HIS 100, 110, 120, 140, 150, 200, 330 or 340, plus 12 additional credits in history, including 9 credits in courses numbered 300 or higher; PSC 101, 110, plus 3 additional credits in political science; SOC 110 plus 3 additional credits in sociology; GEO 100; ECO 260; 3 credits in social science other than history.

Major In Political Science

Courses in political science must total 30 credits, with an additional 24 credits required in supporting areas. The student must have a minimum GPA of 2.00 to declare a major. The following specific courses are required: PSC 101, 110, 200, 210, 310, 320, plus 12 additional credits in political science courses numbered 300 or higher; HIS 100, 110, 140, 150; SOC 110 plus 3 additional credits in sociology; GEO 100; ECO 260.

Major In Sociology*

Courses in sociology must total 30 credits, with an additional 27 credits required in supporting areas. The following specific courses are required: SOC 110, 120, 230, 310, 440, 460, plus 12 additional credits in sociology, including 9 credits in courses numbered 300 or higher; HIS 100 or 110, 140, 150; PSC 101, 110, 320 or 330; GEO 100; ECO 260; MAT 201.

**The B.A. & B.S. degrees in Sociology will be discontinued as of fall, 1987. Students currently majoring in these areas may complete their programs. They should consult with their advisors for details.*

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.

Major in Sociology*

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.

**The B.A. and B.S. degrees in Sociology will be discontinued as of fall, 1987. Students currently majoring in these areas may complete their programs. They should consult with their advisors for details.*

Teacher Education in Social Sciences

Students desirous of teaching Social Sciences at the secondary school level, are required to complete the appropriate Bachelor of Science or Bachelor of Arts degree requirements in history along with the completion of the *Professional Education Sequence* necessary for teacher certification in Missouri at the secondary school level (see Teacher Certification) instead of a minor.

Teacher education students must also complete the General Studies requirements as listed under Secondary Education.

Teacher education students in the Social Sciences should work closely with their advisors in the development of this combined curriculum to insure satisfaction of all requirements for both the major and teacher education components of this newly structured program.

History 465, *Methods of Teaching Social Studies*, is also a requirement for all Social Sciences/Teacher Education students.

Bachelor of Social Work Degree Requirements

The student who is interested in pursuing the Bachelor of Social Work degree is encouraged to complete a major-minor application form as soon as possible, declaring an intention to major in social work; however, formal entry into the baccalaureate program in social work is through interview and acceptance by the social work faculty. Prior to the interview the student must have completed at least 45 credits in college course work with a minimum GPA of 2.3.

Courses in social work must total 32 credits, with an additional 39-41 credits in related areas. The following specific courses are required: SWK 250, 320, 330, 350, 410, 420, 460 (two semesters), 470; SOC 110, 230, 330, 440, 460; PSC 101, 320; PSY 101, 319, 321, 365; ECO 260; BIO 101 or higher.

Minors

Minor in Geography

Courses in geography and related areas must total 18 credits. The following specific courses are required: GEO 100, 150, 210, 320, 330; BIO 305.

Minor in History

Courses in history must total 18 credits.

United States history option: HIS 140, 150, 300, 330, plus an additional 6 credits in history courses numbered 300 or higher.

European history option: HIS 100, 110, 200, 320 or 340, plus an additional 6 credits in history courses numbered 300 or higher.

Minor in Political Science

Courses in political science must total 18 credits.

American government option: PSC 110, 320, 330, 360, 410, plus an additional 3 credits in political science courses numbered 300 or higher.

International affairs option: PSC 200, 210, 340, 440, plus an additional 6 credits in political science courses numbered 300 or higher.

Minor in Social Work

Courses in social work must total 16 credits. Courses in related areas must total 12 credits. The following specific courses are required: SWK 250, 320, 330, 350, plus 3 credits in social work electives; SOC 230 and 330; PSY 101; ECO 260.

Minor in Sociology

Courses in sociology must total 18 credits above SOC 110. The following is required: 3 hours selected from SOC 120, 200, 230. 9 hours above 300 selected from SOC 310, 330, 360, 370, 400, 430, and 460; PSY 365; SOC 440; Special Topics Courses are applicable towards the Minor in Sociology at the course number level they are assigned.

Geography Courses

GEO 100 World Geography (3) i, ii, iii. Introductory course which emphasizes the interrelationships between man and the natural environment.

GEO 150 The Geography of Human Environments (3) i. An introduction to the discipline of geography, covering the four traditions of geography: human-environment relations, spatial analysis, earth's processes and regional analysis.

GEO 210 Geography of the United States and Canada (3). Regional study of the physical, cultural and economic geography of the United States and Canada. Prerequisite: A course in geography.

GEO 320 Geography of Europe (3). The nations and regions of Europe west of the Soviet Union, with present economics as a result of cultural and physical differences in the environment; trends of development as affected by new political and economic factors. Prerequisite: A course in geography or European history.

GEO 330 Economic Geography (3). Patterns of distribution, production, and consumption of the world's goods; causal factors of geographic location of agricultural, industrial, and extractive production; world trade routes, increasing industrial production, problems of nonindustrial nations.

History Courses

HIS 100 Ancient and Medieval Civilization (3) i, ii. The western world from antiquity to the fifteenth century; the emergence of civilization in the Nile and Tigris-Euphrates valleys; the political, social, economic, and intellectual contributions of Greece, Rome, and medieval Europe.

HIS 110 Modern Civilization (3) i, ii. The western world from 1500 to 1815; national states, the geographical revolution, the founding of European overseas empires, the Reformation, the emergence of constitutional governments, the Scientific Revolution, and the American and French revolutions.

- HIS 120 Modern World History (3) i, ii.** 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 140 American History to 1865 (3) i, ii, iii.** The discovery of America to the end of the Civil War; colonial America, the Revolution, national development, sectionalism, and the Civil War.
- HIS 150 American History since 1865 (3) i, ii, iii.** Continuation of HIS 140. Construction, industrialization, urbanization, emergence as a world power, progressivism, World War I, the New Deal, World War II, and postwar America.
- HIS 200 Europe 1815-1914 (3) i.** Europe from the Congress of Vienna to 1914; reaction and revolution, nationalistic movements, rise of socialism-communism, the diplomatic background of World War II.
- HIS 220 History of Missouri (3) ii (even-numbered years).** Missouri under French and Spanish rule, the American acquisition, the role of the state in the slavery crisis and in the settlement of the West; studies the state's contributions to politics, art, literature, education, industry, and transportation.
- HIS 300 American Colonial History (3) i.** The founding of the British North American colonies; origins of American cultural, religious, and racial diversity; British colonial administration to the Revolution. Prerequisite: 6 credits in American history.
- HIS 305 The American Frontier (3) ii (odd-numbered years).** Westward expansion of the United States over three centuries; colonial frontier, trans-Appalachian frontier, trans-Mississippi frontier; significance of the frontier in American history. Prerequisite: 6 credits in American history.
- HIS 310 English History I (3) i (even-numbered years).** Anglo-Saxon England, the Norman influence, development of English political, social, economic, and intellectual ideas, Tudor England, the Stuarts, the "glorious revolution," 1688.
- HIS 320 English History II (3) ii (odd-numbered years).** The founding of the British Empire and the role of England in the modern world.
- HIS 325 American Economic History (3).** English mercantilism, laissez-faire and its effect on American economic development, the emergence of the corporation and the trust, the issue of government regulation, and the role of the government in the economy of today. Prerequisite: 6 credits in American history.
- HIS 330 Recent United States History (3) i.** The United States since World War I, with emphasis on current problems. Prerequisite: HIS 140 and 150 or consent of instructor.
- HIS 340 Recent European History (3) ii.** Europe in World War I, the rise of dictatorships, the League of Nations, new alignments, World War II, and the postwar period. Prerequisite: HIS 200.
- 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 200.
- HIS 360 The British Empire (3) i (odd-numbered years).** The Age of Discovery and the founding of the old British Empire, the empire after the American Revolution, the Commonwealth of Nations, and the decline of empire after 1945.
- HIS 370 History of Latin America (3) ii (even-numbered years).** A survey course including cultures, colonial period, independence movements, national developments, relations with the United States and Europe.
- HIS 380 The French Revolution and Napoleon (3).** The Old Regime in France, failure of the Bourbon monarchy, the Revolution, the rise of Napoleon, the Napoleonic Wars to the Congress of Vienna, 1815. Prerequisite: 6 credits in European history.
- HIS 400 Civil War and Reconstruction (3) i (odd-numbered years).** Sectionalism in antebellum America; developing sectional crisis and coming of the Civil War; effects of the war and reconstruction of the nation. Prerequisite: 6 credits in American history.
- HIS 420 History of Africa (3).** North Africa in the ancient world, Africa during the age of geographical discoveries, nineteenth century European imperialism, the emergence of modern African states and their problems. Prerequisite: 6 credits in European history.
- HIS 450 Independent Study in History (1-5) i, ii.** Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in history, minimum 2.5 GPA in the major field of study, and consent of department chairperson.

HIS 465 Methods of Teaching Social Studies (2) i. Principles and methods of teaching social studies in secondary school; objectives, problems, materials, and methods applied to the social studies curriculum. Prerequisite: Consent of advisor.

Political Science Courses

PSC 101 American National Government (3) i, ii, iii. The American constitutional system, including Congress, the presidency, and the courts; and public issues.

PSC 110 American State and Local Government (3) ii. Colonial and revolutionary origins of state government; state constitutions; referendum, initiative, and recall procedures; state legislatures; governors; state courts; county and municipal governments. Prerequisite: PSC 101.

PSC 200 International Politics (3) ii. The nature of politics at the international level; the national state system and state capabilities; foreign policy objectives, formulation, and execution; international organizations and alignments; contemporary world tensions. Prerequisite: PSC 101.

PSC 210 Comparative Political Systems (3) i. Structural-functional analysis of major European political systems; comparison and contrast among such systems and with others of contemporary significance. Prerequisite: PSC 101.

PSC 290 Practicum in Political Science (3-5) i, ii, iii. Internships with public agencies, governmental organizations, or private groups or agencies which interact with government are available with the approval of the Social Sciences Department via its Political Science Coordinator. This field work will provide first hand experience with the operations, institutions, and policy concerns of cooperating agencies, organizations and groups. Prerequisite: PSC 101 and either PSC 110 or a substitute course with consent of instructor. Must have a major in political science and either a cumulative grade point average of at least 2.5 or a 3.0 or higher in political science.

PSC 300 Political Parties and Interest Groups (3) ii (even-numbered years). Evolution of the American two-party system; place of the interest group in decision making through interaction with executive and legislative branches. Prerequisite: 6 credits in political science.

PSC 310 Political Theory (3) i. Political theories of classical thinkers, Plato and Aristotle; of church fathers, Augustine and Aquinas; and of modern theorists, Machiavelli, Hobbes, Locke, Rousseau, and Mill; Marxism and Fascism. Prerequisite: PSC 101.

PSC 320 Public Administration (3) ii. Organization theory; bureaucracy; public personnel and policy; issues in American public administration. Prerequisite: PSC 101.

PSC 330 Urban Politics (3) ii (odd-numbered years). The growth of cities and metropolitan areas, the legal status of local governmental entities, politics and elections and the role of interest groups in governing the metropolis, and the functions and services of urban governments. Prerequisites: 6 hours PSC.

PSC 340 Latin American Political Systems (3) i (even-numbered years). Comparative approach to Latin American political institutions; investigates causes for political instability; revolution, the new military, socialism vs. communism, and economic development and U.S. policy. Prerequisite: 6 credits in political science.

PSC 345 Politics of the Middle East (3) ii (even-numbered years). Investigation of the nature of politics involved in the Middle East, with a comparison and contrast of the major political systems and a review of the current political instability, with special attention to the historical origins leading to the instability. Prerequisite: PSC 101 or consent of instructor or department chairperson.

PSC 350 Governments of Britain and the Commonwealth (3)ii. The British constitutional system and parliamentary government, variations of the Westminster model which have evolved in the Commonwealth; governmental efforts to cope with Britain's current social and economic problems. Prerequisite: PSC 101 or consent of instructor.

PSC 360 The American Presidency (3) ii (even-numbered years). The place of the president in decision making in the American federal system, his constitutional roles, the legal and extra-legal checks on presidential power. Prerequisite: PSC 101.

PSC 400 American Foreign Policy (3) i (odd-numbered years). Policy making, the role of the public in decisions, formulation and implementation of national policy, U.S. policy goals in various areas of the world, decision making in crisis situations. Prerequisite: PSC 101 and 200.

PSC 410 The Legislative Process (3) ii (odd-numbered years). The American Congress, its organization, rules, role in law making; the role of interest groups, congressional investigations, and the modern presidency in the legislative process. Prerequisite: 6 credits in political science.

PSC 420 Constitutional Law (3) i (odd-numbered years). The role of the Supreme Court in the American system; judicial review and its significance under Marshall, Fuller, Taft, Hughes, and Warren; majority and minority opinions; the process of decision making. Prerequisite: PSC 101.

PSC 440 International Law and Organization (3) i (even-numbered years). Legal and political foundations of the international system; settlement of disputes between states, prevention of war, maintenance of security, the United Nations, regional arrangements for collective defense, the development of economic-political units. Prerequisite: PSC 101 and 200.

PSC 450 Independent Study in Political Science (1-5) i, ii. Investigation of selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in political science, minimum 2.5 GPA in the major field of study, and consent of department chairperson.

PSC 490 Practicum in Political Science (5-12) i, ii, iii. Internships with public agencies, governmental organizations, or private groups or agencies which interact with government are available with the approval of the Social Sciences Department via its Political Science Coordinator. This field work will provide first hand experience with the operations, institutions, and policy concerns of cooperating agencies, organizations and groups. Prerequisite: PSC 101, 110, 320 and one from among the following: PSC 300, 330, or 410. Must be a junior or senior and a major in political science. Must have either a cumulative grade point average of at least 2.5 or a 3.0 or higher in political science.

Social Work Courses

SWK 250 Introduction to Social Work (3) i, ii. Basic patterns of professional social work practice; generic framework for the scientific practice of social work.

SWK 270 Selected Topics in Social Work (3) i. Study of a selected problem in social work practice, e.g., mental illness, chemical dependence, child welfare, or aging. Course may be repeated for credit for each different topic.

SWK 320 Philosophy and Policy in Social Services I (3) ii. Historical significance of social legislation, its impact on the individual and society; social philosophy, social service, and social change. Prerequisite: SWK 250.

SWK 330 Human Behavior and Social Environment (3) ii. 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: SWK 250.

SWK 350 Social Work Methods I (4) ii. Explores the helping relationship and basic skills necessary to respond to client needs. Three hours lecture, three hours lab per week. Prerequisite: SWK 250 and junior status in social work.

SWK 410 Social Work Methods II (3) i. Continuation of SWK 350. Social interventive skills; generalist practice skills systems, integration of experiences, and current practical literature. Prerequisite: SWK 350 and formal acceptance into the social work program.

SWK 420 Philosophy and Policy in Social Services II (3) i. Continuation of SWK 320. Analyzes the philosophy and policies of presently active social agencies; policy reforms and evaluation of their possible effectiveness. Prerequisite: SWK 320, senior status in social work.

SWK 450 Independent Study in Social Work (1-5) i, ii. Investigates selected problems or topics on an individual conference basis. Prerequisite: Completion of major-minor application form in social work, minimum 3.0 GPA in major field of study, and consent of department chairperson.

SWK 460 Practicum in Social Work (5) i, ii. Field experience under the supervision of trained professionals in the field of social work. Sixteen hours per week in an agency setting. Two semesters required, for a total of 10 credits. Prerequisite: SWK 350, senior status in social work.

SWK 470 Social Work Methods III (3) ii. Continuation of SWK 410. Focus on group, family and community intervention; other selected topics; integration of practicum experiences; and current literature. Prerequisite: SWK 410 and 460.

Sociology Courses

SOC 110 General Sociology (3) i, ii, iii. Sociology concepts: social organization, human interaction with individuals and groups, population, and social change.

SOC 120 General Anthropology (3) i. The biocultural evolution of the human species, with emphasis on culture as adaptation for survival; comparison of human nonliterate societies, stressing cultural variability, cultural relativity, and similarities between cultures.

SOC 200 Introduction to Archaeology (3) i. The language, methodology, theoretical frameworks and history of the field of archaeology, with special emphasis on excavations and their contribution to knowledge of man's past civilization.

SOC 230 Social Problems (3) i. An analysis of contemporary American social problems, with an emphasis on urban problems. Prerequisite: SOC 110

SOC 310 Deviant Behavior (3) ii. A review of the sociological explanations and research findings relating to mental illness, violent behavior, homosexuality, alcoholism, and other behaviors considered deviant in American society. Prerequisite: SOC 110 and 230.

SOC 330 The Family (3) ii. The family as a basic institution; the structure and functions of the modern family in a changing urban environment. Prerequisite: 6 credits in sociology.

SOC 360 Sociology of Health and Illness (3) i. Sociological view of health and illness in contemporary society. Influences of culture, social and physical environments, and technology on the production, distribution, and care of health and illness. Prerequisite: SOC 110

SOC 370 Mediterranean Archaeology (3) ii (odd-numbered years). Uses the principles of basic archaeology to investigate the history and artifactual remains of the major cultures which occupied the land surrounding the Mediterranean Sea, including the Stone Age, Bronze Age, Iron Age, Hellenistic and Roman periods. Prerequisite: SOC 200 or consent of instructor or department chairperson.

SOC 400 Minority Groups (3) ii. The characteristics of minority groups, theoretical interpretations of minority-majority relations, groups conflict, and social differentiation in complex societies. Prerequisite: SOC 110 and either 3 additional credits in sociology or consent of instructor.

SOC 430 Criminology (3) i. Theories of criminal behavior, legal concepts, criminal statistics, corrective treatment, and crime control. Prerequisite: SOC 110 and either SOC 230 or consent of instructor.

SOC 440 Sociological Theory (3) i. Historical and empirical treatment of the development, structure, and functioning of human social systems. Prerequisite: 12 credits in sociology.

SOC 460 Research Methods in Sociology (3) ii. Ethical, epistemological, and theoretical foundations of the research process; basic assumptions, derivation of hypotheses, techniques for empirically testing the validity of the propositional structure of sociological and anthropological theories. Prerequisite: 15 credits in sociology, including SOC 440.

Women's Educational Resource Center

The Women's Educational Resource Center office, located in 106B Student Services/Classroom Building, is a clearinghouse of community and academic information for and about women. Programming on women's issues is planned each semester to bring more information and understanding to the campus.

Women's Educational Resource Center academic courses are included in the regular curriculum within the appropriate academic departments. Continuing Education courses, both credit and noncredit, are offered throughout each semester. Preregistration is encouraged through the Office of Continuing Education; however, registration and fee payment is possible at the first class meeting unless informational materials specify otherwise or a satisfactory class size is exceeded.

Some seminars and courses deal with traditional disciplines from a woman's perspective, seeking to fill many of the gaps in knowledge about women and female culture; others encourage introspection and discussion about contemporary issues. A primary goal of the program is for all participants to develop a deeper understanding of women and their contributions, unique attributes, and abilities.

"Reentry: A Day-Long Seminar for Adult Women Considering College," designed especially for women considering returning to school after several years' absence, is scheduled approximately one week before registration each semester. Participants have an opportunity to talk with other women who have returned, 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. Several Women's Educational Resource Center/Continuing Education courses are also planned to assist the reentry student.

A publication listing Women's Educational Resource Center courses, seminars, continuing education courses, and Reentry Day dates, as well as other campus activities for or about women, is available before student registration each semester. To be added to the mailing list or to obtain additional information, contact the Women's Educational Resource Center office at 271-4280.

Office of Continuing Education

The role of the Office of Continuing Education is to provide a balanced Continuing Education program for a variety of clientele in the community. Short courses, seminars, and workshops scheduled independently of the traditional college calendar are offered to specialized populations and to the general public. Both credit and noncredit courses are offered.

A maximum of 6 credits in continuing education courses, numbered 100 or higher, and bearing the course prefix CED may be applied toward the total credits required for a degree, but may not be applied toward the credit requirements in an academic major. This does not apply to courses having a departmental prefix and offered through continuing education.

Registration Procedures

Continuing education courses are open to anyone who may benefit from them. In some instances a particular competency level may be required for registration in a course. Registration is usually accomplished at the first meeting of the class.

Fees

Fees for continuing education classes are divided into two categories: credit and non-credit courses. All classes will be operated on a cost recovery basis.

Credit

Cost for credit courses taught through continuing education is \$50 per credit hour for tuition. In some cases a special fee will be assessed for supplemental course costs.

Non-Credit

Non-credit course fees are based on making the courses self-sustaining. The break-even point for such courses is approximately twelve enrollments.

Refund Policy

Students may receive a full refund on non-credit continuing education classes if it is requested in writing prior to the second class meeting, or if the class is cancelled. After the second class meeting but prior to one-third of the scheduled class sessions, students may receive a 50 percent refund if it is requested in writing. No refunds will be made after one-third of the scheduled class meetings.

Additional Information

Contact the Office of Continuing Education in LRC 114 or call 816-271-4217 to obtain specific information regarding continuing education courses, or to suggest courses which may be of interest to the community. The Office of Continuing Education is open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Evening and Saturday Program

A variety of credit and non-credit courses are offered at Missouri Western State College in the evenings Monday through Thursday and on Saturday mornings. 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 and in legal assistant during evenings and on Saturday.
- General studies. Most of the courses required in the general studies programs at Missouri Western State College are available during evenings or on Saturday.
- Upgrading of skills for professional and career advancement.
- Cultural enrichment.

Evening and Saturday students enrolling in regular credit courses may register at the announced registration time at the beginning of each semester. Withdrawal from classes during the semester must be accomplished by contacting the Office of the Registrar in person or by letter to make formal withdrawal. If this formal withdrawal is not made, failing grades will be recorded in the courses in which the student was enrolled.

Non-credit students or those enrolling in credit courses offered through Continuing Education may enroll in the office of Continuing Education or at the first class session.

Summer Session

Missouri Western State College summer sessions are intended to serve students in various situations:

- Students who wish to accelerate their progress in a degree program.
- Students who carry only a partial course load during the fall and spring semesters.
- High school graduates who wish to get an advanced start in college.

Missouri Western welcomes summer students from other colleges and universities.

APPENDICES

Appendix A:

Course Abbreviations

ACC	— Accounting	HUM	— Humanities
AEC	— Agricultural Economics	JOU	— Journalism
AGN	— Agronomy	LAT	— Legal Assistant
AGR	— Agriculture	LAW	— Criminal Justice
ALH	— Allied Health	LED	— Library Science
ART	— Art	LMA	— Leisure Management
ASI	— Animal Science	MAT	— Mathematics
AUT	— Automotive Technology	MIL	— Military Science
BAN	— Banking	MKT	— Marketing
BIO	— Biology	MTE	— Medical Technology
BUS	— Business	MUS	— Music
CET	— Construction Engineering Technology	NUR	— Nursing
CHE	— Chemistry	OIS	— Office Information Systems
CSC	— Computer Science	PED	— Physical Education
ECO	— Economics	PHS	— Physical Science
EED	— Elementary Education	PHY	— Physics
EET	— Electronic Engineering Technology	PSC	— Political Science
EGT	— Engineering Technology	PSY	— Psychology
ENG	— English	SED	— Secondary Education
ESC	— Earth Science	SOC	— Sociology
FRE	— French	SPA	— Spanish
GBA	— General Business Administration	SPH	— Speech
GEO	— Geography	SWK	— Social Work
GER	— German	THR	— Theatre
HIS	— History		

Appendix B: The Board of Regents

Roy L. Tewell, president (term expires October 29, 1990)
Appointed by Governor John Ashcroft, May 1985

Barbara Sprong, vice president (term expires October 29, 1991)
Appointed by Governor John Ashcroft, November 1986

Jim F. Summers, Jr. (term expires October 29, 1989)
Appointed by Governor Christopher Bond, November 1983

R. Dan Boulware (term expires October 29, 1992)
Appointed by Governor John Ashcroft, December 1986

Lawrence J. Schultz (term expires October 29, 1988)
Appointed by Governor Christopher Bond, December 1982

Vickie Bradley (term expires October 29, 1993)
Appointed by Governor John Ashcroft, March 1988

Student Regent

Melanie Johnson (term expires January 1, 1990)
Appointed by Governor John Ashcroft, March 1988

Appendix C:

Administrative Staff

Bennett, Mary A., Assistant Registrar (B.S., Albion College; M.A., Ball State University)
Berger, Robert E., Director of Financial Aids (B.S., University of Kansas; M.A., Northwest Missouri State University)

Blakley, Kimberly K., Payroll Coordinator

Brockman, Karla L., Counselor (B.S., Kansas State University; M.Ed., Wichita State University)

Buckler, Michael L., Assistant Football Coach/Recruiting Coordinator (B.S., Missouri Western State College; M.S., Pittsburg State University)

Burton, Darcy D., Account Analyst (B.S., Missouri Western State College)

Carrender, Charles F., Assistant Football Coach/Offensive Coordinator (B.S., University of Missouri; M.S., Central Missouri State University)

Conover, R. Dennis, Coordinator of Housing (A.S., B.S., Missouri Western State College)

Cornell, Elmer S., Physical Plant Supervisor

Coyne, Charles, Dean of Professional Studies (B.A., Iowa State Teachers College; M.A., Northeast Missouri State University; Ed.D., North Texas State University)

Dargen, Roberta E., Administrative Associate to the Vice President for Academic Affairs (B.S., South Dakota State University; M.Ed., Ed.D., University of Arkansas)

Darnell, Dennis G., Head Football Coach (B.S. Southwest Missouri State University, M.S., Pittsburg State University)

Eiten, Keith D., Reference Librarian (A.B., Dordt College; M.A., University of Iowa; M.S.L.S., University of Illinois)

Ellis, Terry L., Women's Head Basketball / Tennis Coach (B.S., Southwest Missouri State College, M.S.Ed., Slippery Rock State College)

Fields, Judy A., Research Analyst (B.S., Northwest Missouri State University)

Gaither, V. Roger, Director of Publications (B.S., M.S.Ed., Illinois State University; M.S., Ed.S., Indiana University)

Gilmore, Richard C., Director of Accounting Services (B.S., Missouri Western State College)

Gorsky, Edwin L., Director of Continuing Education (B.A., Kansas Wesleyan University; M.A., University of Kansas; Ph.D., Kansas State University)

Gossett, Dorla D., Bursar

Graves, Patricia E., Production Control Coordinator

Harris, Ed B., Athletic Director (B.A., Asheville-Biltmore College; M.A., Western Carolina University)

Hedrick, David D., Assistant Head Football Coach/Defense Coordinator (B.S., Missouri Western State College; M.S., Northwest Missouri State University)

Herkelman, David L., Farm Operator

Hines, Robert, Registrar (B.S., Kansas State University; M.A., Central Missouri State University)

Hochstetler, Donald, Coordinator of Public Services (B.A., M.A., M.L.S., Indiana University; Ph.D., Michigan State University)

Hoff, Forrest, Dean of Student Affairs (B.S., Northwest Missouri State University; M.Ed., University of Missouri)

Hoffman, Kathryn L., Purchasing Agent

Izer, Patricia, Secretary to the President

Jackson, P. Troy, Manager of Operations (B.B.A., National University)

Jarrett, Shirley M., Student Health Nurse/Secretary (R.N., St. Joseph Hospital School of Nursing)

Lang, Joan, Accountant

Leahy, Richard J., Coordinator of Theatre

Mabe, Mark E., Acting Director of Computer Center (A.S., B.S., Missouri Western State College)

Martin, Nancy S., Acting Manager, MIS (B.S., Missouri Western State College)

Mayes, Ruby D., Operations Coordinator

McCarthy, James J., Executive Vice President (A.A., St. Thomas Seminary; B.A., Fairfield University; M.Ed., Springfield College; D.Ed., 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)

McGaugh, Hervey, Director of Traffic and Security (B.S., Missouri Western State College)

McMillian, Joyce, Admissions Coordinator

Minnis, D. Douglas, Assistant to the Director of Athletics/Head Baseball Coach (B.S., M.S.Ed., Emporia State University)

Miriani, Dorothy N., Director of Counseling, Placement and Testing (B.A., University of Michigan; M.A., Vanderbilt University)

Murphy, Janet Gorman, President (B.A., University of Massachusetts; M.Ed., Boston University; Ed.D., University of Massachusetts)

Nichols, Mary Margaret, Assistant to the Director of Athletics/Head Volleyball and Softball Coach (B.S., Missouri Western State College; M.A., Ed.S., University of Missouri—Kansas City)

Norman, Peter E., Men's Assistant Basketball Coach (A.S., Highland Community College; B.S., Eastern Illinois University)

Norton, Janet L., Director of Learning Skills Center (B.A., Missouri Western State College; M.A., University of Missouri—Columbia)

Nunez, William J., III, Dean of Liberal Arts and Sciences (B.S., M.S., Louisiana State University; Ph.D., North Texas State University)

Owens, Patricia R., Custodian Supervisor

Phillips, Sandra J., Circulation Coordinator (B.A., Missouri Western State College)

Porr, Richard H., LSC Math Assistant (A.S., Missouri Western Junior College; B.S., Northwest Missouri State University)

Rainey, Charlene, Controller

Richards, Sylvie L., Director of College Relations (B.A., Indiana State University; M.A., Columbia University of New York; M.Phil., Columbia University; Ph.D., Columbia University)

Roever, James E., Vice President for Academic Affairs (B.A., Wartburg College; M.A., Kansas University; Ph.D., University of Iowa)

Schlesinger, Max, Director of Instructional Media Center (B.S., Bloomsburg State College; M.S., Rochester Institute of Technology)

Schneider, Julia L., Coordinator of Technical Services (B.A., Northwest Missouri State University; M.A., University of Missouri)

Schutte, Joyce A., Reference Librarian (A.A., Maple Woods Community College; B.A., Missouri Western State College; M.L.S., University of Missouri-Columbia)

Showers, Robert P., Treasurer (B.S., Morningside College; M.B.A., University of South Dakota)

Smith, Thomas J., Men's Head Basketball Coach (B.S., Valparaiso University)

Snyder, Emilie M., Coordinator of Placement (B.A. Luther College; M.S., Winona State University; Ph.D., University of Northern Colorado)

Sullivan, Margaret L., Director of Student Health Services (R.N., St. Joseph Hospital School of Nursing)

Sweetgall, Paul H., Sports Information Director (B.S., M.A., Ohio State University)

Tryon, Judith A., Administrative Associate to the Executive Vice President (B.A., University of Wisconsin; M.B.A., Northwest Missouri State University)

Turek, Christianne M., Counselor (B.A. Kearney State College; M.A., Northern Illinois University; M.S., Kearney State College)

Tyler, Melvin C., Admissions Counselor (B.S., Northwest Missouri State University)

View, Patricia, Word Processing Center Coordinator (A.S., B.S.B.A., Missouri Western State College)

Vigliaturo, Joseph C., Assistant Dean of Student Affairs and Director of Special Programs (B.S., Missouri Western State College; M.S., Colorado State University)

Wardell, Joan M., Senior Systems Analyst (B.M.E., Oral Roberts University; M.M.E., North Texas State University)

Wigersma, Helen J., Dean of Learning Resources Center (B.A., University of Missouri; M.L.S., University of Illinois)

Young, F. Daniel, Director of Physical Plant

Student Health Physicians

Carpenter, Dr. Tyson

Laningham, Dr. Susan

Marston, Dr. F. James

Rippe, Dr. William

Stallard, Dr. Donald

Wolanski, Dr. Eugene

Appendix D: Faculty 1988-89

Allen, Reva, Associate Professor of Social Work (B.A., Baylor University; M.A., University of Chicago)

Anderson, Jerry L., Assistant Professor of Music (B.S., Southwest Missouri State University; M.M., Wichita State University)

Andresen, William F., Professor of Biology (B.A., Wayne State Teachers College; M.S., Ph.D., University of Nebraska)

Andrews, Katheleen, Assistant Professor of Nursing (B.S., Creighton University; M.N., University of Kansas; Ed. S., Central Missouri State University)

Andrews, Larry D., Assistant Professor of Criminal Justice (A.S., B.S., Missouri Western State College; M.S., Central Missouri State University)

Archer, Leonard J., Associate Professor of Chemistry (B.S., Northwest Missouri State University; M.S., Ph.D., University of Nebraska)

Arnett, Harold W., Assistant Professor of Education (B.S., Murray State University; M.S., Murray State University)

Aschermann, Jerry R., Professor of Education (B.A., University of Northern Colorado; M.S., Ed.D., Utah State University)

Ashley, David C., Associate Professor of Biology (B.S., M.S., Bowling Green State University; Ph.D., University of Nebraska)

Atkinson, John E., Associate Professor of Mathematical Sciences (B.S., M.S., Emporia State University; Ed.D., Oklahoma State University)

Bagnall, Norma, Assistant Professor of English (B.S., M.A., Ph.D., Texas A&M University)

Barger, James S., Associate Professor of Psychology (B.A., William Jewell College; M.A., Southern Methodist University; Ph.D., University of Missouri, Kansas City)

Bartles, Denise, Assistant Professor of Business and Economics (B.S., Missouri Western State College; J.D., University of Missouri-Kansas City)

Bennett, David, Assistant Professor of Music (B.A., Albion College; M.M., Ball State University; Ph.D., University of Iowa)

Blessing, Brenda, Assistant Professor of Health, Physical Education and Recreation (B.S., Indiana State University; M.S., Indiana State University; Ph.D., The Ohio State University)

Bock, Arnold H., Assistant Professor of Engineering Technology (B.S.C.E., University of Missouri-Columbia; M.S.C.E., Sever Institute Graduate School, Washington University; M.B.A., St. Louis University)

Boutwell, Richard A., Assistant Professor of Biology (B.S., M.S., University of Nebraska)

Butcher, Carl R., Assistant Professor and Chairperson of Criminal Justice and Legal Studies (A.S., B.S., Missouri Western State College; M.S., Central Missouri State University; Ed.S., Central Missouri State University)

Carlino, Charles MAJ, Assistant Professor Military Science (B.S., University of Southern Colorado; M.A., Webster-Kansas City)

Castellani, Joseph, Professor of English (B.S., City College of New York; M.A., Columbia University; Ph.D., Ball State University)

Chelline, Warren H., Professor of English (B.A., M.A., University of Missouri-Kansas City; M.Phil., Ph.D., University of Kansas)

Cochran, James A., Assistant Professor and Director of Bands (B.M., Memphis State University; M.S.E., Arkansas State University)

Cotham, Capt., Mark P., Instructor of Military Science (B.A., University of New Mexico)

Cowsert, Lane, Associate Professor and Chairperson of Agriculture (B.S., University of Tennessee-Martin; M.S., Ph.D., University of Tennessee-Knoxville)

Crain, Jeanne C., Assistant Professor of English (B.A., Berry College; M.A., Purdue University; Ph.D., Purdue University)

Crumley, Richard E., Professor and Chairperson of Biology (B.S., Pittsburg State University; M.S., Emporia State University; D.A., University of Northern Colorado)

Cunningham, William K. Professor and Chairperson of Business and Economics (B.B.A., The University of Oklahoma; M.B.A., The University of Oklahoma; Ph.D., The University of Texas-Austin)

Daffron, Jeanne M., Assistant Professor of Nursing (A.S., B.S., Missouri Western State College; M.A., University of Missouri-Kansas City)

Dick, Richard J., Assistant Professor of Business and Economics (B.A., Michigan State University; M.A., University of Northern Colorado)

Dobbins, Larry, Associate Professor of Communication Studies, Theatre and Humanities (B.S., M.A., University of Nebraska; Ph.D., University of Iowa)

Downey, Sharon L., Associate Professor and Chairperson of Office Information Systems (B.S., Western Illinois University; M.S., Northwest Missouri State University)

Duke, Jo Ellen, Instructor of Nursing (B.S., Central Missouri State University; M.S. University of Missouri-Kansas City)

Dye, David A., Assistant Professor of Legal Studies (B.A., J.D., University of Missouri-Kansas City)

Easter, Margaret, Graduate Teaching Assistant, Mathematical Sciences (B.S., Missouri Western State College)

Edwards, Nancy T., Professor of Education (B.A., Graceland College; M.Ed., University of Missouri-Columbia; Ph.D., University of Missouri-Kansas City)

Eickhorst, William S., Associate Professor and Chairperson of Art (B.F.A., Parsons School of Design; B.A., M.A., Montclair State College; D.Ed., Ball State University)

Eppenauer, James J., Assistant Professor of Agriculture (B.S., Lincoln University; M.S., University of Missouri-Columbia)

Erickson, Charles R., Professor of Health, Physical Education, and Recreation (B.S., M.Ed., Texas A&M University; Ed.D., North Texas University)

Ernce, Keith, Assistant Professor and Chairperson of Health, Physical Education and Recreation (B.S., Oral Roberts University; M.A. University of Tulsa; Ph.D., The University of New Mexico)

Esry, Cordelia M., Associate Professor and Chairperson of Nursing (B.S.N., M.Ed., University of Missouri-Columbia; Ph.D., The University of Kansas)

Estes, James R., Professor of Art (B.S., Northwest Missouri State University; M.A., Fort Hays State University; M.F.A., Arizona State University)

Evinger, Lee E., Assistant Professor of Biology (B.S., Dickinson College; M.A., Indiana University)

Faldé, Carol Ann, Assistant Professor of Nursing (B.S.N., University of California, Los Angeles; M.N., University of California, Los Angeles)

Fields, Mary J., Assistant Professor of Education (A.A., Missouri Western State College; B.S., Northwest Missouri State University; M.A.Ed., University of Missouri-Kansas City)

Findlay, Walter R., Associate Professor of Theatre (A.A., Manatee Junior College; B.A., University of South Florida; M.F.A., Florida State University)

Frick, M. Jane, Professor and Chairperson of English, Foreign Languages and Journalism (B.S., Drake University; M.A., University of Northern Colorado; Ph.D., University of Missouri-Kansas City)

Fulton, Karen, Assistant Professor of English (B.A., Knox College; M.A., Case Western University; Ph.D., Case Western University)

Garrett, Capt. Wendell, Assistant Professor of Military Science (B.S., B.M.A., Southwest Missouri State University at Springfield)

Gendrin, Dominique M., Assistant Professor of Speech (B.A., Northeast Louisiana State University; M.A., University of Southwestern Louisiana; Ph.D., Louisiana State University-Baton Rouge)

Gilgun, John F., Professor of English (B.A., Boston University; M.A., M.F.A., Ph.D., University of Iowa)

Gille, Susan, Assistant Professor of Nursing, (B.S.N. University of Missouri-Columbia; M.S., University of Missouri-Columbia; Ph.D., University of Missouri-Columbia)

Gilmour, F. Matthew, Professor and Chairperson of Music (B.M., Missouri Valley College; M.M., D.M.A., University of Missouri-Kansas City)

Godfrey, Christopher, Assistant Professor of Mathematical Sciences (B.S., University of Central Arkansas; Ph.D., Iowa State University)

Grechus, James W., Jr., Assistant Professor of Physical Education (B.S., Kansas State University; M.S., Central Missouri State University)

Greene, Bonnie, Assistant Professor of Physical Education (B.S., University of Arizona; M.A., Arizona State University)

Greenwald, Barry J., Assistant Professor of Business (B.S.B.A., M.S.B.A., University of Denver; C.P.A.)

Gregory, Bonnie, Instructor of Nursing (B.S., South Dakota State University)

Greiert, Steven G., Associate Professor of History and Chairperson of Social Sciences (B.A., St. Olaf College; M.A., Ph.D., Duke University)

Groh, Sharon L., Assistant Professor of Music (A.A., Missouri Western State College; B.S., Park College; M.M., University of Missouri-Kansas City)

Hamzaee, Reza, Assistant Professor of Business and Economics (B.S., National University of Iran; M.A., University of California-Santa Barbara; Ph.D., Arizona State University)

Hanks, Rita B., Assistant Professor of Office Information Systems (B.S.Ed., Missouri Western State College; M.S.Ed., Central Missouri State University)

Hansen, Thomas C., Associate Professor of Education (B.A.Ed., Wayne State University; M.A., Creighton University; Ed.S., University of Alabama; Ed.D., Northwestern State University of Louisiana)

Harpst, Ellen, Instructor of Office Information Systems (B.S., Northwest Missouri State University; M.S., Northwest Missouri State University)

Hartman, David, Assistant Professor of Communication Studies, Theatre and Humanities (B.F.A., University of Wisconsin; M.F.A., University of Minnesota)

Harmon-Miller, Jean E., Associate Professor of Art (B.A.E., M.F.A., University of Kansas)

Hawk, Kenneth L., Assistant Professor of Business and Economics (B.S., M.S., Fort Hays State University)

Hawley, Lucretia M., Assistant Professor of Business (B.S., B.S.B.A., M.A., Central Missouri State University; C.P.A.)

Haynes, S. Earl, Professor and Chairperson of Education (B.S., M.S., Central Missouri State University; Ed.D., University of Kansas)

Hines, Doris R., Assistant Professor of Nursing (B.S., Nebraska Wesleyan University; M.S., University of Kansas)

- Hinrichs, Susan M.**, Assistant Professor of Mathematical Sciences (B.S.B.A., M.A., Spec., Central Missouri State University)
- Hoffmann, Rosemary L.**, Assistant Professor of Foreign Languages (B.S., Northwest Missouri State University; M.A., Middlebury College)
- Hoover, Michael C.**, Associate Professor of Sociology (B.A., M.A., Southern Illinois University; Ph.D., University of Tennessee)
- Hughes, John T.**, Associate Professor of Art (B.F.A., Kansas City Art Institute; M.F.A., University of Nebraska-Lincoln)
- Huntermark, James M.**, Assistant Professor of Psychology (B.A., Duquesne University; M.A., Marshall University; Ph.D., University of Arkansas)
- Huston, Bill L.**, Associate Professor of Mathematical Sciences (B.A., Tarkio College; M.A., Duke University)
- Jenner, Paul F.**, Assistant Professor of Business and Economics (A.B., Drury College; M.B.A., Drury College)
- John, David A.**, Associate Professor of Mathematical Science (B.A., B.S., M.S., University of Iowa; Ph.D., University of Missouri-Kansas City)
- Johnson, Glen D.**, Professor of Agriculture (B.S., M.S., Oklahoma State University; Ed.D., University of Arkansas)
- Johnson, Kenneth G.**, Assistant Professor of Mathematical Sciences (B.S., M.S., University of Missouri-Rolla)
- Johnson, Martin A.**, Professor and Chairperson of Psychology (B.A., University of California; M.A., Ph.D., Brigham Young University)
- Johnston, Ernest A.**, Assistant Professor of Mathematical Sciences (B.S., M.S., University of Kansas)
- Kalantarzadeh, Mahmood**, Assistant Professor of Engineering Technology (B.S., North Carolina Agricultural and Technical State University-Greensboro; M.S., North Carolina Agricultural and Technical State University-Greensboro)
- Kepler, Jon S.**, Assistant Professor of History (B.A., University of Tulsa; M.A., University of Tulsa; Ph.D., University of Kansas)
- Kessler, Francis P.**, Professor of Political Science (B.S., M.A., St. Louis University, Ph.D., University of Notre Dame)
- Khan, Adam**, Associate Professor of Agriculture (B.S., Peshawar University; M.S., American University of Beirut; Ph.D., Colorado State University)
- Krueger, Dale**, Assistant Professor of Business (B.A., DePauw University; M.A., Northern Illinois University; Ph.D., University of Missouri)
- Kump, Ferrell Z.**, Assistant Professor of Education (B.S., Brigham Young University; M.Ed., Ed.D., Utah State University)
- Lambing, Larry L.**, Professor of Chemistry (B.S., M.S., Pittsburg State University; Ph.D., University of Missouri-Kansas City)
- Latosi-Sawin, Elizabeth**, Professor of English (B.A., State University of New York at Buffalo; M.A., Ph.D., University of Iowa)
- Lee, Kenneth W.**, Professor of Mathematical Sciences (B.S., Augustana College; M.S., University of Wyoming; D.A., University of Northern Colorado)
- Luchok, Joseph A.**, Assistant Professor of Speech (B.A., M.A., West Virginia University)
- Magoon, Michael L.**, Assistant Professor of Foreign Languages (B.A., Drury College; M.A., University of Missouri-Columbia)
- Mahaffy, Donald L.**, Professor and Chairperson of Mathematical Sciences (B.S., Midwestern State University; M.A., North Texas State University; D.Ed., Oklahoma State University)

Mallams, Maj., Robert D., Instructor of Military Science (B.S., Kansas State University; M.A., University of Missouri-Kansas City; Ed. Spec., University of Missouri, Kansas City)

Marion, L. Marvin, Associate Professor of Education (B.A., Carson-Newman College; M.E., University of Tennessee; Ed.D., East Tennessee State University)

Martinache, Lt. Col. Robert N., Professor of Military Science (B.S., Kansas State College at Pittsburg; M.S., University of Southern California)

Mathews, Michael K., Associate Professor of Music (B.M., M.M., University of Michigan; Ph.D., Michigan State University)

Maxwell, LeRoy, H., Assistant Professor of Criminal Justice (B.S., Missouri Western State College; M.S., Central Missouri State University)

McCay, Christa T., Associate Professor of English (B.A., Graceland College; M.A., Ph.D., University of Wisconsin)

McLear, Patrick E., Professor of Social Sciences (A.A., The Metropolitan Community Colleges; B.S., Northwest Missouri State University; M.A., University of Missouri-Kansas City; Ph.D., University of Missouri-Columbia)

McMillen, Gail K., Instructor of Foreign Language (B.A., University of Maryland; M.A., University of Maryland)

McMurry, Patrick H., Associate Professor of Business and Economics (B.S., Southwest Missouri State University; M.A., Central Missouri State University; Ph.D., University of Arkansas)

Mehl, James V., Professor of Humanities (B.S., St. Louis University; M.A., Ph.D., University of Missouri-Columbia)

Miller, Jill Ann, Assistant Professor of Criminal Justice (A.S., B.S., Missouri Western State College; M.S., Central Missouri State University; Ed.S., Central Missouri State University)

Miller, Stephen L., Assistant Professor of Social Sciences (B.A., M.A., University of Illinois; Ph.D., Southern Illinois University)

Minnis, Douglas, Assistant Professor of Education and Head Baseball Coach (B.S.Ed., M.S., Emporia State University)

Mullen, Diane E., Instructor, Department of Business and Economics (B.S., Missouri Western State College)

Mullican, Julia, Assistant Professor of Psychology (B.S., University of Cincinnati; M.S., Midwestern University; Ed. Sp., University Missouri, Kansas City)

Mullins, Carl P., Professor of Communication Studies, Theatre and Humanities (B.A., Vanderbilt University; M.A., M.Div., Pacific School of Religion; Ph.D., Graduate Theological Union)

Nelson, G. Barry, Instructor of Engineering Technology (B.A., William Jewell College; M.S., Central Missouri State University)

Nelson, Jane M., Associate Professor of Art (B.S., Scripps College; M.F.A., M.A., University of Kansas; Ph.D., University of Minnesota)

Noynaert, J. Evan, Instructor of Mathematical Sciences (B.A., University of Illinois; M.S., University of Iowa; M.S., Midwestern State University)

Owens, Gloria Jean, Assistant Professor of English (B.A., University of Northern Iowa; M.A., University of Iowa; Ed.S., University of Iowa)

Parmenter, C. Irvin, Associate Professor of Speech and Chairperson of Communication Studies, Theatre and Humanities (B.S., M.A., University of Nebraska; Ph.D., University of Colorado)

Pickett, H. Kent, Assistant Professor of Mathematical Sciences (B.S., M.S., University of Missouri-Rolla)

Pilgram, Henry W., Assistant Professor of Social Work (B.A., University of Missouri-Columbia; M.Div., McCormick Theological Seminary; M.S.W., University Illinois)

Rachow, Thomas E., Associate Professor of Biology (B.S., University of Iowa; M.S., Ph.D., Southern Illinois University)

Radmacher, Sally A., Assistant Professor of Psychology (B.S., Missouri Western State College; M.A., University of Missouri-Kansas City; Ph.D., University of Missouri-Kansas City)

Ragland, Tommie L., Professor of Social Sciences (B.S., M.A., Southern Illinois University; Ph.D., St. Louis University)

Ripple, Joseph E., Professor of Social Science (B.S., University of Southern California; M.A., University of Northern Colorado; Ph.D., University of Colorado)

Robbins, Donald J., Professor of Biology (B.S., M.S., Pittsburg State University; Ph.D., Kansas State University)

Roever, Carol, Instructor, Department of Business and Economics (B.S., Northwestern University; M.S., University of Wisconsin at Whitewater)

Rogers, Dennis G., Assistant Professor of Music (B.M., M.M., University of Missouri-Kansas City)

Rogers, Marcia D., Assistant Professor of Office Information Systems (B.S., Texas Woman's University; M.B.Ed., North Texas State University)

Rosenauer, Kenneth L., Assistant Professor of English (B.A., Missouri Western State College; M.A., Southeast Missouri State University)

Rubinstein, Les, Instructor of Business and Economics (B.S., Missouri Western State College)

Rushin, John W., Associate Professor of Biology (B.S., M.S., Indiana State University; D.A., Idaho State University)

Schmitz, Leo H., Associate Professor of Mathematical Sciences (B.S., M.Ed., University of Missouri-Columbia; M.A., University of Illinois)

Schwarz, Richard M., Professor and Chairperson of Chemistry (B.S., Northwest Missouri State University; M.A., Ph.D., University of Missouri-Columbia)

Septon, Michael B., Assistant Professor of Business (B.S.B.A., M.S.B.A., University of Denver)

Shell, Robert L., Associate Professor of Foreign Languages (B.S., Ph.D., University of Illinois)

Smith, Russell L., Professor of Chemistry (B.S., Wisconsin State University; Ph.D., University of Iowa)

Sparks, Isabel, Associate Professor of English (B.A., University of Kansas; M.A., University of Missouri-Kansas City; M.Ph., University of Kansas)

Steiniche, David V., Professor of Social Sciences (B.A., Grinnell College; M.A., University of Wisconsin; Ph.D., University of Nebraska)

Stutterheim, Keith M., Assistant Professor of Engineering Technology (B.S., Kansas State University; M.S., Kansas State University)

Tapia, John E., Professor of Speech (B.A., California State University; M.A., University of Massachusetts; Ph.D., University of Arizona)

Taylor, Helen M., Instructor of Business and Economics (B.S.B.A., Missouri Western State College; M.B.A., Northwest Missouri State University; C.P.A.)

Thorne, Ann E., Instructor of English (B.A., University of Missouri-Columbia; M.A., University of Missouri-Columbia)

Thomas, Frank D., Assistant Professor of Music (B.M.E., M.M.E., Wichita State University)

Unzicker, Myron, Instructor of Physical Education and Athletic Trainer (A.A., Parkland Community College; B.S., Northern Illinois University; M.A., Ball State University)

Vargha, Nader, Assistant Professor of Economics (B.S.E.E., M.A., University of Oklahoma)

Varma, Virendra K., Associate Professor and Chairperson of Engineering Technology (B.E., Birla Institute of Technology and Science; M.S., State University of New York-Buffalo; Ph.D., University of Missouri-Columbia; P.E.)

Walton, Andrea, Assistant Professor of Nursing (A.A., Missouri Western State College; B.A., M.A., University of Missouri-Kansas City)

Wann, Phillip D., Associate Professor of Psychology (B.A., University of Missouri-Columbia; M.A., Ph.D., Carleton University)

Whitacre, Lisa A., Instructor of Business and Economics (B.S., University of Missouri; M.A., University of Missouri-Kansas City)

Wilkerson, Jerry M., Associate Professor of Mathematical Sciences (B.S., M.S., Central Missouri State University)

Winston, Diana M., Assistant Professor of Education (B.A., University of Missouri-Kansas City; M.S., Northwest Missouri State University; Ph.D., University of Kansas)

Worrell, Gregory A., Assistant Professor of Physical Education (B.S., Oral Roberts University; M.S., Oklahoma State University; Ed.D., University of Northern Colorado)

Yeager, Richard F., Assistant Professor of Music (B.M., Youngstown State University; M.M., University of Cincinnati)

Zweeerink, Gerald L., Professor of Chemistry (B.A., Southwest Missouri State University; Ph.D., University of Missouri-Rolla)

Professors Emeriti

Agenstein, Evan R., Professor Emeritus of Physics and Mathematics

Doherty, Mary Lee, Professor Emerita of English

Donnelly, Vernon, Professor Emeritus of Engineering Technology

Flanagan, Frances, Professor Emerita of English

Force, Harry, Professor Emeritus of Biology

Galloway, Leo, Professor Emeritus of Biology

Galloway, Ruth E., Professor Emerita of English

Gettys, Helen, Professor Emerita of Education

Harvey, Marian V., Professor Emerita of Social Sciences

Heckle, Achsah M., Professor Emeritus of Chemistry

Jordan, James R., Professor Emeritus of Social Sciences

Lacy, Louise, Professor Emerita of Humanities and Communications

Long, James L., Professor Emeritus of Physical Education

Mack, William G., Director Emeritus of Bands

Marion, Glenn E., Professor Emeritus of Engineering Technology

McCann, Willis, Professor Emeritus of Psychology

Mitchell, Marian, Professor Emerita of Business

Phelan, Elizabeth J., Professor Emerita of Social Sciences

Poppewell, Frank S., Professor Emeritus of Social Sciences

Price, Thomas, Professor Emeritus of Music

Rierner, Roberta, Professor Emerita of Music

Roberts, Raymond, Professor Emeritus of Education

Rogers, Alfred H., Professor Emeritus of Social Sciences

Shroud, Ethel H., Professor Emerita of Business

Taylor, Richard, Professor Emeritus of English

Tomlinson, Veva, Professor Emerita of English

- Commencement, 59
- Computer information systems, 136
- Computer science, 136
- Conduct, student, 36
- Construction engineering technology, 94
- Continuing Education, Office of, 170
- Costs, estimated, 17
- Counseling, 36
- Course
 - abbreviations, 174
 - description of, 50
 - loads, 46
 - numbering system, 46
 - repeating of, 49
- Credit
 - by examination, 12
 - English honors, 14
 - nonresident, 14
 - nontraditional, 12
 - ten-year old, 15
 - units, 50
- Criminal justice, 79
- Data processing, 73
- Degree programs, 53
 - associate, 53
 - baccalaureate, 54
 - one-year certificate, 53
 - transfer, 56
- Disabilities, students with, 36
- Dormitory
 - fees, 58
 - housing, 37
- Dramatics, 41
- Earth science, 125
- Economics, 70
- Education, 85
 - elementary, 87
 - secondary, 91
- Electronics engineering technology, 94
- Engineering technology, 94
- Engineering transfer program, 95
- English, Foreign Languages, & Journalism, 142
 - composition, 145
 - education minor, 143
 - French, 144
 - foreign language certification, 144
 - German, 144
 - honors, 14
 - journalism certification, 144
 - literature, 143
 - Spanish, 144
 - writing, 143
- Evening and Saturday program, 171
- Faculty, 179
- Fees
 - payment of, 58
 - refund of, 58
 - schedule of, 57
 - other, 57
 - veterans, 58
- Financial aid, 16
 - application procedure, 16
 - estimated costs, 17
 - awarding, 21
 - internships, 18
 - loans, 18
 - scholarships, 18
 - stipends, college fee, 18
 - stipends, departmental, 19
 - work, 18
- Foreign language, teacher certification in, 144
- Forensics, 41
- Foundation, 7
- French, 148
- General information, 9
- General studies program
 - four-year, 55
 - two-year, 53
- Geography, 164
- German, 144
- Goals of the college, 6
- Government, student, 39
- Grade-point averages, 60
- Grades
 - A/Cr/U system, 47
 - system of, 47
 - incomplete, 49
- Graduate honors, 60
- Graduation, 59
- Health education, certification in, 101
- Health, physical education, and recreation, 99
 - athletic coaching, certification 100
 - exercise science, 100
 - health education, certification, 101
 - physical education, 101
 - leisure management, 103
- Health center, student, 38
- High school students, admission of, 11
- History, 162
- Honors, 48
 - convocation, 48
 - English, 14
 - graduate, 60
- Housing, 37
 - fees, 57
- Humanities, 130
- Incomplete grades, 49
- Information, general, 9
- Instrumental Media Center, 38
- Intramurals, 41
- Journalism, 144
 - courses, 147
 - teacher certification, 144
- Languages, 144
 - courses, 145
- Legal Assistant, 82
 - courses, 83

Learning Skills Center, 39
Legal Studies, 82
Leisure management, 100, 103
Liberal Arts and Sciences, Division of, 117
Library, 3842

Majors

declaring a major, 45
double, 61
major-minor applications, 61

Management, 71, 77

Map, campus, 192

Marketing, 71, 78

Mathematics, 136

teacher education, 137

Medical technology, 129

Mid-management, 71, 73, 77

Military science, 107

Multiple degrees, 61

Music, 151

instrumental emphasis, 151

vocal emphasis, 151

Music, student activities, 41

Natural science

biology emphasis, 122

chemistry emphasis, 127

Nonresident credit, 14

Nontraditional credit, 12

Nursing, 110

Organizations, student, 40

Parents Council, 8, 39

Physical education, 99

Physical science, 125

Physics, 137, 141

Political science, 162, 163, 166

Probation, scholastic, 49

Professional Studies, Division of 65

Psychology, 158

Readmission, 50

Records of academic work and transcripts, 50

Refunds, 58

Regents, Board of, 175

Registration, 57

Regulations, academic, and policies, 45

Requirements

associate degree, 59

baccalaureate degree, 60

graduation, 59

Residence, 57

Retailing, 73

ROTC, 107

Schedule, change of, 46

Scholarships, 18

Secretarial Science, 114

Security, Traffic &, 37

Semester designation, 51

Social life, 43

Social sciences, 162

history, 162

political science, 162

social work, 163

sociology, 162

Spanish, 144, 149

Special student, 11

Speech communication, 130

Standards, table of academic, 52

State legislation requirement, 62

Stipends, 18

Student

affairs, 36

aid programs, 17

conduct, 36

government, 39

health center, 38

organizations, 40

Student Union, 37

Summer session, 171

Suspension, scholastic, 49

Readmission, 50

Testing, 13

Theatre, 130

Transcripts, 50

Transfer programs, 56

"Two Plus Two" program, 55

Units, credit, 50

Veterans, 58

Vocal music, 151

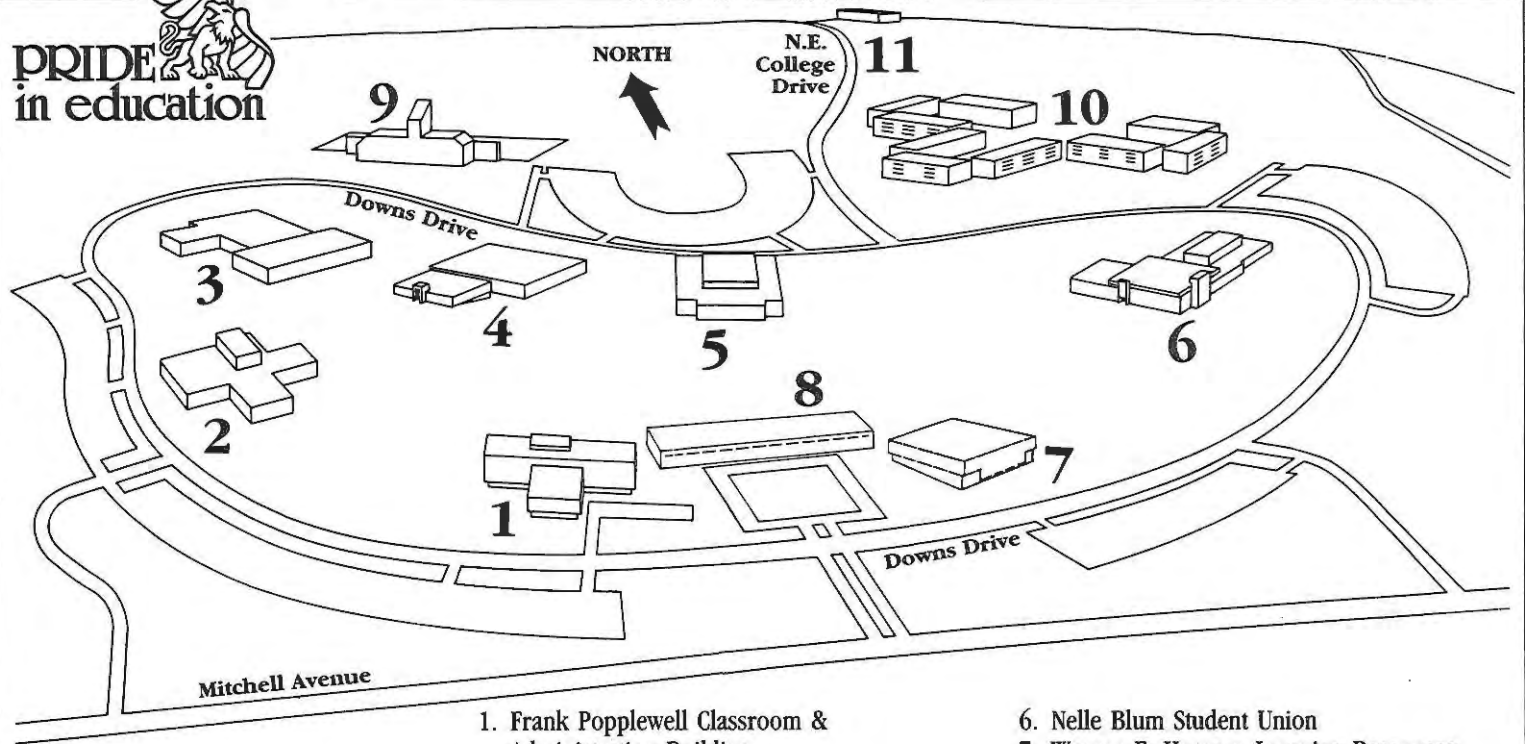
Welcome, 4

Withdrawal

from college, 50

Women's studies, 169

Writing, 143



CAMPUS M. W. S. C.

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|---|--|
| 1. Frank Popplewell Classroom & Administration Building | 6. Nelle Blum Student Union |
| 2. Thompson E. Potter Fine Arts Center | 7. Warren E. Hearnnes Learning Resources Center |
| 3. M. O. Looney Health, Physical Education & Recreation Building | 8. Fred Eder Student Services/Classroom Building |
| 4. Truman E. Wilson Agriculture & Engineering Technology Building | 9. Spratt Memorial Stadium |
| 5. Evan R. Agenstein Science & Mathematics | 10. Student Residence Hall Complex |
| | 11. College Farm |