2013 - 2014

UNDERGRADUATE CATALOG

COLLEGE OF LIBERAL ARTS AND SCIENCES
    School for Arts and Humanities
    School for Natural and Applied Sciences
    School for Social Sciences

SCHOOL OF BUSINESS
SCHOOL FOR EDUCATION
HAUPTMANN SCHOOL OF PUBLIC AFFAIRS

PARK DISTANCE LEARNING

8700 N.W. River Park Drive
Parkville, MO 64152-3795
(816) 741-2000
(800) 745-PARK
www.park.edu

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Certified true and correct as to content and policy.

Michael H. Droge, Ph.D.
President, Park University
Dear Students,

Whether you are new to Park University or returning, I am pleased to extend a heartfelt welcome on behalf of the many students, faculty and staff members who proudly call Park their University! I encourage you to learn about Park’s rich history of embracing diversity and offering classes at the times, term lengths, locations and delivery formats that best serve students.

Our story began in 1875 in Parkville, Mo., and now extends across 40 campus centers in 21 states, many of which serve our brave men and women in uniform and their families. With Park’s large online learning program, the University also has a global presence that is further enriched by approximately 700 international students studying at Park from over 100 nations. In fact, Park has welcomed international students to the University since the late 1800s.

In 2012-2013, Park University launched a bold, comprehensive strategic plan, “Park’s Promise.” Numerous initiatives are either underway or planned over the next four years which will leverage Park’s many strengths in ways that will further distinguish the University as a leader in higher education. A focus of Park’s Promise is providing personalized, quality education with global relevance and understanding. Park’s dedicated faculty and staff members across the country will accomplish this initiative by engaging individuals in a lifelong learning relationship with the University to meet their changing educational needs over their careers and beyond. For 138 years, Park has been helping people better serve their community and country.

Both now and into the future, Park is here for you, your family and your community! You too can become a proud Park Pirate and successful future alumnus. My challenge to you is that you use your great Park education to serve others! That is both Park’s legacy and future.

Welcome to Park!

Michael H. Droge, Ph.D.
President
Park University
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Parking - certain parking areas are restricted during normal business hours.
Maps - Campus Center Locations
Core Values that Guide Our Actions

- Accountability
- Civility and Respect
- Excellence
- Global Citizenship
- Inclusivity
- Integrity
HISTORY OF PARK UNIVERSITY

Founded in 1875 in Parkville, Mo., a suburb of Kansas City, Park University has developed into a comprehensive, independent institution that is a national leader in higher education. In 2000, Park achieved university status and now serves more than 22,000 students annually at 40 campus centers in 21 states and online, including 35 campuses at military installations across the country. The University is accredited by the Higher Learning Commission, a member of the North Central Association of Colleges and Schools, and dedicates itself to affordability, innovation and quality.

Serving an ethnically diverse student population and non-traditional adult learners has, for many years, been central to Park’s educational mission. Even in its first year, the University enrolled women students as well as men, something that was unusual at the time; and two of the original 17 students were Native Americans. Park was also an early integrator when it welcomed African-American students to live in Park’s residence halls in the 1950s. Park has educated generations of students from diverse backgrounds providing affordable access to a private university education.

Park University’s flagship Parkville Campus is situated high on a bluff commanding an inspiring view of the Missouri River, which sweeps in a broad bend around the quiet community of Parkville. To the south and southeast, the skyline of downtown Kansas City, Mo., is visible. The 700-acre campus is a site of breathtaking natural beauty with woodlands, waterfalls and wildflowers.

Steeped in history, one can almost sense the presence of former Parkites who assisted in constructing many of the Parkville Campus buildings. Mackay Hall, on the National Register of Historic Places, houses administrative offices as well as classrooms. Construction began in 1886 with students quarrying stone from the surrounding land and carrying it to the site, building the structure as a means of earning their tuition. With its clock tower overlooking the residence halls, classrooms and other more modern facilities around it, Mackay is the symbol of Park University.

You can still work to help pay for your Park University education, and there is still a Park family atmosphere. This is the part of the University we can’t put on a map or show on a tour, yet it is as much a part of Park as the buildings and the landscape. This is friendliness, helpfulness, caring and concern for one another. It transcends race, religion, gender, cultures and income bracket. It is known as the Park Spirit.

Park University is committed to being one of the finest institutions in the nation, providing quality education in a wholesome environment for all students, including traditional and non-traditional full-time students on the historic Parkville Campus, and fully employed, full-time and part-time students on campus centers across the nation. And Park prides itself in its long-standing partnership with the U.S. military, and it is recognized as one of the largest providers of online undergraduate education to the armed forces.

MISSION STATEMENT
Park University provides access to a quality higher education experience that prepares a diverse community of learners to think critically, communicate effectively, demonstrate a global perspective, and engage in lifelong learning and service to others.

VISION STATEMENT
Park University, a pioneering institution of higher learning since 1875, will provide leadership in quality, innovative education for a diversity of learners who will excel in their professional and personal service to the global community.
PARKVILLE and KANSAS CITY

Park University calls Parkville, Mo., and the Greater Kansas City area home, offering students both small-town life and the flashing lights of a big city. With a population of more than 5,000, Parkville allows students the small-town lifestyle and tightly knit community often times associated with smaller universities. The Kansas City metropolitan area, the 29th largest in the U.S. with an estimated population just more than 2 million, provides numerous entertainment and shopping options, along with excellent opportunities for student employment in industries, businesses and agencies throughout the region.

Parkville is ideally located in the Heart of America, just 10 minutes northwest of downtown Kansas City, Mo., and 15 minutes south of Kansas City International Airport. Just minutes away are tradition-rich barbeque spots and professional sports venues, recreational activities, performing arts, museums, galleries, theaters and parks, making the Kansas City area one of the hottest tourist destinations in the country.

ACCREDITATION

Park University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, (KAN214F), 30 North LaSalle Street, Suite 2400, Chicago, IL 60602 (312-263-0456). The State of Missouri Department of Elementary and Secondary Education, PO. Box 480, Jefferson City, MO. 65102 (573-751-3469) has officially approved the academic standards of Park University for teacher education. The Department of Nursing is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (404-975-5000) and approved by the Missouri State Board of Nursing. The Athletic Training Education Program is accredited by CAATE, Commission on Accreditation of Athletic Training Education, 2201 Double Creek Drive, Suite 5006, Round Rock, TX 78664. The Department of Social Work is accredited by the Council on Social Work Education (CSWE), 1725 Duke Street, Suite 500, Alexandria, VA 22314. School of Business is in candidacy status with ACBSP (the Accreditation Council for Business Schools and Programs). 11520 West 119th Street, Overland Park, KS 66213 (913-339-9356).

Accreditation documents are available for review upon request in the Office of Academic Affairs.

STATE AUTHORIZATIONS

Tennessee

Park University Campus Center at Millington NSA is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615) 741-5293.

Arkansas

The director of the Arkansas Department of Higher Education has determined that Park University - Little Rock Air Force Base meets the requirements for institutions on military installations, and has issued an Exemption from Certification for the degree programs to be offered at Park University - Little Rock Air Force Base.

Arizona

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private-Post Secondary Education. The student must contact the State Board for further details. The state board address is:
1400 W. Washington, Room 260
Phoenix, AZ 85007
Phone: (602) 542-5709
Website: azppse.state.az.us
Georgia

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the State of Georgia Nonpublic Postsecondary Education Commission. The student must contact the Commission for further details. The Commission's contact information is:

2082 East Exchange Place
Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300
(770) 414-3309 (FAX)
Website: gnpec.org

Texas

The Texas Higher Education Coordinating Board authorizes the Austin Campus Center as a Branch Campus of Park University.

Virginia

Park University is certified to operate by the State Council of Higher Education of Virginia (SHEV). If a student complaint cannot be resolved after exhausting the institution's grievance procedure (and by doing so the student under no circumstances will suffer any adverse actions by Park University) the student may contact SCHEV as a last resort.

State Council of Higher Education of Virginia
101 North 14th Street 9th Floor
Richmond, VA 23219

Washington

Park University at Fairchild AFB is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Park University to offer the following degree programs:

• Associate of Science in Information and Computer Science
• Bachelor of Science in Information and Computer Science
• Associate of Science in Criminal Justice Administration
• Bachelor of Science in Criminal Justice Administration
• Associate of Science in Management
• Bachelor of Science in Management
• Associate of Science in Management/Accounting
• Bachelor of Science in Management/Accounting
• Bachelor of Science in Management/Computer Information Systems
• Bachelor of Science in Management/Health Care
• Bachelor of Science in Management/Human Resources
• Associate of Science in Management/Logistics
• Bachelor of Science in Management/Logistics
• Bachelor of Science in Management/Marketing
• Associate of Science in Social Psychology
• Bachelor of Science in Social Psychology

Authorization by the HECB does not carry with it an endorsement by the board of the institutions or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

MEMBERSHIPS

Park University is an institutional member of the following:
• Accreditation Council for Business Schools and Programs
• American Association for Adult and Continuing Education
• American Association of Colleges of Teacher Education
• Association for Continuing Higher Education
• Association for Non-Traditional Students in Higher Education
• Association of American Colleges and Universities (founding member)
• Association of College and University Housing Officers International
• Association of University Programs in Health Administration
• Association of Veterans Education Certifying Officials
• Council of College and Military Educators
• Council of Graduate Schools
• Kansas City Chamber of Commerce
• National Association of Schools of Public Affairs and Administration
• National Association of Student Personnel Administrators
• North American Association of Summer Sessions
• Northland Chamber of Commerce
• Texas Association of Collegiate Veterans Program Officials
• The American Association of Collegiate Registrars and Admissions Officers
• The Council of Independent Colleges
• The Kansas City Professional Development Council (founding member)
• The Missouri Association of Colleges for Teacher Education
• The Missouri College Fund
• The Missouri College Relations Committee
• The National Association of Colleges and Employers
• The National Association of Institutions for Military Education Services
• The National Association of Intercollegiate Athletics
• The National Association of International Educators
• The National Association of Veterans Program Administrators
• The National College and University Business Officers
• The National Hispanic Institute
• The National Society of Leadership and Success
• The Service Members Opportunity Colleges (Charter member for all services)

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Park University is committed to equality in employment in all personnel matters, both academic and non-academic areas. Park University shall not discriminate on the basis of race, color, religion, gender, marital status, sexual orientation, pregnancy, national origin, age, disability, and veteran status. The University will follow procedures to prohibit discrimination in accordance with appropriate legal principles, including, but not limited to, Title VI of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. Inquiries or concerns may be directed to the Director of Human Resource Services.

DIVERSITY STATEMENT

Park University is committed to recruiting, developing, retaining, and promoting talented employees with diverse backgrounds, talents, skills and experiences. At Park University, diversity encompasses a variety of characteristics, lifestyles, and perspectives. The University firmly believes this diversity is essential to enhancing the quality of service to its students, to meeting the needs and goals of its learners, and to ensuring the personal satisfaction of its employees and the Park University community.

NON-DISCRIMINATION POLICY

Park University prohibits discrimination on the basis of race, sex, color, national origin, sexual orientation, marital status, disability, religion and age in employment, and in its admission, education, programs, and activities of students under state and federal law, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Titles VI and VII of the Civil Rights Act of 1964, as amended. Title IX specifically prohibits discrimination and harassment on the basis of sex. Park University will not tolerate sex discrimination or harassment of applicants, students, or employees, whether by students, faculty, staff, administrators, contractors, or outside vendors. Park University recognizes not only its legal responsibilities but also its moral and ethical responsibilities to prohibit discrimination and harassment on the basis of sex and to take appropriate and timely action to ensure an environment free of such inappropriate conduct and behavior. Additionally, Park University will not tolerate retaliation in any form against an applicant, student, or employee for reporting a violation of this policy or assisting in the investigation of a complaint. Inquiries or concerns about the Non-Discrimination Policy may be directed to the Dean of Student Life, who serves as Title IX Coordinator.

SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC)

Park University is an undergraduate institution designated as a two-year and four-year member institution of SOC. As one of over 1,800 SOC member institutions, Park University recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the office of the Secretary of Defense and a
consortium of thirteen leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC). Park University is a charter member of SOCAD-2 and 4, SOCNAV-2 and 4, SOCMAR-2 and 4, and SOCCoast 2 and 4. As a member institution, Park University provides occupational and flexible associate and baccalaureate degree programs to active duty Army, Navy, Coast Guard and Marine personnel and their family members. Service members and their family who wish to take this degree completion opportunity through Park University must achieve degree candidate status by submitting an Application for Admission and Evaluation for one of the SOC curriculum networks offered by Park University at the location attended. Park University will then provide the student with a degree audit and a SOC Student Agreement. The student must complete the residency requirements at Park University but have the opportunity to complete the degree requirements at other network member institutions.

Park University is also a member of the SOC Education Program (SOCED). Park University provides a selection of professional education courses useful in most certification programs and whose transferability is guaranteed within the SOCED Core non-degree network.

**CONCURRENT ADMISSIONS PROGRAM (ConAP)**

The Concurrent Admissions Program (ConAP) is conducted by colleges and universities that offer associate or bachelor degree curriculums and that are members of Service members Opportunity Colleges (SOC). Concurrent with their enlistment in the Army or Army Reserve, new soldiers may apply for admission at a participating SOC college or university of their choice. If they meet admission criteria, they are granted admission on a full or provisional basis. Provisional admission means that the student may be required to take certain foundation courses or undergo other academic preparation as determined by the university and may be limited in the number of courses undertaken. Enrollment is deferred until completion of initial enlistment for active military service or, in the case of Army Reserve, until completion of initial active duty for training. The student must meet degree requirements of the catalog in effect at the time of enrollment in classes at the university. Enrollment of a student who attempts college/university course work elsewhere is subject to academic performance standards stated in the catalog. Admission of a student receiving other than an honorable discharge is subject to institutional review. This agreement is in effect for two years following completion of initial enlistment for active military service or initial active duty for training.
ORGANIZATION OF ACADEMIC PROGRAMS
The curriculum of Park University is organized and administered through one college and six schools.

COLLEGE OF LIBERAL ARTS AND SCIENCES
   School for Arts and Humanities  
   School for Natural and Applied Sciences  
   School for Social Sciences

SCHOOL OF BUSINESS

SCHOOL FOR EDUCATION

HAUPTMANN SCHOOL OF PUBLIC AFFAIRS
MISSION STATEMENT
The mission of the School for Arts and Humanities of Park University is to prepare graduates who are articulate, literate, reflective, and committed to a lifetime of learning and civic action.

The School for Arts and Humanities of Park University will be a leader in the education of students who will have an appreciation for the creative energies of all cultures, and a well-defined sense of global activity and justice.

List of Faculty

JOAN E. AITKEN, ED.D.
Professor of Communication

STEPHEN ATKINSON, PH.D.
Associate Professor of English

SUZANNE BARRETT, M.S.
Assistant Professor of Library Science

KAY BOEHR, M.ARCH.
Associate Professor of Interior Design

VIRGINIA BRACKETT, PH.D.
Associate Professor of English

SILVIA GIOVANARDI BYER, PH.D.
Associate Professor of Modern Languages

LORA A. COHN, PH.D.
Associate Professor of Communication

DARREN JOSEPH CUNNINGHAM, M.A.
Instructor of English as an International Language

EMILY DONNELLI-SALLEE, PH.D.
Associate Professor of English

STANISLAV IOUDENITCH
Associate Professor of Music

KIM KASPERBAUER, B.A.
Assistant Professor of Education

GLENN LESTER, M.F.A.
Lecturer of English

JOHN LOFFLIN, M.A.
Professor of Journalism

J. MARK NOE, PH.D.
Professor of Communication

LOLLY OCKERSTROM, PH.D.
Associate Professor of English

DEBORAH OSBORNE, PH.D.
Professor of English as an International Language

MARI JANE PEAK, M.F.A.
Instructor of Theatre

ADAM POTTHAST, PH.D.
Assistant Professor of Philosophy

JUDITH RICHARDS, PH.D.
Associate Professor of Modern Languages

BEN SAYEVICH
Professor of Music

ANN SCHULTIS, M.L.S.
Director of Library Systems

BRIAN SHAWVER, M.F.A.
Associate Professor of English

MARY SHRINER, M.L.S.
Reference Librarian

JEFF SMITH, M.F.A.
Assistant Professor of Graphic Design

ANDREA SOUTHARD, PH.D.
Instructor of Theatre

WALTON DEES STALLINGS, PH.D.
Associate Professor of English

DANIEL VEIS
Visiting Assistant Professor of Music

JANE WOOD, PH.D.
Associate Professor of English

STEVEN YOUNGBLOOD, M.S.
Associate Professor of Communication

THIMIOS ZAHAROPOULOS, PH.D.
Professor of Communication
BACHELOR OF ARTS (B.A.)

COMMUNICATION
   Parkville Daytime Campus Center
ENGLISH
   Parkville Daytime Campus Center
FINE ART
   Parkville Daytime Campus Center
LIBERAL STUDIES
   Parkville Daytime Campus Center
   Park Accelerated Programs - KC Area
ORGANIZATIONAL COMMUNICATION
   Parkville Daytime Campus Center
   Park Accelerated Programs - KC Area
   Online
SPANISH
   Parkville Daytime Campus Center

BACHELOR OF FINE ART (B.F.A.)

INTERIOR DESIGN
   Parkville Daytime Campus Center

BACHELOR OF SCIENCE (B.S.)

GRAPHIC DESIGN
   Parkville Daytime Campus Center

INTERDISCIPLINARY STUDIES
   Parkville Daytime Campus Center
   Park Accelerated Programs - KC Area
   Park Online
MISSION STATEMENT
The mission of the School for Natural and Applied Sciences at Park University is to create opportunities for students to explore their place in the universe and their place in an increasingly technological society through excellence in teaching. The student will learn to appreciate science as a means of acquiring knowledge; scientific knowledge being the cumulative result of applying logic to sensory data for the purpose of developing theories that explain natural phenomena. We prepare students to be lifelong learners as scientists, teachers, researchers, health care professionals, as well as users and developers of technology. Our graduates will be inquisitive critical thinkers who are articulate, literate, and committed to action in their global community.

VISION STATEMENT
The School for Natural and Applied Sciences will be a leader in the education of students who desire an understanding of the importance of ethical applications of science and technology to improve the condition of humanity and the biosphere.

List of Faculty
BONNIE ALSBURY, M.S.N.
   Assistant Professor of Nursing

THOMAS K. BERTONCINO, Ph.D.
   Associate Professor of Athletic Training

BEVERLY BOHN, M.A.
   Assistant Professor of Computer Science

JEAN BRAUN, D.S.N.
   Lecturer in Nursing

ERLAN BURK, Ph.D.
   Assistant Professor of Computer Science

ANGEL CARTER, D.N.P.
   Assistant Professor of Nursing

SAMUEL CHAMBERLIN, Ph.D.
   Assistant Professor of Mathematics

JOHN CIGAS, Ph.D.
   Associate Professor of Computer Science

GREGORY D. CLAYCOMB, Ph.D.
   Assistant Professor of Chemistry

JOHN DEAN, M.S.
   Assistant Professor of Computer Science

THONGSAMAY HOVARTH, M.S.N.
   Assistant Professor of Nursing

MICHAEL H. DROGE, Ph.D.
   Professor of Biology

ANTHONY ERISMAN, M.S.Ed.
   Instructor of Athletic Training

DAVID P. FOX, M.A.
   Assistant Professor of Geography

DINCER GULER, Ph.D.
   Assistant Professor of Mathematics

SCOTT A. HAGEMAN, M.S
   Assistant Professor of Geology

BRIAN L. HOFFMAN, Ph.D.
   Professor of Biology

DONNA HOWELL, Ph.D.
   Associate Professor of Chemistry

WEN-JUNG HSIN, Ph.D.
   Professor of Computer Science

ALDO MALDONADO, Ph.D.
   Assistant Professor of Mathematics

ERIC MORENO, M.S.
   Lecturer in Mathematics

BRENTA ROYALS, M.S.
   Instructor of Biology

PATRICIA RYBERG, Ph.D.
   Assistant Professor of Biology

CAROL M. SANDERS, Ph.D.
   Associate Professor of Biology

ALEXANDER SILVIUS, Ph.D.
   Assistant Professor of Physics

CHARLES L. SMITH, Ph.D.
   Associate Professor of Mathematics

LISA SNEED, M.S.N.
   Assistant Professor of Nursing

JAMES TAULMAN, Ph.D.
   Assistant Professor of Biology

GUILLERMO TONSMANN, Ph.D.
   Associate Professor of Computer Science

JEREMY WAKEMAN, MBA
   Visiting Assistant Professor of Computer Science

GERRY WALKER, D.H.Ed.
   Associate Professor of Nursing
ASSOCIATE OF SCIENCE (A.S.)

INFORMATION AND COMPUTER SCIENCE
  Park Accelerated Programs - KC Area
  Park Extended Learning
NURSING
  Parkville Daytime Campus Center

BACHELOR OF SCIENCE (B.S.)

ATHLETIC TRAINING
  Parkville Daytime Campus Center
BIOLOGY
  Parkville Daytime Campus Center
CHEMISTRY
  Parkville Daytime Campus Center
COMPUTER BASED INFORMATION SYSTEMS
  Park Accelerated Programs - KC Area
FITNESS AND WELLNESS
  Parkville Daytime Campus Center
GEOGRAPHY
  Parkville Daytime Campus Center
  Park Online
INFORMATION AND COMPUTER SCIENCE
  Parkville Daytime Campus Center
  Park Extended Learning
  Online
MATHEMATICS
  Parkville Daytime Campus Center

BACHELOR OF SCIENCE IN
NURSING (B.S.N.)

NURSING
  Online
MISSION STATEMENT
The mission of the School for Social Sciences is to integrate all University disciplines to help students critically examine their interconnectedness with one another, the rest of society, and the world. The School will also work to link the University to the local and global communities.

VISION STATEMENT
Graduates of the School for Social Sciences will be leaders in their professional and civic communities by demonstrating the ability to critically analyze social issues and apply theory to address social change.

List of Faculty
CINDY M. ANDERSON, M.S.
Instructor of Criminal Justice

GARY E. BACHMAN, M.S.W.
Associate Professor of Social Work

RONALD F. BRECKE, PH.D.
Professor of Political Science

KENNETH CHRISTOPHER, D.P.A.
Associate Professor of Criminal Justice

BRIAN J. COWLEY, PH.D.
Professor of Psychology

MIKE T. ESKEY, PH.D.
Associate Professor of Criminal Justice

JOHN R. HAMILTON, PH.D.
Associate Professor of Criminal Justice

LAUREL HILLIKER, PH.D.
Assistant Professor of Sociology

ANDREW JOHNSON, PH.D.
Professor of Psychology

DENNIS D. KERKMAN, PH.D.
Professor of Psychology

WALTER KISTHARDT, PH.D., M.S.W.
Professor of Social Work

PATRICIA MARSH, PH.D.
Associate Professor of Psychology

TERESA MASON, PH.D.
Associate Professor of Psychology

JOHN NOREN, PH.D.
Associate Professor of Sociology

JAMES F. PASELY, PH.D.
Associate Professor of Political Science

JUTTA C. PEGUES, PH.D.
Assistant Professor of History

W. GREGORY PLUMB, J.D.
Professor of Criminal Justice

DEBRA SHEFFER, PH.D.
Associate Professor of History

TAMARA TUCKER, M.S.W.
Lecturer of Social Work

TIMOTHY C. WESTCOTT, PH.D.
Associate Professor of History
ASSOCIATE OF SCIENCE (A.S.)

CRIMINAL JUSTICE ADMINISTRATION
Park Accelerated Programs – KC Area
Park Online
Park Extended Learning

SOCIAL PSYCHOLOGY
Park Accelerated Programs-KC Area
Park Online
Park Extended Learning

BACHELOR OF ARTS (B.A.)

CRIMINAL JUSTICE ADMINISTRATION
Parkville Daytime Campus Center

HISTORY
Parkville Daytime Campus Center

POLITICAL SCIENCE
Parkville Daytime Campus Center

LEGAL STUDIES
Parkville Daytime Campus Center

PSYCHOLOGY
Parkville Daytime Campus Center
Park Extended Learning
Park Online

SOCIOLOGY
Parkville Daytime Campus Center
Park Extended Learning
Park Online

BACHELOR OF SCIENCE (B.S.)

CRIMINAL JUSTICE ADMINISTRATION
Park Online
Park Extended Learning

SOCIAL PSYCHOLOGY
Parkville Daytime Campus Center
Park Accelerated Programs-KC Area
Park Extended Learning
Park Online

BACHELOR OF SOCIAL WORK (B.S.W.)

SOCIAL WORK
Parkville Daytime Campus Center
School of Business

BRAD A. KLEINDL, PH.D.
Dean, School of Business
PENELope DEJONG, PH.D.
Associate Dean, School of Business
MICHAEL BECRAFT, D.MGT.
Assistant Dean, School of Business

VISION:
The School of Business at Park University’s vision is to prepare learners for the 21st century global economy as entrepreneurial thinkers who can influence the world as socially responsible business leaders.

MISSION:
The School of Business at Park University’s mission is to provide quality, innovative, application based learning to prepare a diversity of learners who can support free enterprise in a socially responsible manner in a global community.

List of Faculty

NASEEM AL RAHAILEH, PH.D.
Assistant Professor of Finance

MICHAEL BECRAFT, D.MGT.
Assistant Professor of Management

LINDA BELL, M.B.A., CPA.
Lecturer, Accounting

STEPHEN BELL, PH.D. AND J.D.
Associate Professor of Economics

JULIE CREEK, M.B.A.
Visiting Assistant Professor of International Business

PENELope DEJONG, PH.D.
Associate Professor of Marketing

CLIFFORD FERBY, M.A.
Lecturer, Management

WILLIAM GOODWIN, M.B.A.
Instructor, Management/Healthcare

DENNIS GRESDO, M.A.
Assistant Professor of Management

STEVE HALLMAN, D.B.A.
Assistant Professor of Management/Computer Information Systems

ROBERT KAO, PH.D.
Assistant Professor of Finance

BRAD KLEINDL, PH.D.
Professor of Marketing

NICOLAS A. KOUDOU, PH.D.
Professor of Marketing

JOLENE LAMPTON, PH.D., CPA.
Assistant Professor of Management/Accounting

NICHOLAS MICELI, PH.D.
Associate Professor of Management/Human Resources

LEE NORDGREN, D.Sc.
Visiting Assistant Professor of Management

VINCENT O’ROURKE, PH.D.
Assistant Professor of Management

SUNITA RAO, PH.D.
Assistant Professor of Accounting

HENRY ROEHRICH, PH.D.
Assistant Professor of Marketing/Management

ROBERT SCHNEIDER, M.A.
Instructor, Management/Healthcare

MARSHA SHAPIRO, M.S.A., CPA.
Lecturer, Accounting

PETER E. SOULE, PH.D.
Professor of Economics

CATHY TAYLOR, J.D.
Associate Professor of Management

WILLIAM VENABLE, M.B.A. AND M.P.A.
Assistant Professor of Business/Management

Final Exam Policy
The School of Business supervises academic requirements for all courses in Accounting, Business Economics, Economics, Engineering Administration, Finance, Health Care, Human Resource Management, International Business, Logistics, Management, and Marketing. (The Management/Computer Information Systems degree is academically supervised by the Computer Science department.) This academic supervision includes both face-to-face and online courses.

All final exams will be comprehensive and will be closed book and closed notes. If calculators are allowed, they will not be multifunctional electronic devices that include phones, cameras, instant messaging, pagers, and so forth. Electronic Computers will not be allowed on final exams unless an exception is made by the Dean of the School of Business.
Degrees Offered - School of Business

GRADUATE DEGREES

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)
Nicolas Koudou, Ph.D., Director, M.B.A. Program
Jackie Campbell, M.H.L., Assistant Director, M.B.A. Program

Four concentrations:
- Finance
- General
- International Business
- Management Information Systems

Global Executive M.B.A.

4+1: Undergraduate-to-M.B.A.
(see Graduate catalog)

Graduate Certificates (12 graduate credit hours)
- Finance
- Global Business

Courses offered face-to-face and online.

BACHELOR OF SCIENCE (B.S.)

ACCOUNTING
Parkville Daytime Campus Center
Park Extended Learning
Park Accelerated

BUSINESS ADMINISTRATION (Five Concentrations)
Parkville Daytime Campus Center
Park Extended Learning
- Finance
- Human Resource Management
- International Business
- Logistics
- Management
- Marketing

ECONOMICS
Parkville Daytime Campus Center

MANAGEMENT
Park Accelerated Programs-KC Area
Park Online
Park Extended Learning

MANAGEMENT/ACCOUNTING
Park Accelerated Programs-KC Area
Park Online
Park Extended Learning

MANAGEMENT/COMPUTER INFORMATION SYSTEMS
Park Accelerated Programs-KC Area
Park Online
Park Extended Learning

MANAGEMENT/ENGINEERING ADMINISTRATION
Park Extended Learning
(Fort Leonard Wood Campus Center only)

MANAGEMENT/FINANCE
Park Accelerated Programs-KC Area
Park Online
Park Extended Learning

MANAGEMENT/HEALTH CARE
Park Accelerated Programs-KC Area
Park Online
Park Extended Learning

MANAGEMENT/HUMAN RESOURCES
Park Accelerated Programs-KC Area
Park Online
Park Extended Learning

MANAGEMENT/LOGISTICS
Park Online
Park Extended Learning

MANAGEMENT/MARKETING
Park Accelerated Programs-KC Area
Park Online
Park Extended Learning

ASSOCIATE OF SCIENCE (A.S.)

CONSTRUCTION MANAGEMENT
Park Extended Learning

MANAGEMENT
Park Accelerated Programs-KC Area
Park Online
Park Extended Learning

MANAGEMENT/ACCOUNTING
Park Accelerated Programs-KC Area
Park Extended Learning

MANAGEMENT/LOGISTICS
Park Online
Park Extended Learning
MISSION STATEMENT
The School for Education at Park University, an institution committed to diversity and best practice, prepares educators to be effective teachers, leaders in their communities, change agents in their schools, and advocates for learners.

VISION STATEMENT
The School for Education at Park University is to be known as a leader in the preparation of educators who will address the needs, challenges, and possibilities of the 21st century.

DIVERSITY STATEMENT
The School for Education fully supports University policy related to employment and to student admission. Specifically, the School seeks faculty and students with a record of academic achievement, involvement in the community and good character. No applicant will be denied employment or admission on the basis of race, religion, color, national origin, age, gender, disability, sexual orientation, marital status or veteran's status. Additionally, the School recognizes and appreciates the importance of diversity in its educational programs and actively seeks to recruit and retain faculty and students with diverse backgrounds.

PARK UNIVERSITY SCHOOL FOR EDUCATION CONCEPTUAL FRAMEWORK

Derived from Park University's vision, mission, and core values, the School for Education's (SFE) vision is to develop leaders in education. The SFE's mission, embodied in five goals, is the commitment to prepare teacher candidates to be effective school professionals, reflective change agents, and advocates for equity and excellence. The SFE's Conceptual Framework, grounded in sound educational research, theory, and practice, is centered on five core beliefs. These core beliefs guide the SFE as it nurtures and supports the development of teacher candidates' knowledge, skills, and dispositions so they can be leaders and assume the roles of effective school professionals, reflective change agents, and advocates for equity and excellence. To confirm that the SFE's vision, mission, goals, and core beliefs are being met, the SFE engages an assessment system that continually assesses and evaluates teacher candidates as they progress and transition through the SFE's programs. The assessment system strives to be fair and unbiased so as to accurately confirm candidates' competencies of their knowledge, skills, and dispositions, and to provide evidence upon which to guide future programming.

Goals:
A candidate who meets the five goals below provides evidence that he or she is developing as an effective school professional, a reflective change agent, and an advocate for equity and excellence for all learners. The goals summarize the core Knowledge, Skills, and Dispositions and are rooted in the Core Beliefs that make up the knowledge base that drives our programs.
1. Candidates exhibit behavior that demonstrates a belief that all individuals can develop, learn, and make positive contributions to society.
2. Candidates possess the necessary content
knowledge and professional knowledge to support and enhance student development and learning, including meeting student needs across physical, social, psychological, and intellectual contexts, as demonstrated by varied, evidence-based strategies, including technology.

3. Candidates possess the necessary knowledge and skills to conduct and interpret appropriate assessments and to use the information from assessments to develop and adapt instruction that meets learners’ needs and maintains their engagement.

4. Candidates exhibit behavior that demonstrates a belief that continuous inquiry and reflection can improve professional practice.

5. Candidates view and conduct themselves as professionals, providing leadership in their chosen field, and communicating effectively with students and stakeholders.

Core Beliefs:
The goals are rooted in these core beliefs that make up the knowledge base that drives our program.

#1: School professionals are advocates for equity and excellence for all. Every person can learn, and the goal of education is to give every individual the best possible opportunities to reach his or her highest potential. (Goal 1)

#2: There is a definite knowledge base in education. All educators are grounded in content knowledge, educational theory, pedagogical knowledge, research and best practice, and professionalism. Educators are also connected to the professional communities and learned societies in education in general and in their chosen field, and are knowledgeable in the standards of those societies as well as of those of the state of Missouri. (Goal 2)

#3: Within the definite knowledge base in education, educators have the necessary knowledge and skills to conduct and interpret appropriate assessments and to use the information from assessments to develop and adapt instruction that meets learners’ needs and maintains their engagement. Throughout the assessment process, educators uphold American Psychological Association guidelines related to ethics and confidentiality. Educators also know that assessment is both formative and summative. (Goal 3)

#4: Educators are reflective change agents who are experts in collaborative problem-solving and critical inquiry. They are professionals who should regularly engage in high-level thinking, and should promote and nurture those same high levels of thinking in the learners they serve. (Goal 4)

#5: Becoming a leader in education is a lifelong, developmental and social process that unfolds uniquely for each individual Key to this process, leaders in education are scholars of teaching and learning, and, as such, are grounded in both best practice and current in evidence-based research in the field of education. In communicating effectively with students and stakeholders, educators use their competence in cross-cultural communication to communicate effectively with students and stakeholders. (Goal 5)
School for Education

List of Faculty

GINA CHAMBERS, PH.D.
Assistant Professor of Education

DEBORA “Dj” CHAMPAGNE, PH.D.
Assistant Professor of Education

DONG CHOI, PH.D.
Associate Professor of Education

SHANNON CUFF, PH.D.
Assistant Professor of Education

AMBER DAILEY-HEBERT, PH.D.
Associate Professor of Education

KAY DENNIS, ED.D.
Associate Professor of Education

JUDITH ESTES, PH.D.
Assistant Professor of Education

GAIL HENNESSY, M.A.
Assistant Professor of Education

EDWARD HIGHT, III, PH.D.
Associate Professor of Education

KATHY LOFFLIN, PH.D.
Associate Professor of Education

DENISE LOWE, M.A.
Visiting Instructor of Education

JAN McKINLEY, ED.D.
Assistant Professor of Education

MICHELLE MYERS, ED.D.
Associate Professor of Education

CHRISTINE REYES, M.ED.
Assistant Professor of Education

MARTHANN SCHULTE, PH.D.
Assistant Professor of Education

LINDA SEYBERT, PH.D
Associate Professor of Education

MICHEL SPORTSMAN, PH.D.
Assistant Professor of Education

AMY WOLF, PH.D.
Associate Professor of Education
The School for Education offers a Bachelor of Science in Education with Missouri certification in early childhood, elementary, middle school education, and secondary education. Completion of the certification process enables a person to teach at the preschool, elementary, middle school, junior or senior high school level, either public or private. Philosophical, historical and modern methodological approaches to education are studied. Extensive field-based experiences are an integral and required part of these programs. They provide a variety of in-school activities and culminate in student teaching. Because many education courses require out of classroom and off campus visits to learning facilities, students must be prepared to provide their own transportation. The School for Education also offers a Bachelor of Science in Education degree in Education Studies including non-certification emphasis areas in Young Child, Youth, Early Childhood Education and Leadership, and Early Childhood Education Teaching Young Children. Extensive field-based experiences are also an integral and required part of these non-certification programs.

Teacher Certification

The Park University Education Program is approved by the Missouri Department of Elementary and Secondary Education. Upon completion of the program, passing the appropriate PRAXIS II test, passing Disposition evaluations, recommendation by Park University, and application by the student, a Missouri Teaching Certificate is issued by the state of Missouri. If students wish to be certified in any state other than Missouri, students are responsible for their course of study to reflect that state’s requirements. Teaching Certification requires passing an FBI background check, which includes fingerprinting. The Park University Education Program requires a 2.75 cumulative GPA and a 2.75 GPA in the major or content area.
All students, including both degree seeking Certification, and Certification Only, must apply for admission, and meet admission requirements of the SFE; all students are required to complete professional education sequence classes.

Certification Only
Students who hold a Bachelor’s degree in Art, Spanish, English, Journalism, Social Studies, Mathematics, Unified Science-Biology, Unified Science-Chemistry, and are seeking certification to teach at the middle or secondary level in the State of Missouri may be eligible for Certification Only. These students must complete the professional curriculum listed in this catalog—B.S.E in Middle School Education or B.S.E in Secondary Education. They must also consult with a School for Education advisor and the Admissions certification advisor.

The following endorsements are available:

Early Childhood Education
A major in early childhood education requires a cumulative GPA of 2.75 or better and a 2.75 in core for Early Childhood certification candidates.

Elementary Education
A major in elementary education requires a cumulative GPA of 2.75 or better and a 2.75 in core for elementary certification candidates.

Middle School
A major in education by the State of Missouri and the completion of the professional requirements in Middle School with a cumulative GPA of 2.75 or better and a 2.75 in core is required. Information regarding middle school teaching areas is available from the School for Education.

Secondary Education
A major in education recognized by the State of Missouri and the completion of the professional requirements in Secondary Education with a cumulative GPA of 2.75 or better and a 2.75 in core is required. Information regarding secondary teaching areas is available from the School for Education.

K-12 Education
A major in education and the completion of the appropriate education courses with a cumulative GPA of 2.75 or better and a 2.75 in core is required. Additional information regarding this certification is available from the School for Education.

Admission to the School for Education
Students may apply for entry to the Education Program at any point in their work, but an application is usually completed upon earning 60 credit hours. Entry is open to all qualified students. Application to the program is made after an evaluation by the School for Education. Undergraduate, transfer, and certification only students who are interested in applying to Early Childhood Education, Elementary, Middle School, Secondary, Art, or Spanish Education are responsible for applying for admissions before enrolling in Education classes at or above 350. All applicants must be formally admitted to and currently enrolled at Park University and comply with the admissions requirements. The SFE Faculty approve all admissions to the School for Education.

The application for Admissions to Teacher Education may be obtained from the Director of Field Experience or the School for Education office. The application requires the signature of the advisor. The School for Education applicant sends the appropriate forms to the Director of Field Experiences for processing. The Director of Field Experiences will first present the admission applications to the education faculty during a regular School for Education meeting. The Education faculty has the responsibility to endorse or deny the admission application. The Education faculty is also responsible for monitoring the officially admitted teacher candidates.

Policy on Transfer Hours Above 350 by Undergraduate Students
Given the commitment to the Conceptual Framework, the School for Education (SFE) faculty believe undergraduate students need to master the Frameworks’ goals in the context of its knowledge, skills, and dispositions, which are unique to the SFE’s teacher education curricula and not available at other institutions. Therefore, Park University teacher candidates may transfer a limit of six hours of education.
classes above the 350 level. In addition, all classes that are field experiences or that coincide with the field experiences must be Park University credits.

Appeal Process and Procedures on Denial of Admission to School for Education
The CSARA Committee serves as an appeal body for the School for Education in the implementation of the education unit. The Committee will receive and review any candidate grievance that is within the authority of the School for Education and not addressed through other Park University Policies as written in the catalog (i.e., grade appeal, academic honesty, etc.). While not intended to be an exhaustive list, some examples of School for Education authority include review and decision of candidate admittance to the SFE, policies related to assessment of professional dispositions, requirements for practicum enrollment, and approval of application for directed teaching.

Additional information related to the appeals process may be obtained from the School for Education office. Appeals and grievances on all matters, except Admission to SFE and Disposition Evaluations, will be subject to Park University policies and procedures as outlined in the catalog.

The following requirements are the minimum application criteria. Meeting these requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.

Criteria for Admission to the School for Education Programs
The Park University School for Education has Missouri Certification and Non-certification Programs. The Missouri Certification programs include Early Childhood, Elementary, Middle School, and Secondary.

The Non-certification program, Education Studies, includes Early Childhood Education and Leadership emphasis area, Early Childhood Education Teaching Young Children emphasis area, and International Studies emphasis area, as well as Early Childhood “Young Child,” and Elementary “Youth” emphasis areas. The following lists the requirements to enter the Park University School for Education Missouri Certification programs and the Park University School for Education Non Certification programs.

Park University Missouri Certification—Emphasis Areas
The requirements listed below are the minimum application criteria. Meeting these requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.

- Two disposition evaluations completed by SFE faculty with each disposition rated “at” or “above”
- Self-Disposition evaluation
- Cumulative GPA of 2.75 including transfer courses
- 2.75 GPA in Core classes
- WCT passing score (Transfer students with a Bachelor's Degree from an accredited institution are exempt)
- C-BASE passing score (two years to complete) (Transfer students with a Bachelor's Degree from an accredited institution are exempt)
- ACT test scores required (on file in Admissions office) if less than five years since high school graduation.
- Completion of EDU 107, MA 135, EN105, EN106, EDC220 and EDC222 when applicable.

The above information is verified by the Office of the Registrar on the Application for Admission to the School for Education (form to be picked up by the student in the School for Education office and turned in to the Office of the Registrar)

- Letter of recommendation from professional outside of the School for Education (submitted electronically or in a sealed/signed envelope)
- Initial electronic portfolio approved by advisor
- Felony background Check and FBI Finger Print check
- Child abuse and Neglect Screening

Procedures for Request to Admission to the School for Education—Certification Programs
The student provides the following documents to Director of Field Experiences, ten days before the School for Education meeting. Please submit documents with your name, telephone number, and e-mail address.

- Letter of recommendation (submitted in a sealed/signed envelope)
- Self-Disposition evaluation
• Application for Admission to the School for Education (completed form picked up by the student from the Office of the Registrar)
• Initial portfolio approved by advisor
• FBI Felony background check passed
• Child abuse and Neglect Screening

Directed Teaching

Policy on Admission to Directed Teaching
Undergraduate, transfer, and certification only students who are applying for Early Childhood Education, Elementary, Middle School, Secondary, Art, or Spanish Education field experience are responsible for completing the application process within the required deadlines. All applicants must be formally admitted to and currently enrolled at Park University and comply with the admissions requirements. All applicants must meet the standards required for the directed teaching experience as established by the faculty of the School for Education. The application for Field Experience must be presented by the teacher candidate to the Director of Field Experience for processing within the posted deadlines. The deadline dates are posted in the Education Office and the office of the Director of Field Experience. The Director of Field Experience presents the teacher candidates’ applications to the SFE faculty. A candidate whose application for directed teaching is denied may appeal to the Committee for Selection, Admission, Retention, and Appeals (CSARA).

Appeal Process and Procedures on Denial of Admission to Directed Teaching:
An applicant who has been denied admission to the School for Education may appeal the decision. The appeal must be submitted in writing to the Committee for Selection, Admission, Retention, and Appeals (CSARA) using the appropriate form which is located in the School for Education Student Handbook. If the student disagrees with the Committee decision, he/she may appeal in writing to the Dean of School for Education. If the student disputes the decision of CSARA, he/she may appeal to the Dean of the SFE whose decision is final.

Additional information related to the appeals process may be obtained from the School for Education office.

The teacher candidate must meet the following criteria to qualify for Directed Teaching Experience:
• Dispositions completed by 2 professors with each disposition rated “at” or “above”
• Self-Disposition evaluation
• 2.75 GPA (Cumulative—all classes, including transfer courses)
• 2.75 in Core classes
• PRAXIS II passage
• “B” or above in EDC/EDE/EDM/EDS 359
• “B” or above in EDC/ EDE/EDM/EDS 360a, 360b, and 360c (360c for elementary and Early Childhood only)
• Good standing in School for Education (not on probation)
• Unofficial Transcript
• Personal Autobiography acceptable
• FBI, Missouri Highway Patrol, and Family Services background checks approved
• TB tests passed by Early Childhood applicants

Park University Non-Certification Programs
Due to the uniqueness of each program, check each program for specific modifications.

Criteria for Admission to Program—Non-certification
The requirements listed below are the minimum application criteria. Meeting these requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.
• Cumulative GPA of 2.75 including transfer courses
• 2.75 GPA in core classes
• WCT passing score (Transfer students with a Bachelor's Degree from an accredited institution are exempt)
• Successful completion of EDC 220, EDC 222, MA 135, EN 105, and EN 106
• ACT test scores required (on file in Admissions office) if less than five years since high school graduation.
The above information is verified by the Registrar’s office on the Application for Admission to the School for Education

- Two disposition evaluations completed by SFE Faculty with each disposition rated “at” or “above”
- Letter of recommendation (from professional outside of the School for Education)
- Initial portfolio approved by advisor
- FBI Felony background check passed
- Child abuse and Neglect Screening

**Procedures for Request to Admission to the School for Education—Non-Certification Program**

The student provides the following documents to Director of Field Experiences, ten days before the School for Education meeting.

Documents are submitted in a single envelope with name, telephone number, and e-mail address.

- Two disposition evaluations completed by SFE faculty with each disposition rated “at” or “above”
- Self-Disposition evaluation
- Letter of recommendation from professional outside of the School for Education (submitted in a sealed/sign envelope or electronically)
- Application for Admission to the School for Education
- Initial portfolio approved by advisor

**Availability of Courses**

All of the education programs are designed as Parkville Daytime Campus Center programs. However, we recognize that many working students desire to pursue education coursework, therefore we offer limited courses in an online, accelerated, or evening format. All courses are not available evenings because many require observation and participation in schools, which are only available during the day. Students interested in seeking certification should be aware that at some point they must be available to take day courses. Note that many courses have prerequisites.

**Courses Over Ten Years Old**

Education courses taken more than ten years prior to acceptance into the School for Education will not be counted toward certification without prior arrangement with the Education Faculty, which must be done the first semester enrolled at Park University. The student may petition the school to renew and credit a course, but the school has discretion in determining how the course will be updated for renewal. A syllabus and preferably portfolio of work from the course under consideration would permit the school to assess the deficiencies and assign additional work to update the course. Without appropriate supporting documentation (i.e. syllabus, text) the school may require a student to audit the course and do a supporting project. If deficiencies appear to be too great, the school may require the student to retake the course.

**Documentation of Praxis Rates:**

2001-2002 PRAXIS Pass Rate 90%.
2002-2003 PRAXIS Pass Rate 96%.
2003-2004 PRAXIS Pass Rate 98%.
2004-2005 PRAXIS Pass Rate 100%.
2005-2006 PRAXIS Pass Rate 100%.
2006-2007 PRAXIS Pass Rate 100%.
2007-2008 PRAXIS Pass Rate 100%.
2008-2009 PRAXIS Pass Rate 100%.
2009-2010 PRAXIS Pass Rate 100%.
2010-2011 PRAXIS Pass Rate 100%.
2011-2012 PRAXIS Pass Rate 100%.

Pass rates reported are for all program completion candidates content area PRAXIS examinations.
Hauptmann School of Public Affairs

Laurie N. DiPadova-Stocks, Ph.D.
Dean, Hauptmann School of Public Affairs

Vision:
The Hauptmann School of Public Affairs will serve the common good by graduating leaders who exercise authority responsibly, make ethical decisions, act with moral courage and advance human dignity worldwide.

Mission:
The Hauptmann School of Public Affairs offers a citizen-centered, professional program of graduate study that is grounded in the liberal arts tradition. As participants in HSPAs vibrant academic community, faculty and students consider, in the coursework, the larger issues of democracy, stewardship and technology. In so doing, the HSPA seeks to prepare students for the courage and discernment to act for the common good in the global context. Going beyond competence, students develop knowledge, skills and values requisite for leadership and service in and across all sectors of society, including government, business, health care, and nonprofit. The HSPA cultivates public affairs as a lifelong passion that is fundamental to citizenship in a free society.

List of Faculty

Kay Barnes, M.S., M.P.A.
Distinguished Professor of Public Leadership

Richard Box, Ph.D.
Distinguished Professor of Public Affairs
(Visiting)

Eric Click, Ph.D.
Assistant Professor of Public Administration

Suzanne Discenza, Ph.D.
Associate Professor of Healthcare Administration

Jeff Ehrlich, Ed.D.
Assistant Professor of Healthcare Administration

John Jumara, Ph.D.
Associate Professor of Public Affairs

Rebekkah Stuteville, Ph.D.
Assistant Professor of Public Administration

Terry Ward, Ph.D.
Assistant Professor of Public Administration
(Visiting)

Don Wise, M.A.
Instructor of Public Affairs
Degrees Offered - Hauptmann School of Public Affairs

DEGREE OFFERINGS:

Undergraduate Degree

BACHELOR OF
PUBLIC ADMINISTRATION (B.P.A.)
Dr. Eric Click, Program Coordinator

The program is offered in eight-week accelerated formats either online or face-to-face at three campuses:
Fort Leonard Wood, Mo, Downtown Kansas City, Mo., and Fort Bliss, Texas.
  • The program is currently expanding onto additional campuses, with select courses already offered at many of Park University's campuses throughout the nation.
*An 18-hour Minor is also available.

See page 109 for the Academic Degree Requirements for the B.P.A.

Graduate Degrees

MASTER OF
HEALTHCARE ADMINISTRATION
(M.H.A.)
(FORMERLY MASTER OF HEALTHCARE LEADERSHIP)
Dr. Suzanne Discenza, Graduate Program Director

Courses offered face to face and online.

MASTER OF PUBLIC AFFAIRS (M.P.A.)
Dr. Becky Stuteville, Graduate Program Director

Four concentrations:
  • Public Management;
  • Non-Profit and Community Services Management;
  • Economics and Global Strategy;
  • Disaster and Emergency Management

Courses offered face to face and online.

Graduate Certificates (12 graduate credit hours)

  • Business and Government Leadership
  • Computer and Network Security
  • Disaster and Emergency Management
  • Healthcare/Health Services Management and Administration
  • International Healthcare Organizations
  • Nonprofit Leadership

For information on graduate study, including programs, tuition, and admission requirements, please consult the Park University 2012-2013 Graduate Catalog, or the website for the School of Graduate and Professional Studies:
www.park.edu/grad.
Park Distance Learning is a pioneer in non-traditional studies through its focus on the creation of degree programs to fit the unique needs of individual students. Park Distance Learning assists diverse segments of the population in achieving career and personal goals throughout their total educational experience. It is called “non-traditional” because it specializes in high quality and personalized educational service for service personnel and full-time employed adults. The key word is service. The entire staff and faculty of Park University act as facilitators of the student’s educational experience. Because of this approach, Park Distance Learning has set a standard in serving students seeking personal development or new pathways to degree completion through innovative processes.

Park University began meeting the educational needs of service members in 1889, and our commitment continued through the establishment in 1972 of the Military Resident Center System (MRCS). In 1989, the name was changed to Park Extended Learning, and in 2003, because of the advent of Internet courses, became the Park Distance Learning with two schools: Park Extended Learning and Park Online. In 2010 it took on the name of Park Distance Learning.

Park Distance Learning programs are now located on military installations, community colleges, commercial facilities convenient to students, and on the Internet. Park Distance Learning is one of the nation's largest programs serving over 22,000 students per year.

Because the program at each location is tailored to the needs of the local student population, only selected degrees and certain majors are offered at each extended campus center. The degrees and majors offered are agreed upon by Park University and the agency or authority being served. Notices are posted publicly at each extended campus center specifying the degrees and the majors being offered.

Park Online began under the auspices of the Park Extended Learning with one pilot class in English in 1996. The first class was a success and very quickly the online program found its own path for the adult student. Park Online has developed over 200 courses and offers 500 sections per term with over 14,000 students enrolled each year. Eight baccalaureate degrees and four associate degrees are offered through Park Online. Students seeking to continue educational careers after completion of their baccalaureate degree may enroll in programs for online courses in the areas of Master of Education, Master of Business Administration, Master of Public Affairs, Master of Arts and Communication and Leadership or Master of Health Care Leadership.

Many of the online courses are taken by students at Park Campus Centers who seek the benefits of an online education. Students often find that the flexibility of online learning helps them adapt to a hectic work schedule, family obligations, or unexpected travel. The online learning environment offered by Park Online provides flexibility, adaptability, and convenience. In addition, online learning materials can facilitate the student through adaptation to study that suits his/her learning style. Most online courses are scheduled within five eight-week terms in an academic year with classes beginning on Monday to midnight Sunday.

PARK UNIVERSITY

Park Distance Learning

MISSION STATEMENT
The mission of the Park Extended Learning at Park University is to provide quality, multifaceted and cost-competitive learning experiences for non-traditional students, to enable study in and impact upon the communities in which they live and work.

VISION STATEMENT
The Park Extended Learning at Park University will be an internationally recognized leader in providing transformational learning experiences to promote lifelong learning within the global community.
MISSION STATEMENT
The Park Online's mission is to provide superior online learning opportunities through the integration of effective instructional pedagogy with innovative technology, which fosters the quality and growth of the Park Online.

VISION STATEMENT
The Park Online's vision is to be the premier provider of quality online higher education for a global society.

PARK DISTANCE LEARNING
Degrees Offered Via Park Distance Learning

PARK CAMPUS CENTERS

ASSOCIATE OF SCIENCE (A.S.)
(SELECTED CAMPUSES)
- CONSTRUCTION MANAGEMENT
- CRIMINAL JUSTICE ADMINISTRATION
- INFORMATION AND COMPUTER SCIENCE
- MANAGEMENT
- MANAGEMENT/ACCOUNTING
- MANAGEMENT/LOGISTICS
- SOCIAL PSYCHOLOGY

ASSOCIATE OF ARTS (A.A.)
(SELECTED CAMPUSES)
- LIBERAL ARTS

BACHELOR OF ARTS (B.A.)
(SELECTED CAMPUSES)
- PSYCHOLOGY
- SOCIOLOGY

BACHELOR OF PUBLIC ADMINISTRATION (B.P.A.)
(SELECTED CAMPUSES)
Bachelor of Science (B.S.)

(selected campuses)

Business Administration
Criminal Justice Administration
Information and Computer Science
Management
Management/Accounting
Management/Computer Information Systems (CIS)
Management/Engineering Administration
Management/Finance
Management/Health Care
Management/Human Resources
Management/Logistics
Management/Marketing
Social Psychology

Bachelor of Science in Education (BSE)

(selected campuses)

Education Studies:
Early Childhood Education & Leadership
Early Childhood Education Teaching Young Children

PARK ONLINE

Associate of Science (A.S.)

Criminal Justice Administration
Information and Computer Science
Management
Management/Logistics
Social Psychology

Bachelor of Arts (B.A.)

Psychology
Sociology

Bachelor of Public Administration (B.P.A.)

Organizational Communication

Bachelor of Science (B.S.)

Business Administration
  • Management
Criminal Justice Administration
Geography
Information and Computer Science
Interdisciplinary Studies
Management
Management/Computer Information Systems (CIS)
Management/Health Care
Management/Human Resources
Management/Logistics
Management/Marketing
Nursing
Social Psychology

Bachelor of Science in Education (BSE)

Education Studies:
Early Childhood Education & Leadership
Early Childhood Education – Young Children
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Park Distance Learning

Early Childhood Education
Elementary Education
Secondary Education
Spanish, Art
English
Fine Arts
Fitness and Wellness
Geography
Graphic Design
History
Military History
Information and Computer Science
Interdisciplinary Studies
Integrative Design
Liberal Arts
Liberal Studies
Management
Management/Accounting
Management/C.I.S.
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For more information, visit Park University's website or contact their admissions office.
MISSION STATEMENT
The mission of the Park Accelerated Programs is to provide high quality education to lifelong learners—
whenever, wherever, and however possible consistent with Park University's historic and continuing mission.

VISION STATEMENT
The Park Accelerated Programs of Park University will be the adult education program of choice in the
Greater Kansas City area by providing high quality undergraduate degree programs while preparing students
for lifelong learning and leadership roles through flexible, convenient and innovative academic programs.

Degrees Offered Via Park Accelerated Programs - KC Area

KANSAS CITY AREA 8-WEEK

BACHELOR OF PUBLIC ADMINISTRATION (B.P.A.)
PUBLIC ADMINISTRATION

ASSOCIATE OF SCIENCE (A.S.)
CRIMINAL JUSTICE ADMINISTRATION
INFORMATION AND COMPUTER SCIENCE
MANAGEMENT
MANAGEMENT/ACCOUNTING
SOCIAL PSYCHOLOGY

BACHELOR OF ARTS (B.A.)
LIBERAL STUDIES
ORGANIZATIONAL COMMUNICATION

BACHELOR OF SCIENCE EDUCATION (B.S.E.)
EDUCATION STUDIES:
EARLY CHILDHOOD EDUCATION
AND LEADERSHIP

BACHELOR OF SCIENCE (B.S.)
ACCOUNTING
BUSINESS ADMINISTRATION
• FINANCE
• HUMAN RESOURCE MANAGEMENT
• LOGISTICS
• MANAGEMENT
• MARKETING
COMPUTER BASED INFORMATION SYSTEMS
INTERDISCIPLINARY STUDIES
MANAGEMENT
MANAGEMENT/ACCOUNTING
MANAGEMENT/COMPUTER INFORMATION SYSTEMS
MANAGEMENT/FINANCE
MANAGEMENT/HEALTH CARE
MANAGEMENT/HUMAN RESOURCES
MANAGEMENT/MARKETING
SOCIAL PSYCHOLOGY
PARK UNIVERSITY
Academic Calendar - Kansas City Area

Classes and Examination Periods

**Fall** (Sixteen-Week Session) August 19 - December 13, 2013
Exams: December 9 - 13, 2013

**Fall I** (Eight-Week Session) August 19 - October 13, 2013
Exams: October 7 - 13, 2013

**Fall II** (Eight-Week Session) October 21- December 15, 2013
Exams: December 9 - 15, 2013

**Spring** (Sixteen-Week Session) January 13 - May 9, 2014
Exams: May 5 - 9, 2014

**Spring I** (Eight-Week Session) January 13 - March 9, 2014
Exams: March 3 - 9, 2014

**Spring II** (Eight-Week Session) March 17 - May 11, 2014
Exams: May 5 - 11, 2014

**Summer Session:**
- **Session I** (Two-Week Session) May 12 - May 23, 2014 'Maymester'
- **Session II** (Eight-Week Session) June 2 - July 27, 2014 'Summer Session'
- **Session III** (Four-Week Session) June 2 - June 27, 2014 'Junemester'
- **Session IV** (Four-Week Session) July 7 - August 1, 2014 'Julymester'

**Holidays and Recess**

- Labor Day September 2, 2013 (PDCC only-Fall I classes will be held)
- Fall Recess October 13 - 20, 2013
- Veteran's Day November 11, 2013 (PDCC only-Fall II classes will be held)
- Thanksgiving Recess November 28 – December 1, 2013 (Fall II classes will be held)
- Martin Luther King Day January 20, 2014 (PDCC only-Spring I classes will be held)
- President’s Day February 17, 2014 (PDCC only-Spring I classes will be held)
- Spring Recess March 9 - March 16, 2014
- Independence Day July 4, 2014 (PDCC only)

**Commencement**
- Mid-Year December 14, 2013
- Year-End May 10, 2014

PDCC = Parkville Daytime Campus Center
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## Montana
- **Malmstrom AFB**, Great Falls, MT
  - Fall I: 8/19/2013 - 10/13/2013
  - Fall II: 10/21/2013 - 12/15/2013

## New Mexico
- **Holloman AFB**, Alamogordo, NM
  - Fall I: 8/19/2013 - 10/13/2013
  - Fall II: 10/21/2013 - 12/15/2013

## North Carolina
- **MCAS Cherry Point**, Havelock, NC
  - Fall I: 8/19/2013 - 10/13/2013
  - Fall II: 10/21/2013 - 12/15/2013

## North Dakota
- **Grand Forks AFB**, Grand Forks, ND
  - Fall I: 8/19/2013 - 10/13/2013
  - Fall II: 10/21/2013 - 12/15/2013

## Ohio
- **Defense Supply Ctr. Columbus**, Columbus, OH
  - Fall I: 8/19/2013 - 10/13/2013
  - Fall III: 8/19/2013 - 9/15/2013
  - Fall IV: 9/16/2013 - 10/13/2013
  - Fall II: 10/21/2013 - 12/15/2013
  - Fall VII: 10/21/2013 - 11/17/2013
  - Fall VIII: 11/18/2013 - 12/15/2013
  - Summer II: 6/2/2014 - 6/29/2014

## Oklahoma
- **Tinker AFB**, Oklahoma City, OK
  - Fall I: 8/19/2013 - 10/13/2013
  - Fall II: 10/14/2013 - 12/15/2013
  - Spring II: 3/24/2014 - 5/18/2014

## South Carolina
- **Charleston AFB**, Charleston, SC
  - Fall I: 8/19/2013 - 10/13/2013
  - Fall III: 8/19/2013 - 9/15/2013
  - Fall IV: 9/16/2013 - 10/13/2013
  - Fall II: 10/21/2013 - 12/15/2013
  - Fall VII: 10/21/2013 - 11/17/2013
  - Fall VIII: 11/18/2013 - 12/15/2013
  - Summer II: 6/2/2014 - 6/29/2014

## Tennessee
- **Millington NSA**, Millington, TN
  - Fall I: 8/19/2013 - 10/13/2013
  - Fall II: 10/14/2013 - 12/15/2013
  - Spring II: 3/24/2014 - 5/18/2014

## Texas
- **Austin**, Austin, TX
- **Fort Bliss**, El Paso, TX
- **Goodfellow AFB**, AFB, San Angelo, TX
- **Lackland AFB**, San Antonio, TX
- **Laughlin AFB**, Del Rio, TX
- **Randolph AFB**, Universal City, TX
  - Fall I: 8/19/2013 - 10/13/2013
  - Fall II: 10/21/2013 - 12/15/2013
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Contact Directory

Parkville Daytime Campus Center
8700 NW River Park Drive
Parkville, MO 64152-3795
(816) 741-2000
(800) 745-PARK

School of Business
8700 NW River Park Drive – Box 7
Parkville, MO 64152
(816) 584-6308
business@park.edu
www.park.edu/sb/

School for Education
8700 NW River Park Drive – Box 22
Parkville, MO 64152
(816) 584-6335
www.park.edu/education

College of Liberal Arts and Sciences
8700 NW River Park Drive – Box 58
Parkville, MO 64152
(816) 584-6480
www.park.edu/CLAS

Park Accelerated Programs-KC Area
911 Main, Suite 800
Kansas City, MO 64105-1630
(816) 559-5601
www.park.edu/KC

Park Distance Learning
8700 NW River Park Drive
Parkville, MO 64152-3795
(816) 584-6240
www.park.edu/Online

Hauptmann School of Public Affairs
911 Main, Suite 900
Kansas City, MO 64105-1630
(816) 559-5616
www.park.edu/grad

Graduate Programs
911 Main, Suite 900
Kansas City, MO 64105-1630
(816) 559-5625
www.park.edu/grad

Graduate Program Contact Numbers:
(816) 559-5635 - Business Administration (MBA)
(816) 584-6320 - Communication & Leadership (MCL)
Contact Information

(816) 559-5626 - Education (M.Ed.)
(816) 559-5642 - Health Care Administration (MHA)
(816) 584-6550 – Music (MMP)
(816) 559-5616 – Public Affairs and Administration (MPA, BPA)

Web Site
www.park.edu

Correspondence concerning general administrative matters of the university should be addressed
to the Provost and Senior Vice President, Park University, PMB 5, 8700 NW River Park Drive,
Parkville, MO 64152-3795. Inquiries concerning faculty appointments and academic matters should
be addressed to the Provost and Senior Vice President.

Other inquiries should be addressed to the offices listed below:

Academic Support Center
    Director, Academic Support Center

Accounting
    Vice President for Finance and Administration

Admissions Information
    Parkville Daytime Campus Center
        Director of Admissions
    Park Distance Learning
        Campus Center Director
    Park Online
        online@park.edu
    Park Accelerated Programs-KC Area
        Regional Director, KC Area Accelerated

Alumni Affairs
    Director of Alumni Relations

Bookstore
    Barnes and Noble
    Missouri Book Service

Campus Crime Statistics
    Director of Public Safety

Career Development
    Director of Career Development

Park Distance Learning
    Associate Vice President for Distance Learning

Library
    Director of Library Services

Park Accelerated Programs-KC Area
    Regional Director, KC Area Accelerated

Residence Life and Housing
    Director of Residence Life

Scholarship and Student Aid
    Director, Student Financial Services

Park Extended Learning
    Associate Vice President for Distance Learning

Park Online
    Associate Vice President for Distance Learning

Student Life
    Dean of Student Life

Transcripts and Records
    Registrar
MyPark

MyPark is a personalized web portal that is designed to be a “one-stop” place for Park University faculty and students to access important information on the web. It also serves as a gateway to many online resources and communication tools at Park University. MyPark features include:

- Ability to easily enroll in classes, check grades, obtain degree audits and more.
- Pass through access to Google Apps for Education, online classes, and other online resources.
- Quick access to online library resources as well as Park’s calendars, news and announcements.
- A personal calendar tool for maintaining class schedules and appointments.
- Customizable “MyPages” for calendar, bookmarks, and groups.
- Communications with other students and club members through “Campus Life”.

MyPark can be accessed directly at www.my.park.edu/ics or from Park’s home page at www.park.edu. To log on to MyPark, faculty and students must use their University-provided ID number and their University-provided password which is provided by Enrollment Services or the ITS Help Desk or at the Identity Management system at https://accounts.park.edu.

Students will be able to register themselves online after consulting with their advisor or Campus Center Director. Faculty Advisors or the local Campus Center Director will also be available to input registration. Students must get their Park ID number and password from the Enrollment Services or the ITS Help Desk in order to gain online access. A photo ID must be presented.

PARK EMAIL (Provided by Google Apps for Education)

All Park students are assigned a Park Email account when they are accepted into the University. Park Email is the official means of communication between students, faculty and staff to provide information to, or request information from, students. It is the responsibility of all students and faculty to check their Park Email account on a regular basis.

What is your student email address?

Your Park Email address is typically created according to the following format: firstname.lastname@park.edu (Example: John Doe’s email address would be: john.doe@park.edu). In the case that two individuals share the same first and last name exactly, the second person to have their email account created will get numerically incremented (Example: john.doe02@park.edu). Other than this method of duplicate address resolution, Park Email addresses are changed to match legal name changes only (we do not accept preferential requests). Please also note that email addresses are not case sensitive, so John.Doe@park.edu is the same address as john.doe@park.edu.

To log in to Park Email directly:

Step 1: Go to http://gmail.park.edu in any standard web browser.
Step 2: Use your Park University-provided ID number for your user-name.
Step 3: Use your Park University-provided password to authenticate.
Step 4: Click the “Login” button to access your email account.
To log in to Park Email through MyPark:
Step 1: Go to www.my.park.edu in any standard web browser.
Step 2: Use your University-provided ID number as your user-name, in the login fields at the top of the page.
Step 3: Use your University-provided password to authenticate.
Step 4: Click the “Login” button to access your portal account.
Step 5: In the “Google Login” on the lower left hand side of the default page, click on “Mail/Chat” to get automatic access to your Park Email account.
NOTE: If you do not know your University-provided password, please contact the Enrollment Services or the ITS Help Desk to obtain it.

More information about Park Email
Park Email is provided through a partnership between Google and Park University, as a service of Google Apps for Education. More information about Apps for Education can be found at google.com. Search “Apps for Education”. The student can also email helpdesk@park.edu or call (800) 927-3024 for assistance between 8 a.m. and 6 p.m. CST/CDT Monday through Friday. Park Email accounts are only provided to admitted students, active faculty, and alumni of Park University.

Online Classroom Help:
Online classroom help is available by contacting the helpdesk@parkonline.org or calling (303) 873-0005.

Information Technology Policies and Procedures
University information technology resources constitute a valuable University asset that must be managed accordingly to ensure their integrity, security and availability for teaching, research and business activities. Carrying out this mission requires the University to establish basic Information Security policies and standards and to provide both access and reasonable security at an acceptable cost. The University Information Technology Policies and Procedures are intended to facilitate and support authorized access to University information.

Users of University information technology resources are personally responsible for complying with all University policies, procedures and standards relating to information security, regardless of campus center or location and will be held personally accountable for any misuse of these resources. The Information Technology Policies and Procedures are located in MyPark at my.park.edu/ICS. The use of student user ID and password to access the computer system is the equivalent of a legal signature and creates the same obligations for the student. The student will be responsible for any and all future registration(s) by accessing the computer with the assigned ID number. All activities on Park University information technology resources are subject to random monitoring and all transactions on the computer system constitute official records recognized by the institution. All appeal decisions related to policy or procedures will be based on the computer system transaction records.
## Information Technology

### Campus Center  | Session Code
---|---
Austin Center | A & **
Barstow Community College | C
Barstow MCLB | O
Beaufort MCAS | H
Camp Pendleton MCB | E
Charleston AFB | UU
Cherry Point MCAS | M
Davis-Monthan AFB | D & **
Deployment | I & II
Park Distance Learning | T & **
DSCC | DD
Fairchild AFB | FF
F E Warren AFB | Q & **
Fort Bliss | B
Fort Irwin | O
Fort Leonard Wood | OO & **
Fort Myer | F
Goodfellow | V
Grad Schools | P
Grand Forks AFB | G & **
Hanscom AFB | KK
Henderson Hall HQBN | F
Hill AFB | QQ & **
Holloman AFB | BB & **
Home - Parkville 16 week | *
Kansas City Area | J & 6J
Lackland AFB | AA
Laughlin AFB | K
Little Rock AFB | LL
Luke AFB | U & **
Malmstrom AFB | Z
Millington NAS | Y
Minot AFB | GG
Moody AFB | EE & **
Mountain Home | RR
Nursing | * & N**
Randolph AFB | SS
Scott AFB | R & **
Tinker AFB | W & **
Vandenberg AFB | VV
Wentworth | WW
Whiteman AFB | L
Wright-Patterson | HH

* 16-week session codes FA (Fall), SP (Spring), 8 week session code UU (Summer), 2 week session code UMA (May semester), 4 week session code UUJ (June semester) and UUL (July semester) for the Parkville Campus. The Graduate school uses FAP, SPP and U1P for their 16-week terms. Eight week terms are F1P, etc.

** 16-week session codes i.e., F6A, (Fall), S6A (Spring) for an Austin Center 16 week term. Used at accelerated campus centers.
INTERNATIONAL STUDENTS LEGAL REQUIREMENTS

Park University is authorized under federal law to enroll non-immigrant alien students. Qualified international students, defined as all students who are not United States citizens and who are in the United States legally, are encouraged to contact the Office of International Student Admissions and Services for special forms and instructions for admission to Park University. (Undocumented non-United States citizens, please see admission requirements on pages 66–68 of this catalog).

International students entering the United States with F-1 visas to study at a postsecondary school are required to attend the Park University Daytime Campus Center. Prospective international students holding B-1/B-2 visitor visas or F-2 dependent visas may apply and be admitted to Park University, but may not enroll in classes until their visa status has been officially changed to an F-1 student visa or another eligible visa status.

International Student Admissions and Services is also responsible to the Department of Homeland Security for ongoing reporting of the status of non-immigrant students attending Park University and reserves the right to recommend the denial of admission or suspension from classes of any international student failing to meet non-immigrant requirements.

DISABILITY GUIDELINES

Park University is committed to meeting the needs of all students who meet the criteria for special assistance. These guidelines are designed to supply directions to students concerning the information necessary to accomplish this goal. It is Park University’s policy to comply fully with federal and state law regarding students with disabilities and, to the extent of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply.

Permanent Disability Guidelines
Notification of Disability: It is the student’s responsibility to submit the Request for Disability Services form and to provide adequate and appropriate documentation of a disability in order to receive academic accommodations. [A link to the form and full information about documentation is shown below.] Documentation must be provided in a timely manner to ensure full resolution of accommodations prior to the term for which the student requests accommodations. This will allow time to make all necessary arrangements prior to the initial class meeting. Documentation should be submitted to Debra McArthur, Director of Academic Support Services, Campus Box 46 (fax # (816) 741-4911). A copy of the Request form and documentation will be securely retained in the student’s electronic file.

Students who have received disability services in high school will find helpful information regarding their rights, responsibilities, and transition from high school to university from the Missouri Association for Higher Education and Disabilities (MO-AHEAD). Visit the MO-AHEAD webpage atmoahead.org. Once there, click the link for “The Guidebook.” There you can find a link to the Table of Contents to help you find more information.

Temporary Disability Guidelines
In the case of temporary disabilities, every effort will be made to provide reasonable accommodation for the duration of any disability. To insure prompt and appropriate action, the Director of Academic Support Services should be notified immediately of the arrangements believed to be necessary to accommodate a given temporary disability.

Documentation Requirements
Park University recognizes the best practices recommended by the national Association on Higher Education and Disability. We also realize that each individual and each disability is unique. Specific documentation requirements will vary according to the type of disability, but the following guidelines define acceptable documentation:

1. It is prepared by a licensed professional who is knowledgeable in the field of the student’s particular disability, and provide a description of the diagnostic methodology and/or a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Where appropriate to the nature of the disability, having both summary data and specific test scores (with the norming population identified) within the report is recommended.

   Learning Disabilities (LD/ADHD): Students must provide supporting diagnostic test results from a licensed psychologist or certified specialist in learning disabilities. All testing should be based on adult level norms.

   Physical Disabilities: Students must provide documentation from a physician that specifies the nature of the disability or disabilities.
Psychiatric Disabilities: Students should provide documentation from a licensed professional qualified to diagnose and treat psychological disorders.

2. It is no older than three years. (Certain long-term medical and health conditions may not be subject to this element. ex: blindness). Park University will evaluate, but may reject, documentation over three years old. We reserve the right to request updated verification of disability and necessary accommodations.

3. It includes a statement of diagnosis.

4. It includes a description of the student's current functioning and/or the current status of the disability.

5. It describes how the disability affects the student's learning/functioning in a post-secondary educational setting.

6. It includes recommendations for appropriate post-secondary accommodations.

7. It is dated and signed by the licensed professional and presented on letterhead of the professional.

8. It should include information regarding medication the student may be using and treatment he/she may be undergoing. This also should include the medication or treatment's impact on the student's ability to function in an academic setting.

Help Us Help You!
The Academic Support Center at Park University is pleased to serve our students with special needs. If you are seeking accommodations for a disability, here are the steps you should follow:

1) Fill in and submit the Request for Disability Services form.

This lets us know a little about you, your needs, and how we can serve you. You can find the form at www.park.edu/disability. Print the blank form, fill it out, then mail, fax, or scan and email to:

Debra McArthur
Director of Academic Support Services
Park University
8700 River Park Drive
Parkville, MO 64152
Fax: (816) 505-5445
Email: debra.mcarthur@park.edu

(If you have questions: call (816) 584-6332)

2) Carefully read our policies and documentation requirements shown above.

3) Submit your documentation.

You may need to contact your doctor, psychologist, school counselor, VA counselor, or other qualified medical/educational professional to send your information. Use the same contact information shown above. Your information will be handled appropriately to protect your confidentiality. (Please note: your submission of the Request form begins the process, but no accommodations can be determined or provided until the documentation is received.)

4) Become familiar with the information in this handbook, so you will know how and when your instructors are notified, how accommodations are arranged, and other important aspects of receiving your services.

Documentation Review Process
Once your documentation is received, the Director of Academic Support Services will review it and determine appropriate accommodations. If your documentation does not satisfy the requirements above, you may be asked to submit updated or more complete information. Be sure to submit your documents in a timely manner to allow adequate time for the review process before the term begins.

When your request has been reviewed, you will receive notification of the approved accommodations. If you are a student on the Parkville campus, your accommodations will be handled by Debra McArthur, Director of Academic Support Services. If you attend a different campus, your Campus Director will work with you on providing the accommodations. Online students will work with Debra McArthur, and may also work with a Park University campus center for proctoring.

If you are not satisfied with the accommodations you have been granted, please call Debra McArthur to discuss the situation. In some cases, we may be able to make adjustments. In others, additional documentation may be needed.

For more information on filing a grievance, please see the details in the Handbook for Students with Disabilities at www.park.edu/disability.

DO NOT ask your instructor, campus director, regional director, or proctor to provide accommodations if you have not first submitted a Request for Disability Services form and documentation to the Director of Academic Support Services.
Please keep in touch with us to let us know how you are doing, and inform us immediately if you need additional assistance.

Your disability information is CONFIDENTIAL. We will inform the appropriate faculty or campus personnel of the accommodations you require, but we do not disclose the nature of your disability. In some cases, you may find that sharing this information with your instructors may help them understand you better, but that choice is up to you.

**Note:** Disability files are updated each year at the beginning of the spring and fall terms. If you are not enrolled for the current term, your file will be marked “inactive,” and you will be notified by email. To reactivate your file and your accommodations, simply notify the Director of Academic Support Services by email when you enroll again.

**Service animal policies at Park University**

**General Guidelines**

_Bona fide_ service animals may accompany students, employees, and visitors with disabilities to Park University events, activities, and locations with rare exceptions. Local, state, and federal laws regulate the use of service animals at Park.

**Definitions**

- **Service Animal:** According to the Americans with Disabilities Act, a service animal is “any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. A service animal is not a pet.”

- **Partner/Handler:** A person with a service animal.

**Requirements For All Service Animals and Their Partners**

- **Vaccination:** The animal must be immunized against diseases common to that type of animal.
- **Health:** The animal must be in good health.
- **Under control of partner/Handler:** The partner/Handler must be in full control of the animal at all times.
- **Cleanup Rule:** The partner should encourage the animal to use marked service animal toileting areas when such areas are provided.
- **Documentation:** Before a service animal becomes a part of the campus community, partners are required to submit a written request to the Director of Academic Support Services and documentation from a certified professional that includes the diagnosis of a specific disability which verifies the need for a service animal. If approved, we will issue the partner a letter of verification that may be presented to faculty and staff. Additional documentation that verifies current vaccinations and immunizations of the service animal must accompany the initial request and be re-submitted annually.

**When an Animal Can Be Removed**

Service animals may be removed or restricted on the campus for reasons of disruption, health, uncleanness, and safety. For example, a partner/Handler will be asked to remove the animal from the facility or event if the animal is ill and/or when the animal’s behavior poses a direct threat to the health or safety of other persons and/or animals.

**Areas Off-limits to Service Animals**

For safety and other reasons, all animals are restricted from certain areas, including laboratories, maintenance rooms/custodial closets, and areas where protective clothing is required.

**Note:** Requests for exceptions to this restriction must be submitted to the ADA Compliance Officer.

**Liability**

The partner/Handler of an animal at a Park University campus or event is personally responsible for any damage to property and/or harm to others caused by the animal while on the campus or sponsored event.

Debra McArthur
Director of Academic Support Services
Parkville Campus, Mabee 406
8700 NW River Park Drive
Box 46
Parkville, MO 64152
email: debra.mcarthur@park.edu
Office hours: M-F, 8:00 AM - 4:30 PM CST
Phone: (816) 584-6332
Fax: (816) 505-5445 or (816) 741-4911
STUDENT RECORDS AND FERPA

Park University informs students of the Family Education Rights and Privacy Act of 1974 (FERPA). This act, with which the institution intends to fully comply, was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Officer concerning alleged failures by the institution to comply with the Act.

Park University's local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy may be found in the Office of the Registrar or as outlined here.

A. Policy Intent

1. The Park University student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.

2. The Park University student record policy is formulated to protect the privacy of the student information that is maintained and yet provide access to student records for those having a legitimate purpose to view such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.

3. "Records" refers to those files and their contents that are maintained by official units of the University. Generally, students have the right to review any official record that the University maintains on them. Access to records by others, without student permission, is limited to purposes of an educational nature. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation. Information to which the student does not have access is limited to the following:

   a. Confidential letters of recommendation placed in the student's files before January 1, 1975, and those letters for which students have signed a waiver of his/her right of access. Unless authorized by a University administrator, access to student records, including access to all course materials, by faculty members is limited only to the faculty member actually teaching that course. Faculty members may not access course materials or other student records for courses they are not currently teaching without express authorization from a University administrator.

   b. Parent's confidential financial statements.

   c. Personal files and records of members of faculty or administrative personnel, "which are in sole possession of the maker thereof and which are not accessible or revealed to any person except a substitute".

   d. Records of the Office of Admissions concerning students admitted but not yet enrolled at the University. Medical/psychological records used in connection with treatment of the student. Such records are, however, reviewable by a physician or psychologist of the student's choice.

4. Only the following offices are authorized to release non-directory information: Registrar, Career Services, Counseling Services, Financial Aid, Vice President for Academic Affairs, Associate Vice President Student Affairs, Associate Vice President Enrollment Management, Provost, and President.

B. Access to Student Records by the Student or Parents of Dependent Student Learners:

1. Students have the right to inspect their records (as defined by A3 above) and are entitled to an explanation of any information therein.

2. Documents submitted to the University by or for the student will not be returned to the student. Academic records received from other institutions will not be sent to third parties external to the University. Records should be requested by the student from the originating institution.

3. Official records and transcripts of the University (signature and/or seal affixed) are mailed directly to other institutions or agencies the student requests. When circumstances warrant, official records may be given directly to the student at the discretion of the proper University official. In such cases, the record will be clearly marked to indicate issuance to the student.

4. Should a student believe his/her record is incorrect, a written request should be submitted to the appropriate University official indicating the correct information that should be entered. The official will respond within a reasonable period concerning his/her action. Should the student not be satisfied, a hearing may be requested by the Registrar.

C. Access to Student Records by Others

1. Disclosure of general directory information: Certain information may be released by the University without prior consent of the student if considered appropriate by designated officials. Such information is
limited to the following:
• Student's name, address, telephone number (permanent and local)
• Date and place of birth
• Dates of attendance at the University, major fields of study, current classification, degrees, honors, and awards
• Previous schools attended and degrees awarded
• Heights and weights of members of athletic teams
• Participation in officially recognized activities
• Email address
• Class schedule
• Full or part-time status
• Photograph

2. Directory information will not be released for commercial purposes by administrative offices of the University under any circumstances. Students may request that directory information not be released by written request to the Office of the Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.

3. Disclosure to members of the University community:
   a. Access to student records for administrative reasons for faculty, administrative staff, and other pertinent employees is permissible provided that such persons are properly identified and can demonstrate a legitimate interest in the materials.
   b. Access for the purpose of research by faculty and administrative staff is permissible when authorized by the department chair, Associate Dean, Vice President for Academic Affairs, Associate Vice President Student Affairs, Provost, or President.
   c. Information requested by student organizations of any kind will be provided only when authorized by the Vice President for Academic Affairs, Associate Vice President Student Affairs, Provost, or President.

4. Disclosure to organizations providing financial support to student: it is the University's policy to release the academic transcript to such organizations only upon the student's written request or authorization. Otherwise, the academic transcript will be sent only to the student or to the parent(s) upon whom the student is financially dependent, a policy consistent with the University's interpretation of FERPA, popularly known as the “Buckley Amendment.”

5. Disclosure to other educational agencies and organizations: information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.

6. Local, state, and federal government agencies: government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

Park University presumes the authority to advise parents of a student's status, as it deems advisable, unless the student establishes that s/he is not a dependent within the definition of the Internal Revenue Code of 1954.

Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of the University Registrar.

PARK UNIVERSITY STUDENT HARASSMENT POLICY

Park University strives to provide educational, working, cocurricular, social, and living environments for all students, staff, faculty, trustees, contract workers, and guests that are free from Harassment on the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, or veteran status. The University has deemed this to be unacceptable behavior which will not be tolerated. A person who believes that he or she has been subjected to harassment, or any person who has knowledge of harassment of a person associated with Park University, is encouraged to confer promptly with the Dean of Student Life. Please call Student Life at (816) 584-6377, or during non-business hours - call Campus Safety at (816) 584-6444, who will contact the Dean of Student Life. If you prefer - submit your concerns through the Behavioral Intervention Team form at: www.park.edu/BIT.

Pursuant to Title IX of the Education Amendments of 1972, no Student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program at Park. This policy is designed to ensure that no Student is subjected to behavior prohibited by Title IX.

The Harassment Policy defines Harassment, prohibits certain conduct and establishes procedures for addressing and resolving Harassment Complaints. The University will provide education about Harassment through
or preference, or veteran's status. "Sexual harassment" means unwelcome, unsolicited, offensive or undesirable conduct directed at or affecting another person, based on race, color, religion, national origin, age, disability, gender/sex, sexual orientation or preference, or veteran's status. "Sexual Harassment" means unwelcome, unsolicited, offensive, or undesirable conduct of a sexual nature directed at or affecting a person of the same sex or opposite sex. Harassment encompasses a wide range of physical, verbal (oral and written) and visual/nonverbal behaviors and includes, without limitation, conduct which is offensive or shows signs of hostility toward another person because of his/her race, color, religion, national origin, age, disability, gender, sex, sexual orientation, sexual preference or veteran's status or those of the person's relatives, friends or associates.

Harassment Policy: Two Forms of Harassment
1. A hostile work, learning, cocurricular, social, or living environment based upon a person's race, color, religion, national origin, age, disability, gender/sex, sexual orientation or preference or veteran's status
2. Quid pro quo sexual harassment.

Hostile Environment
Hostile Work, Learning, Cocurricular, Social or Living Environment exists when an Employee, Student or other member of the Park University community or a guest is subjected to unwelcome statements, jokes, gestures, pictures, touching, or other conduct that offend, demean, harass, or intimidate based upon the person's race, color, religion, national origin, age, disability, gender/sex, sexual orientation or preference or veteran's status. Harassment includes, but is not limited to, offensive verbal or physical conduct that has the purpose or effect of interfering with an Employee's work performance, or has the purpose or effect of creating an intimidating, hostile, or offensive environment. The Harassment may involve a very serious and offensive act ("Serious Act"), or may involve persistent harassing behavior ("Persistent Harassing Behavior"). A Hostile Environment can be created by supervisors, coworkers, other Employees, Faculty, coaches, Students, alumni, or visitors to the University campus centers such as vendors and contractors.

Examples of a Serious Act: As a general rule, an isolated comment or incident usually will not constitute a Hostile Environment or a hostile educational environment. If, however, the behavior is a Serious Act, such as 1) an intentional, nonconsensual touching of an intimate body area of another person 2) an instructor humiliating a Student in class by making a joke about the Student's disability or inquiring about the Student's sexual activities or 3) a Student marking Nazi swastikas on a fellow Student's car.

Examples of Persistent Hostile Behavior: Persistent Hostile Behavior is a behavior that a reasonable person would find hostile or abusive. Examples: 1) Students ask a Faculty Member to quit telling offensive jokes, but the Faculty Member continues to do so 2) a Student asks a Resident Advisor not to touch him or her, but the Resident Advisor continues to do so 3) a Student asks a fellow Student to refrain from forwarding explicit emails, but the Student continues to send them.

Examples of Stereotyping: Statements that demean a person on the basis of that person's age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, or veteran status, sometimes referred to as "Stereotyping" can also contribute to a Hostile Work Environment. For example, it would be gender Stereotyping to ask a fellow Student why he or she majored in a discipline such as English, Engineering, or Finance because people of the Student's gender cannot succeed in the area. Other examples of Stereotyping would be to ask an older Student why she or he is taking classes or to ask a pregnant Student whether she will continue to go to school after she has her baby. While each of these isolated questions may not constitute Harassment by itself, in a university setting such questions collectively could constitute a Hostile Environment.

Quid Pro Quo Sexual Harassment
This occurs when an Employee or a fellow Student explicitly, or implicitly, promises or withholds educational benefits based upon a Student's acquiescence to sexual advances or behavior. "Quid Pro Quo Sexual Harassment" includes unwelcome sexual advances and/or requests for sexual favors from, an Employee, Student or other person, where submission to the conduct is made a term or condition of educational opportunity or submission to or rejection of such conduct is used as a basis for decisions related to education. Such Harassment may involve
behavior by a person of either sex against a person of the same or opposite sex.

**Examples of Quid Pro Quo Sexual Harassment**
may include but are not limited to:
1. Seeking sexual favors or relationships in return for the promise of favorable educational opportunities or
2. Basing an educational related action (e.g., assigning grades, admission to a major degree of study, assignment to a particular residence hall, admission on an athletic team) on a sexual favor or relationship.

**Student Employee Relationships**
Students are prohibited from developing a romantic or sexual relationship with an employee. Employees are deemed to be primarily responsible for adherence to this policy, although both employee and student will be held accountable.

**Procedures Regarding Harassment Complaints**
Procedures Regarding Harassment Complaints are available on the Park website at: [www.Park.edu/StudentPolicies](http://www.Park.edu/StudentPolicies).

**Student Conduct**
As a student at Park University, you should be aware of the rights you have as a student and of the responsibilities associated with being a Park student. These policies apply to ALL Park University students, regardless of whether the student is taking classes online, at a Campus Center, or on the Parkville campus - all delivery modes and all locations. The Student Code of Conduct is based on respect for self and others, and was developed to challenge students to embrace high ethical standards, and interact with other students, faculty, and staff with integrity.

**Core Values of Park University:**
ACCOUNTABILITY  
CIVILITY AND RESPECT  
EXCELLENCE  
GLOBAL CITIZENSHIP  
INCLUSIVITY  
INTEGRITY

As a student, you have the right to an opportunity to learn in an environment that is free from discrimination based on race, color, creed, religion, gender, marital status, sexual orientation, national origin, age, disability, or veteran status. It is the responsibility of all members of the Park University community - students, faculty, and staff - to create and maintain an environment where all persons are treated with respect, dignity, and fairness. Students have responsibility for assuming the consequences of their actions.

Students are expected to accept their obligations to the entire Park community to honor and respect the value and integrity of each person and to conduct themselves accordingly. In addition, students are responsible for making themselves aware of Park University policies and procedures, all of which are outlined in the Catalog, in the Student Handbook, and/or on the Park University website.

The mission of Park University, is to provide access to a quality higher education experience that prepares a diverse community of learners to think critically, communicate effectively, demonstrate a global perspective and engage in lifelong learning and service to others. In order to maintain an environment where this mission can be achieved effectively and equitably, Park University promotes civility, respect, and integrity among all members of the community. Choosing to be a member of the Park University community obligates each member to follow these standards and ensures that a campus community of civility is maintained. In that light, the Student Code of Conduct will follow established processes for insuring fundamental fairness and an educational experience that facilitates the development of the individual and/or group.

**Student Conduct Code**
The primary intent of this Code is to set forth community standards necessary to maintain and protect an environment conducive to learning. Park University standards reflect higher expectations of behavior than may be prevalent outside the University community. A suspicion of wrongdoing, based on probable cause, must exist before a student shall be subject to disciplinary review. Throughout the judicial procedures, staff will ensure that students receive adequate due process and make sure that their rights are protected.

Any student found to have committed or to have attempted to commit the following misconduct may be subject to disciplinary sanctions:

1. **Acts of Dishonesty.** Acts of dishonesty, including but not limited to the following:
   a. **Academic Dishonesty.** Cheating, plagiarism, or other forms of academic dishonesty. Please note that Academic Honesty is a policy that is also enforced by the faculty member of the course. A detailed description is included under “Academic Honesty” in the Catalog and on the Park website.
   b. **False Information.** Furnishing false information to any University Official.
   c. **Forgery.** Forgery, alteration, or misuse of any Park University document, record, or instrument of identification.
2. Disruption. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions.

3. Threatening, Abusive, or Harassing Behavior. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the physical health, mental health, or safety of any person. Such prohibited conduct includes but is not limited to repeated unsolicited attempts to contact any Park University community member via any means and/or exhibiting other behavior which could be construed as stalking.

4. Theft. Attempted or actual theft of and/or damage to property of Park University or property of a member of the Park University community or other personal or public property.

5. Lewd or Disorderly Conduct. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or at University-sponsored activities.

6. Hazing. Any behavior which constitutes hazing, whether such behavior occurs on University premises at University activities or off campus.

7. Failure to Comply. Failure to comply with directions of University Officials or law enforcement officers acting in performance of their duties including failure to identify oneself to these persons when requested to do so.

8. Unauthorized Entry. Unauthorized possession, duplication or use of keys to any University Premises or unauthorized entry to or use of University Premises.

9. Unauthorized Activities. Any activity that occurs on or off University Premises that could adversely affect the health, safety or security of a member of the Park University community.

10. Controlled Substances. Use, possession, manufacturing, or distribution of Controlled Substances except as expressly permitted by law. Students with confirmed possession or use of controlled substances on University Premises or during any University Activity with no right to legally use such controlled substances may face immediate dismissal.

11. Alcohol. Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication.

12. Firearms/Weapons. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Park University premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others. Students with confirmed violation of the Weapons Policy will face immediate dismissal. (See the Weapons Policy.)

13. Unauthorized Use of Electronics. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on Park University Premises or while conducting University business, without his/her prior knowledge, or without consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom, or using consensual photographs, videos, or audio in a manner not agreed to by all parties.

14. Computer Theft and Abuse. Theft or other abuse of computer facilities and resources, including file-sharing and intellectual property. (See Information Technology Acceptable Use Policy).

15. Abuse of Student Conduct System. Abuse of the Student Conduct System, including failure to comply with the sanction(s) imposed under the Student Code.

16. Policy Violation. Violation of any Park University Policy, including but not limited to, residential life policy, drug and alcohol policy, weapons policy, harassment free institution policy, information technology policy, sexual assault policy, and all academic policies which Policies appear in the Catalog, Student Handbook, and on the Park University website.

17. Local, State and Federal Agencies. Park University will cooperate with local, state and federal criminal agencies, and may initiate criminal investigations into the conduct of Park University Students when deemed appropriate.

Filing a Complaint Regarding a Violation of the Student Code

Any member of the Park University community may file a complaint against a Student for violations of the Student Code. A complaint shall be prepared in writing and directed to the Assistant Dean of Student Life. Any complaint should be submitted as soon as possible after the event takes place, preferably within one (1) week of the incident. Forms for this purpose are available on the Park University website at: www.park.edu/studentlife and search “Report code violation.”

Sanctions

The following sanctions may be imposed upon any student found to have violated the Student code:

1. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.

2. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
3. **Loss of Privileges** - Denial of specified privileges for a designated period of time.
4. **Fines** - Previously established and published fines may be imposed.
5. **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. **Discretionary Sanctions** - Work assignments, essays, service to the University, or other related discretionary assignments.
7. **Interim Suspension** - Interim Suspension from the residence halls and/or other campus facilities or programs may be imposed to ensure the safety and well being of members of the University committee, to ensure the student's own physical or emotional safety and well-being, or if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University. The Interim Suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.
8. **Residence Hall Suspension** - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. **Residence Hall Expulsion** - Permanent separation of the student from the residence halls.
10. **University Suspension** - Separation of the student from Park University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
11. **University Expulsion** - Permanent separation of the student from Park University.
12. **Revocation of Admission and/or Degree** - Admission to or a degree awarded from Park University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
13. **Withholding Degree** - Park University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

**Appeals**
All students have the right to an appeal. An appeal must be based on the existence of new information, to determine if the process was handled fairly, to determine if substantial information exists to make this decision, or to determine if the sanction imposed was appropriate for the violation. Details on the Appeals process for Student Conduct issues is available on the Park website at: www.Park.edu/StudentPolicies.

**ADMINISTRATIVE APPEALS**
Complete information about the appeals processes and procedures for each area are contained within that section. The following is a list of Administrative Appeals steps.

**FINANCIAL AID**
1. Director of Student Financial Services
2. Financial Aid Appeals Committee

**HOUSING**
1. Assistant Dean of Student Life
2. Dean of Student Life

**STUDENT EMPLOYMENT**
1. Coordinator/Student Employment
2. Financial Aid Appeals Committee
3. Director of Student Financial Services

**FINANCES/ACCOUNTING**
1. Controller
2. Vice President for Finance and Administration

**GRADES: Parkville Campus**
1. Faculty
2. Department Chair
3. Associate Dean / Dean

**GRADES: Kansas City Area:**
**Park Accelerated Programs**
1. Faculty
2. Campus Center Academic Director, Park Accelerated Programs – Kansas City Area
3. Associate Dean / Dean

**GRADES: Park Distance Learning**
1. Faculty
2. Campus Center Academic Director
3. (Associate) Dean of Park Distance Learning

**ADMISSIONS** (Parkville 16-week Campus)
1. Admissions Advisory Committee
2. Vice President for Academic Affairs

**COMPLAINTS / GRIEVANCES POLICY**
Park University has a variety of complaints/grievances procedures related to harassment, disciplinary actions, financial aid appeals, and traffic violation appeals. Students should use these processes when appropriate, contacting the Enrollment Services for guidelines, procedures, etc. Students who use these procedures will not be permitted to use the following procedures on the same incident or issue. However, students may choose instead to
use this procedure in which the treatment rather than the outcome is being challenged.

It is the policy of Park University to provide equal opportunity for all enrolled students without discrimination on the basis of race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, or veteran status. Students who feel that they have been discriminated against should contact the Enrollment Services (1st floor Norrington, or send an e-mail to enrollmentservices@park.edu) for information relative to guidelines and/or procedures for filing a complaint or grievance.

Park University has developed the following procedures for assuring that the student has the opportunity to have his/her concerns addressed.

COMPLAINT
A complaint is an informal claim of discriminatory treatment. No written report(s) on the incident or the outcome of the investigation are required.

GRIEVANCE
A grievance is the written allegation of discrimination that is related to:

• Treatment while enrolled in an educational program
• Employment as a student on campus or in campus-based programs
• Financial aid awards
• Participation in clubs and/or organizations
• Other matters relating to campus life or student life.

*Please note: If the grievance is related to a Student Harassment Policy or Title IX Policy situation, please refer the matter immediately to the Dean of Student Life, who serves as the Interim Title IX Coordinator. More information on these policies is available on the Park website at www.Park.edu/StudentPolicies.

PROCEDURES
1. Students wishing to make an informal complaint or file a grievance should contact the Enrollment Services or Campus Center Director for the correct procedures to be followed. Record-keeping will be the responsibility of that office.
2. In the case of complaints, the Enrollment Services (or the designee) will either:
   a. direct the complainant to the supervisor of the area where the alleged incident occurred or
   b. contact the supervisor on the student's behalf.
3. Students filing a grievance will be instructed to send a written statement which documents the alleged discrimination to the Associate Vice President for Student Affairs and to the immediate supervisor of the area where the alleged incident occurred. A written response from the supervisor will be made within ten working days.
4. If after reviewing the written response the student wishes to pursue the matter further, copies of the entire file are to be forwarded to Park University's Human Resources Officer. This officer will be free to interview those directly involved, and will be free to contact any who have information, in order to resolve the matter. The student's right to appeal stops with the Human Resources Officer. The goal of this procedure is to prevent reoccurrence. However, in instances where an individual is found responsible for serious discriminatory action, the Human Resources Officer will consult with the President regarding sanctions.
5. The President may choose to impose a variety of sanctions, including verbal warnings or letters of reprimand or dismissal from employment or enrollment at Park University.

Please refer to the Academic Regulations and Policies section for material specifically relating to academic grievances and grade appeals.

ACADEMIC GRIEVANCES
A student who believes that s/he has an academic grievance should discuss the concern with the faculty member in charge of the course in which the concern has arisen. If a mutually satisfactory resolution is not reached, the student should confer with his/her academic advisor and may take the matter to the relevant department chair. If no resolution is reached at this level or if the department chair or Academic Director is the faculty member in question in the first instance, the concern should be taken to the relevant Associate Dean or Dean. Concerns remaining unresolved at this level should be taken to the Associate Provost and Associate Vice President for Academic Affairs.

IDENTIFICATION CARDS
The Park University photo identification (ID) card should be carried at all times for use at the Park University library, campus athletic events, the Office of the Registrar, the Cashier's Office, and other offices where identification may be needed. There is a replacement fee (payable at the Enrollment Services) if the ID card is lost or stolen.

Photo ID pictures will be taken for Parkville Daytime Campus Center students in the Enrollment Services (1st floor Norrington). Students and faculty attending the Downtown
campus must have an ID parking pass which is issued by the Downtown Kansas City Campus at 911 Main. During the confirmation of courses, IDs may be secured by presenting a Student Data Sheet (SDS) stamped by the cashier certifying that fees are paid. Contact Enrollment Services at (816) 584-6800 for further information or for questions.

ID cards for all other campus centers can be obtained from the Campus Center Director. These cards may be used by students, faculty and staff, and may be required by the local facility as part of the information needed to gain entry onto the installation. The ID may be obtained only after tuition and fees have been paid for the term. An expiration date will be noted on the ID.

TOBACCO USE POLICY
The use of tobacco (both smoking and smokeless) is prohibited in all campus facilities. In addition, smoking is prohibited within 50 feet of any campus building.

General Procedures for Reporting a Crime or Emergency
Faculty, staff, students and guests are strongly encouraged to report all crimes and emergencies to the Department of Campus Safety. The Department of Campus Safety is staffed 24 hours a day, 365 days a year, and can be reached at (816) 584-6444. Campus Safety dispatchers will take your call and dispatch an officer, and if necessary call the police, fire department or EMS agency to assist in your emergency.

If you are on a campus other than the Parkville Campus, please report your crime or emergency to the Campus Center Director or the appropriate law enforcement agency.

Crimes should be reported to the Department of Campus Safety so that the statistics can be reported to the U.S. Department of Education in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). A copy of this report is available online at: www.park.edu/safety. Search “crime safety.” For a printed copy of the report, please contact the Department of Campus Safety at (816) 584-6444.

Drug and Alcohol Policy
Park University recognizes that misuse of alcohol and other drugs and the unlawful possession, use or distribution of illicit drugs and alcohol pose major health problems, are potential safety and security problems, can adversely affect academic and job performance, and can generally inhibit the educational development of students. Park University is committed to the standards outlined by the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. As a result of this commitment, Park University has established regulations forbidding the unlawful manufacture, distribution, dispensing, possession or use of illegal or illicit drugs and alcohol on Park University premises or property or as part of any Park University activity planned for or by students. These regulations shall assure that Park University is in compliance with all applicable federal, state, and local statutes, regulations, and ordinances. Please see the Student Conduct Code for more details and check the Student Handbook online at www.park.edu/studentlife for more information about regulations, disciplinary actions, legal sanctions, health risks, and referral/treatment information.

Sexual Assault and Sexual Violence
Park University strongly denounces sexual assault and sexual violence in any form and advocates the immediate reporting of any incident to university officials and appropriate law enforcement authorities. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or against a person who is incapable of giving consent due to the victim’s incapacity, caused by use of drugs or alcohol, and/or due to the individual’s intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. A Student who is a victim of sexual assault should first contact emergency services at 911 if medical attention is needed and/or to report the crime. Students should also contact the Dean of Student Life immediately, through the Campus Safety Dispatcher, at (816) 584-6444. Campus Safety staff are available 24 hours a day, 7 days a week, to assist as needed: provide initial medical care and/or assist in calling for emergency medical care, assist in reporting to law enforcement, collect information, report to other appropriate university officials, and more. If it is not an emergency situation, students can also submit their reports through the Behavioral Intervention Team form at: www.Park.edu/BIT as those reports are confidential and viewed immediately.

Student victims will get assistance as needed, including change in class schedule, change in living arrangement, counseling, and referrals to outside agencies. Please refer to Park University Title IX Policy on page 61 of the Catalog and on the Park website at: www.Park.edu/StudentPolicies for additional information and procedures.
NON-DISCRIMINATION POLICY AND THE PREVENTION OF SEXUAL HARASSMENT AND SEXUAL VIOLENCE (TITLE IX POLICY)

Park University prohibits discrimination on the basis of race, sex, color, national origin, sexual orientation, marital status, disability, religion and age in employment, and in its admission, education, programs, and activities of students under state and federal law, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Titles VI and VII of the Civil Rights Act of 1964, as amended. Title IX specifically prohibits discrimination and harassment on the basis of sex. Park University will not tolerate sex discrimination or harassment of applicants, students, or employees, whether by students, faculty, staff, administrators, contractors, or outside vendors. Park University recognizes not only its legal responsibilities but also its moral and ethical responsibilities to prohibit discrimination and harassment on the basis of sex and to take appropriate and timely action to ensure an environment free of such inappropriate conduct and behavior. Additionally, Park University will not tolerate retaliation in any form against an applicant, student, or employee for reporting a violation of this policy or assisting in the investigation of a complaint.

Definitions for this Policy:
1. Discrimination is defined as treating individuals either more or less favorably because of some characteristic, including, for example, race, gender, and/or age. For purposes of this policy, discrimination is defined as singling out members of a particular gender for unfair treatment based upon their gender.

2. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of such individual's education or employment, unreasonably interferes with a person's work or educational performance, creates an intimidating, hostile, or otherwise offensive working or learning environment, or is used as the basis for academic or employment decisions affecting the individual.

3. Sexual Violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or against a person who is incapable of giving consent due to the victim's incapacity – which may be the result of the use of drugs or alcohol, and/or due to the individual's intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment under Park University's policy.

4. Retaliation is defined as taking adverse action against a student or employee making a complaint under this policy or against any person cooperating in the investigation of a complaint under this policy. Retaliation includes intimidation, threats, harassment, and other adverse action including adverse job action and adverse academic action against any such complainant or third party.

Sexual Harassment and Grievance Procedure

A. Any student or employee who believes that he or she has been the subject of sexual harassment, specifically including sexual violence, should report the incident to the Dean of Student Life (the “Dean”), who shall act as Park University's Interim Title IX Coordinator. A complaint of sexual harassment or sexual violence may be received by other Park University staff; however, he or she will forward it immediately to the Dean. In the case of sexual violence, the Dean will seek the assistance of Campus Safety staff if immediate medical or safety needs exist.

B. Once the Dean has been notified of an allegation of sexual harassment and/or sexual violence, the Dean will schedule a meeting, typically within one business day, with the complainant in order to advise the complainant of Park University's sexual harassment policy and to identify forms of support or immediate interventions available to the complainant, including referral to appropriate law enforcement agencies, medical providers, and/or counseling and psychological services. If the conduct is criminal in nature, as, for example, assault, rape, or attempted rape, Park University strongly recommends that the complainant report the incident to law enforcement officials. Campus Safety and Student Life staff will assist the student with reporting the incident to law enforcement officials. The complainant shall be advised of accommodations that may be appropriate, such as a change in academic, housing, or employment arrangements.

C. At this meeting, the Dean will ascertain from the complainant how he or she wishes to proceed, whether by formal or informal resolution (discussed in detail in the Policy).
or whether the complainant does not wish to pursue resolution of any kind. If the complainant wishes to proceed with either formal or informal resolution, the Dean will determine the name of the accused as well as the date, location, and nature of the alleged harassment and/or sexual violence. The complainant will be asked to submit a written statement describing the details of the harassment and/or violence; however, the complainant shall not be required to submit a written statement particularly if he or she has been so traumatized by the alleged incident that writing it down would be emotionally difficult. In such a case, the Dean shall create a written record based upon the complainant's statement.

D. If the complainant wishes to proceed with formal or informal resolution, the Dean will promptly commence an investigation in accordance with the Policy. If the accused is a student, the Dean will cause a transcript hold to be placed on the accused student's transcript pending the final resolution of the complaint. During the investigation, and until the matter is finally resolved, the accused student may not withdraw.

E. If the complainant does not wish to pursue resolution and/or requests that his or her complaint remain confidential, under Title IX Park University will still investigate and take reasonable action in response to the complainant's request. The Dean will inform the complainant, however, that the University's ability to respond will likely be limited. Regardless of the complainant's request, under Title IX, Park University must evaluate the complainant's request that there be no formal or informal resolution and/or that the complainant remain confidential in the context of Park University's commitment to provide a reasonably safe and non-discriminatory environment for its students. As needed, and regardless of the complainant's request, under Title IX, Park University shall take prompt and effective action to limit the effects of the sexual harassment and/or sexual violence and to prevent its reoccurrence.

F. In all complaints of sexual harassment and/or sexual violence, Park University will undertake an appropriate inquiry and take immediate action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. If appropriate, the Dean may impose a “no contact” order, which will include a directive that the accused should not contact the complainant, directly or through proxies, whether in person or via electronic means, pending the investigation, and, if applicable, the hearing. The Dean may also take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including directing appropriate Park University officials to alter academic, housing, and/or Park University employment arrangements, together with such other protections as the Dean shall deem appropriate. Under Title IX, when taking steps to separate the complainant and the accused, Park University shall minimize the burden on the complainant and will not, as a matter of course, remove the complainant from his or her classes or housing while allowing the accused to remain. Violations of the Dean's directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

G. While Park University shall endeavor to protect the privacy of the complainant, particularly if the complainant has requested confidentiality, Park will nevertheless determine, consistent with State and local law, whether appropriate law enforcement should be notified.

This policy applies to any allegation of sexual harassment or sexual violence against a Park University student regardless of where the alleged incident occurred, so long as the complainant is a Park University student at the time of the alleged incident and the accused is a Park University student, employee, or contractor.

Retaliation is strictly prohibited. Allegations of retaliation shall be investigated by the Dean, subject to the processes outlined in the Policy. If the allegations of retaliation are supported, the accused shall be subject to appropriate disciplinary sanctions.

Details of the Informal Resolution and Formal Resolution processes and procedures, and the full Title IX Policy, are available online at: www.Park.edu/StudentPolicies.

The Dean of Student Life serves as the Interim Title IX Coordinator for Park University. During office hours, the Dean can be contacted as follows: by phone at (816) 584-6377 or by e-mail at: Diana.McElroy@Park.edu. Outside office hours or if not accessible at the number
and e-mail listed, please contact the Dean through the Campus Safety Dispatcher at (816) 584-6444.

If individuals choose to contact the Office of Civil Rights directly about an alleged violation of the Title IX Policy, there is an electronic complaint form available at: www.ed.gov and search “OCR complaint forms.”

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by, institutions of higher education. The CSPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Missouri it is the Missouri State Highway Patrol) to provide Park University with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at Park University.

Park University is required to inform the community that a registration list of sex offenders will be maintained and available at the Park University Department of Campus Safety office located on the 1st floor of Thompson Center on the Parkville Campus. For other campuses a list will be maintained by the Campus Center Director.

COMPUTERS, THE INTERNET, EMAIL, VOICE MAIL AND FAX MACHINES USE

The Park University Information Technology Network, and the University Telephone System (“University Systems”) exist to enable the University to carry out its educational mission. While the University does not completely prohibit personal use of the University Systems during personal time, the University limits such use and reserves the right to prohibit personal use on a case-by-case basis. The University has no liability to persons who use the University Systems and no liability for any loss of or damage to personal information while in the University Systems.

The University Information Technology Policies and Procedures Manual describes in detail the policies and procedures that govern the use of the University Information Technology Network and all users of the University Information Technology Network are charged with knowledge of those policies. Copies of this Manual are available in the Academic Affairs Office. The Student Conduct Code, the Faculty Manual, and the Employee Policy Manual may also be applicable to user violations of University policies.

The University has the right to monitor all use, personal and otherwise, of all University Systems including the University Information Technology Network and is legally entitled to review, retain, use or release copies of any incoming or outgoing information. Persons who use the University Systems have no right to privacy when using those Systems and users should always assume that any voice, data, or written material on the University Systems is totally accessible to University officials.

By utilizing the University Systems, the user agrees not to violate any University policies or any applicable federal, state, and local laws, ordinances and regulations including those that prohibit libel, copyright violations, the use of obscenities, intimidation, harassment, or discrimination, and agrees to indemnify and hold the University harmless from and against all claims, damages, costs and/or expenses, sustained by the University, including reasonable attorneys fees, arising out of the user's violation of any University policies and all improper, illegal or otherwise actionable use of the University Systems. Users of the University Systems may also be subject to criminal prosecution and/or civil suits in which the University seeks damages and/or other legal and/or equitable remedies.

The University will respond to and investigate any complaint of a violation of University policies. Usually the University will first attempt to deal with misuse of the University Systems in an educative manner. However, the University retains the right to restrict student use of the University Systems as well as the right to discipline, suspend or expel a student and discipline or terminate an employee who misuses those Systems.

All users of the University Systems have an obligation to comply with all University policies, make reasonable efforts to avoid introduction of computer viruses, and to report suspected violations of this policy to a University vice president.
Admissions Policies and Procedures
QUALIFICATIONS

Park University seeks students with a record of academic achievement, involvement in the community and good character. No applicant will be denied admission on the basis of race, religion, color, national origin, age, gender, disability, sexual orientation, marital status or veteran's status.

First-Time Entering Students (Freshmen)
Admission standards for first-time entering students (freshmen) are:
1. Students who have a high school unweighted Grade Point Average (GPA) of 3.0 or above (on a 4.0 scale) are eligible for admission to Park University, regardless of ACT or SAT scores. ACT, SAT, or Park University assessment scores will be required for English and mathematics placement purposes.
2. Students who qualify for Missouri’s A-Plus Program (or equivalent program in another state) are automatically eligible for admission at Park University.
3. For students not included in either of the first two criteria, qualification in at least two of the following are required:
   a. 2.0 grade point average unweighted (on a 4.0 scale)
   b. rank in upper 50 percent of the graduating class
   c. minimum ACT composite score of 20 or a combined SAT score of 940 (critical Reading and Math only).
4. GED Certificate with a total score of at least 2500 (five areas) and no area less than 450, as well as a minimum ACT composite score of 20 or a combined SAT score of 940 (critical Reading and Math only).
5. Prospective students not meeting the above criteria may be considered on an individual basis. The Office of Admissions will forward the request to the Associate Vice President for Academic Affairs for final disposition.

Transferring Students
Admission standards for transfer students are:
1. A cumulative 2.0 GPA in all previous college study.
2. Prospective students not meeting the above criteria may be considered on an individual basis by the Associate Vice President for Academic Affairs.

Undocumented Students
Undocumented non-United States citizens, who have completed and are able to provide proof of having a diploma from an accredited high school in the United States, are eligible for admission to Park University, provided they meet the admission requirements stated above.

International Students with F-1 Visas
Admission standards for International students with F-1 visas (in addition to those already covered) are:
1. A certified English translation of all foreign language transcripts, included with the original transcript.
2. Admission to Park University does not require IELTS or TOEFL score or any other test of English proficiency. However, a prospective student not submitting an IELTS or TOEFL score can only receive a “conditional admission”. Prospective students seeking a “full admission” need to provide an official copy of the IELTS with a minimum score of 5.5 or TOEFL with a minimum iBT test score of 61 or paper test score of 500 or computer test score of 173 (Park University TOEFL code is 6574) or other approved English Language test scores, or English as a Second Language (ESL) transcripts showing successful completion as determined by Park University officials. “Full admission” may also be granted for those students transferring from a U.S. institution that have successfully completed 15 hours of transferable regular undergraduate credit courses, as determined by the Office of the Registrar. Regardless of “admission status” all prospective students with F-1 student visas are required to complete English as an International Language testing upon arrival.
3. A certified Affidavit of Support and a supporting bank statement and/or other financial documents showing the ability to finance annual expenses and to complete a degree at Park University.
4. If transferring from a school within the United States, the International Student Transfer Form should be completed by both the prospective student and the international advising office at the current school attended.
5. Prospective international students not meeting the above criteria may be considered on an individual basis by the Office of Admissions in consultation with the International Student Admissions and Services.
6. Deadline to submit international application for the Parkville Daytime Campus Center, from out of the country, is June 1 for the fall semester and October 1 for the spring semester. For information regarding admission standards for
Undocumented Students

Undocumented non-United States citizens, who have completed and are able to provide proof of having a diploma from a high school in the United States, are eligible for admission to Park University, provided they meet the admission requirements stated above.

HOW TO APPLY

1. Application must be made online at www.park.edu
2. Submit the $25 application fee (non-refundable). International students with F-1 visas must also pay the $50 international student fee.
3. First-time freshman should request that an official copy of his/her high school transcript be sent to Park University's Office of Admissions along with ACT (code 2340)/SAT (code 6574) scores. General Equivalency Diplomas (GED) are also accepted.
4. Transfer students must submit official transcripts of all previous college work. Transfer students with less than 12 hours must also submit an official high school transcript or GED.
5. Submit all the above materials to the Park University Office of Admissions. The Office of Admissions personnel will guide the applicant through the procedure. Contact Office of Admission personnel for forms, instructions and counsel.

Application Deadline

Applications may be submitted through the final registration date for each semester. (Not available for international students.) NOTE: For the Nursing program please contact the school for appropriate deadlines.

Conditional Admission Status

Entering students who have not submitted all official transcripts prior to final registration day will be held in “Conditional Admission Status.” A student can remain in conditional admission status for only one semester from the point of matriculation. All final, official documents must be on file before pre-registration for the following semester. For information regarding admission standards for international students go to www.park.edu/ielp.

Notification of Acceptance

Park University recognizes the need to know, at the earliest possible time, if the student has been accepted for admission. As soon as all materials are received and reviewed, the applicant will be notified of the admission decision.

Students Admitted on Probation

Applicants who do not meet all admission standards as described in this section of the catalog, if recommended by the Admissions Advisory Committee and the Associate Vice President for Academic Affairs, will be admitted on probation. Students admitted on probation should take no more than 12 credit hours per semester and must achieve a 2.0 grade point average. Students admitted on probation should not take accelerated or Internet courses. If students have not complied with the stipulations of their admission for their first semester of attendance, they may not be allowed to enroll in the following semester.

Special Admission – Non-Degree-Seeking NON-DEGREE - A student may be permitted to enroll in courses without formal admission to a degree program. Non-Degree Seeking students must provide proof that course prerequisites have been met. Students without a high school diploma or equivalent cannot enroll in Park classes unless they are part of a cooperative program between Park University and the student’s current institution. A non-degree-seeking student is not eligible to receive financial aid. A student may enroll in a total of 30 credit hours while classified as non-degree-seeking. If proof that course pre-requisites have been met, then the campus center may enroll the student; otherwise, the academic area Program Chair must be consulted to approve course enrollment.

English, Mathematics and Modern Language Placement Policy for New Park University Students

ENGLISH PLACEMENT: For proper placement into their first Park University English course, new students must (1) provide C or better college credit for freshman composition courses equivalent to Park's EN 105 and EN 106, or (2) provide ACT or SAT English subscores, or (3) take the COMPASS English placement test administered by Park's Academic Support Center at no cost to the student. If a student provides C or better college credit for freshman
composition courses equivalent to Park’s EN 105 and EN 106, then the student will automatically satisfy Park’s lower-level general education English requirement. If a student has an ACT English subscore of at least 21 or an SAT English subscore of at least 500, the student will be eligible to take EN105 First Year Writing Seminar I as their first Park English course. Students with lower ACT/SAT English scores or no scores are required to contact Park’s Academic Support Center about taking the COMPASS English placement test. The COMPASS test will then be used to determine the student’s first Park University English course. For additional placement policies regarding international students, refer to the catalog’s International Students section.

**Mathematics Placement:** For proper placement into their first Park University mathematics course, new students must (1) provide C or better college credit for a college algebra course equivalent to Park’s MA 135, or (2) provide ACT or SAT math subscores, or (3) take the COMPASS mathematics placement test administered by Park’s Academic Support Center at no cost to the student. If a student provides C or better college credit for a college algebra course equivalent to Park’s MA 135, then the student will automatically satisfy Park’s general education mathematics requirement. If a student has an ACT mathematics subscore of at least 27 or an SAT mathematics subscore of at least 620, the student may petition the Office of Academic Affairs to have their general education mathematics requirement waived. If a student has an ACT mathematics subscore of at least 23 or an SAT mathematics subscore of at least 510, the student will be eligible to take MA120 Basic Concepts of Statistics or MA 135 College Algebra as their first Park mathematics course. If a student has an ACT mathematics subscore of at least 21 or an SAT mathematics subscore of at least 500, the student will be eligible to take MA120 Basic Concepts of Statistics or MA 125 Intermediate Algebra as their first Park mathematics course. Students with lower ACT/SAT mathematics scores or no scores will be required to contact Park’s Academic Support Center about taking the COMPASS mathematics placement test. The COMPASS test will then be used to determine the student’s first Park University mathematics course.

**Modern Language Placement:** The modern language requirement pertains to BA degrees only. However, students seeking BS degrees can take modern language courses for elective credit. Students who are interested in taking a modern language course must contact the Academic Support Center or the Department of English and Modern Languages for instructions on how to take the Modern Languages Placement Test at no cost to the student. The placement test will then be used to determine the student’s first Park University modern language course.

**Special Services**

Students requiring special services associated with a documented learning, physical, and/or psychiatric disability, should contact the Academic Support Center at the earliest opportunity so that appropriate arrangements may be made.

**Residential Living**

(Parkville Daytime Campus Center Only)

**Residency Requirement**

All Parkville Daytime Campus Center students are required to live on campus unless they meet one of the following exemptions:

1. Student is living with a parent, legal guardian, or dependent children within 50 miles of Park; or,

2. Student is at least 21 years old or has completed at least 58 credits.

Students intending to apply for exemption to live off-campus must submit the Request for Off-Campus Living/Housing exemption form, available at [www.park.edu/campushousing](http://www.park.edu/campushousing).

**Applying for Housing**

To receive a housing room assignment, students must complete the following three steps (located at [park.edu/residencelife](http://park.edu/residencelife) under the Apply to Housing tab.)

1. Apply for housing.
2. Submit the $100 Housing deposit; and,
3. Sign and return the Housing contract.
Park University denies no one admission on the basis of race, religion, color, national origin, age, gender, disability, sexual orientation, marital status or veteran’s status. However, prospective international students with F-1, F-2, B-1 & B-2 visas need to refer to “International Students Legal Requirements” as they are only allowed to enroll at the Parkville Campus. Admission to these programs requires:

QUALIFICATIONS
1. Completion of the Application for Admission and Evaluation form and payment of the appropriate fees.
2. Evidence of high school graduation, which may include:
   • a copy of a high school transcript; OR
   • a GED certificate which reports the score earned on the GED exam; OR
   • DD Form 214 (Certificate of Release or Discharge from Active Duty) or any other official military documentation indicating high school graduation or equivalent.
3. Park University reserves the right to deny admission to any student whose level of academic performance at other educational institutions is below 2.0 on a 4.0 scale. In such cases, Park University officials may require submission of evidence that the student graduated in the upper 50 percent of the high school graduating class and has achieved a minimum ACT score of 20 or a SAT score of 840. Transfer students with less than 12 hours must also submit evidence of high school graduation or GED.
4. In those instances where students have attended college elsewhere without graduating from high school, a college transcript with 48 or more earned credit hours (2 years) listed can also be utilized as evidence of high school graduation or GED.

Conditional Admission Status
Entering students who have not submitted all official transcripts prior to final registration day will be held in “Conditional Admission Status.” A student can remain in conditional admission status for only one semester from the point of matriculation. All final, official documents must be on file before pre-registration for the following semester.

Special Admission - Non-Degree Seeking
A student may be permitted to enroll in courses without formal admission to a degree program. Students without a high school diploma or equivalent cannot enroll in Park classes unless they are part of a cooperative program between Park University and the student’s current institution. A non-degree seeking student is not eligible to receive financial aid. A student may enroll in a total of 30 credit hours while classified as non-degree seeking. If proof that course prerequisites have been met, then the campus center may enroll the student; otherwise, the academic area Program Chair must be consulted to approve course enrollment.

Undocumented Students
Undocumented non-United States citizens, who have completed and are able to provide proof of having a diploma from a high school in the United States, are eligible for admission to Park University, provided they meet the admission requirements stated above.

How to Apply
1. Apply online at www.park.edu/apply or complete a printed application form at the Campus Center location. Online students will submit an online application.
2. At the time of application a $25 application fee (non-refundable) must be submitted.
3. Transfer students must submit official transcripts of all previous college work to:
   Park University
   Office of the Registrar
   Campus Box 27
   8700 NW River Park Drive
   Parkville, MO 64152

International Students with F-1 Visas
International Students with F-1 Visas, entering the USA for the first time to study at a US university/college, are not eligible for Park Distance Learning & Accelerated Programs and may only attend the Parkville Daytime Campus Center (see page 66).
Admission standards for International Students with F-1 visas (in addition to those already covered) transferring from another US university/college are:

1. A certified English translation of all foreign language transcripts submitted with application, included with the original transcript.
2. Demonstration of English proficiency.
3. A certified Affidavit of Support and a supporting bank statement and/or other financial documents showing the ability to finance annual expenses and to complete a degree at Park University.
4. The International Student Transfer Form, completed by both the prospective student and the International advising office at the current school attended.
5. Payment of the International Student fee of $50.

For more information about International Student admission requirements, including those persons with F-2, B-1 and B-2 visas, please contact the Office of International Student Services at the Parkville Campus Center.

Degree Audit

After transfer credits have been evaluated, a degree audit is prepared which itemizes the student's degree completion requirements. The student must complete the degree requirements in effect at the time of the initial evaluation. The requirements are not affected if Park University changes the degree program in future catalogs. In each degree program there are “additional electives” required to complete the degree. However, the number of hours shown on an individual student's degree audit may vary from that in the catalog depending on the individual record of each student.

The degree audit is an advising tool and does not constitute an agreement or a contract. A final review is made prior to graduation to insure the completion of all degree requirements. The audit will be corrected if an error is found. The initial audit will serve as a record of admission to Park University for purposes of financial aid and Veterans Administration eligibility.

Academic Records

The Office of the Registrar maintains for each enrolled student an academic record and a degree audit. All official academic transactions are recorded.

A degree audit reflecting all completed courses will be available on request. A student may request one FREE official transcript at the end of each term of enrollment. Requests must be received prior to the start of the next term. Any student may obtain extra copies of a transcript by filing an official transcript request along with the per copy fee. No transcripts will be issued unless at least one graded Park University course appears on the transcript. No outstanding balance may show on the student's account. Students may obtain an unofficial copy of their transcripts through MyPark. A copy of the degree audit may also be obtained through MyPark.

Registration

1. Registration for classes can be completed up to a year in advance through MyPark, my.park.edu. Registration at the Campus Center locations begins approximately one month prior to the beginning of each term.
2. Students taking online courses must have access to a computer and their own email account to enroll in online courses (see technical requirements at www.park.edu/online and search “Requirements.”)
3. Students who pre-enroll for online classes will be able to login to the Park Online Campus parkonline.org on the first day of class or when they receive MyPark notification that they are granted access to login to their course(s).
4. To see the technical requirements for online courses, please visit the parkonline.org web site, click on the “Technical Requirements” link, and click on “BROWSER TEST” to see if your system is ready.
5. Required enrollment items are:
   • Student Data Sheet (SDS) accurately completed and signed by the student or online enrollment verification.
   • Completed and processed form to award Veterans Administration education benefits, Pell Grant, Stafford Student Loan, Supplemental Loans for Students (SLS), Military Tuition Assistance and tuition assistance from any other agency. Proper approval signatures must be obtained by the student.
   • Check, money order, American Express,
MasterCard, Discover or Visa to pay for all fees and costs.

6. Students who are not funded by Military Tuition Assistance must pay for all tuition and fees at the time of registration. VA Vocational Rehabilitation students are exempt from this policy. If, for any reason, the assistance, benefits, or payment cannot be collected by the University, the student assumes the obligation to pay in full all outstanding tuition/fees.

7. All students will want to read the course syllabus available online www.park.edu and search “Class schedules.” to determine the materials they need to be prepared for the first day of class.
   • Select the Campus Center from which you are taking the course
   • Select the year
   • Select the Term (Fall, Fall I, Fall II, Spring, Spring I, Spring II or Summer)
   • Click on “Search”

8. Term dates can be found at either the Course Schedule www.park.edu and search “Class schedules.” or at the Campus Center home page.

9. Students cannot be given credit for a course for which they have not registered.

Priority Enrollment

Student enrollments in Air Force on-base education services sponsored programs will be given the following priority: (1) active duty military personnel, (2) civilian employees of Department of Defense agencies, and (3) family members of active duty military, military reserve and guard members, retired military personnel. Community civilians may be admitted on a space available basis and to the extent of compatibility with local base security and essential mission commitments.

Student enrollments in Army on-post education services sponsored programs will be given the following priority: (1) active duty military, (2) family members of active duty military personnel, (3) Department of Defense civilians employed on post, (4) retired military personnel, (5) family members of retired military personnel, and (6) civilians.

Student enrollment in Marine Corps on-base education services sponsored programs will be given priority as follows: (1) active duty Marines, (2) reserve components, (3) family members of active duty personnel, (4) DOD employees and their family members, and (5) civilians on a space available basis when programs are not otherwise conveniently available.

Student enrollment in Navy on-base education services sponsored programs will be given priority as follows: (1) active duty military personnel, (2) family members of active duty military personnel, (3) Department of Defense civilians employed on post, (4) military reserve and guard members, (5) retired military personnel, (6) family members of retired military personnel, and (7) civilians.

Park University awards four semester hours of lower level electives for completion of Basic Military Science and six semester hours of upper level electives for completion of Advanced Military Science. Textbooks and uniforms are furnished by the government.

Entering the Online Classroom

1. Go to parkonline.org.
2. Go to the maroon box on the left-side of the screen, under “User ID,” enter your Park University ID number.
4. Click on the button immediately below that says “Go to Class.”
5. You are now in the eCollege system. The top box in the middle of your screen is the “Course List” box. Select your desired course from the current term/semester. Click here to see your course list.

Access Help (Park University)

If you have forgotten your ID or Password, or need assistance with your MyPark account, please email helpdesk@park.edu or call (800) 927-3024.

Course Help (eCollege)

For technical assistance with the eCollege Online classroom, email helpdesk@parkonline.org or call the helpdesk at (866) 301-PARK (301-7275). Your instructor can help you with course content questions. For all other information, please email onlinestudents@park.edu.
Email Policy for Students Taking Online Courses

All Online students are required to use their Park email addresses in their Online Classrooms, and all class and administrative correspondence will be sent to students at this address or within the eCollege course environment.

English, Mathematics and Modern Language Placement Policy for New Park University Students

**ENGLISH PLACEMENT:** For proper placement into their first Park University English course, new students must (1) provide C or better college credit for freshman composition courses equivalent to Park's EN 105 and EN 106, or (2) provide ACT or SAT English subscores, or (3) take the COMPASS English placement test administered by Park's Academic Support Center at no cost to the student. If a student provides C or better college credit for freshman composition courses equivalent to Park's EN 105 and EN 106, then the student will automatically satisfy Park's lower-level general education English requirement. If a student has an ACT English subscore of at least 21 or an SAT English subscore of at least 500, the student will be eligible to take EN105 First Year Writing Seminar I as their first Park English course. Students with lower ACT/SAT English scores or no scores are required to contact Park's Academic Support Center about taking the COMPASS test. The COMPASS test will then be used to determine the student’s first Park University English course.

**MATHEMATICS PLACEMENT:** For proper placement into their first Park University mathematics course, new students must (1) provide C or better college credit for a college algebra course equivalent to Park's MA 135, or (2) provide ACT or SAT math subscores, or (3) take Park's Mathematics Placement Test at no cost to the student. If a student provides C or better college credit for a college algebra course equivalent to Park's MA 135, then the student will automatically satisfy Park's general education mathematics requirement. If a student has an ACT mathematics subscore of at least 27 or an SAT mathematics subscore of at least 620, the student may petition the Office of Academic Affairs to have their general education mathematics requirement waived. If a student has an ACT mathematics subscore of at least 23 or an SAT mathematics subscore of at least 510, the student will be eligible to take MA120 Basic Concepts of Statistics or MA 135 College Algebra as their first Park mathematics course. If a student has an ACT mathematics subscore of at least 21 or an SAT mathematics subscore of at least 500, the student will be eligible to take MA120 Basic Concepts of Statistics or MA 125 Intermediate Algebra as their first Park mathematics course. Students with lower ACT/SAT mathematics scores or no scores will be required to contact Park's Academic Support Center about taking the Mathematics Placement Test. The placement test will then be used to determine the student’s first Park University mathematics course.

**MODERN LANGUAGE PLACEMENT:** The modern language requirement pertains to BA degrees only. However, students seeking BS degrees can take modern language courses for elective credit. Students who are interested in taking a modern language course must contact the Academic Support Center or the Department of English and Modern Languages for instructions on how to take the Modern Languages Placement Test. The placement test will then be used to determine the student’s first Park University modern language course.

*The Modern Language requirement pertains to BA degrees only. However, students seeking BS degrees can transfer Modern Language courses as elective credit.*
Prior Learning Assessment
Park University provides opportunity to accepted degree-seeking students to have their prior learning assessed for transfer into Park degree programs from a variety of methods. (For more information about the evaluation and transfer of credit from foreign transcripts, please refer to page 105.)

1. **Transfer college credit from regionally accredited institutions**
2. Credit from military training/education
3. **American Council on Education**
4. **College Level Examination Program (CLEP)**
5. **Defense Activity Non-Traditional Education Support (DANTES)**
6. **Validated Learning Equivalency (VLE)** – credit for validated learning
7. Advanced Placement (AP)
8. End-of-Course Examination
9. **The International Baccalaureate Diploma (IB)**
10. Registered Nurse’s License

Students can request an evaluation by declaring a major at the time of application or by completing a declaration of major form.

1. **Transfer college credit from a regionally accredited institution.**
   
   Official transcripts from previous colleges and universities (including Community College of the Air Force)

2. **Credit from military training/education.**
   
   For military personnel: A certified DD Form 295 (Application for the Evaluation of Educational Experiences During Military Service) or SMART transcript (Sailor-Marine/American Council on Education Registry Transcript) or AARTS (Army/American Council on Education Registry Transcript Systems) or DD Form 214 (Certificate of Release or Discharge from Active duty).

   As recommended by the American Council on Education (ACE), Park University grants four credit hours of physical education for satisfactory completion of basic training.

3. **American Council on Education**
   
   The American Council on Education (ACE) provides college credit recommendation for formal courses and examinations taken outside traditional degree programs. ACE conducts formal reviews through their College Credit Recommendation Service (CREDIT). Documentation of successful completion of courses or exams is required. Documentation can be an original certificate of completion or a transcript from ACE.

4. **College Level Examination Program (CLEP)**
   
   Credit hours can be earned by satisfactory completion (see chart below) of a battery of examinations under the College Level Examination Program (CLEP). See the Academic Support Center (Mabee 406) or Testing Center (Mabee 706) or your Campus Center Director for detailed information concerning CLEP examinations.

   If CLEP exams were taken prior to coming to Park University, a student must submit an official copy of the scores to the Office of the Registrar for possible credit awards.

   No credit is awarded for separate sub-test scores.

   A maximum of 27 credit hours may be accepted towards a Bachelor degree for satisfactory completion of the CLEP **General Examinations** as recommended by the American Council on Education (ACE).

### General Examinations

<table>
<thead>
<tr>
<th>College Level Examination Program (CLEP)</th>
<th>Minimum Score Accepted</th>
<th>PRIOR TO JULY 1, 2001</th>
<th>Maximum Credit</th>
<th>HOURS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE COMPOSITION MODULAR</td>
<td>50</td>
<td></td>
<td>3 CREDITS</td>
<td></td>
</tr>
<tr>
<td>ENGLISH COMPOSITION</td>
<td>50</td>
<td>420*</td>
<td>3 CREDITS</td>
<td></td>
</tr>
<tr>
<td>(No longer available after July 1, 2010)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td>50</td>
<td>420</td>
<td>6 CREDITS</td>
<td></td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
<td>50</td>
<td>420</td>
<td>6 CREDITS</td>
<td></td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>50</td>
<td>420</td>
<td>6 CREDITS</td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>50</td>
<td>420</td>
<td>6 CREDITS</td>
<td></td>
</tr>
</tbody>
</table>
Credit is awarded for satisfactory completion of the CLEP/DANTES/USAFI/Excelsior College Subject Examinations based on the recommendations of the American Council on Education (ACE). Credit can be applied to major core requirements.

- A maximum of 30 credit hours from the Subject Examinations will be accepted toward a bachelor's degree.
- A maximum of 57 credit hours from the General and Subject Examinations combined will be accepted toward a bachelor's degree.
- A maximum of 30 credit hours from the General and Subject Examinations combined will be accepted toward an associate's degree.

**NOTE:** Where duplication among college courses, credit for prior learning and tests exists, credit will be allowed for only one. Credits awarded from CLEP General Examinations and CLEP/USAFI/DANTES/Excelsior College Subject Examinations will not be substituted at a later date.

5. **Defense Activity Non-Traditional Education Support (DANTES).**

Credit hours can be earned by satisfactory completion of a battery of examinations under the Defense Activity Non-Traditional Education Support (DANTES) administered by Park University or the local testing center. Detailed information concerning DANTES examination is available at the Academic Support Center (Mabee 406) and the Testing Center (Mabee 706) or Campus Center Director. If DANTES exams were taken prior to coming to Park University, a student must submit an official copy of the scores to the Office of the Registrar for possible credit awards.

6. **Validated Learning Equivalency (VLE) - credit for validated learning.**

Equivalency credit may be awarded for educational experiences based on documentation submitted by the student and with the recommendation of the appropriate Program Coordinator. Rules governing VLE are:

- Application must be filed prior to taking the final 15 semester hours preceding intended graduation at Park University.
- Petitions may be submitted no more than once per course.

- Credit shall be awarded on a course equivalency basis based on courses commonly offered by accredited colleges and universities;
- A maximum of 24 credit hours may be petitioned for and awarded.
- Park University students taking courses in the state of California may petition for a maximum of 15 credit hours in upper level (300/400) courses after completion of 60 credit hours toward the degree.

7. **Advancement Placement (AP)**

Park University will grant credit for advanced placement to high school graduates who have proven competence by their score in the Advanced Placement Tests administered by the College Entrance Examination Board. The awarding of credit, the number of credit hours awarded, and the scores required for the awarding of credit are determined by the appropriate academic discipline.

8. **End-of-Course Examination.**

Upon processing an application through the Office of the Registrar, and for a fee of $200, a student may, with permission of the student's faculty advisor, receive credit for any course by satisfactorily completing an end-of-course examination. (Parkville Daytime Campus Center only). The test out option for CS 140 is available to all University undergraduate students. See your advisor for procedures. Additional software charges will apply.

9. **The International Baccalaureate Diploma.**

Park University recognizes the International Baccalaureate Diploma for admission. Furthermore, Park University will grant course credit and advanced placement to students who have passed both the standard and the higher level subject examinations at a satisfactory standard.

**SCORE TRANSFER CREDIT HOURS PER COURSE**

| Standard Levels | 6-7 | 3-4 Credit Hours |
| Higher Levels   | 4-5 | 3-4 Credit Hours |
|                | 6-7 | 6-8 Credit Hours |

10. **Registered Nurse's License.**

A maximum of 60 credit hours is awarded for a Registered Nurse's license upon receipt of official transcripts and a photocopy of the license.
PARK UNIVERSITY

Tuition, Fees, Grants, Scholarships and Financial Aid
### TUITION/FEES/CHARGES

(Taken to change by Park University)

For the school year 2013-2014, (with the exception of the Nursing program) tuition will be charged on a per credit hour rate.

<table>
<thead>
<tr>
<th>Campus Type</th>
<th>Per Credit Hour Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Campuses</td>
<td>$350 / credit hour</td>
</tr>
<tr>
<td>All Campuses Online</td>
<td>$375/ credit hour</td>
</tr>
<tr>
<td>Active Duty Military, Reservist, National Guard and Military Campus Centers Covered by MOU</td>
<td>$224 / credit hour</td>
</tr>
<tr>
<td>Face-to-Face (Effective October 1, 2013)</td>
<td>$245 / credit hour</td>
</tr>
<tr>
<td>Online (Effective October 1, 2013)</td>
<td>$249 / credit hour</td>
</tr>
<tr>
<td>Nursing (Associate of Science Degree in Nursing - see below)</td>
<td>$22,357 / year</td>
</tr>
</tbody>
</table>

#### BSN Online:

- **Non-Military Rate**
  - Elective courses: (includes $75 course fee) $355 /credit hour
  - BSN completion courses: (includes $75 course fee) $575 / credit hour

- **Military Rate**
  - Elective courses: (includes $75 course fee) $249 / credit hour
  - BSN completion courses: (includes $75 course fee) $469 / credit hour

#### Residential Student Charges:

- **Board**
  - $1,813 / semester

- **Room** (per semester)
  - Chesnut Hall – Single $2,470/ Double $1,495
  - Copley Quad – Single $3,350/ Double $2,030

- **Guaranteed Room Deposit** (payable upon acceptance) $100

- **Laundry Service Fee** (per semester) $50
<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application/Evaluation Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Re-evaluation</td>
<td>$25</td>
</tr>
<tr>
<td>Foreign Transcript Evaluation Fee</td>
<td>$160</td>
</tr>
<tr>
<td>Student Life Fee (Parkville) HOR</td>
<td>$50 / semester</td>
</tr>
<tr>
<td>Individual Course Fee</td>
<td>$20 – $50</td>
</tr>
<tr>
<td>End-of-Course Exam Fee</td>
<td>$200</td>
</tr>
<tr>
<td>Health Insurance**</td>
<td>$610 / semester</td>
</tr>
<tr>
<td>Late Registration (Charged during enrollment adjustment period)</td>
<td>$50</td>
</tr>
<tr>
<td>Commencement/Diploma/Certificate Fee</td>
<td>$75</td>
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<tr>
<td>Diploma (2nd copy with initial order)</td>
<td>$50</td>
</tr>
<tr>
<td>International Student Fee (one time)</td>
<td>$50</td>
</tr>
<tr>
<td>ISAS Orientation Fee (for new Park University F-1/J-1 visa students)</td>
<td>$150</td>
</tr>
<tr>
<td>Additional I-20 Express Mailing Fee (First I-20 express mailing is free)</td>
<td>$40</td>
</tr>
<tr>
<td>Bookkeeping Charge</td>
<td>$20</td>
</tr>
<tr>
<td>Teacher Placement File</td>
<td>$15</td>
</tr>
<tr>
<td>Transcript Request Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Express Processing Fee (To be processed within 24 hours)</td>
<td>$15</td>
</tr>
<tr>
<td>Writing Competency Test Administration</td>
<td>$25</td>
</tr>
<tr>
<td>Dual Credit Course Tuition</td>
<td>$90 / credit hour</td>
</tr>
<tr>
<td>Dual Credit Matriculation Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Validated Learning Equivalency (VLE)</td>
<td>$50</td>
</tr>
<tr>
<td>Petition Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Fee for each awarded hour</td>
<td>$35 / credit hour</td>
</tr>
<tr>
<td>Returned Check Charge</td>
<td>$30</td>
</tr>
<tr>
<td>Late Payment Charge</td>
<td>$20</td>
</tr>
<tr>
<td>Associate Degree Nursing Entrance Test</td>
<td>$55</td>
</tr>
<tr>
<td>Nursing Resource Fee</td>
<td>$75</td>
</tr>
<tr>
<td>BSN Pharmacology Test Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Audit</td>
<td>1/2 tuition and full fees</td>
</tr>
</tbody>
</table>

* Some individual courses carry a course fee. These courses are designated by “$” on schedules.

** Applies to all full-time students (residential, international, athletes, and nursing), unless proof of other insurance coverage is submitted during the first eight days of the semester/term. Cost of Student Health Insurance is subject to change without notice.

*If an account is sent to an agency for collection and/or legal action, all collection and/or legal fees will be paid by the student.*
STUDENT INSURANCE

The Health and Accident Limited Student Insurance Plan offered by a Park University selected provider is mandatory for all full-time residential students, student-athletes, students enrolled in the nursing program and international students with F-1 student visas in Kansas City, Missouri, and the surrounding metropolitan areas. In addition to limited health coverage, the policy includes repatriation coverage for all policyholders.

All students identified in the above listed groups are required to self-report their group status and purchase the required insurance at each fall and spring semester/term during confirmation of courses. Park University reserves the right to charge a student that has failed to comply with the self-report requirement the full semester/term cost of the insurance without notice to the student.

Mandatory coverage can only be waived in the following manner, during the first eight (8) calendar days of each semester/term.

- Waiver must be made in person in the Enrollment Services located on 1st floor Norrington.
- A copy of proof of existing coverage must be presented and attached to the waiver form. (International students with F-1 student visas must also possess repatriation coverage).
- If you are under the age of eighteen the waiver form will have to be signed by a parent or a guardian.

All residential students, athletes, and nursing program students are required to have a Health History Record on file. Athletes are also required to have a completed Physical record on file. As part of the Health History Record, a current record of immunization is required. This information will be passed along to medical personnel in case of emergency.

Students, for whom coverage is not mandatory, may enroll in the Health and Accident Limited Student Insurance Plan. To enroll, contact the Enrollment Services at (816) 584-6800. Enrollment becomes effective upon receipt of payment.

ASSOCIATE OF SCIENCE DEGREE IN NURSING PROGRAM

Tuition charge is applicable for up to 45 hours of credit taken at any Park University campus center while in the Nursing Program. In addition, all required nursing and general education courses and applicable electives (which does not include lab fees required by any elective with a laboratory component) will also be covered.

- Clinical course fees
- Required science course lab fees
- Professional liability insurance
- Course syllabi and manuals
- College services (library, etc.)
- Petition for Award of College Credit applications and granting of college credit for Practical Nursing courses through VLE.

PAYMENT POLICIES

The financial assistance award for each semester/term (excluding the lender origination fee for Subsidized, Unsubsidized, and Parent loans) may be applied toward the total charges if all required materials have been submitted to Student Financial Services. Park University will permit students to apply up to 50 percent of their work-study toward tuition charges. Any remaining balance due is payable on or before the Monday prior to the semester/term.

A student will not be allowed to re-enroll unless all debts are settled. Transcripts are not released until debts are paid.

Additional financial alternatives are available from the Student Accounts Coordinator/Campus Center Director.

If financial assistance results in a credit balance at registration, the balance will be refunded to the student approximately 30 days after the beginning of the semester/term or after the release of financial aid, whichever is later.

All credit balances will be released to students in the form of an ACH direct deposit to an account designated by the student, or to a Park University debit/stored value card. Please use MyPark to locate the ACH direct deposit form and/or the enrollment process for the Park University debit card.

Students must sign into MyPark in order to locate the forms below.

1. Direct Deposit ACH Form
   A Bank account is required for this option. This form takes 3 business days to process once received by the Accounting Services.

2. Park University Stored Value Card –Visa Branded Debit Card
   The Park University Stored Valued Card is a fast and convenient way of receiving your financial aid refund. A Park student does not need a bank account for this option. The card is affiliated with US BANK and the ALLPOINT NETWORK.

   Please follow the enrollment process below. Once submitted, a card pack will be issued to
the address indicated on the form within 7-10 business days, by Skylight Financials. You do not need to send any account information to Park University. If you have an address change please send changes to mrodriguez@park.edu. Skylight Online Enrollment Process

- Access your Internet and type Skylight’s address: www.skylight.net in your web browser window.
- Login ID: parkuniversity
- Password: You will set your password upon first login. Please select any four-digit number you would like.
- Click on Login icon to continue.
- Select the appropriate language icon, English or Español.
- Enter the requested information in the fields provided (entry format is indicated). The optional fields are denoted with an asterisk (*).
  The entry format is indicated within the field.
  **Note:** The name field should be completed with the full name (first and last).
  Enter the **Social Security Number** in the field with 9 digits and NO dashes or spaces. The **Date of Birth** field type the date as follows: MM/DD/YY (i.e. 04/26/1975). The **Phone Number** should be entered as ###-###-####.
- Then select Submit.
- A new screen will appear the confirmation number.
- Select Done.
- Another confirmation screen will appear which will provide the confirmation number.
- Choose Logoff to exit the online enrollment process.
- Please call the **activation number** (located on the sticker that is attached to the front of the card) to activate your card by choosing a PIN (personal identification number).

**PARKING**

All Kansas City Area students (Parkville Daytime Campus and Park Accelerated Programs-Downtown, Independence, and Parkville) are required to register any motor vehicle that is operated at the Downtown, Independence, and/or Parkville Campus Centers with the Park University Department of Campus Safety. To register a vehicle, students must complete a vehicle registration form. Forms are available at the Office of Campus Safety (1st Floor Thompson Center), the Enrollment Services (1st Floor Norrington), or online at www.park.edu and search “Parking permit application.”

**AUDIT OF COURSES**

A student may audit courses (take for no credit or grade) by paying one-half the tuition for the course and the full course fee if applicable. Online courses may not be audited.

**SENIOR CITIZENS**

Undergraduate students 55 years of age or older may receive a tuition discount of 10% for credit bearing Parkville Daytime Campus Center classes only. Undergraduate students 55 years of age or older may audit (for no credit) Parkville Daytime Campus Center classes without tuition cost. Individual course fees, however, will be charged in full if applicable.

**REFUND POLICY**

To determine if a student qualifies for a tuition refund, the student must notify Park University as noted in the Academic Withdrawal policy.

The Return of Federal Funds formula provides for a return of Title IV aid if the student received federal financial assistance in the form of a federal loan (Unsubsidized Stafford, Subsidized Stafford, Perkins, and Parent), Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Teach Grant, and other Title IV programs. In addition these students must have withdrawn on or before completing 60% of the semester/term. If funds were released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants or loans released.

Students who have received federal financial aid and who have withdrawn from anything less than 100 percent of their courses will have tuition refunded using the refund schedule listed below. Students not receiving federal financial aid who withdraw from one or all of their courses (both officially and/or administratively), will also have tuition refunded using the refund schedule listed below.

Students with financial assistance awards who withdraw from Park University will have financial assistance refunded in compliance with federal regulations as stated in the Federal Register. Park University returns funds to federal programs in the following order: Federal Loans, (Unsubsidized Stafford, Subsidized Stafford, Perkins, and Parent Plus); PELL, FSEOG, Teach Grant, other Title IV. Institutional awards are distributed after the federal programs.
The Office of Student Financial Services (SFS) administers and coordinates programs of assistance from federal, state, college and private sources to increase post-secondary educational opportunities for eligible students. The philosophy of this office is to attempt to meet the full need of all eligible applicants by "packaging" funds from various sources, including college and non-college funds. Legal residents of Missouri, who are enrolled in Missouri, are encouraged to apply for the Access Missouri Financial Assistance Program.

Need, for financial assistance purposes, is the difference between the cost of attending Park University and all the financial resources an applicant has available. The calculation of a family's financial strength includes consideration of current family income, assets, family size, number of family members in college, and other factors that may seriously alter a family's financial strength. Financial assistance programs are designed to supplement family resources by bridging the gap between cost and the family's ability to pay.

To be considered for federal financial aid, the student must submit an Application for Admission and Evaluation (AAE) to the Campus Center Director or apply for admission through the Office of Admissions. Preference will be given to those whose files are complete by April 1 or at least ninety (90) days prior to the first term of enrollment, for the academic award year (July 1 to June 30).

When the following have been received in the SFS office at the Parkville Campus Center, an Award Notification letter will be sent advising the student that aid availability is viewable at the MyPark portal www.mypark.edu/ics.

### PARK UNIVERSITY REFUND CALCULATION SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>16-Week</th>
<th>9-Week</th>
<th>8-Week</th>
<th>4-Week</th>
<th>2-Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>66%</td>
<td>0%</td>
</tr>
<tr>
<td>Week 2</td>
<td>80%</td>
<td>67%</td>
<td>60%</td>
<td>33%</td>
<td>0%</td>
</tr>
<tr>
<td>Week 3</td>
<td>70%</td>
<td>50%</td>
<td>40%</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>60%</td>
<td>33%</td>
<td>20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>50%</td>
<td>12%</td>
<td>0%</td>
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<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>40%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>30%</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Week 8</td>
<td>20%</td>
<td></td>
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<tr>
<td>Week 9</td>
<td>10%</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>0%</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### ASSISTANCE WITH EDUCATIONAL EXPENSES

The policies of the California Student Tuition Recovery Fund, the North Dakota Refund Calculation Schedule and the Georgia Refund Policy are in the Appendix. The complete policy, explaining how financial aid to be refunded is calculated, is available in the Office of Student Financial Services or on the Park University website.

All fees are non-refundable. Room and Board at the Parkville Daytime Campus Center will be pro-rated on a daily basis. Students on the Parkville Daytime Campus Center wishing to cancel their housing contract must submit (and have approved) a Request for Off-Campus Living/Housing Exemption Form (available at: www.park.edu and search “Request for off-campus living.”) and pay a $500 contract cancellation fee.

### APPLICATION FOR FINANCIAL ASSISTANCE

1. The 2013-2014 Park University Request for Financial Aid form (RFA) available on line at www.park.edu/finaid
2. Federal needs analysis is generated from the Free Application for Federal Student Aid (FAFSA) on which you listed Park University, code #002498. The output document can be in the form of the Student Aid Report (SAR) or Institutional
Student Information Report (ISIR), which is downloaded by Park University from electronic data produced from the FAFSA. **All students who are eligible to complete the FAFSA are required to do so—even if they are only eligible to receive institutional financial aid funds.**

3. If selected for verification (an asterisk appears beside the EFC number in upper right corner of the SAR or ISIR), the following documents will be required:
   - Verification Worksheet.
   - An official federal tax transcript provided by the Internal Revenue Service, and if requested W-2s, even if the student was not married in 2012 (or student and his/her parent’s federal income tax form, if the student was a dependent).

Financial assistance is awarded annually to qualified students who continue to demonstrate financial need and make satisfactory progress (see policy on Satisfactory Academic Progress for Financial Assistance). FAFSA applications must be submitted each year.

The FAFSA form is required to establish eligibility for need-based and institutional financial aid programs. There is no fee charged for the FAFSA application. Forms for 2013-2014 will not be processed after June 30. The FAFSA form may be used as the single request for consideration for the Federal Pell Grant, Access Missouri Student Financial Assistance Program and all other Title IV and institutional assistance programs.

A FAFSA form is required for each family member when more than one student from the same family plans to attend Park University. Awards are made on a first-come, first-serve basis beginning approximately February 1, with a limited amount of funds available for awarding.

Active duty military personnel should consult their Education Services Officer (ESO) for information about financial aid from branches of the Armed Forces or from the Veterans Administration.

- Tuition assistance is available to active duty personnel within Service guidelines. The Education Center will authorize payment of the proper percentage of tuition/fees to authorized individuals. Enlisted personnel and warrant officers incur no service obligation as a result of acceptance of tuition assistance but must be on active duty upon completion of the course(s). Commissioned officers may have to agree in writing to remain on active duty for a minimum of two years after completion of the course(s).

- Park University programs are approved for veteran benefits and comply fully with Public Law and Title IX of the Education Act of 1964.

Park University’s academic programs of study are approved by the Higher Education Coordinating Board’s State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code.

**SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL ASSISTANCE FOR UNDERGRADUATE STUDENTS**

Satisfactory progress is a federally mandated process and must be met to remain eligible to receive federal and state assistance.

The complete policy is available at [www.park.edu](http://www.park.edu). Search “Academic Progress Policy.”

**FINANCIAL AID CHECKLIST for Students Transferring To Park University**

To Transfer Financial Aid Eligibility from another school to Park University:

1. The applicant must first be enrolled at Park University.*
2. RFA (Request for Financial Aid) - Complete a Park University Request for Financial Aid (available online). If additional documents are required, the applicant will be notified.*
3. If applying for federal financial assistance, a valid FAFSA must be on file. (The Park University code is 002498).
4. Student Loan Recipients - If the applicant received a Federal Direct, Direct Parent or Perkins Student Loan in the previous semester and are transferring to Park University, the applicant should contact the previous institution to cancel any subsequent loan disbursement at the previous school. The applicant must reapply for the loan at Park University.
5. Missouri Higher Education Academic Scholarship Program - An applicant may change his/her approved institution choice prior to the beginning of the first day of classes and may transfer between approved institutions during the academic year. The deadline for such actions is August 1 for the fall semester and January 1 for the winter or spring semester. Failure to notify the Missouri Student Assistance Resource Services Office by the dates of such action may result in the loss of the award.
6. The applicant will be informed by Park University of the Financial Aid Award in
the form of an electronic award notification. Please comply with the instructions accompanying this letter.

7. If the applicant has been admitted with a low grade point average or is on academic probation, the applicant may not be in compliance with Park University’s Academic Progress Policy and may not be entitled to financial aid. Please contact the Student Financial Services Office or the Enrollment Services for additional information.*

* Addresses and phone numbers to aid in obtaining forms, documents and information follows.

FINANCIAL AID APPEALS
A student who is suspended from receiving financial aid may appeal by completing a Satisfactory Academic Progress Appeal Form and forwarding the form with needed documentation to the Director of Student Financial Services. Forms are available on the Park University Financial Services web site. The complete policy is available on the web site, upon request from SFS or in this catalog.

GRANTS AND SCHOLARSHIPS
Codes for campuses eligible to apply for different types of aid:
(MIL) - Military (active duty)
(MO) - Missouri (resident attending class in MO)
(FED) - Federal (all students who are US citizens or eligible non-citizens)
(Parkville) - Parkville Daytime Campus Center
(KCA) - Kansas City Metropolitan Area
(PAP) - Park Accelerated Programs-all areas

FEDERAL GRANTS
Information on the Federal Pell Grant can be found at: studentaid.ed.gov and search “Pell grant.”

Information on Federal SEOG can be found at: studentaid.ed.gov and search “SEOG”

Information on the Federal Teach Grant program can be found at: studentaid.ed.gov and search “Federal teach grant.”

OTHER GRANTS may be viewed at www.park.edu/scholarship

STATE GRANTS AND SCHOLARSHIPS may be viewed at dhe.mo.gov
All students must be US citizens or eligible non-citizens as well as a Missouri resident in order to receive state funding. Proof of citizenship is required.

Other State Scholarships
Pennsylvania and Vermont state residents must apply on state-specific applications. Information on scholarships for other states is available from local high schools or community colleges within the state of residence.

Other Missouri agencies that offer scholarship

DEPARTMENT OF ECONOMIC DEVELOPMENT
(573) 751-4962
ded.mo.gov
• Federal Job Training Partnership Act; Employment and Training Program

DESE DIVISION OF VOCATIONAL REHABILITATION
(877) 222-8963
desc.mo.gov and search “Vocational rehabilitation.”
• Vocational rehabilitation: Assistance for students with physical and/or mental disabilities.

DEPARTMENT OF HEALTH
(573) 751-6400
health.mo.gov and search “Nursing student loan.”
• Missouri Professional & Practical Nursing Student Loan Program

NATIONAL GUARD ASSOCIATION
(800) 972-1164
• Missouri Educational Assistance Program
• Missouri National Guard Association
• Auxiliary Scholarship Program

OTHER INSTITUTIONAL SCHOLARSHIPS can be viewed at www.park.edu/scholarship

PARK UNIVERSITY

ACADEMIC SCHOLARSHIPS
Academic scholarships for new freshman and transfer students range from 25 percent of tuition to full tuition. Recipients must earn a minimum of 24 credit hours between August and May each year, be enrolled full time for the fall and spring terms, and keep the GPA required for their scholarship. More specific information is available from the Coordinator of Academic Scholarships or Office of Student Financial Services. Please contact the Coordinator of Academic Scholarships at (816) 584-6294 or www.park.edu for more information and application deadlines.
PARK UNIVERSITY

ENDOWED SCHOLARSHIPS
Endowed scholarship selections are made year round. Applications should be made by February 1. Brochures with more detailed information are available in the Student Financial Services Office at (816) 584-6290 or they are listed on the website at www.park.edu/scholarship. The application for the endowed scholarships is available on the student portal.

NOTE ON FINANCIAL ASSISTANCE
Non-repayable gift awards (other than employment) are directly credited against charges after the Enrollment Adjustment Period each semester/term if all paperwork is completed. For example, a valid Student Aid Report (SAR) must be on file for the Federal Pell Grant to be credited to an account; Federal Perkins Loans require a signed promissory note to be credited to the student’s account. Student employment awards are never directly credited against charges. State grants are credited to the student’s account when funds from the state are received by Park University.

Financial assistance may be awarded to full and part-time students who qualify. Reduction from full-time to part-time status may result in a decrease in financial assistance.

INSTITUTIONAL GRANT / SCHOLARSHIP ADJUSTMENTS
The student have to be full-time to be eligible for the full grant awarded. A pro-rated amount of the grant awarded may be given if less than full-time under special circumstances; and must be appealed for. If the student drops below the number of hours for which the grant or scholarship was awarded, the grant or scholarship will be pro-rated based on the tuition charge at the time of withdrawal.

LOANS
Federal Perkins - Information on Federal Perkins Loan can be found at: studentaid.ed.gov

Federal Direct Stafford Loans - These are long-term, low-interest loans designed to provide students with additional funds for college whether they qualify for other types of federal financial aid. All of these federal loans have up to 10 year repayment term with a minimum monthly payment of $50.00. Please check with the Student Financial Services office for additional information on the federal loan programs. (FED)

This Aid Must Be Repaid!

UNDERGRADUATE LOAN PROGRAMS FOR DEPENDENT STUDENTS

Federal Direct Stafford (Subsidized):
Subsidized means the interest on the loan is paid by the government while the student is in school. To be considered for eligibility the student must be enrolled at least half-time, complete the FAFSA to determine need, not be in default on a previous loan or owe a refund on a federal grant. First-time borrowers must also be informed of their rights and responsibilities while borrowing from the federal loan program through an Entrance Interview. The maximum annual amount a dependent student can borrow is:

- Year 1 - $3500
- Year 2 - $4500
- Year 3, 4, 5 - $5500

Funds are not to exceed an aggregate limit of $23,000. A master promissory note must be signed. The Master Promissory Note (MPN) is a multi-year (serial) note. Once the MPN is signed, additional loans can be made without signing a new promissory note. The MPN can be revoked by the student through the following means: Student must send a WRITTEN notice. The MPN expires 12 months after the note is signed, if there is no initial disbursement; and the MPN expires 10 years from the date it is signed. Interest is variable but capped at 8.2 percent, and repayment begins when the six-month grace period ends after the student ceases to be enrolled at least half-time. (FED)

Federal Direct Stafford (Unsubsidized):
Unsubsidized means the student is responsible for the interest on the loan amount while in school. Students can (1) pay their interest while in school, (2) pay their interest during their six month grace period, or (3) postpone interest payment and have it added to the principle when repayment begins after the six-month grace period ends.

The unsubsidized Federal Direct Stafford Loan can be offered by itself or made in conjunction with the subsidized Federal Direct Stafford Loan. Dependent students are eligible for a maximum of $2000 in unsubsidized per academic year, not to exceed the aggregate loan limit of $31,000. The student must apply for the subsidized Federal Direct Stafford Loan before applying for the unsubsidized Federal Direct Stafford Loan. (FED)
**Federal Direct Parent (PLUS)**: This loan is made to parents of dependent undergraduate students. The student must meet the same eligibility requirements as listed for the Federal Direct Stafford Student Loans. The maximum amount a parent can borrow per year per student cannot exceed the cost of education less all other financial aid received. A credit check is required and a promissory note must be signed. The interest rate is variable but capped at 9.00 percent. There is no grace period for repayment unless the parent borrower is also a student enrolled at least half-time. Students must complete the FAFSA to determine parent eligibility for the PLUS loan.

**NOTE:** If the parent borrower is denied this loan, the dependent student may borrow additional funds under the unsubsidized Federal Direct Stafford Loan for independent students, not to exceed the yearly or aggregate totals for the independent loan program. (FED)

Each type of Federal Direct Stafford Loan described here as well as the Federal Direct PLUS loan will have an origination fee of 3 percent and could have an insurance fee of up to 1 percent deducted from the loan amount guaranteed. The loan must be guaranteed by while the student is still enrolled and eligible. SFS will request the loan funds for each term or semester for which the student is enrolled by Electronic Funds Transfer (EFT) or paper checks. The funds are sent to Park University and disbursed to the student's account after the enrollment adjustment period has ended and/or the student's required paperwork on file is complete.

**NOTE:** Any break in the dates of enrollment reported on the promissory note to the lender will cancel any remaining disbursements of the loan! Example: Student indicates their dates of enrollment will be 8/19/13 to 5/11/14. This would be for Fall I, Fall II, Spring I and/or Spring II. Student decides not to enroll in the Fall II. Any loan disbursements that Park University receives for Fall II, Spring I and/or Spring II will be returned. If the student plans to reenroll in Spring I, Spring II or Summer, s/he must contact SFS and request to be repackaged for the remaining terms of enrollment. SFS will then originate a new loan reflecting the new enrollment dates.

**Undergraduate Loan Programs for Independent Students**

**Federal Direct Stafford (Subsidized):** Subsidized means the interest on the loan is paid by the government while the student is in school. This loan has the same interest rates and the student must meet the same eligibility requirements as the dependent subsidized Federal Direct Stafford Loan. The maximum annual amount an independent undergraduate student can borrow is:

- Year 1 - $3500
- Year 2 - $4500
- Year 3, 4, 5 - $5500

Funds are not to exceed an aggregate limit of $23,000. The combined total of undergraduate and graduate subsidized loans cannot exceed $65,500. (FED)

**Federal Direct Stafford (Unsubsidized):** Unsubsidized means the student is responsible for the interest on the loan amount while in school. Students can (1) pay their interest while in school, (2) pay their interest during their six month grace period, or (3) postpone interest payment and have it added to the principle when repayment begins after the six-month grace period ends. This loan has the same eligibility requirements and interest rates as the dependent unsubsidized Federal Direct Stafford Loan. The combination of subsidized and unsubsidized Federal Direct Stafford Loans cannot exceed:

- Year 1 - $9500
- Year 2 - $10,500
- Years 3, 4, 5 - $12,500

The maximum aggregate total for independent undergraduate and graduate students cannot exceed $138,500. (FED)

**Student Employment**

Employment awards may be included in offers of financial aid to assist financing educational expenses. There are numerous Parkville Daytime Campus Center employment opportunities and limited off-campus employment opportunities.

**Federal College Work Study Program**

Federal CWSP is subsidized by the federal government. Eligibility for this program is based on calculated financial need as determined by the FAFSA. First time work-study students must complete an employment application. The employment application is available online or in the Student Employment office. Additional information can be found at www.park.edu.
INSTITUTIONAL EMPLOYMENT PROGRAM -
This program is supported by the Carson C. Hathaway Memorial Trust for Student Employment at Park University. Student eligibility is based on financial need and/or ability to pay college costs. The Free Financial Aid Application (FAFSA) should be completed (if eligible to file) as well as a Park Work Study Employment Application.

RIGHTS AND RESPONSIBILITIES OF STUDENTS ON FINANCIAL AID
As a financial aid recipient, students have certain rights and responsibilities of which they should be aware. Students have the right to know: the aid programs available at Park University; application process to be followed to be considered for financial aid; criteria used to select recipients and calculate need; Park University refund and repayment policy; and the satisfactory academic progress policy.

Students are responsible for: completing and submitting all forms in a timely manner and by the deadlines published by the U.S. Department of Education, including those items needed to perform verification; notifying the Student Financial Services Office of changes in name, address, marital status, or financial situation; reporting to the Student Financial Services Office any additional scholarships, loans, fellowships or educational benefits not listed on the financial aid award; notifying the Student Financial Services Office of change in enrollment status; maintaining satisfactory academic progress; and reapplying for federal financial aid each academic year. Failure to do so could result in loss or reduction of their financial aid award.

FINANCIAL ASSISTANCE
CONTACT INFORMATION

FEDERAL STUDENT AID PROGRAMS
(800) 433-3243

MISSOURI STUDENT ASSISTANCE RESOURCE SERVICES
PO Box 1469
Jefferson City, MO 65102-1469
(800) 473-6757

OFFICE OF ADMISSIONS
Park University
8700 NW River Park Drive
Parkville, MO 64152-3795
(816) 584-6215 or
(800) 745-7275
(816) 741-4462 FAX
admissions@park.edu

STUDENT FINANCIAL SERVICES
Park University
8700 NW River Park Drive
Parkville, MO 64152-3795
(816) 584-6290
(816) 854-2152 FAX
finaid@park.edu

ENROLLMENT SERVICES
Norrington Center
Park University
8700 NW River Park Drive
Parkville, MO 64152-3795
(877) 505-1059
enrollmentservices@park.edu

Also, information may be obtained at www.park.edu. For admissions to a military campus center, contact the Campus Center Director's office at the location the applicant desires to attend.

Care is taken to ensure the accuracy and timeliness of information contained in this catalog. However, due to constantly changing federal and state legislation, the contents are subject to change without notice. Up-to-date information can be obtained by contacting:

STUDENT FINANCIAL SERVICES
Park University
8700 NW River Park Drive
Parkville, MO 64152-3795
(816) 584-6290
finaid@park.edu
The Academic Support Center (ASC), located in room 406 of the Mabee Learning Center (near the library), offers many services to Park University students, all free of charge to Park students.

The Center also monitors the academic progress of students who are admitted on probation, or who become academically “at risk” after admission, or are placed on academic probation. Academic counseling is provided to assist the student in regaining good academic standing.

Free Tutoring
Tutors are available for many academic subjects, including writing, math, accounting, computer science, and others. Most tutoring is done in the ASC during operating hours Monday - Saturday. Some appointments are available outside our regular hours with tutors who work on-call. In addition to tutoring in the ASC, we offer writing help online through our Online Writing Lab (OWL), which may be accessed through parkonline.org, listed under “Special Courses” as PDL 200.

Computer Lab
A computer lab is maintained with standard software for most needed applications, Internet access, and online course access. The staff is available to help students who need assistance.

Test Preparation Help
Test preparation classes for the Writing Competency Test (WCT) are offered on several days and times before each Kansas City area (KCA) administration of the WCT (five times per year). KCA WCT test dates, schedule of prep classes, and helpful information and tips for preparation for the WCT are available at the ASC website: www.park.edu/support. Test preparation advice and help is also available for students preparing to take the C-BASE exam (required of all students entering teacher education programs). The staff can help students prepare for the math portion (it is suggested that students obtain the available C-BASE math workbooks). Students are also guided to helpful resources for preparation for other parts of the test.

Disability Services
The Director of Academic Support Services coordinates services and accommodations for qualifying students with disabilities. Students must identify themselves by submitting a Request for Disability Services form and by providing adequate and appropriate documentation to the Director of Academic Support Services. Park University policy on disability services may be found in this catalog, and at www.park.edu/disability.

StepUP Program
StepUP is designed to give personalized mentoring and support to its participants, in order to encourage and assist them in achieving their college degree. StepUP students are advised by a professional mentor, receive motivational and educational programs and other free services.

Testing Center
The Testing Center, located in the Mabee Learning Center, administers CLEP, DANTES, C-BASE, and final exams for online courses by appointment only. The Testing Center also handles most testing for disabled students approved for testing accommodations. The Testing Center administers residual ACT (for Park University students only). At the request of the instructor, the staff may also proctor exams for students who have missed classroom tests. Most tests must be arranged by appointment. Call the Testing Center, (816) 584-6887, for more information. Check the website for more information about the tests, and for current days and times of Testing Center services.

NOTE: Park University does NOT administer GRE, TOEFL, PRAXIS, GMAT, LSAT, or other tests. Most of these tests have websites that have more complete information and the location of testing sites.

THE CAMPANELLA GALLERY
Located on the Parkville Campus within the McAnfee Memorial Library, the Campanella Gallery showcases art exhibits by professional and student artists in a wide variety of styles and media. Twice a year, the Gallery is reserved for exhibits by graduating Park University art majors. The Campanella Gallery serves the educational mission of the Department of Art and Design, the Park community and the wider art community. The Campanella Gallery was named in honor of Vincent Campanella, painter and Park University professor emeritus of art. He served the University as the distinguished artist-in-residence and chaired the Department of Art and Design for 29 years.
ENROLLMENT SERVICES
Enrollment Services is located in Norrington Center on the Parkville Campus. Academic advising, course registration and confirmation, student account and Financial Aid assistance, obtain parking permits and student i.d. cards, are among the services provided by Enrollment Services. Regardless of where you are located, what types of courses you are taking or your degree program, Enrollment Services staff will assist you.

Office hours: 8:00 a.m. to 6:00 p.m. Monday thru Thursday and 8:00 a.m. to 4:30 p.m. Friday CST.

Contact Enrollment Services:
• In person: Norrington Center
• On the web: www.park.edu/enrollmentservices
• By phone: (877) 505-1059
• By email: enrollmentservices@park.edu

CAREER DEVELOPMENT CENTER
The Career Development Center (CDC) assists students in all stages of career development including skills assessment, internship opportunities, resume and cover letter preparation, interview coaching, and a number of job search strategies to insure successful attainment of a career upon graduation. The CDC hosts several events in conjunction with local recruiting organizations and professional development networking groups to assist students in making successful career connections. For a comprehensive listing of services and events visit the website at www.park.edu/career or contact the CDC staff at (816) 584-6350, (816) 584-6407 or (816) 584-6793.

Online Career Chat
If you are looking for answers to specific career questions, log into our online chat every Wednesday evening from 5:30 - 9:00 p.m. CST to speak with a Career Counselor!

Career Planning and Assessment
The staff of the Career Development Center is highly trained in career counseling and welcome the opportunity to assist current and prospective students and alums in identifying their career options and developing a plan of action to address individual skills and interests.

Career Services
The CDC will assist with resume and cover letter composition. These services are free to Park students and alumni. With our new OPTIMAL RESUME module available online, all students will be able to assess their skills, learn how to develop a resume and cover letter, and educate themselves on professional interviewing strategies.

CAREER SEMINARS/WORKSHOPS/FAIRS/INTERVIEW DAYS
• Teacher and Education Interview Days with area colleges
• Park University Meet, Eat and Greet Career Fair and Faculty/Employer Luncheon
• COSMC (Career Offices of Small Metropolitan Colleges) Interview Day
• Ad Club Career Day
• Etiquette/Networking Dinner
• Internship Pizza Party and Workshop
• Dress for Success Workshop
• Job Search Strategies for Success Workshops
• Interview Workshops
• “Major” Decision Workshops
• Class Lectures
• On-campus interviews

INTERNSHIPS, PART-TIME EMPLOYMENT, AND FULL-TIME EMPLOYMENT OPPORTUNITIES
Students are encouraged to investigate internship possibilities after their sophomore year in school. This is their best assurance of full-time employment at graduation.

Listings of part-time and full-time jobs and current internship opportunities are posted in our database. Go to the Career Development website www.park.edu/career – click on Job Database Link. Then access Access the student link and create your own job search account. Students are encouraged to check the database frequently as new opportunities are posted on a regular basis.

The Career Development Center’s hours are 8:00 a.m. - 6:00 p.m. Monday through Thursday and 8:00 a.m.-4:30 p.m. on Friday, with additional evening hours available by appointment.

COUNSELING CENTER
The Counseling Center is located in Dearing Hall, on the north side of the Parkville campus. The Counselors are available, by appointment, 8:00 a.m. to 4:30 p.m., Monday through Friday. Limited evening hours are available, in addition to distance counseling.

The Counseling Center includes a Resource Room with access to many publications, and online information about mental health issues is available at the website www.park.edu/studentlife. Students can request appointments with
the counselors by sending an e-mail to counselingappointments@park.edu. The center also sponsors other events during the year, such as separate workshops on relationship dynamics, National Depression Screening Day, and other wellness events.

MILITARY AND VETERAN STUDENT SERVICES

The Department of Military and Veteran Student Services increases access to and success in postsecondary education for military, veterans, wounded warriors, and their families by providing a broad range of services, fostering peer connections and coordinating community support, through:

- Advising military, wounded, veteran students, and dependents during walk-in hours, workshops, appointments and via conference calls
- Connecting military, wounded, veteran students, and dependents with college resources, such as academic advising, career and personal counseling, tutoring services, financial aid, and external service organizations, to promote success at Park University
- Assisting with identification of federal and state education benefits eligibility
- Assisting with applying for benefits via workshops, online, printed materials and website
- Providing Park's Student Veterans Organization with department resources, advisement, and programming

Contact:
1st Floor Thompson Commons
Parkville, MO 64152
(816) 584-6530
http://military.park.edu/

RESIDENCE LIFE AND EDUCATION

Park University believes in providing the opportunity for students to develop in all areas of their lives. These opportunities include being involved in the Residence Hall Council, one of our Living-Learning communities (Business, Leadership Challenge, and Honors), as well as many other planned activities. The resident hall experience is intended to enhance the student’s classroom experiences and provide opportunities for students to develop the whole person. Please visit www.park.edu/residencelife to learn more about our programs.

Additionally, every effort is made to encourage students to assume responsibility for their own behavior, while at the same time developing respect for the rights of others. This total student development, requires that certain policies and procedures be established for residence life. These policies and procedures are contained in the Residence Life and Education Handbook and are available at www.park.edu/residencelife.

FOOD SERVICES

All students living in the residence halls are required to have a meal plan. There are several locations on campus to obtain food including the Copley Quad Smart Market (for residential students only); the Academic Underground, the Pirate Grounds Coffee Shop, and the Thompson Café. Special diet needs may be arranged by contacting the Director of Food Service at (816) 584-6395.

INTERNATIONAL STUDENTS

Park University has a distinguished group of over 690 international students representing more than 90 countries. Upon arrival, International Student Admissions and Services is available to serve the adjustment needs of this unique student population. In addition to two full weeks of pre-orientation prior to the first day of classes and a 4-week extended orientation for the first four Fridays of the semester, of orientation that includes sightseeing trips to Kansas City, ISAS provides ongoing social activities, individualized student advising and continuous guidance regarding Department of Homeland Security policies and benefits. The office also provides admission guidance.

In addition, International Student Admissions and Services advises one of the largest student clubs on campus, the World Student Union (WSU). Each month, WSU plans social activities for club members, which may include fund raisers, fun excursions in the city, community service projects. ISAS sponsors various forums for students to share their culture — the Culture Hour, The Coming to America Series, International Education Week, and Cultural Sharing Event.

PIRATE FITNESS CENTER, WELLNESS PROGRAMS, AND INTRAMURAL SPORTS

All Parkville campus students have access to the Pirate Fitness Center located inside Labor Hall, which is adjacent to the Breckon Sports Center. The facilities include free weights, dumbbells, machine weights, Bosu and exercise balls, resistance bands, elliptical trainers, stationary bikes, and treadmills. The Pirate Fitness Center is also home to the Community Wellness Program which includes all of the fitness classes, Yoga, Pilates, Zumba,
Boot Camp, and more. The gym area is available by appointment. Contact the fitness center staff at (816) 584-6463 or by e-mail at piratefitness@park.edu. For a complete schedule of classes, wellness programs, and details on the facility go to www.park.edu/wellness.

Intramural events are offered throughout the fall and spring semesters at the Parkville campus. Activities and sports for individual students, groups of students, and student organization involvement are available. Check for details and the schedule online at: www.park.edu/intramurals.

McAFEE MEMORIAL LIBRARY

The McAfee Memorial Library now contains approximately 155,000 volumes, over 1,000 periodicals and approximately 4,000 reels of microfilm. The library is electronically networked to several colleges, universities, and city libraries so that students have access to over 2,000,000 volumes. Other library resources include periodical indexes and databases, reference sources, database access, and the archives and records of the University. Full-text articles may also be located in a number of the periodical databases. The underground library located beneath the Parkville Daytime Campus Center seats approximately 290, provides seminar rooms and group study rooms, has an extended hours study area and an art gallery. Typing, word processing, and small computer facilities are available, as well as photocopy equipment. The book collection may be accessed through a computerized electronic catalog. Access to the online catalog and other electronic resources is provided through the University's web page: www.park.edu/library.

Library facilities are available for all student use, on campus centers and on the Parkville Daytime Campus Center.

The University cooperates with other institutions of higher learning in the metropolitan area so that its students may get additional access to their libraries. The library offers interlibrary loan and direct borrowing from area libraries through several cooperative agreements.

Library hours during Fall and Spring terms are CST/CDT (Hours are subject to change.)

<table>
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<tr>
<th>Day</th>
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<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m. - 9:30 p.m.</td>
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<tr>
<td>Friday</td>
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<td>Saturday</td>
<td>10:00 a.m. - 4:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>4:00 p.m. - 9:30 p.m.</td>
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<tr>
<td>Study Room</td>
<td>Open 24 hours a day.</td>
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MUSIC

The Park University Music Program offers opportunities for students to sing in various choral groups. Such participation does not require that students are music majors. Interested students should call (816) 584-6486.

PUBLICATIONS

Park University students have the opportunity to work on student-run publications: newspaper, yearbook and literary magazine. For more information, please call (816) 584-6322.

The Stylus, Park's newspaper, is operated and managed by students. While it provides an invaluable laboratory in news writing, editing, composition and photography, its staff is not limited to journalism students. Issued biweekly except during vacation periods, the Stylus contains reports of campus events and is a forum for student opinion.

The Narva is published annually in the spring. It is a visual and verbal expression of the people and the year's events. Through its photographs and articles, students have an expressive record of their Park experiences.

The Scribe is Park's student-edited literary and art magazine, which contains fiction, dramas, poetry, essays and visual art created by students, faculty members and others in the Park community.

The Scholasticus is published by the University annually in the fall and presents research excellence conducted by undergraduate and graduate students during the previous academic year.

RADIO AND TELEVISION

Educational radio station KGSP-FM is student operated and broadcasts to the campus and communities nearby. It features a diversified (MOR) format. The TV Production Studio on the Parkville Daytime Campus Center serves both as a teaching facility for TV students and as the local origination facility for a two-county cable TV system. Students produce programs with both studio and mini-cam field equipment.

Students assume a wide range of responsibilities in both programs, and the excellent “hands-on” learning experiences qualify them for future employment. Interested students should call (816) 584-6321.
STUDENT ACTIVITIES, ORIENTATION, AND STUDENT CLUBS

There are a number of cultural and social activities for students at Park University, including plays, lectures, dances, concerts, athletic events, and other forms of entertainment and education. There are traditional events such as Fright Night, Spring Fling, Harvest Festival, International Dinner, and Christmas on the River. The Park Student Activities Board (PSAB) plans musical performances, game shows, films, dances, and special events for the Kansas City Area. Some events, such as International Talk Like a Pirate Day, are celebrated at all the Park University campuses. Many events are open to all Campus Centers. For more information, please call (816) 584-6411 or check the online Activities Calendar, available through the Student Life home page at: www.park.edu/studentlife.

More information about orientation is available at www.park.edu/studentlife and search “Orientation.” Students have the opportunity to join different student organizations. Active groups include community and campus service organizations like Park Service Organization and Student Ambassadors, academic organizations such as the Association for Computing Machinery (ACM) and Communication Connection, honorary organizations such as Alpha Chi and Zeta Omicron, social groups such as Residence Hall Council and Park Student Activities Board, and organizations with an international focus, such as World Student Union (WSU) and Model United Nations. For information about any of these student organizations or student activities, please call staff in the Office of Student Life, at (816) 584-6377 or check the website at: www.park.edu/studentlife.

STUDENT HEALTH SERVICES

Park University students are encouraged to have health insurance and some student populations are required to provide proof of health insurance coverage. Information about student insurance is provided on request and is available at www.park.edu/enrollmentservices. Information about health services available to Park students in the Kansas City area is on the Student Life website at: www.park.edu/studentlife.

STUDENT LEADERSHIP AND ENGAGEMENT

Staff in Student Life provide a comprehensive Student Leadership program to equip both emerging and experienced student leaders with skills and experiences that will benefit them during their time at Park University, in their careers, and in the community. There are also many opportunities for Student Engagement, offering students a chance to understand their leadership style and become civically engaged with their campus, local, and global community. For more information about these programs and events, or to utilize the Student Leadership and Engagement resources, please check the website at: www.park.edu/studentlife and search “Leadership.” In addition, Park University offers a minor in Leadership, and that information is available in Student Life by calling the Coordinator for Student Leadership and Engagement at (816) 584-6411.

STUDENT LIFE

Student Life encompasses several areas of the campus that provide outside-the-classroom support, services and programs for students. Areas within Student Life include Residence Life, Student Leadership and Engagement, Student Activities and Orientation, Event Scheduling, Counseling Center, Student Health Services, Student Clubs and Organizations, Pirate Fitness, Intramural Sports, Park Student Government Association (PSGA – Student Senate), Summer Academic Camps, Student Conduct, Food Service, and Parent Programs. Please check the website at www.park.edu/studentlife or call (816) 584-6377 for more information. Most Student Life staff is located on the second floor of Thompson Student Center and regular hours are 8:00 am to 4:30 pm Monday through Friday. Many special events and programs provided by staff are offered on evenings and weekends. In addition, several opportunities for involvement are also available at campuses outside the Kansas City area.

STUDENT GOVERNMENT

All students enrolled at Park University are considered members of the Park Student Government Association (PSGA). The Student Senate consists of the Executive Board and the Senate. Members of the Executive Board are President, Vice-President, Secretary, and Business Manager. Members of the Senate include students representing both the residential and commuter population. The
Assistant Dean of Student Life serves as the advisor to the Student Senate. The PSGA assists Park University in its commitment as an institution of higher learning; acting as a means of communication between students, faculty and administration; while addressing the needs of the campus and serving as the comptroller of the student life fee funds. For specific information about PSGA, please check the website at: www.park.edu/studentlife.

THEATRE

The Park University Theatre Program is dedicated to serving the artistic needs of its theatre-interested students, the Park University student body and the Parkville community.

In addition to providing an academic minor designed to augment other departmental offerings on campus, the Theatre Program offers two main stage presentations each year in the Jenkin and Barbara David Theatre located in Alumni Hall. The Studio Theatre on the second floor of Alumni Hall provides an intimate performance alternative for student-mounted projects.

Interest and commitment are the only prerequisites for theatre involvement. No prior experience is necessary. Interested students please call (816) 584-6450.

VARSITY ATHLETICS

Park University has a highly successful varsity athletic program offering 15 varsity sports that compete in the National Association of Intercollegiate Athletics (NAIA). Varsity sports include men's and women's basketball, men's and women's soccer, men's and women's volleyball, men's and women's cross country, men's and women's indoor track and field, men's and women's outdoor track and field, men's baseball, women's softball and women's golf. Park is a member of the American Midwest Conference (AMC), the Mid American Men's Volleyball Intercollegiate Conference (MAMVIC) and is a NAIA Division I Independent in men's and women's basketball. Varsity student-athletes are required to comply with eligibility guidelines established by Park University, the NAIA, and the AMC.
ACADEMIC ADVISING

Academic advising is an integral part of the academic program of Park University. Advisors are full-time faculty or staff. The advisors serve as a central academic resource and mentor of Park University students. Each student has an advisor who provides guidance in academic planning and who is available for counseling on academic and related issues and concerns. Each student is expected to work closely with his/her advisor in the design and pursuit of a coherent course of study shaped by his/her goals and interests and by University and departmental requirements.

Academic advising at Park University is viewed as a cooperative educational partnership between advisor and advisee, grounded in mutual respect and a common commitment to student growth and success. The advisor/advisee relationship respects the autonomy and intellect of each student and acknowledges the broader developmental and educational contexts within which academic advising occur.

Although advisors and advisees work together in all areas related to academic planning, academic decision-making responsibilities, including the responsibility for meeting each of the graduation requirements of the University, rest ultimately with the student. Primary responsibility for timely, effective use of the academic advising system also remains with the student.

Academic advisors are responsible for providing their advisees with appropriate, accurate information concerning the academic policies, programs, procedures, and resources of the University. Advisors also assist advisees in defining, developing, and pursuing an educational plan consistent with their academic, career, and life goals, including the selection of an academic major consistent with their interests and abilities within the broader liberal educational curriculum. Advisees are encouraged to meet regularly with their advisors in order to realize the full educational potential of the advising program. More specifically, each student shall work carefully with his/her advisor to structure an appropriate course schedule, based on the student’s short and long-term academic objectives as well as his/her career interests and goals.

In addition to ongoing general discussions concerning academic planning and scheduling, career goals, and academic progress, students and advisors will want to discuss at least the following:

- Taking less or more than a standard load (twelve credit hours in a given semester or six credit hours in a given term)
- Dropping a course in progress
- Changing the schedule in any way
- Selecting and declaring a major or minor
- Changing a major or minor
- Study abroad opportunities
- Internship possibilities
- Going on leave or withdrawing from the University.

ACADEMIC GRIEVANCES AND GRADE APPEALS

A student who believes that he/she has an academic grievance must first discuss the concern with the faculty member in charge of the course in which the concern has arisen. If a mutually satisfactory resolution is not reached, the student must then take the matter to the appropriate Department Chair or Campus Center Academic Director. If no resolution is reached at that level, or if the Department Chair or Campus Center Academic Director is the faculty member named in the first instance, the concern should be taken to the appropriate academic Dean. The decision of the Dean will be considered final. Students may petition the Vice President for Academic Affairs only in instances where he/she feels due process or University policy was not followed.

GRADE APPEAL POLICY

1. All grade appeals must be initiated within 30 calendar days of the end of the term in which the grade to be challenged was recorded.
2. The student bringing the appeal must first discuss the issue with the faculty member who assigned the grade.
3. If a mutually satisfactory resolution is not reached in conversation with the faculty member, the student must discuss the issue with the appropriate Department Chair or Campus Center Academic Director.
4. If, after discussions with the faculty member and the Department Chair or Campus Center Academic Director, a resolution has not been reached, the student may file with the respective academic Dean a formal grade appeal.
5. All students intending to file a formal grade appeal must do so within 60 calendar days of the end of the term in which the grade to be challenged was recorded, and must use the Grade Appeal Form available at www.park.edu/current.
6. Students must submit the completed Grade Appeal Form and any supporting documentation to the academic Dean. Campus Center Academic Directors forward such appeals to the Associate Dean of PDL, who will
then forward it to the appropriate academic Dean.

7. Once the documentation is received by the School/College Dean, the student will be notified by the academic Dean.

8. Within 7 calendar days of receipt of the complete student petition, the faculty member named in the appeal will be informed that the issue has been elevated to the level of a formal appeal. He/she will be given access to the files submitted by the student. The faculty member will be given 14 calendar days to submit a response to the academic Dean. The Dean may, in extreme circumstances, extend the deadline for faculty input (e.g., in cases where the faculty member is on vacation or is ill). In those instances, the Dean will notify the student of the extension, new dates, and general reason for the extension.

9. The student appeal information, together with the faculty response, will be considered the formal Grade Appeal Dossier, which will be secured in the College/School Dean's office during the appeal process.

10. The Dean will review the case and render a decision. That individual may also employ the assistance of a formal College/School Appeal Board. In cases where such a Board is assembled to hear a case involving a student from a Park Campus Center, the Dean will ensure that the appropriate Campus Center Academic Director is formally involved in the process. The decision of the Dean will be rendered within 14 calendar days of the completion of the Grade Appeal Dossier.

11. The Dean will immediately notify the student of the decision in writing.

12. The decision of the Dean will be considered final. Appeals to the Associate Vice President for Academic Affairs can be made only on the basis that the established policy outlined here was not followed. Simply disagreeing with the decision is not grounds for further appeal.

Students may contact the Enrollment Services for assistance with these guidelines and procedures.

ACADEMIC HONESTY

Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand all sections of this policy relating to standards of conduct and academic life. Park University students and faculty members are encouraged to take advantage of the University resources available for learning about academic honesty at www.park.edu/current or www.park.edu/faculty.

Definitions

Academic dishonesty includes committing or attempting to commit cheating, plagiarism, falsifying academic records, and other acts intentionally designed to provide unfair advantage to the student.

- **Cheating** includes, but is not limited to, intentionally giving or receiving unauthorized aid or notes on examinations, papers, laboratory reports, exercises, projects, or class assignments which are intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct.

- **Plagiarism** involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper, laboratory report, project, or class assignment (any portion of such) prepared by another person, or incorrect paraphrasing.

- **Falsifying academic records** includes, but is not limited to, altering grades or other academic records.

- Other academically dishonest acts include, but are not limited to: stealing, manipulating, or interfering with an academic work of another student or faculty member; collusion with other students on work to be completed by one student; lying to or deceiving a faculty member.

Procedures

In the event of alleged academic dishonesty on the part of a Park student, the faculty member bringing the charge will document the incident on an Academic Dishonesty Incident Report, and will submit a copy of the form to the Department Chair, Campus Center Academic Director, or academic Dean. A student who wishes to report an alleged incident of academic dishonesty may do so by completing the Academic Dishonesty Incident Report form and submitting it to the faculty member for the course, who will submit copies as outlined above. Forms are available online (www.park.edu/faculty and www.park.edu/current). Once an Academic Dishonesty Incident Report Form has been submitted, the faculty member bringing the charge will schedule a conference with the student who has been accused of academic dishonesty.
IF THE STUDENT DOES NOT DISPUTE THE CHARGE, the faculty member may then assign a penalty, such as a verbal reprimand or lowered grade. Possible sanctions are listed in a following section titled Penalties in the Event of Academic Dishonesty. Any penalty imposed will be recorded by the faculty member on the incident form and filed (with any supporting documentation) with the appropriate Department Chair, Campus Center Academic Director, or academic Dean.

IF THE STUDENT DISPUTES THE CHARGE, he/she may request a review of the issue by the appropriate Department Chair, Campus Center Academic Director, or academic Dean within 10 business days following the initial meeting with the faculty member. If the matter still cannot be resolved, the student may contact the appropriate academic Dean or Campus Center Academic Director to request a formal hearing. The Dean or Campus Center Academic Director will appoint a Hearing Committee to conduct a hearing within 20 business days of the request.

The faculty member making the allegation will present her/his case to the Hearing Committee. The Hearing Committee will be comprised of two faculty members (excluding any of the student's current faculty) and one student appointed by the Campus Center Academic Director or Dean. The Campus Center Academic Director or Dean will appoint, as Chair, one of the two faculty members. At an academic hearing the Park University policy does not include the right to have legal representation. Students may select a Park University student, staff or faculty member to be present for consultation purposes during the hearing. The adviser may not address the committee members or witnesses.

During the hearing, each side will have the opportunity to present their case and to question the other side. The Hearing Committee may also ask questions. The hearing shall focus on evidence for the specific allegation and may include up to three witnesses for each side of the dispute. All evidence presented at the hearing will become a part of the hearing file. The hearing file will be submitted to the appropriate academic Dean within five business days. Upon receipt, the appropriate documentation will be scanned to the student’s e-file.

Immediately following the hearing, the committee will discuss the case and will make clear in a written document addressed to the appropriate academic Dean whether they find for the student or for the faculty member. The student will receive written notice of that decision within 15 business days after the hearing. The notification will be mailed via “Certified Mail Receipt.” A summary of the entire case must be submitted to the Associate Vice President for Academic Affairs. He/she may impose additional sanctions for repeat offenders.

The decision of the Dean will be considered final. Appeals to the Associate Vice President for Academic Affairs can be made only on the basis that the established policy outlined here was not followed. Simply disagreeing with the decision is not grounds for further appeal. Grades and/or degree(s) may be withheld pending the outcome of the appeal process.

Penalties in the Event of Academic Dishonesty

In the event of academic dishonesty, the following courses of action are available to Park University, based upon the severity of the violation:
- Documented reprimand.
- Assignment of a lower grade on the test/paper/project in question, with an explanation from the faculty member.
- Assignment of a grade of “F” in the course.
- Expulsion from the course with the assignment of a passing grade (W), with the approval of the Dean or the Dean’s designee.
- Expulsion from the course with the assignment of a failing grade (WF), with the approval of the Dean or the Dean’s designee.
- Referral to the Student Code of Conduct Administrator for consideration of University-wide sanctions, including the possibility of suspension or expulsion from Park University. The full Student Conduct Code and associated sanctions are available on the Park website at: www.park.edu/studentpolicies.

ACADEMIC PROGRESS/PROBATION

No fixed incremental rate of progress toward a degree is required. A student is considered in good standing as long as the student’s cumulative GPA stands at 2.00 or better, and the student continues to achieve a Park University GPA of 2.00 or better at end of Fall and Spring semesters.

1. ACADEMIC WARNING

Any academic semester/term in which a student's GPA falls below a 2.00, the student will receive a warning letter from the Office.
of Academic Affairs. A copy of the letter will be placed in the student's academic file.

2. ACADEMIC PROBATION
A student who fails to achieve a 2.0 cumulative Park University GPA will be placed on academic probation until his/her cumulative Park GPA increases to 2.00 or greater. A letter will be sent to the student by the Office of Academic Affairs. A copy of the letter will be retained in the student's academic file.

A student receiving VA benefits who remains on academic probation beyond two semesters/terms without an improvement in his/her GPA will no longer be certified. In order for a veteran student to be reinstated for veteran's benefits, s/he must (1) show progress at an acceptable rate to graduate, and (2) must maintain a 2.0 GPA

3. ACADEMIC SUSPENSION
In cases where a first-time Park undergraduate student taking only one course per semester receives a failing grade, he/she will be placed on academic probation rather than on academic suspension. A student seeking a bachelor's degree will be placed on suspension according to the following:

- **0 - 27 Total Earned Hours**
  Below a 1.00 Cum Park GPA

- **28 - 57 Total Earned Hours**
  Below a 1.50 Cum Park GPA

- **58 or more Earned Hours**
  Below a 1.75 Cum Park GPA

A student seeking an associate's degree will be placed on suspension according to the following:

- **0 - 15 Total Earned Hours**
  Below a 1.00 Cum Park GPA

- **16 - 30 Total Earned Hours**
  Below a 1.50 Cum Park GPA

- **31 or more Earned Hours**
  Below a 1.75 Cum Park GPA

Any student who has been suspended may appeal in writing to the appropriate academic Dean. After being academically suspended from Park University, any student who wishes to return is required to apply for readmission. If enrollment is broken for two or more semesters for Parkville Campus students, the student will be required to follow the current catalog in effect when readmitted.

4. ACADEMIC READMISSION/EXPULSION
The student must submit a written request for Readmission to the appropriate academic Dean. A decision is rendered following consultation with the appropriate Campus Center Academic Director or Department Chair. If the student is readmitted, s/he will be placed on probationary status. Failure to meet the requirements stated above could result in expulsion for an indefinite period.

**ACADEMIC WITHDRAWAL POLICY**
Park University reserves the right to withdraw a student from class(es) for failure to meet financial obligations or failure to attend classes without approved excuse. Excused absences may be granted at the discretion of the instructor.

There are two types of withdrawal, official and administrative. An official withdrawal begins when the student initiates the withdrawal process. Refunds are based on this date. If a student fails to initiate the withdrawal process, and is withdrawn for non-attendance and/or failure to meet financial obligations, this is an administrative withdrawal. In this case, refunds will be based on the withdrawal date or the mid-point of the semester or term.

Students must officially withdraw from a class(es) no later than two-thirds of the way through the semester/term in order to receive a “W.” If a student does not officially withdraw by this time, a grade of “F” will be recorded. A request for withdrawal, if sent electronically, must be sent using the student's Park e-mail account.

**APPLYING FOR GRADUATION**
An Application for Diploma is required before a completion statement is posted to the transcript. Applications may be acquired from the Enrollment Services Center, Campus Center Director, or online at www.park.edu/registrar. Students must return the completed form with the appropriate fee.

**Deadline for Application**
The deadline for application for the Kansas City Area commencement is as follows:

- December Commencement: April 1
- May Commencement: November 1
- August Commencement: April 1

**Campus centers offering accelerated programs hold commencement at various times. Students should contact his/her campus center to verify deadlines and the number of guests eligible to attend.**

Once the application is filed, the Office of the Registrar will perform a degree check of the student's coursework. Campus centers will email a copy of all requirements to the student.
Parkville campus students will be notified via email by the Office of the Registrar. All email communications will go to the student’s Park University email.

In order for a student to participate in a commencement ceremony, the student must be enrolled in their last credit hours required for degree completion. The student must have an overall GPA of 2.0 or higher in order to participate in the ceremony. In the Kansas City Area, students who complete their degree requirements in the summer are eligible to participate in the following December or May commencement.

Any outstanding official transcripts or exams (CLEP, DANTES, etc) verifying credit which are necessary for graduation must be received at the Office of the Registrar the term prior to the commencement in order for a candidate to participate in that commencement.

Participation in a ceremony does not indicate graduation completion. All university requirements must be met to receive a diploma.

ATTENDANCE

Instructors are required to maintain attendance records and to report absences via the online attendance reporting system.

1. The instructor may excuse absences for valid reasons, but missed work must be made up within the semester/term of enrollment.
2. Work missed through unexcused absences must also be made up within the semester/term of enrollment, but unexcused absences may carry further penalties.
3. In the event of two consecutive weeks of unexcused absences in a semester/term of enrollment, the student will be administratively withdrawn, resulting in a grade of “F”.
4. A “Contract for Incomplete” will not be issued to a student who has unexcused or excessive absences recorded for a course.
5. Students receiving Military Tuition Assistance or Veterans Administration educational benefits must not exceed three unexcused absences in the semester/term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student.
6. Report of a “F” grade (attendance or academic) resulting from excessive absence for those students who are receiving financial assistance from agencies not mentioned in item 5 above will be reported to the appropriate agency.

Online Attendance Policy

Students must participate in an academically related activity on a weekly basis in order to be marked present in an online class. Examples of academically-related activities include but are not limited to: contributing to an online discussion, completing a quiz or exam, completing an assignment, initiating contact with a faculty member to ask a course-related question, or using any of the learning management system tools.

BASIC SKILLS

These courses are designed for those students who need to review the fundamentals of reading, writing and mathematics. In addition, courses to develop skills for college success, keyboarding (computer) and career development are offered. Credit for those courses do not count toward the 122 semester hours needed to graduate. The grade, however, does count in the cumulative grade point average. These courses are not intended for transfer but are available to enhance the student’s success in his/her pursuit of a university degree.

CANCELLATION OF CLASSES

Any course may be cancelled at the discretion of the Provost and Senior Vice President, Associate Provost and Vice President for Academic Affairs, or Campus Center Director in conjunction with the Dean of the Park Distance Learning. Generally, a class is cancelled if the enrollment is less than ten students. When a class is cancelled, students are notified so they may make necessary adjustments.

CLASS DIVISIONS

Class division is determined by the number of accumulated hours as follows:

- Freshman: 0 - 27
- Sophomore: 28 - 57
- Junior: 58 - 87
- Senior: 88 - 122

COPYRIGHT POLICY—CLASSROOM

It is the intention of Park University to comply with the provisions of the Copyright Act of 1976 and all related legislative acts (the TEACH Act). The material(s) in any Park University classroom is/are only for the use of students enrolled in that course for purpose(s) associated with the course and may not be retained and/or further disseminated.

The use of material(s) is limited to personal study and research related to the completion of the course. Material(s) found...
in the classroom may not be reproduced in multiple copies and/or for further distribution without the permission of the course instructor unless otherwise noted. Enrolled students in the course may display the material(s) on their computer screen and/or equivalent device(s) or make a single printed copy for the sole purpose of personal reference.

Students may not make multiple copies of any material for redistribution, redistribute the material(s) by electronic means to any other person(s) or machine(s); modify or create derivatives of the material(s); reproduce, display, distribute, or modify the material(s) for commercial purpose(s) or for financial gain. The list of prohibited use(s) is not meant to be exhaustive.

For permission to copy, distribute, and/or reproduce material(s) in excess of the above guidelines and/or to publicly display and/or modify material(s), please contact the course instructor.

**COURSE REPEATS**

When a Park University course is repeated, both the granting of credit and computation of the cumulative GPA will be based upon the second attempt.

**CRITERIA FOR DEAN’S LIST AND PRESIDENTIAL SCHOLAR’S LIST**

**Dean’s List**

A student’s name is placed on the Dean’s List when the following conditions are met:
1. Twelve or more graded hours at Park University are completed, either in one sixteen week term or in two accelerated terms (Fall I/Fall II or Spring I/Spring II).
2. Must be degree seeking at Park University.
3. Student earned a semester grade point average of 3.600 or better.
4. Student received no Incomplete grades for the semester or terms.
5. The fall Dean’s List is based on the Fall semester or Fall I, and Fall II terms; the spring Dean’s list is based on the Spring semester or Spring I and Spring II terms.

Dean’s List is not retroactive for those students receiving changes of grades or changes of Incompletes.

**Presidential Scholars**

(Parkville Daytime Campus Center Program)

A student’s name is placed on the Presidential Scholar’s List when the following conditions are met:
1. Student is enrolled at the Parkville Daytime Campus Center.
2. Student has earned 30 or more graded hours at Park University.
3. Student was enrolled for 12 or more hours for the semester.
4. Student must be degree seeking at Park University.
5. Student has a cumulative grade point average of 3.9 or better.
6. Student has received no Incomplete grades for the semester.

**MISSED FINAL EXAMS**

Only extraordinary circumstances warrant a student being allowed to make up a missed final examination. It is the student’s responsibility to contact the faculty member before the scheduled exam to request permission to take a makeup exam. In the process of determining whether a makeup exam should be allowed, the burden of proof is on the student. The faculty member has the right to request verification of any excuse offered by the student.

A student who is denied permission to take a makeup exam may appeal immediately to the Associate Dean/Dean of the School in which the course is offered or Campus Center Director. The appeal must be made in writing by the end of the first working day after the day of the denial. The appeal will be forwarded immediately to the Associate Vice President for Academic Affairs whose decision will be final.

Online students who fail to take the scheduled proctored exam will receive a grade of “F” for the course.

**FULL-TIME STATUS, OVERLOAD APPROVALS, AND ONLINE AND SUMMER COURSES**

**FULL-TIME STATUS AND Overload**

Full-time class load is six (6) credit hours for an eight or nine-week accelerated term, or twelve (12) credit hours in a semester program. A student may enroll in no more than seven (7) hours per term in an accelerated program without written prior approval from the Campus Academic Director of his/her program or eighteen (18) credit hours per semester at the Parkville Daytime Campus Center without prior written approval from his/her Associate Dean or Dean.* The student shall have a cumulative grade point average of 3.25 or higher for consideration of an overload.

**ONLINE COURSES**

Courses offered online are from the current Park University catalog and are taught in an
accelerated eight-week format, five (5) terms per year. Students may register for Internet courses any term during their Park University career. The courses offered will supplement the traditional classroom or complete a degree online. Up to seven (7) credit hours per term may be taken on the Internet without getting prior written approval for an overload. All Park University online courses will count toward residency. Park University prides itself on the quality of its courses in all modes of instruction.

During the term, online classroom contact with the instructor must be made on a weekly basis for attendance, assignments, and online interaction with the course environment (eCollege). Syllabi for online courses are available online according to University-wide assessment procedures. Online courses contain the same core assessment and learning outcomes as Parkville campus courses. Students will find instructor contact information in the course syllabus.

The student must have his/her own access to the Internet. Additional information about online courses may be obtained from the Park Distance Learning section of the University website - www.park.edu/online.

**SUMMER COURSES**

The Parkville Daytime Campus Center offers a variety of on-campus programs during the summer semester/terms. The Parkville Daytime Campus Center program, offers two, four and eight week sessions. These programs provide an opportunity for students to accumulate a maximum of fifteen credit hours over the entire summer program. Additionally, these summer programs are available to those students from other colleges or universities who are home on vacation and wish to accumulate additional credits during vacation time. For additional information concerning summer programs, please visit www.park.edu/summer.

**ENROLLMENT ADJUSTMENT PERIOD**

It is the student's responsibility to initiate and complete the necessary procedures for making course schedule changes such as adding, dropping, exchanging, or withdrawing from courses.

The first eight calendar days of a semester/term constitutes the Enrollment Adjustment Period. Within this time, the student will be permitted to exchange class(es) without financial penalty. For any adjustment other than even exchange, the student will be responsible for charges associated with the Enrollment Adjustment as detailed in the Refund Policy section. Adding or dropping class(es) must be arranged by the student in the Park University representative's office or by using their Park email account. Adding a class requires approval by the Chair and Dean. Courses may not be added or dropped by telephone.

**GRADING POLICY**

The official grades issued by Park University to indicate the assessment of the student's performance are as follows: (per semester hour)

- A – Excellent: 4 grade points
- B – Good: 3 grade points
- C – Average: 2 grade points
- D – Poor: 1 grade points
- F – Failure: 0 grade points
- Cr – Passing: a mark used when students “test out” of the class
- W – Withdrawal: Withdrawal without assessment of performance-issued between the last date to officially enroll and a date not later than the 10th week of the semester or 5th week of a term. Not available for two week summer sessions. No later than the third week of a four week summer session. The “W” is a student initiated withdrawal.

WH - Administrative Withdrawal
Au - Audit
P - Pass

A grade of “Cr,” “WH,” “Au,” or “P” will not affect a student’s grade point average.
GRADE CHANGE POLICY

No grade changes shall be granted more than one calendar year from the original grade submission deadline. Any change of grade, prior to the deadline, will be initiated by the faculty member only who assigned the grade. All requests must be adequately documented.

A grade may be changed, prior to the deadline, for the purpose of correcting clerical or administrative error, or to correct an error in the calculation or recording of a grade. A change of grade will not occur as a result of additional work performed or re-examination beyond the established course requirements.

GRADUATION HONORS

Eligibility for graduation honors at the bachelor's degree level shall be based upon the following criteria:

1. At least 45 earned Park credit hours prior to the last term of enrollment at Park University.
2. The cumulative Park University grade point earned as follows:
   - Cum Laude ...................... 3.5 to 3.699
   - Magna Cum Laude ............ 3.7 to 3.899
   - Summa Cum Laude ............ 3.9 to 4.0
3. Graduation Honors are not retroactive for those students receiving changes of grades or Incompletes.
4. Students who complete 24 to 44 graded hours and accumulate a 3.75 or better grade point average may be honored by having the notation “With Distinction” entered on their academic records.
5. Graduation Honor designations for the Associate of Science in Nursing graduates are as follows:
   - 30 or more hours earned from Park University
     - With Honor .................... 3.5 to 3.699
     - With High Honor ............. 3.7 to 3.899
     - With Highest Honor ......... 3.9 to 4.0
   - 24-29 graded hours earned from Park University:
     - With Distinction .............. 3.75 or better

INCOMPLETES

The notation “I” may be issued only upon written completion of a “Contract for Incomplete” signed by the student and the instructor and placed on file in the Office of the Registrar or Campus Center. An Incomplete will not be issued to a student who has unexcused or excessive absences recorded for a course. An “I” indicates that the coursework was not completed in the time allotted in the semester/term through no fault of the student as determined by the instructor. Final assessment of the grade is postponed to no later than the last day of the semester/term immediately following the semester/term in which the “I” was received, unless an earlier deadline was established by the instructor. Failure on the part of the student to complete the work will result in a grade of “F”.

NOTE: Taking an “I” (Incomplete) may suspend the student from financial aid.

INDEPENDENT STUDY

(PARKVILLE DAYTIME CAMPUS CENTER ONLY)

Independent Study is a means by which a degree-seeking student may complete a course. Junior standing is required. The requested courses must be out-of-class academic work which cannot be met through the existing curriculum, for which a course number and supervision are available, or a catalog course not scheduled for an academic year.

The application must have attached a detailed proposal to include title, resources to be used, course objectives, content and evaluation aspects of the study.

Applications must be signed by the student, the instructor, and the Department Chair, Associate Dean or Dean. The application must be filed in the Office of the Registrar prior to the last day of the enrollment adjustment period.

INDEPENDENT STUDY

(ACCELERATED PROGRAMS ONLY)

Independent Study is a method for completion of courses in this catalog that do not require special equipment, instruments, machines, and are deemed suitable to be taught as an Independent Study. The course consists of a prescribed program of study with provision for interaction between a student and a Park University faculty member.

To qualify for an Independent Study course, the student must:

1. Have been evaluated as a degree-seeking student at Park University;
2. Have no access to classes in any Park University program;
3. Have completed no less than 24 of the 30 residency hours for a Bachelor of Arts degree or a Bachelor of Science degree or 9 of the 15 hours for an Associates degree.

If qualified, the student must request an Independent Study Agreement from the Office of the Registrar or Campus Center Director. A student is allowed a maximum of six credit hours through Independent Study to complete
the requirements. Each three hour course carries a maximum completion time of six months. Final approval of all Independent Study courses is made by the Office of the Registrar. All charges, regardless of funding, must be paid in full when the Independent Study is approved.

INDIVIDUALIZED INSTRUCTION
(ACCELERATED PROGRAMS ONLY)

Individualized Instruction is a method by which a course offered in this catalog may be completed in a tutorial mode. A student is allowed a maximum of nine credit hours of Individualized Instruction during the Park University career if the conditions listed below are met:

TO QUALIFY FOR AN INDIVIDUALIZED INSTRUCTION COURSE, A STUDENT MUST:
1. Be evaluated as a degree-seeking student at Park University.
2. Be in residence in a Park University program;
3. Be within nine (9) semester hours of an associate’s degree OR be within fifteen (15) semester hours of a bachelor’s degree.

APPROVAL FOR AN INDIVIDUALIZED INSTRUCTION COURSE ALSO REQUIRES THE FOLLOWING:
1. That a substitute course cannot be determined that would reduce degree requirements;
2. That the course was not available in the immediately prior term, and
3. That the course is not scheduled to be available in the next term.

If qualified, the student must request an Individualized Instruction Agreement through their Park University Campus Center Director. The Agreement must include the faculty member’s name, specific course requirements, meeting times (minimum of 1 1/2 hours per week), and evaluation requirements and must be submitted to the Park Distance Learning or Park Accelerated Programs offices four weeks prior to the beginning of the term. Final approval of the Individualized Instruction is made by the Dean for Park Distance Learning or Park Accelerated Program Director, as appropriate, after a total review of the student’s record.

LEAVE OF ABSENCE/EMERGENCY LEAVE PROCEDURES

A student may request a Leave of Absence from all courses if s/he needs to be absent for more than two consecutive weeks of class(es). The formal institutional guidelines for this procedure are:
1. Students must request the leave of absence in writing, signed and dated, prior to the leave of absence unless unforeseen circumstances prevent the student from doing so. If that is the case, the circumstances must be documented.
2. Documentation supporting the request should be submitted concurrently with the request.
3. The written request and documentation should be sent to the Office of the Registrar or to the appropriate Campus Center Director.
4. All faculty members concerned will be provided the requested materials for review. This is necessary so that potential problems associated with grading or required assignments can be dealt with. The faculty member may make arrangements to allow the student to complete the coursework that s/he began prior to the leave of absence. The student cannot begin a new semester/term without having completed all conditions of the previously approved leave of absence.
5. Faculty members will respond, in writing, to the Office of the Registrar or Campus Center Director, concerning their agreement or disagreement to the terms of the leave of absence.
6. The student and faculty must agree, in writing, on the nature of the coursework that must be completed in order to successfully receive credit for the class.
7. In addition to the faculty member, the appropriate Associate Dean or Regional Director will be provided all materials pertaining to the leave of absence.
8. If all parties agree to the terms of the leave, the leave may be granted. There must be a reasonable expectation that the student will return to school.
9. The approved leave request and all supporting documentation will be forwarded to the following individuals as appropriate for the students:
   • Associate Vice President for Academic Affairs
   • Controller
   • Associate Vice President Distance Learning
   • Faculty
   • Associate Vice President for Student Affairs
   • Campus Center Director
   • Student Financial Services
• Associate Dean
• Registrar
• Regional Director

10. A student may be granted no more than one leave of absence in any 12-month period and it may not exceed 180 days. The institution will not place additional charges on the student’s account for completion of the course work upon return from the leave of absence. An approved leave of absence will not affect a student’s in-school status for the purposes of deferring Federal loans.

11. One 30-day extension may be granted due to unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family and Medical Leave Act of 1993.

12. If a student does not return from an approved leave of absence, the student’s withdrawal date and the beginning of the student’s grace period for federal loans will be the date the student began the leave of absence. This may exhaust some or all of the student’s grace period for federal loans, putting the student into repayment status.

In order to totally withdraw: Students enrolled through the Parkville Daytime Campus Center must initiate withdrawal from all classes and/or residence hall at Enrollment Services. Students enrolled in an accelerated eight or nine week program must initiate the withdrawal with the appropriate Campus Center Director. Students continuing enrollment but wishing to withdraw from an individual class must do so at their Campus Center. Withdrawals by Park email or fax will be accepted.

PRE-ENROLLMENT AND CONFIRMATION FOR RETURNING STUDENTS

Current students who will be returning to the Parkville Daytime Campus Center have an opportunity to enroll early. The following process will be followed for returning students:

1. Currently enrolled students should obtain their login and password (PIN) from the Enrollment Services or their Campus Center Director to have the capability of viewing academic and demographic information online. Students are encouraged to print an audit and take it with them when they visit their advisor.

2. Students will meet with advisors during a designated period of time. Appointments are highly encouraged. The student and advisor will mutually agree upon the selection of courses.

3. Selected courses can be input by the advisor, Campus Center Director or the student. The course selection form may also be taken to the Enrollment Services for inputting.

Campus Centers register students one month prior to their beginning term dates at the Campus Center. Students can register online anytime for up to one academic year. Online registration for the current upcoming term is closed on the Thursday before the beginning of the term. During the last week of registration for the current upcoming term, either at the Campus Center or online, the students are required to finalize payment at the time of registration. All students - new and returning - who pre-register must confirm (pay for or make financial arrangements for) their enrollment with the Enrollment Services or Campus Center Director seven calendar days before the semester/term begins. If a student fails to confirm by the close of the final confirmation deadline, s/he will be removed from his/her courses. If a student is dropped from a class as a result of non-confirmation, s/he may re-enroll (if space is available) prior to the beginning of the term; in this case the student must pay at the time of re-registration.

NOTE: If a student is enrolling in an Independent Study course or is attempting to register in more than 18 credit hours for fall and/or spring semesters, approval must be obtained from the student’s appropriate Associate Dean. Enrolling in an Independent Study course requires that the appropriate form be completed and the accompanying paperwork be signed by the student, the instructor, and the student’s appropriate Associate Dean. This form must be on file before registration can be completed. Registration for Independent Study and Overload courses must be done in the Office of the Registrar or Campus Center Director.

BLENDED COURSES

Some of Park University’s courses are blends of face-to-face and online delivery methods. Through the eCollege online platform, instructors place interactive course materials into a course shell as enrichment for the face-to-face courses. In the blended course, students participate in class in both the online and face-to-face formats. These blended courses may be taught in both the accelerated (8-9 week session) or traditional (16-week session) format.
These courses will be identified as blended courses in the class schedule so that students will be aware of the delivery format. All courses offered are defined in the Park University Undergraduate catalog, and there is no indicator on the transcript as to the delivery method or location of the course delivered. A student in good academic standing may take up to seven (7) credit hours per term in face-to-face, online, or blended classes without obtaining approval for an overload. All Park University courses count toward residency and contain the same content rigor no matter the instructional format.

All Park University blended classes require weekly contact with the instructor and attendance taken on a weekly basis.

SECOND DEGREE, DUAL DEGREES, AND DOUBLE MAJORS

SECOND DEGREE
A student who has completed a bachelor’s degree at Park University can choose to be evaluated as a degree-seeking student for a second bachelor’s degree.

a. The accepted credit listed on the student’s transcript remains the same, but the accepted credit will be applied toward the second degree according to the catalog at the time the student re-enrolls.
b. A second Degree Audit is generated.
c. Students entering Park University with a bachelor’s degree from a regionally accredited college or university are required to meet the residency, major and/or certification requirements.
d. The student must complete a diploma application in order to have the second graduation phrase placed on the permanent record.

DUAL DEGREES
Students may pursue dual degrees if such degrees are approved and readily available at the student’s campus center of record.

DOUBLE MAJORS
A student may declare a double major at the time of request of an evaluation by submitting a Declaration of Major form or an Application for Admission and Evaluation.

NOTE FOR VETERAN BENEFITS RECIPIENTS:
Dual Objective programs, requiring more hours than a standard degree, which are reasonably related to a single career field, may be pursued by veterans. The student shall file a statement pertaining to his/her ‘career field of pursuit’ showing the relatedness of the objectives that is approved by school officials. The programs of pursuit must be approved by the State Approving Agency of jurisdiction in which the campus presides. Contact your Veterans Affairs representative on campus for more information.

Requirements for Double Major:

ASSOCIATE’S
1. Minimum of 15 residency hours - Associate of Arts/Sciences. At least nine of these credits must be in the major core.
2. Minimum cumulative grade point average of 2.0.
3. Core requirements fulfilled for each major.
4. Requirements outside major division fulfilled.
5. A minimum of 60 semester hours accumulated.

BACHELOR’S
1. Minimum of 30 residency hours.
2. At least 15 of these 30 hours must be in the major core.
3. Minimum cumulative grade point average of 2.0.
4. Core requirements fulfilled for each major.
5. Complete liberal education course distribution.
6. A minimum of 120 (B.S.) or 122 (B.A.) semester hours accumulated.

When all core courses for both majors and the distribution requirements are completed, one diploma listing both majors will be issued.

When adding a major after the initial evaluation, only the new major will be evaluated under the new catalog. The general education requirements and the original major will remain as stated in the catalog in effect at initial declaration. The previously accepted transfer credit will remain transcripted; however, the application of credit may change.

TRANSFER CREDIT POLICY
Park University will accept transfer credit from regionally accredited institutions. A minimum of 60 hours will be accepted for an Associates degree (excluding AAS). A maximum of 75 hours from all two-year school sources will be applied.

If a student presents documentation of an A.A. or A.S. degree prior to the end of the first term of enrollment, the block method is used in evaluating the liberal education component of transferring credit for students.
with a 2.0 cumulative GPA and with a “C” or better in each course used to meet the 37-hour Liberal Education requirement at Park University. No transfer course with a USA grade equivalent less than “C” will be used to meet any Park University course requirement. This applies only to students transferring into Park University with a transferable and non-terminal associate degree, including a minimum of six hours in each of the following areas: humanities, natural and applied sciences and social sciences.

Students who do not have a transferable and non-terminal degree will have their courses accepted on a course-by-course basis. No course with less than a USA grade equivalent “C” will be applied.

Credit from formal military service schools is awarded based on the recommendations of the American Council on Educations’ Guide to the Evaluation of Educational Experiences in the Armed Services. Credit will be awarded where it is applicable to the student's degree program and in keeping with the basic educational philosophy of Park University.

Grade points are not included in the cumulative grade point average.

Foreign Transcripts Evaluation

To receive official transfer credit at Park University, all students submitting foreign transcripts must include an official evaluation completed by a recognized foreign credit evaluation company prior to their first enrollment period or be charged the Park University foreign transcript evaluation fee as shown on page 77.

Students are responsible for supplying the official foreign transcript(s) in a timely manner to the appropriate Park University office, and will bear sole responsibility for enrolling in “duplicate” classes that otherwise would have been credited to the student as transferable from previous courses taken when the official evaluation was completed.

Transferability of Park University Credit

Park University is a regionally accredited higher education institution. Recognition of Park University as an accredited higher education institution means that the accrediting association recommends that Park University transcripts be evaluated on the same basis as those of other accredited colleges and universities. Students should, however, consult the Office of Admissions, Registrar or department chairperson at the institution to which they wish to transfer in order to determine which credits will transfer to fulfill requirements at that institution.
Park University confers the associate's degree at selected locations when a candidate has satisfied the following conditions:

1. Presentation of a minimum of sixty (60) earned credit hours.
2. Cumulative GPA of 2.0 for Park University courses.
3. Satisfaction of all requirements for a major as outlined in this catalog.
4. Completion of 15 earned (A, B, C, D) Park University credit hours in residence. At least nine of these credits must be in the major core.
5. Proficiency in the use of the English language which can be demonstrated by the successful completion of one of the following:
   a. Park University courses EN 105 First Year Writing Seminar I: Critical Reading, Writing and Thinking Across Contexts and EN 106 First Year Writing Seminar II: Academic Research and Writing or equivalent courses from a regionally accredited institution.
   b. CLEP College Composition and the completion of EN 106 First Year Writing Seminar II: Academic Research and Writing or an equivalent course.
6. Proficiency in the use of mathematics which can be demonstrated by the successful completion of one of the following:
   a. MA 120 Basic Concepts of Statistics, MA 125 Intermediate Algebra, or an equivalent course from a regionally accredited institution.
   b. CLEP General Examination #5 Mathematics. (Not required for an Associate of Science in Nursing.)
7. Completion of the general education requirements which can be satisfied by completing 15 credit hours outside the division of the major, with a minimum of six (6) credit hours in the areas of humanities, natural sciences and social sciences.
8. Presentation of an application for diploma not less than 60 days prior to projected completion.

**NOTE:** Courses are coded in this catalog as Humanities (H), Natural Science (NS), and Social Sciences (SS) respectively. Credits in English composition (EN 105 and EN 106) cannot be applied toward the humanities general education requirement.

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**REQUIRED** of all Bachelor degree programs

**Academic Degree Programs (Accelerated Programs)**

**Associate of Arts/Science Degrees**

**Academic Degree Programs**

**Bachelor Degree Liberal Education Program**

**REQUIRED** of all Bachelor degree programs

Liberal Education (LE) Program

The Liberal Education Program at Park University—Integrative Literacies for Global Citizenship—is education that develops an awareness of human potentials. It develops proper attitudes for realizing such potentials through critical and informed judgments that foster concern for individual and social well-being. It develops a love for learning by encouraging activities that promote knowledge of the basic concepts, methodologies, and rewards of learning. It builds skills and competencies that help students acquire the distinctive outcomes defined in the University vision, mission, core values, and literacies. These outcomes include:

1. Analytical and Critical Thinking
2. Community and Civic Responsibility
3. Scientific Inquiry
4. Ethics and Values
5. Literary and Artistic Expression
6. Integrative and Interdisciplinary Thinking

For more information on the Park University Literacies, and the specific sub-competencies of each, visit [www.park.edu](http://www.park.edu) and search “Faculty manual”.

In shifting our terminology from “general” to “liberal” education, Park University also aligns itself with the American Association of Colleges and Universities’ definition of liberal education as:

An approach to college learning that empowers individuals and prepares them to deal with complexity, diversity and change. It emphasizes broad knowledge of the wider world (e.g., science, culture and society) as well as in-depth achievement in a specific field of interest. It helps students develop a sense of social responsibility as well as strong intellectual and practical skills that span all areas of study, such as communication, analytical and problem-solving skills, and includes a demonstrated ability to apply knowledge and skills in real-world settings.”
Park University grants the Bachelor of Arts and the Bachelor of Social Work upon completion of the following requirements:

1. Completion of a minimum of 122 semester hours with a cumulative 2.0 GPA.
2. A departmental major as specified by the department.
3. A minor is required (some may be discipline specific as noted in the major). **Not required for the BSW or BFA.**
4. Completion of at least 45 hours of upper division (300 or 400 level) college course work.
5. Completion of residency requirement, 30 hours of earned and graded (A, B, C, D) college hours at Park University. At least 15 of these 30 hours must be in the major core.
6. Completion of the 37 hour Liberal Education requirement as listed below:
   **Core Courses:**
   - EN 105 First Year Writing Seminar I ....3 cr.
   - EN 106 First Year Writing Seminar II ...3 cr.
   - MA 120 Basic Concepts of Statistics .......................3 cr.
   - OR
   - MA 135 College Algebra.................................................3 cr.
   - OR
   - Any higher-level math course
   - CA 103 Public Speaking
   - OR
   - TH 105 Oral Communication..............................3 cr.
   - OR
   - CA 105 Intro to Human Communication
   - CS 140 Introduction to Computers.....3 cr.
     (May be satisfied by higher level course or departmental equivalent)
   - Science course with a lab ......................................4 cr.
   **Liberal Education Electives**
   - At least 6 hours LE designated Social Science courses ........................................6 cr.
   - At least 6 hours LE designated Arts & Humanities courses .........................................6 cr.
   - At least 3 hours LE designated Natural & Physical Science (except computer science) courses ........3 cr.
   - LE 300 Seminar in Integrative & Interdisciplinary Thinking.......3 cr.
7. Completion of the second 4-hour elementary (104) level modern language course or a 3-hour intermediate course.
   (Placement will be determined by the Modern Language Placement test).
8. Completion of LE 100 First-Year Seminar
9. Passing the Writing Competency Test (WCT). **Note:** English 105 and 106 and the WCT must be completed not later than the semester in which the student acquires 60 credit hours. For transfer students with 60 hours or more, these requirements, including the WCT must be completed during their first two semesters or their first three terms at the University. An administration fee is collected at the time the student registers. Further information about the WCT is available at [www.park.edu/support](http://www.park.edu/support) and search “Test preparation.”
10. EN 306 Professional Writing in the Discipline.................................3 cr.
11. A major must be declared prior to accumulating 60 hours of work. For transfer students with more than 60 hours, majors must be declared at the time of admission or during the first enrolled semester/term thereafter.
12. Presentation of an application for graduation by established deadlines during the semester/term prior to the student’s graduation. **Note:** Parkville Daytime Campus Center students who do not maintain continuous enrollment (excluding Summer School) are required to reapply when they desire to re-enroll. Students who break enrollment for two consecutive semesters must, upon re-admittance, follow the requirements of the current catalog. Students who break enrollment for only one semester may continue under the academic catalog in effect when they were originally admitted.
Park University grants the Bachelor of Science, Bachelor of Public Administration, Bachelor of Science in Nursing and the Bachelor of Music Degree upon completion of the following requirements:
1. Completion of a minimum of 120 semester hours with a cumulative 2.0 GPA. The Bachelor of Public Administration requires a GPA of 2.5.
2. A departmental major as specified by the department (A minor is optional).
3. Completion of at least 45 hours of upper division (300 or 400 level) college course work.
4. Completion of residency requirement, 30 hours of earned and graded (A, B, C, D) college hours at Park University. At least 15 of these 30 hours must be in the major core.
5. Completion of the 37 hour Liberal Education requirement as listed below:
   **Core Courses:**
   - EN 105 First Year Writing Seminar I 3 cr.
   - EN 106 First Year Writing Seminar II 3 cr.
   - MA 120 Basic Concepts of Statistics
     OR
   - MA 135 College Algebra 3 cr.
     OR
   - Any higher-level math course
   - CA 103 Public Speaking
     OR
   - TH 105 Oral Communication 3 cr.
     OR
   - CA 105 Intro to Human Communication
   - CS 140 Introduction to Computers 3 cr.
     (May be satisfied by higher level course or departmental equivalent)
   - Science course with a lab 4 cr.
   **Liberal Education Electives**
   At least 6 hours LE designated Social Science courses 6 cr.
   At least 6 hours LE designated Arts & Humanities courses 6 cr.
   At least 3 hours LE designated Natural & Physical Science
   (except computer science) courses 3 cr.
   - LE 300 Seminar in Integrative & Interdisciplinary Thinking 3 cr.
6. Completion of LE 100 First-Year Seminar (all first-time freshmen.)
7. Passing the Writing Competency Test (WCT). **Note:** English 105 and 106 and the WCT must be completed not later than the semester in which the student acquires 60 credit hours. For transfer students with 60 hours or more, these requirements, including the WCT must be completed during their first two semesters or their first three terms at the University. An administration fee is collected at the time the student registers. Further information about the WCT is available at www.park.edu/support and search “Test preparation.”
8. EN 306 Professional Writing in the Discipline 3 cr.
9. Majors must be declared prior to accumulating 60 hours of work. For transfer students with more than 60 hours, majors must be declared at the time of admission or during the first enrolled semester/term thereafter.
10. Presentation of an application for graduation by established deadlines during the semester/term prior to the student’s graduation.
A student enrolling at Park University in 2012-2013 can, within reason, expect the academic programs described in this catalog to be available during the academic year with some courses offered on a two-year or three-year cycle. However, they may be subject to change without notice.

<table>
<thead>
<tr>
<th>Academic Degrees Offered</th>
<th>Extended Learning</th>
<th>Online Learning</th>
<th>Kansas City Accelerated</th>
<th>Parkville 16-week</th>
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# Academic Degrees Offered

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Note: Some programs offer extended learning options such as online learning, Kansas City accelerated programs, and Parkville 16-week options.
Special Academic Programs
SPECIAL ACADEMIC PROGRAMS

Undergraduate Certificate Programs
An undergraduate certificate program consists of a logically sequenced and academically coherent subset of courses, derived from, and approved by, a given discipline or related disciplines, which is intended to prepare students for professional practice in certain applied fields. Because of the program’s emphasis on application, the choice of courses often represents more practice-oriented didactic contents. An undergraduate certificate comprises fewer credits than an associate’s or bachelor’s degree. Courses taken toward a certificate program may eventually or simultaneously transfer to an undergraduate degree depending upon the requirements of the particular degree to which a student wishes to apply the credits.

Courses selected for an undergraduate certificate program are courses approved or offered for credit at the undergraduate level at Park University, and, when completed, they represent a structured, coherent body of knowledge. Undergraduate credit hours earned through these courses may not be less than 12 hours nor more than 18 hours.

General criteria for admission to any undergraduate certificate program include:
1. An earned associate or baccalaureate degree from a regionally accredited college or university, or its foreign equivalent, or current enrollment in a baccalaureate degree program from a regionally accredited college or university, or its foreign equivalent.
2. Each program may establish the minimum grade point average, English language examination score, standardized test scores, and other entry criteria. Such flexibility is permitted to meet the needs of the target student population.
3. Undergraduate students who are currently enrolled in an undergraduate program may simultaneously pursue an undergraduate certificate program, with the permission of the program or department chair offering the certificate program. Certificate-seeking students who are not degree-seeking students will be classified as certificate students for the purpose of keeping University-wide enrollment data. Certificate students will have access to the Library and University-wide facilities, subject to the rules governing those facilities.
4. Certificate students are not automatically eligible for admission to the related undergraduate program. If they wish to pursue an undergraduate degree, they must submit an application, meeting all the entrance requirements for that program.

A student graduates from a certificate program when all program requirements are completed and the student has maintained a 2.00 grade point average (GPA). Individual departments may establish a higher GPA in creating their certificate programs. A document suitable for framing may be issued by the Department(s) or School that offers the certificate program. Courses and certificates completed will be transcribed by the Registrar, and they will become a part of the student’s permanent academic record.

GLOBAL PROFICIENCY PROGRAM

What is Global Proficiency?
Global proficiency is defined at Park University as demonstrating the knowledge, intercultural engagement skills, cross-cultural communication competency and attitudes necessary to participate effectively and responsibly in the global environment.

Why is global proficiency important?
1. It helps fulfill the mission of Park University to prepare learners to think critically, communicate effectively, and engage in lifelong learning while serving a global community.
2. It serves as a valuable credential to add to resume when seeking an internship or a job.
3. It embodies knowledge, skills, and attitudes that will serve students personally and professionally.
4. Completion of this program will be noted on a student’s official transcript.

Goals:
1. Provide students with intercultural educational opportunities at home and abroad
2. Provide students with an opportunity to fulfill Park’s international and multicultural learning objectives:
   a. Students will demonstrate an understanding of the interconnectedness of political, economic, and social systems. They will evaluate and analyze these systems.
   b. Students will distinguish among the different perspectives of world history, intercultural issues, and world
viewpoints. An understanding of geography will be critical to successfully undertaking this analysis.

c. Students will demonstrate an ability to communicate with people of different cultures, backgrounds, and countries.

3. Provide students with the tools and credentials needed to become leaders in a global workforce.

Requirements:
Students will meet requirements 1-8 below.

Requirement #7 dictates the accrual of 30 points through participation of various intercultural experiences. The last requirement, and chief assessment tool for the GPP, is an electronic portfolio.

1. Application submitted on website, reviewed by the coordinator/the Office of Global Education and Study Abroad and approved by the Internationalization and Multicultural Education Committee (IMEC).

2. Orientation session conducted by the Office of Global Education and Study Abroad.

3. Language study—Students must complete 3 semester hours of an intermediate language course (Students who qualify for English as a Second Language status based on their admission code will fulfill the requirement by either establishing English proficiency at the intermediate level through testing or by completing English as an International Language classes at the intermediate level.

4. EDU310, Issues in Diversity and World Culture, PS361, Cross-Cultural Psychology, or equivalent course as approved by the IMEC.

5. One global humanities course or equivalent from the current list of courses approved by the IMEC. For example, ML 315, Selected Topics in Literature & Culture or graduate level equivalent course.

6. Participation in a university sponsored and/or approved international academic experience — short-term or long-term study-abroad, and/or service learning project.

7. Global activities and experience—students must accrue 30 points total from a minimum of two activities in this category during the students’ enrollment at Park. A short one page report must accompany a request for points in these areas and will be submitted to the academic advisor who will seek approval from the IMEC committee.

These include:

a. Projects, activities or other experiences as approved by the IMEC—Up to 30 points;

b. Participation in Model United Nations or Model OAS — 15 points for one year’s active participation, 15 points maximum.

c. Participation in other co-curricular or extra-curricular international program as approved by the IMEC. — 15 points per one year’s active participation; 15 points maximum;

d. Internship in an international organization or with an organization which works with other international organizations—15 points per semester long internship, 15 points maximum;

e. Participation in World Student Union—5 points per one year’s active participation (minimum of attendance at 6 meetings in a year and participation in at least 3 events); 10 points maximum;

f. Participation in Coming to America series—5 points per speech; 10 points maximum;

g. Attending cross or multicultural events, lectures, etc, and writing a report on that experience—5 points per event; 20 points maximum;

h. Foreign language major or minor—20 points;

i. Volunteering with an international organization—15 points per semester, 15 points maximum;

j. Participation in International Classroom Partnership or Cultural Sharing program—15 points per semester; 15 points maximum;

8. E-Portfolio consisting of archived materials from the above experiences, as well as a 3-5 page reflective essay on the students’ experience seeking completion of the program as indicated by receipt of the certificate.
Completion of the Program
• Once a student has completed the requirements of the Program, he/she must submit his/her portfolio to the academic advisor.
• The portfolio will be reviewed by the IMEC.
• IMEC will make a recommendation to Academic Affairs.
• Academic Affairs will notify the registrar of the student's completion of the GPP.
• The registrar will then add the annotation to the audit/transcript.
• The GPP Certificate of Completion will be awarded to the student at the Honor's Convocation and/or mailed to the student.

Eligibility requirements:
1. Undergraduate students at Park currently enrolled in a degree program. Students are encouraged to seek admission to the GPP by the second semester of the junior year.
2. Graduate Students at Park and/or anyone else who has completed a bachelor's degree and is interested in enrolling at Park to complete the Program.

Assessment:
The E-portfolio will serve as the chief program assessment tool. It will be assessed using international education assessment tools developed by the American Council on Education.
The IMEC committee and GPP coordinator may jointly develop a rubric to assess the E-portfolio.

Notes: How is the Global Proficiency Program different from the Global Culture and Leadership Certificate Program? The Global Proficiency Program is open to undergraduate and graduate students, both on campus and online.

• The Office of Global Education and Study Abroad serves as the record keeper and coordinator with all decision-making and changes being made by the IMEC.

Personal Major Program
(Parkville Daytime Campus Center Only)
There are many reasons why students go to college. Not the least of these is to participate in the formal learning situations provided by a college curriculum. Unfortunately, the intensive learning opportunities afforded by the standard college curriculum do not always correspond to a particular student's reasons for going to college. These intensive learning opportunities are usually cataloged as departmental major programs and impose a relatively limited number of alternatives. It would seem desirable to increase the number of options that are available to students matriculating at a college. Therefore, Park University designed the Personal Major, in which a student, with appropriate institutional guidance, is allowed to construct an intensive learning experience which corresponds to his/her own needs where these fall outside the traditional major fields.

The Personal Major Program at Park University is an individualized curriculum in which objectives and content have been chosen by the student in consultation with his/her advisor(s). The program is approved by the Associate Vice President of Academic Affairs. As with other major programs, the student is subject to all general degree requirements at Park University. A 2.0 GPA is required in the major core of the designed program.

Minor Programs
Minors are required for students seeking the Bachelor of Arts degree. Students pursuing other bachelor degrees (BSW, BS, BPA, BM or BSE) may select a minor if such minor is approved and readily available at the student's campus center. For a list of available minors, consult with the appropriate academic department, advisor, or campus center director.

Internships and Cooperative Education
A number of majors and departments provide students with opportunities for hands-on experience related to classroom learning. Generally, work experience which is not paid but which carries significant academic credit is considered an internship.

Cooperative education is defined as an on-the-job learning experience, jointly supervised by a faculty member and a representative of the employer, for which the student is paid.
Under a cooperative education arrangement, a student typically, but not necessarily, alternates semesters of full-time study at Park University with semesters of full-time employment in an organization, which will enhance the student's training, development and career goals. The employment periods are a regular, continuing and essential
element in the student’s educational process.

**Kansas City Area Student Exchange (KCASE)**
*(Parkville Daytime Campus Center Only)*

As a member of the Kansas City Area Student Exchange (KCASE), Park University offers full-time undergraduates an opportunity to register for one course a semester at other member institutions. KCASE students pay regular tuition and fees at the home institution and laboratory/special course fees at the host institution.

Other participating institutions include Avila University, Baker University, Blue River Community College, Central Missouri State University, Kansas City Art Institute, Longview Community College, Maple Woods Community College, Penn Valley Community College, Rockhurst University and University of Missouri-Kansas City. Programs on the accelerated format, the nursing program, communication arts courses in television and/or radio and computer science courses are excluded from the KCASE program.

Park University reserves the right to limit KCASE enrollments. The KCASE forms are available from the Office of the Registrar. Participating institutions are subject to change.

**Study Abroad Programs**

Park University offers summer, semester and year-long study abroad opportunities in more than thirty countries. For more information, please contact the Office of Global Education and Study Abroad at (816) 584-6510.

Degree-seeking students enrolled in a study abroad program that is approved for credit by Park University are considered enrolled for the purpose of applying for assistance for federal financial aid.

**English as an International Language Program**
*(Parkville Campus Center Only)*

Park University offers credit-bearing English classes for speakers of other languages at six levels: Beginners I and II, Intermediate I and II, and Advanced (Academic) I and II. This program is designed to assist students in their acquisition of the academic-level English necessary to succeed in an American university. This program also provides students with a wide knowledge of American culture and values, helping them to adjust to Park University and to life in the USA.

All incoming students must take a placement test and interview with the Coordinator in order to be placed at the appropriate level. Thereafter, a student’s progress is determined by their course grades, instructor’s recommendations, scores on the placement test, and interview with the Program Coordinator of EIL academic advisor. Every effort is made to ensure that students possess the skills they require before leaving the program, while expediting their introduction to the academic mainstream by interspersing EIL courses with courses in the student’s major.

Students who demonstrate superior prowess in English by achieving a score of 93 or better on both parts of the computer-based test, a 4.5 or better on the written section, and a 13 or better on the interview, are considered to have “tested out” of the program. Incoming students who test out may petition to receive 6 hours of Modern Languages credit towards their degree; there is a fee for this service.

English as an International Language courses fulfill students’ Modern Languages requirement, and also confer academic credit towards the degree.

*English as an International Language Courses*

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<th>Course Code</th>
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*All 100-200 level courses will not be offered after Spring 2013. For more information on future intensive English language courses, go to www.park.edu/ielp.*
English Placement Exam

All International students, including transfer students, must take this examination, comprised of a Reading, Writing, and Speaking/Listening component. TOEFL scores have no bearing on the English Language Placement Test, which will be given to all incoming international students, both transfer students and freshmen, despite their TOEFL scores.

Based on their scores, students will be assigned a specific level of EIL. Students who pass the test will not be required to take EIL courses. Transfer students who have received college credit for previous EIL classes or freshman composition courses must take the English Placement Exam. Students will only be allowed to CLEP out of the language requirement if they have not done so in their native language. For more information regarding English placement exams for international students go to www.park.edu/ielp.

Reserve Officer Training Corps (ROTC)

Park University affords students the opportunity to complete the Army or Air Force Reserve Officer Training Corps (ROTC) program while earning a baccalaureate degree. Completion of the four-year program leads to a commission as a second lieutenant in the active Army, Army Reserves, Army National Guard or the United States Air Force.

Cadets must meet military medical, fitness and weight standards prior to entrance into Advanced ROTC.

ROTC scholarships are also available to students who have excellent academic records as freshmen and sophomores, and who exhibit outstanding leadership potential in school or community activities. These scholarships, for two or three years, provide full tuition and fees reimbursement, a textbook and supplies allowance each semester and $150 per academic month to defray other living costs. In addition, Park University awards ROTC scholarship winners room and board remission at the Parkville Daytime Campus Center.

Prior military service in the Army, Air Force, Navy or Marine Corps automatically waives the first two years (freshman and sophomore) of ROTC courses, and permits direct entrance into Advanced Military Science (junior and senior) courses.

Army ROTC Program Summary

Army ROTC is offered to Parkville Daytime Campus Center students by special arrangement. Park Accelerated Programs-Kansas City Area students in a full-time equivalent status may qualify and at Park Extended Learning Campus Centers where cross-town agreements have been established.

ROTC basic summer camp of six weeks may be substituted for the first two years of ROTC for community college graduates and students who do not complete basic ROTC courses in their first two years of college. Attendance at a five-week Summer ROTC Advanced Camp is required between junior and senior years.

Park University awards four semester hours of lower level electives for completion of Basic Military Science and six semester hours of upper level electives for completion of Advanced Military Science. These 10 hours may be applied toward the graduation elective requirement. There are no course fees; textbooks and uniforms are government-furnished.

Upon entering junior-level Advanced ROTC, cadets are contracted by the Army to accept a commission upon graduation with a bachelor of arts or bachelor of science degree and are paid $150 per month while a full-time student at Park University. In addition, cadets are paid approximately $700 plus room, board and transportation for attendance at Summer Camps.

Air Force ROTC Program Summary

Air Force ROTC Program/Aerospace Studies courses are offered only at Air Force Campus Centers offering AFROTC with cross-town agreements.

Most scholarships pay full college tuition and most laboratory, textbooks, and incidental fees, plus a $200-$400 monthly nontaxable allowance during the school year.

Aerospace Studies consists of the General Military course and the Professional Officer Course. The General Military Course is the first half of the four-year program and is taken during the freshman and sophomore years, giving the student an opportunity to “try out” Air Force ROTC for up to two years without incurring any obligations, unless the student has an ROTC scholarship. The General Military Course consists of four semesters of study with one hour of classroom work, one and one-half hours of leadership laboratory, and one hour of physical fitness training per week. The Professional Officer Course consists of two semesters of study and leads to a commission in the United States Air Force. Leadership and management skills as they apply to a junior officer in the Air Force are
emphasized. Three classroom hours, and one and one-half hours in leadership laboratory, and one hour of physical fitness training are required weekly. Students interested in this program leading to a commission should contact the Professor of Aerospace Studies at the participating cross-town institution.

Honors Academy
(Parkville Daytime Campus Center Only)

The Park University Honors Academy (HA) featuring Honors Plus One seeks to create a cooperative learning environment in which students enjoy enriched academic experiences, growth through service, leadership opportunities, professional portfolio development, and focus on their individual professional futures. This program allows students entering as freshmen during semesters 1-3 to interact with a small cohort group in specially designed courses and a program to explore academic majors; service learning; leadership; study abroad; internships; graduate school and employment. As early as the end of the sophomore year, students are encouraged to select a Plus One Focus area. Following that selection, Academy Faculty Fellows and the Academy director will work with students on initiatives intentionally designed to support students to reach future goals. Those areas include:

Scholarly Activity – students pursue conference presentations of their research; pursue publication of their scholarship; apply for and complete research opportunities on other campuses; assist the HA coordinator to plan and present the Annual Student Research and Creative Arts Symposium; learn about grants funding for scholarship and pursue at least one grant; assist FF in pursuing grant funding when feasible; complete study abroad that relates to their academic focus

Service and Applied Learning – students focus on service learning or additional applied learning throughout HA involvement; serve as mentors for freshmen and sophomore Honors students; assist the HA coordinator to plan applied learning HA activities; complete study abroad that relates to their service focus

Leadership – students work with the Hauptmann School to develop leadership; participate in leadership and service student groups on campus and at national level; apply for positions such as First Year Experience Mentor and Honors Living and Learning Community Mentor; pursue internships with state and national representatives; obtain the Leadership minor, if desired; complete study abroad that relates to their leadership focus.

Students who enter as freshmen enroll during semesters 1-2 in LE 100 and EN106 for Honors. In semester 3, students enroll in an LE course that offers the option of an additional one-hour credit honors project. During semester 4, students enroll in an Honors course that prepares them for undergraduate research and design of an independent research project proposal. During semesters 5-7, students pursue supervised research or creative activity in a self-designed project working with a faculty mentor that promotes independent study. In completing the project, students develop intellectual relationships with mentors while sharing project results with student and faculty audiences.

The Park University Honors Academy with Honors Plus One seeks students who desire to learn not only for self-satisfaction, but also as a means through which they may contribute to their campus, city, national, and global communities in support of the University and Academy mission statements. The Academy also acknowledges that often the most creative learning opportunities for students lie in the intersections between seemingly diverse academic disciplines. For this reason, the Academy encourages interdisciplinary work.

Qualified transfer students and present Parkville students are encouraged to contact the Academy director to discuss possible membership and completion of the research project. **Academy courses are open to enrollment by qualified non-Academy member students with prior permission of the Academy director.** Please visit [www.park.edu/honors](http://www.park.edu/honors) for more information.

HONOR SOCIETIES

Alpha Chi National Honor Society
(Parkville Daytime Campus Center only)

A chapter of Alpha Chi, a national honor society was established at Park University in 1987. The purpose of Alpha Chi is to promote academic excellence and exemplary character among university studies and to honor those who achieve such distinction. Invitation to join the society is reserved for students within the top 10% of the junior and senior classes with a minimum of 3.80 GPA. The Parkville faculty
votes on candidates meeting these criteria and selects the nominees. Contact the Office of Academic Affairs for further information.

**Alpha Kappa Delta**

Alpha Kappa Delta (AKD), the International Sociology Honor Society, will have a new chapter at Park University in Fall, 2007. AKD was founded in 1920 to provide a forum for student and faculty interchange and is dedicated to promoting, facilitating, and recognizing academic scholarship. Since its inception, over 80,000 scholars have been initiated into the Society and over 490 chapters have been chartered internationally.

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**Alpha Sigma Lambda Honor Society (ASL)**

A chapter of Alpha Sigma Lambda Honor Society was established at Park University in 2010. It is the oldest and largest chapter based honor society for full and part time students with over 300 chartered chapters throughout the United States. For the nontraditional student, the Society is an inspiration for continuing scholastic growth and builds pride through recognition. At Park, the Pi Upsilon Chapter of Alpha Sigma Lambda fosters university-wide appreciation for the academic achievements and contributions of students and faculty. As well, ASL helps recruit and retain nontraditional adult students. Invitations to join the Society is reserved for students within the top 10% of the senior class with a minimum of 24 earned Park hours, a grade point average of 3.75 on a 4.0 scale or its equivalent, and are actively involved in community service. For additional information contact Park Distance Learning for further information.

**Beta Beta Beta**

Beta Beta Beta (TriBeta) is a society for students, particularly undergraduates, dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research. Since its founding in 1922, more than 175,000 persons have been accepted into lifetime membership, and more than 430 chapters have been established throughout the United States and Puerto Rico.

**Lambda Alpha Epsilon**

The Lambda Alpha Epsilon-Criminal Justice Club promotes awareness of issues in law enforcement and corrections, by offering prison tours, police agency visits, and community service projects.

**Phi Alpha Theta/Zeta Omicron**

A professional society whose mission is to promote the study of history through the encouragement of research, good teaching, publication and the exchange of learning and ideas among students and historians. We seek to bring students, teachers and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by our members in a variety of ways.

**Pi Gamma Mu (International Honor Society in Social Science)**

A Chapter of PI GAMMA MU, was established at Park in 1959. The society has as its primary objectives to encourage the study of social science among undergraduate students and faculty members in colleges and universities throughout the world, and to recognize outstanding achievement through election to membership and the presentation of various awards for distinguished achievement. Any Park University student of good moral character who is a junior or senior can be considered for nomination. A qualified student shall have at least twenty semester hours of social science with a grade point average of 3.0 or better and an overall GPA of 3.7; academically ranked in the upper 35 percent of his/her class; junior or senior status; and no record of academic failure in the social sciences. Contact the Social Science Department for further information.

**Pi Lambda Theta**

Founded in 1920, Pi Lambda Theta is the most selective national honor society of educators; a forum for exchanging and developing ideas, fostering individual leadership, and promoting professionalism. PLT also works on an international and regional basis, as well as hosts both regional and international conferences. It promotes service teaching and learning offering networking opportunities among members across the world. It is a prestigious honor to be accepted into its membership. PLT extends membership to students and professionals who satisfy academic eligibility requirements.

**Pi Sigma Alpha (Alpha Delta Upsilon Chapter)**

Pi Sigma Alpha, the National Political Science Honor Society, is the only honor society for college students of political science and government in the United States. Pi Sigma Alpha was founded in 1920 for the purpose of bringing together students and faculty interested in the study of government and politics. Membership
in Pi Sigma Alpha is open to juniors, seniors, and graduate students currently enrolled in institutions where chapters are located.

**Psi Chi**
Psi Chi is a national honor society in Psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology.

**Sigma Alpha Pi (National Society of Leadership & Success)**
The purpose of Sigma Alpha Pi, The National Society of Leadership and Success, is to help individuals create the lives they desire by helping them discover what they truly want to do, and giving them the support, motivation, and skills to achieve their goals.

**Sigma Beta Delta**
Sigma Beta Delta (SBD), the International Honor Society for Business, Management, and Administration was established to honor students who have attained superior records in business programs in schools and colleges with regional accreditation with the Accreditation Council for Business Schools and Programs (ACBSP). The Park University chapter was established in Spring 2012. The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among students of business, management and administration, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. Membership in Sigma Beta Delta is the highest national recognition a business student can receive at a college or university with a Sigma Beta Delta chapter. To be eligible for membership, a business student must rank in the upper 20 percent of the junior, senior or master's class and be invited to membership by the faculty officers.

**Sigma Delta Pi (Spanish Honor Society)**
Sigma Delta Pi, a member of the Association of College Honor Societies, is devoted to serving qualified students of Spanish in four-year colleges and universities. The Society provides access to Scholarship programs, annual undergraduate awards for summer study in Spain, Mexico and Ecuador, research grants for graduate students, and eligible students may apply for $500 merit-based scholarships and internships. All qualified students interested in Spanish and Hispanic cultures, literatures and the Spanish language are welcome to apply for active membership and to participate in the Society’s induction ceremony in the spring of each academic year. Contact the Department of English and Modern Languages for more information.

**Sigma Tau Delta (English Honor Society)**
All students interested in writing and literature are invited to join an organization that sponsors charity events, hosts poetry and other creative writing contests, and engages in fundraising efforts to send students to the annual Sigma Tau Delta convention. While all members have associate membership in Sigma Tau Delta, the premier international English honor society, English majors and minors may apply for active membership in Sigma Tau Delta if they meet the honor society’s qualifications.
Degree Requirements
The accounting major is designed to prepare students for a professional career in public accounting, managerial accounting, tax accounting or governmental accounting. The curriculum stresses professional ethics. It is excellent preparation for graduate study in accounting, business administration or law.

**Requirements For:**

**B.S. Major - 66 hours, 2.0 GPA**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AC 201</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>AC 202</td>
<td>Principles of Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 141</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 142</td>
<td>Principles of Microeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 315</td>
<td>Quantitative Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FI 360</td>
<td>Financial Management</td>
<td>3 cr.</td>
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<tr>
<td>IB 315</td>
<td>International Business Perspectives</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Basic Concepts of Statistics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 260</td>
<td>Business Law I</td>
<td>3 cr.</td>
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<tr>
<td>MG 371</td>
<td>Management and Organizational Behavior</td>
<td>3 cr.</td>
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<tr>
<td>MG 495</td>
<td>Business Policy</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MK 351</td>
<td>Principles of Marketing</td>
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**Accounting Core**

<table>
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<tr>
<td>AC 230</td>
<td>Computer-Based Accounting Systems</td>
<td>3 cr.</td>
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<tr>
<td>AC 309</td>
<td>Individual Income Tax</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 312</td>
<td>Business Income Tax</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 315</td>
<td>Cost Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 320</td>
<td>Intermediate Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 325</td>
<td>Intermediate Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 350</td>
<td>Accounting Information Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 420</td>
<td>Advanced Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 425</td>
<td>Advanced Accounting II</td>
<td>3 cr.</td>
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<tr>
<td>AC 430</td>
<td>Auditing</td>
<td>3 cr.</td>
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**Total**

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>66 cr.</td>
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</table>

**Requirements For:**

**Minor - 24 hours, 2.0 GPA**

AC 201, AC 202, AC 230, AC 309, AC 315, AC 320, EC 141, & MG 260
Park University’s Athletic Training Education Program is accredited by CAATE (Commission on Accreditation of Athletic Training Education). The major provides students with a variety of courses and practical experiences related to the prevention, care, and rehabilitation of athletic injuries. Students must submit a formal application to be admitted to this program. Acceptance is based on a minimum overall grade point average, success in designated professional courses, recommendations, athletic training competencies and proficiencies, and a minimum completion of observational hours under the direct supervision of a Certified Athletic Trainer. Upon completion of the Bachelor of Science in Athletic Training, students are eligible to take the Board of Certification exam.

The Certified Athletic Trainer (ATC) is a highly educated and skilled health care professional recognized by the American Medical Association. In cooperation with physicians and other health care personnel, the athletic trainer functions as an integral member of the health care team in a wide array of work settings including: high schools, colleges, and universities, sports medicine clinics, professional sports, health clubs and many other employment settings.

**Requirements for:**

**B.S. Major – 84 Hours, 3.0 GPA**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AT 140</td>
<td>Concepts of Sports Injuries</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 150</td>
<td>Intro to Athletic Training</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 175</td>
<td>Medical Terminology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 225</td>
<td>Kinesiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 231</td>
<td>First Aid &amp; Emergency</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 246</td>
<td>Clinical Education I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 250</td>
<td>Exercise Physiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 261</td>
<td>Foundations of Athletic Training</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 275</td>
<td>Principles of Strength and Conditioning</td>
<td>3cr.</td>
</tr>
<tr>
<td>AT 347</td>
<td>Clinical Education II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 350</td>
<td>Pathology in Athletics</td>
<td>4 cr.</td>
</tr>
<tr>
<td>AT 351</td>
<td>Pharmacology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 355</td>
<td>Therapeutic Modalities</td>
<td>4 cr.</td>
</tr>
<tr>
<td>AT 356</td>
<td>Administration of Athletic Training</td>
<td>3 cr.</td>
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<tr>
<td>AT 365</td>
<td>Advanced Athletic Training</td>
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</tr>
<tr>
<td>AT 366</td>
<td>Therapeutic Exercise &amp; Rehab</td>
<td>4 cr.</td>
</tr>
<tr>
<td>AT 449</td>
<td>Clinical Education III</td>
<td>3 cr.</td>
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<tr>
<td>AT 450</td>
<td>Clinical Education IV</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 480</td>
<td>Research &amp; Writing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 490</td>
<td>Sr. Seminar in Athletic Training</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 211</td>
<td>Anatomy and Physiology I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 212</td>
<td>Anatomy and Physiology II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 214</td>
<td>Personal Health</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FWR 122</td>
<td>Human Nutrition</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Statistics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 101</td>
<td>Psychology</td>
<td>3 cr.</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>84 cr.</strong></td>
</tr>
</tbody>
</table>
A major in biology provides the graduate with a variety of courses for a diversity of experiences in biology. This program includes courses in general biology, botany, anatomy, physiology, genetics, microbiology, and research techniques. With the basic core courses, plus required supporting chemistry, mathematics, and elective biology courses, the biology graduate will be prepared for either the workforce or entrance into professional or graduate school. Students are strongly advised to seek either an additional major or a minor to provide for maximum postgraduate opportunities. The department of Natural and Physical Sciences welcomes partnerships with appropriate businesses and government agencies to place students into internship positions in their major or a related field. The Department of Natural and Physical Sciences actively encourages students to work in such internship positions and considers internships to be an integral part of the curriculum.

Requirements for:

**B.S. Major – 65 hours, 2.0 GPA**

**Core Curriculum:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BI 225</td>
<td>Botany</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 226</td>
<td>Zoology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 231</td>
<td>Introductory Molecular Cell Biology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 306</td>
<td>Biological Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 320</td>
<td>Genetics</td>
<td>4 cr.</td>
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<tr>
<td>BI 326</td>
<td>Bioethics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 415</td>
<td>Senior Research</td>
<td>3 cr.</td>
</tr>
<tr>
<td>NS 220</td>
<td>Applied Statistics &amp; Experimental Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>NS 302</td>
<td>Current Literature in the Natural Sciences</td>
<td>1 cr.</td>
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<tr>
<td>NS 401</td>
<td>Natural Science Seminar</td>
<td>1 cr.</td>
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<tr>
<td>CH 107</td>
<td>General Chemistry I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CH 107L</td>
<td>General Chemistry I Lab</td>
<td>1 cr.</td>
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<tr>
<td>CH 108</td>
<td>General Chemistry II</td>
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<tr>
<td>CH 108L</td>
<td>General Chemistry II Lab</td>
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<tr>
<td>CH 317</td>
<td>Organic Chemistry I</td>
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<tr>
<td>CH 317L</td>
<td>Organic Chemistry I Lab</td>
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<td>CH 318</td>
<td>Organic Chemistry II</td>
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<td>CH 318L</td>
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<tr>
<td>PY 155</td>
<td>Concepts of Physics I</td>
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<tr>
<td>PY 156</td>
<td>Concepts of Physics II</td>
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<td><strong>Total</strong></td>
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## School for Natural and Applied Sciences
### Biology

**Approved Electives**

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BI 300</td>
<td>Evolution</td>
<td>3 cr</td>
</tr>
<tr>
<td>BI 330</td>
<td>Paleobiology</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 378</td>
<td>Ecology</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 490</td>
<td>Advanced Topics in Biology</td>
<td>1-4 cr</td>
</tr>
<tr>
<td>GGP 350</td>
<td>GIS I</td>
<td>3 cr</td>
</tr>
<tr>
<td>GGP 370*</td>
<td>Biogeography</td>
<td>3 cr</td>
</tr>
<tr>
<td>BI 380*</td>
<td>Issues in Biodiversity</td>
<td>3 cr</td>
</tr>
<tr>
<td>BI 490</td>
<td>Advanced Topics in Biology</td>
<td>1-4 cr</td>
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</table>

**Ecological/Field-Oriented**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BI 337</td>
<td>Biochemistry</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 350</td>
<td>Microbiology</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 360</td>
<td>Cell Biology</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 417</td>
<td>Developmental Biology</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 490</td>
<td>Advanced Topics in Biology</td>
<td>1-4 cr</td>
</tr>
<tr>
<td>CH 329*</td>
<td>Introduction to Instrumental Analysis</td>
<td>4 cr</td>
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</table>

**BioTech/Lab Oriented**

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<tbody>
<tr>
<td>BI 211</td>
<td>Human Anatomy and Physiology I</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 212</td>
<td>Human Anatomy and Physiology II</td>
<td>4 cr</td>
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<tr>
<td>BI 337</td>
<td>Biochemistry</td>
<td>4 cr</td>
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<tr>
<td>BI 344</td>
<td>Animal Physiology</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 350</td>
<td>Microbiology</td>
<td>4 cr</td>
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<tr>
<td>BI 360</td>
<td>Cell Biology</td>
<td>4 cr</td>
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<tr>
<td>BI 417</td>
<td>Developmental Biology</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 490</td>
<td>Advanced Topics in Biology</td>
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</tr>
<tr>
<td>CH 321</td>
<td>Introduction to Medicinal Chemistry</td>
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**Pre-Medical**

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<td>Human Anatomy &amp; Physiology I</td>
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<td>BI 300</td>
<td>Evolution</td>
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<td>BI 330</td>
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<td>Biochemistry</td>
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<tr>
<td>BI 340</td>
<td>Comparative Anatomy</td>
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<td>BI 344</td>
<td>Animal Physiology</td>
<td>4 cr</td>
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<td>BI 350</td>
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<td>4 cr</td>
</tr>
<tr>
<td>BI 360</td>
<td>Cell Biology</td>
<td>4 cr</td>
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<tr>
<td>BI 378</td>
<td>Ecology</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 380*</td>
<td>Issues in Biodiversity</td>
<td>3 cr</td>
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<tr>
<td>BI 417</td>
<td>Developmental Biology</td>
<td>4 cr</td>
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<tr>
<td>BI 490</td>
<td>Advanced Topics in Biology</td>
<td>1-4 cr</td>
</tr>
<tr>
<td>CH 321*</td>
<td>Introduction to Medicinal Chemistry</td>
<td>3 cr</td>
</tr>
<tr>
<td>CH 328*</td>
<td>Analytical Chemistry</td>
<td>4 cr</td>
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<td>CH 329*</td>
<td>Introduction to Instrumental Analysis</td>
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<td>GGP 350</td>
<td>GIS 1</td>
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<tr>
<td>GGP 370*</td>
<td>Biogeography</td>
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**GENERAL**

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<td>Human Anatomy &amp; Physiology I</td>
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<tr>
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<td>BI 300</td>
<td>Evolution</td>
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<td>Paleobiology</td>
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<td>BI 337</td>
<td>Biochemistry</td>
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<td>BI 340</td>
<td>Comparative Anatomy</td>
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<td>BI 344</td>
<td>Animal Physiology</td>
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<td>BI 350</td>
<td>Microbiology</td>
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<td>Cell Biology</td>
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<tr>
<td>BI 378</td>
<td>Ecology</td>
<td>4 cr</td>
</tr>
<tr>
<td>BI 380*</td>
<td>Issues in Biodiversity</td>
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<tr>
<td>BI 417</td>
<td>Developmental Biology</td>
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<tr>
<td>BI 490</td>
<td>Advanced Topics in Biology</td>
<td>1-4 cr</td>
</tr>
<tr>
<td>CH 321*</td>
<td>Introduction to Medicinal Chemistry</td>
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<tr>
<td>CH 328*</td>
<td>Analytical Chemistry</td>
<td>4 cr</td>
</tr>
<tr>
<td>CH 329*</td>
<td>Introduction to Instrumental Analysis</td>
<td>4 cr</td>
</tr>
<tr>
<td>GGP 350</td>
<td>GIS 1</td>
<td>3 cr</td>
</tr>
<tr>
<td>GGP 370*</td>
<td>Biogeography</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**TOTAL**

65 cr
A comprehensive Senior Examination, is to be taken during the seventh and eighth semesters as scheduled at the beginning of the fall semester.

**Requirements For:**

**Minor – 18 Hours, 2.0 GPA**

12 of the 18 hours must be numbered above the 220 level.

**For those students wishing to teach Unified Science: Biology**

See also Bachelor of Science in Education (pages 150-155).

**B.S.E. in Secondary Education – Major 48-50 Hours**

2.75 Cum G.P.A.

2.75 Core G.P.A.
Students taking the business administration major receive a broad education covering the major functional areas of business. This major will help a student prepare for a career in business or government leadership and provide him/her with knowledge and skills desired by all types of employers. It can also give one the background to organize and manage his/her family business. Graduates in business administration typically find jobs in business, production management, personnel management, marketing management, or financial management. Many serve their communities as marketing or management specialists in insurance, real estate, investments, banking, communications, manufacturing, retailing and wholesaling. A number of students with this major move into graduate study in law, management, or other business specialties.

Requirements for:
**B.S. Major – 57-69 hours, 2.0 GPA**

**Business Core:** ............................................................... 36 cr.
- AC 201 Principles of Accounting I ....................... 3 cr.
- AC 202 Principles of Accounting II ....................... 3 cr.
- EC 141 Principles of Macroeconomics .................. 3 cr.
- EC 142 Principles of Microeconomics .................. 3 cr.
- EC 315 Quantitative Research Methods ................ 3 cr.
- FI 360 Financial Management ............................ 3 cr.
- IB 315 International Business Perspectives .......... 3 cr.
- MA 120 Basic Concepts of Statistics .................. 3 cr.
- MG 260 Business Law I ........................................ 3 cr.
- MG 371 Management and Organizational Behavior .... 3 cr.
- MG 495 Business Policy ....................................... 3 cr.
- MK 351 Principles of Marketing ......................... 3 cr.

Concentrations: (Choose One)

**Finance Concentration:** ............................................. 30 cr.
- FI 201 Personal Financial Management ............... 3 cr.
- FI 325 Risk and Insurance .................................. 3 cr.
- FI 363 Financial Institutions and Markets - OR - .................................................. 3 cr.
- EC 303 Money, Credit and Banking .............................. 3 cr.
- FI 410 Problems in Corporate Finance ............... 3 cr.
- FI 415 Financial Analysis and Planning ............... 3 cr.
- FI 417 Investment Analysis and Management ....... 3 cr.
- FI 425 Principles of Real Estate ......................... 3 cr.
- FI 430 Public Financial Management .................. 3 cr.
- IB 431 International Finance ............................. 3 cr.
- MA 135 College Algebra ..................................... 3 cr.

**Human Resource Management Concentration .......... 24 cr.**
- HR 353 Intro. to Human Resource Management .... 3 cr.
- HR 355 Planning and Staffing ............................. 3 cr.
- HR 357 Employment Law .................................... 3 cr.
HR 434 Compensation Management .................... 3 cr.
HR 491 SR. Seminar in Human Resources Development ...................... 3 cr.

Choice of 3 business electives at the 300-400 level with no more than 2 classes from the same program with the exception of Human Resource Management, and to include IS 310 Business Applications. ........ 9 cr.

INTERNATIONAL BUSINESS CONCENTRATION .................. 21 cr.
IB 302 International Business Culture .................... 3 cr.
IB 431 International Finance ............................... 3 cr.
IB 451 Seminar on International Business .................. 3 cr.
MK 395 International Marketing ............................ 3 cr.

International Immersion
Experience (IIE) .............................................. 3-6 cr.
• 2 Intermediate level foreign language credits
• IB 461 Internship in International Business
• an internship with an international company
• a school sponsored travel abroad experience
• or an equivalent, advisor-approved IIE

Choice of any 1-2 electives (depending on the IIE credit hours) listed below:
CS 300, EC 309, IB 331, IB 420, LA 305, MK 453 (pre-req required), PC 300, PC 315, PO 338, PO 345, PS 361, RE 307, SO 328, SP 312

LOGISTICS CONCENTRATION .................. 24 cr.
MG 375 Production Operations Management ...... 3 cr.
LG 312 Transportation and Distribution Systems ... 3 cr.
LG 415 Quality Control ..................................... 3 cr.
LG 424 Purchasing and Vendor Management ...... 3 cr.
LG 426 Logistics Management............................ 3 cr.

Choice of 3 of the following electives ...... 9 cr.
IS 205 Managing Information Systems
AC 315 Cost Accounting
HR 353 Introduction to Human Resource Management
LG 400 Logistics Internship

MANAGEMENT CONCENTRATION ............. 18 cr.
MG 375 Production Operations Management ...... 3 cr.
MG 401 Senior Seminar in Management ............... 3 cr.
HR 353 Introduction to Human Resource Management .......... 3 cr.

Business Electives: Choice of 3 business electives at the 300-400 level from any Business Program, with no 2 taken from the same concentration with the exception of Management; and to include IS 310 Business Applications ............................. 9 cr.
MARKETING CONCENTRATION ............................................ 21 cr.
MK 385 Consumer Behavior ......................................... 3 cr.
MK 411 Marketing Management................................. 3 cr.
MK 453 Marketing Research and Information Systems ................. 3 cr.

Business Electives: Choose any four courses listed below: ........... 12 cr.
MK 369 E-Marketing
MK 380 Advertising
MK 386 Retail
MK 389 Professional Selling
MK 395 International Marketing
MK 401 Sales Management
MK 455 Promotion Policies and Strategies
MK 463 Marketing Internship
MK 491 Seminar in Marketing
AR 218 Graphic Design Software
AR 318 Introduction to Graphic Design
LG 312 Transportation and Distribution Systems

TOTAL........................................................................... 57–69 cr

Requirements for:

MINOR – 18-21 HOURS, 2.0 GPA

Business Administration/Finance: .................................... 21 cr.
For Non-Business Majors
EC 141, AC 201, AC 202, EC 303, FI 360, FI 417, FI 425

Business Administration/Health Care ......................... 18 cr.
For Business Majors
BI 214, HC 451, HC 465, HR 353;
Choose 2 electives from the following classes:
HC 461, HC 463, HC 466, HR 310, IS 310, PS 301

Business Administration/Health Care ......................... 21 cr.
For Non-Business Majors
AC 201, BI 214, HC 260, HC 351, HR 353,
Choose 2 electives from the following classes:
HC 461, HC 463, HC 466, HR 310, IS 310, PS 301

Business Administration/Human Resource Management: 18 cr.
For Business Majors
HR 353, HR 357, and 6 cr. hrs. of HR classes at 300-400 level,
and 6 cr. hrs. from the following:
EC 300 or EC 301 or EC 302 and IS 205, IB 315,
MG 261, MG 420, MK 453
Business Administration/Human Resource Management: ..21 cr.
   For Non-Business Majors
   AC 201, MG 260, MG 371, HR 353, HR 357
   AND 3 cr. hrs. of HR classes at 300-400 level
   AND 3 cr. hrs. from the following: MK 351,
   MG 261, IB 315, EC 141 or EC 142, EC 315,
   AC 202, FI 360

Business Administration/International Business: .......... 18 cr.
   For Business Majors
   IB 302, IB 451, MK 395 AND 9 credit hours
   from the following: CS 300, EC 309, IB 331,
   IB 420, IB 431, IB 461, PO 345

Business Administration/International Business: .......... 21 cr.
   For Non-Business Majors
   IB 302, MG 260, MG 371, MK 351, MK 395,
   IB 315 AND 3 credit hours from the following:
   AC 201, CS 300, EC 141, EC 309, IB 331,
   IB 431, IB 461, PO 345

Business Administration/Management............................. 18 cr.
   For Business Majors
   HR 353, MG 401, AND 6 cr. hrs. of MG classes at
   300-400 level AND 6 cr. hrs. from the following:
   EC 301 OR EC 302 OR EC 303, HR 310, MG 261,
   MK 453, LG 312

Business Administration/Management............................. 21 cr.
   For Non-Business Majors
   AC 201, MG 260, MG 371, MK 351 AND 6 cr.
   hrs. of MG classes at 300-400 level AND 3 cr. hrs.
   from the following: AC 202, EC 141, EC 142,
   MG 261, HR 353, LG 312, HR 310, EC 315

Business Administration/Marketing.............................. 18 cr.
   For Business Majors
   MK 385, MK 453 AND choice of 12 cr. hrs. of
   MK electives at the 300-400 level

Business Administration/Marketing.............................. 21 cr.
   For Non-Business Majors
   AC 201, MG 260, MK 453, MK 351, MK 385
   AND the choice of 2 MK electives
In contemporary society, it is evident that the science of chemistry is no longer confined to the research laboratory, but is exerting a profound impact on social, political, and economic decisions at the local, national, and international levels. Chemistry is the recognized physical basis for the biological and psychological sciences and is important in every effort of our industrialized society. Students wishing to pursue a career in the chemical profession, medicine, dentistry, veterinary medicine, laboratory technology, or the environmental sciences are encouraged to consider the major program in chemistry with appropriate minors in other disciplines for their preparatory work.

The department of Natural and Physical Sciences welcomes partnerships with appropriate businesses and government agencies to place students into internship positions in their major or a related field. The Department of Natural and Physical Sciences actively encourages students to work in such internship positions and considers internships to be an integral part of the curriculum.

**Requirements for:**

**B.S. Major - 71 Hours, 2.0 GPA**

- CH 107 General Chemistry I ........................................3 cr.
- CH 107L General Chemistry I Lab ..................................1 cr.
- CH 108 General Chemistry II ......................................3 cr.
- CH 108L General Chemistry II Lab ...............................1 cr.
- CH 317 Organic Chemistry I ....................................3 cr.
- CH 317L Organic Chemistry Lab ................................1 cr.
- CH 318 Organic Chemistry II ..................................3 cr.
- CH 318L Organic Chemistry II Lab .............................1 cr.
- CH 328 Analytical Chemistry .....................................4 cr.
- CH 329 Intro. to Instrumental Analysis .......................4 cr.
- CH 342 Advanced Inorganic Chemistry ......................4 cr.
- CH 407 Physical Chemistry I ..................................4 cr.
- CH 408 Physical Chemistry II ................................4 cr.
- MA 221 Calculus and Analytic Geometry
  for Majors I .........................................................5 cr.
- MA 222 Calculus and Analytic Geometry
  for Majors II .......................................................5 cr.
- MA 223 Calculus and Analytic Geometry
  for Majors III ....................................................3 cr.
- NS 401 Natural Science Seminar (1 cr.) ......................2 cr.
- PY 205 Introduction to Physics I ...............................5 cr.
- PY 206 Introduction to Physics II .............................5 cr.
Electives selected from the following: ........................................10 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 321</td>
<td>Intro. to Medicinal Chemistry</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CH 337</td>
<td>Biochemistry</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CH 337L</td>
<td>Biochemistry Lab</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CH 400</td>
<td>Special Topics in Chemistry</td>
<td>1-3 cr.</td>
</tr>
<tr>
<td>CH 429</td>
<td>Advanced Analytical Chemistry</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 440</td>
<td>Organic Synthesis</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 451</td>
<td>Internship in Chemistry</td>
<td>1-6 cr.</td>
</tr>
<tr>
<td>CH 490</td>
<td>Research in Chemistry</td>
<td>1-3 cr.</td>
</tr>
</tbody>
</table>

TOTAL ...........................................................................71 cr.

Passing a written comprehensive examination is required.

Requirements for:

**Minor - 18-20 Hours, 2.0 GPA**

CH 107, CH 107L, CH 108, CH 108L, and 10-12 additional hours chosen from remaining chemistry coursework.

**For those students wishing to teach Unified Science: Chemistry**

See also Bachelor of Science in Education (pages 150-155).

B.S.E. in Secondary Education – Major 48-50 Hours

2.75 Cum G.P.A.
2.75 Core G.P.A.
The Communication Department offers five related concentrations:
1. Journalism
2. Photojournalism
3. Broadcasting
4. Public Relations
5. Organizational Communication

These Communication majors are designed to prepare the student for successful pursuit of professional and personal goals. An individual graduating from this program will also be equipped to function well in the larger setting of society. Each major combines traditional course work with practical application in the field of choice. This has proven to be invaluable to students and may take the form of internships, private employment, or work assignments (or a combination of all three). In the Journalism and Photojournalism majors, students may choose to work for academic credit on school publications such as The Stylus, the century-old Park newspaper. In the Broadcasting major, students work at KGSP-FM, the Park University radio station, or in the production of programs for the Northland News. Students who select the Organizational Communication or the Public Relations majors often have specific occupational goals in mind. Both majors serve a broad spectrum of professions in contemporary corporate, government, and non-profit environments. Choices for Organizational Communication majors include management, training, development, human resources, consulting, or related fields.

Requirements For:

**B.A. Major – 39 hours, 2.0 GPA**

### Core Curriculum:

- **CA 201** Media Writing & Reporting .................. 3 cr.
- **CA 224** Digital Media Skills.............................. 3 cr.
- **CA 302** Communication Ethics and Law.............. 3 cr.
- **CA 316** Advanced Media Writing & Reporting....... 3 cr.
- **CA 322** Media Analysis and Criticism .................. 3 cr.
- **CA 348** Theories of Communication .................... 3 cr.
- **CA 382** Communication Research Methods .......... 3 cr.
- **CA 490** Professional Learning Experience .......... 3 cr.

24 cr.

### Specialty Area (Choose One):

**Journalism:** .......................................................... 15 cr.

- **CA 241** Photography I (3 cr.)
- **CA 311** Editing, Layout and Design (3 cr.)
- **CA 315** Journalism Practicum (3 cr.)
- **CA 317** Feature Writing (3 cr.)
- **CA** Elective (3 cr.)
PHOTOJOURNALISM ............................................................. 15 cr.
CA 241 Photography I (3 cr.)
CA 311 Editing, Layout and Design (3 cr.)
CA 341 Photography II (3 cr.)
CA 441 Photojournalism (3 cr.)
CA Elective (3 cr.)

BROADCASTING: .................................................................. 15 cr.
CA 214 Broadcast Performance (3 cr.)
CA 221 Radio Production (3 cr.)
CA 231 Television Production (3 cr.)
CA 325 Radio Practicum (3 cr.)
-OR-
CA 335 Television Practicum (3 cr.)
CA 491 Senior Project (3 cr.)

PUBLIC RELATIONS: ............................................................ 15 cr.
CA 218 Public Relations (3 cr.)
CA 221 Radio Production (3 cr.)
-OR-
CA 231 Television Production (3 cr.)
CA 241 Photography I (3 cr.)
CA 318 Public Relations II (3 cr.)
CA 475 Case Studies in Communication Leadership (3 cr.)
TOTAL ............................................................................. 39 cr.

Required Minor ..................................................................... 18 cr.
Choose a minor from a different discipline.

Requirements For:
Minors – 21 hours, 2.0 GPA

In journalism, photojournalism, broadcasting or public relations – 21 hours, 2.0 GPA.
CA 103, CA 104, CA 302, CA 322 and three courses selected by faculty advisor from the appropriate concentration.

**For those students wishing to teach Journalism:
See also Bachelor of Science in Education (pages 150-155).

B.S.E. in Secondary Education – MAJOR 48-50 Hours
2.75 Cum G.P.A.
2.75 Core G.P.A.
Available:

B.S.

Requirements:

Major:
66 hours
2.0 GPA

This degree requires a minimum of 120 hours.
For additional hours required see Page 107.

This program is offered through:

There is no organization, whether it is large or small, that can survive without the support of its data processing department. The number of jobs available in business and government for computer-trained personnel continues to increase. The major specifically prepares the student in the area of data processing, business management, and accounting. The combination of computer and business courses prepares the students for careers in programming, system analysis, and management of computer systems.

Program Competencies:

- Apply problem-solving and critical-thinking skills and use popular computer technologies in producing technology solutions.
- Communicate effectively, ethically, and professionally in a team environment.
- Identify appropriate information technologies for a given organizational context and explain how to incorporate such technologies into the given organizational context.

The Computer Science, Information Systems, and Mathematics (CIM) Department works with Park’s Career Development Center in helping to place students in computer internship positions. The ICS Department actively encourages students to work in such internship positions and considers internships to be an integral part of the ICS curriculum.

Requirements For:

B.S. Major – 66 Hours, 2.0 GPA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 201</td>
<td>Principles of Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 202</td>
<td>Principles of Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 140</td>
<td>Introduction to Computers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 151</td>
<td>Introduction to Programming</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 208</td>
<td>Discrete Mathematics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 219</td>
<td>Programming Fundamentals</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 225</td>
<td>Programming Concepts</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 300</td>
<td>Technologies in a Global Society</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 314</td>
<td>User Interface Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 351</td>
<td>Computer Operating Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 365</td>
<td>Computer Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 315</td>
<td>Quantitative Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FI 360</td>
<td>Financial Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IS 205</td>
<td>Managing Information Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IS 216</td>
<td>COBOL I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IS 217</td>
<td>COBOL II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IS 315</td>
<td>Computer Systems Analysis and Design I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IS 316</td>
<td>Computer Systems Analysis and Design II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IS 361</td>
<td>Data Management Concepts</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Basic Concepts of Statistics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 352</td>
<td>Principles of Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 375</td>
<td>Production and Operations Management</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

TOTAL: 66 cr.
### Available:

#### A.S.

#### Requirements

**A.S. Major:**
- **33 Hours**
- **2.0 GPA**

This degree requires a minimum of 60 hours. For additional hours required see Page 107.

This program is offered through:

#### Requirements For:

**A.S. Major – 33 Hours, 2.0 GPA**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO 111</td>
<td>Intro To Engr. Const. Tech/ Design/Materials and Safety</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CO 121</td>
<td>Plans Analysis</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CO 215</td>
<td>Construction Safety and Health</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CO 225</td>
<td>Building Codes</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CO 235</td>
<td>Construction Planning</td>
<td>3 cr.</td>
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<tr>
<td>CO 245</td>
<td>Construction Estimating</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CO 360</td>
<td>Project Management/ Critical Path Analysis</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 140</td>
<td>Introduction to Computers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EG 101</td>
<td>Introduction to Engineering Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 260</td>
<td>Business Law I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 271</td>
<td>Principles of Supervision</td>
<td>3 cr.</td>
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</table>

**Total** ........................................................................... 33 cr.
ASSOCIATE OF SCIENCE
(Park Extended Learning and Kansas City 8-Week Program)

REQUIREMENTS FOR:

A.S. Major – 27 hours, 2.0 GPA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100</td>
<td>Introduction to Criminal Justice Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 105</td>
<td>Criminal Law</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Criminology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 205</td>
<td>Juvenile Justice System</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 221</td>
<td>Criminal Procedure</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 311</td>
<td>Criminal Investigation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 231</td>
<td>Introduction to Law Enforcement</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 232</td>
<td>Introduction to Corrections</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 233</td>
<td>Introduction to Security</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

TOTAL: 27 cr.

BACHELOR OF ARTS
(Parkville 16-Week Program)

The major in Criminal Justice Administration is designed to provide a comprehensive understanding of the complete criminal justice system within society in the United States. There are three areas of concentration the student can choose from which to build on the core curriculum: Law Enforcement, Corrections, and Security. Providing a comprehensive understanding from a theoretical, philosophical, and practical perspective, the program provides a broad background for over 40 basic career opportunities in the criminal justice system, both in the public and private sectors, at the local, state, national, and international levels.

REQUIREMENTS FOR:

B.A. Major – 42 hours, 2.0 GPA

Core Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CJ 100</td>
<td>Introduction to Criminal Justice Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 105</td>
<td>Criminal Law</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Criminology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 221</td>
<td>Criminal Procedure</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 300</td>
<td>Agency Administration</td>
<td>3 cr.</td>
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<tr>
<td>CJ 430</td>
<td>Research in Criminal Justice</td>
<td>3 cr.</td>
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<tr>
<td>CJ 440</td>
<td>Internship in Criminal Justice</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 450</td>
<td>Senior Seminar in Criminal Justice</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

TOTAL: 24 cr.

Area of Concentration (One of the following areas)........ 6 cr.

Area A. Law Enforcement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 231</td>
<td>Introduction to Law Enforcement</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 311</td>
<td>Criminal Investigation</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Area B. Corrections

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 232</td>
<td>Introduction to Corrections</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 322</td>
<td>Probation, Parole, and Community Corrections</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
### Criminal Justice Administration

Area C. **Security**
- CJ233  Introduction to Security
- CJ333  Security Administration

**Criminal Justice Electives**
- (From Criminal Justice courses not in the Core or the individual student's Area of Concentration: one 200-level course and three 300-level and/or 400-level courses, at least one of which must be 400-level courses)

**TOTAL**

Requirements for Minor in Criminal Justice:

**MINOR – 18 HOURS, 2.0 GPA**

18 hours which must include CJ100, CJ105, CJ200, and 9 hours of CJ electives **excluding** CJ440, CJ441, and CJ450

### BACHELOR OF SCIENCE
(Park Extended Learning and Park Online)

The major in Criminal Justice Administration is designed to provide a comprehensive understanding of the complete criminal justice system within society in the United States. There are three areas of concentration the student can choose from which to build on the core curriculum: Law Enforcement, Corrections, and Security. Providing a comprehensive understanding from a theoretical, philosophical, and practical perspective, the program provides a broad background for over 40 basic career opportunities in the criminal justice system, both in the public and private sectors, at the local, state, national, and international levels.

**REQUIREMENTS FOR:**

**B.S. MAJOR – 42 HOURS, 2.0 GPA**

**Core Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100</td>
<td>Introduction to Criminal Justice Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 105</td>
<td>Criminal Law</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Criminology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 221</td>
<td>Criminal Procedure</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 300</td>
<td>Agency Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 430</td>
<td>Research in Criminal Justice</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 440</td>
<td>Internship in Criminal Justice -OR-</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 441</td>
<td>Senior Writing Project</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 450</td>
<td>Senior Seminar in Criminal Justice</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**Sub-TOTAL**

24 cr.
Criminal Justice Administration

Area of Concentration (One of the following areas) ............ 6 cr.

Area A. Law Enforcement
CJ 231 Introduction to Law Enforcement
CJ 311 Criminal Investigation

Area B. Corrections
CJ 232 Introduction to Corrections
CJ 322 Probation, Parole, and Community Corrections

Area C. Security
CJ 233 Introduction to Security
CJ 333 Security Administration

Criminal Justice Electives ................................................. 12 cr.
(From Criminal Justice courses not in the Core or the individual student's Area of Concentration: one 200-level course and three 300-level and/or 400-level courses, at least one of which must be 400-level courses)

TOTAL ................................................................. 42 cr.

CERTIFICATE
Terrorism and Homeland Security
(Park Extended Learning, Park Online, Kansas City 8-Week Program)

The mission of the Undergraduate Certificate Program in Terrorism and Homeland Security is to provide students with a foundation for effective problem identification and solution management related to evolving terrorist threats and the protection of national interests. Through both theoretical and practical approaches, the certificate provides students with knowledge essential to homeland security issues, strategies, and planning. Certificate courses are chosen and developed to integrate knowledge in diverse fields of security, terrorism, and emergency management. The Certificate provides students with capabilities to develop practical solutions in managing natural and unnatural threats and emergency events, and to equip students to assist organizations in preparedness, response, recovery, and mitigation activities associated with both natural and manmade threats.

Requirements for:
Certificate – 12 hours, 2.5 GPA

Core Courses ............................................................. 6 cr.
CJ 233 Introduction to Security (3 cr.)
CJ 251 Terrorism & Domestic Preparedness (3 cr.)

Elective Courses ......................................................... 6 cr.
CJ 353 Emergency Management (3 cr.)
CJ 355 Homeland Security (3 cr.)
GGH 310 Geography of Terrorism (3 cr.)

TOTAL ................................................................. 12 cr.
SCHOOL OF BUSINESS

Economics

Available:

B.S.
Minor

Requirements:

B.S. Major:
77 hours
2.0 GPA

This degree requires a minimum of 120 hours. For additional hours required see page 107.

Minor:
18 hours
2.0 GPA

This program is offered through:

This degree program is designed to give students in-depth education in one of the applied social sciences. Economics is the social science which investigates the conditions and laws affecting the production, distribution and consumption of wealth in an organized society. Students who major in economics use their degree in working for business, government and other institutions serving in various staff and management positions. Many students combine the economics major with another related major such as political science, information and computer sciences, business or communications, which broadens the range of options available to them. Others plan to do graduate work in economics or other areas, which qualifies them to serve as economists or other specialists in government, business or higher education.

Requirements For:

B.S. Major – 77 hours, 2.0 GPA

Economics Core:

EC 141 Principles of Macroeconomics .................. 3 cr.
EC 142 Principles of Microeconomics .................. 3 cr.
EC 300 Intermediate Microeconomics .................. 3 cr.
EC 301 Intermediate Macroeconomics .................. 3 cr.
EC 302 Labor Economics .................................. 3 cr.
EC 303 Money, Credit and Banking (3 cr.)
Or ................................................................. 3 cr.
FI 363 Financial Institutions and Markets (3 cr.)
EC 315 Quantitative Research Methods ................ 3 cr
EC 401 History of Economic Thought ................... 3 cr.
EC 404 Managerial Economics ............................. 3 cr.
EC 407 International Trade & Finance ................... 3 cr.
EC 450 Senior Seminar in Economics .................... 3 cr.
MA 135 College Algebra ..................................... 3 cr.

Economics Electives: Choice of any two upper division courses in Economics ........... 6 cr.

Business Electives: Choice of any three courses in the School of Business, two of which must be upper division .................. 9 cr.

Minor: A minor from the School of Business or any University discipline .................. 21 cr.

Free Electives: Courses may be selected from any area of the University. No more than three hours may be satisfied through Independent Study ............................................... 5 cr.

TOTAL .................................................. 77 cr.

Senior Comprehensive Examination:
All economics majors must pass both parts of a two-part examination.

Requirements For:

Minor – 18 hours, 2.0 GPA

EC 141 and EC 142, plus 12 hours of upper division Economics electives.
**Early Childhood Education**

**Available:**

**B.S.E.**

**Requirements:**

**B.S.E. Major:**

90 hours

2.75 Cumulative GPA

2.75 Core GPA

This degree requires a minimum of 120 hours. For additional hours required see page 107.

This program is offered through:

Early Childhood Education (birth through grade 3)

**Requirements For:**

**B.S.E. Major – 90 Hours, 2.75 Cumulative GPA**

No grade lower than a “C” in Education Core.

**Professional Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 107</td>
<td>Career Inquiry in Education</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDU 203</td>
<td>Educational Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 207</td>
<td>Technology in Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 210</td>
<td>School as a Social System</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 310</td>
<td>Issues in Diversity &amp; World Culture</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 220</td>
<td>Child Growth and Development for Early Childhood &amp; Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 222</td>
<td>Early Childhood Principles</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 315</td>
<td>Children and Young Adult Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 325</td>
<td>Education of Exceptional Children</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 335</td>
<td>Art, Music, &amp; Movement for ECE &amp; Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 340</td>
<td>Language and Literacy Development</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 341</td>
<td>Ethics and Professionalism in the Classroom</td>
<td>1 cr.</td>
</tr>
<tr>
<td>EDC 342</td>
<td>Early Childhood Program Management</td>
<td>2 cr.</td>
</tr>
<tr>
<td>SO 302</td>
<td>The Study of the Family</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 214</td>
<td>Personal and Community Health</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Admission to the School for Education—Certification Program required for enrollment in the following EDC/EDE/EDU courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 354</td>
<td>Observation, Assessment &amp; Screening in Early Childhood Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 355</td>
<td>Social and Emotional Learning in Early Childhood</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 357</td>
<td>Family Involvement in Early Childhood Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 362</td>
<td>Infants and Toddlers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 363</td>
<td>Integrating the Curriculum: PreK</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 364</td>
<td>Integrating the Curriculum: K-3</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 372</td>
<td>Infant and Toddler Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 373</td>
<td>PreK Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 374</td>
<td>K-3 Practicum for Early Childhood Education</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 378</td>
<td>Science for ECE and Elementary Teachers</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDE 380</td>
<td>Literacy for ECE and Elementary Teachers</td>
<td>6 cr.</td>
</tr>
<tr>
<td>EDE 385</td>
<td>Diagnosis and Remediation for Math Difficulties</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 410</td>
<td>ECE Directed Teaching with Seminar</td>
<td>14 cr.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>90 cr.</td>
</tr>
</tbody>
</table>
Because there are specific general education courses required for teacher certification in the state of Missouri, it is imperative the student speak with his or her education advisor regarding these course requirements prior to enrollment.

Criteria for Admission to the School for Education Certification Program
Meeting these minimum requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.

- Cumulative 2.75 GPA including transfer courses
- 2.75 in Core classes
- WCT passing score
- C-BASE passing score in all sections (two years to complete)
- ACT test scores (on file in Admissions office) - when applicable
- Letter of recommendation from professional outside of the School for Education (submitted electronically or in a sealed/signed envelope)
- Successful completion of MA 120 or MA 135, EN 105, EN 106, EDU 107, EDC 220 and EDC 222.

The above information is verified by the Office of the Registrar on the Application for Admission to the School for Education (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office.)

- Two Disposition evaluations completed by SFE faculty with ratings of “at” or “above”
- Self-Disposition evaluation
- Initial electronic portfolio approved by advisor
- Missouri Highway Patrol and FBI fingerprint check
- Child abuse and Neglect Screening

Procedure for Request to Admission to the School for Education Certification Program
The student provides the following documents to Director of Field Experiences, ten days before the School for Education meeting (4th Wednesday of each month). Please submit documents in a single envelope with your name, telephone number, and e-mail address.

- Two disposition evaluations completed by SFE faculty with each disposition rated “at” or “above”
- Self-Disposition evaluation
- Letter of recommendation from professional outside of the School for Education (submitted electronically or in a sealed/signed envelope)
- Application for Admission to the School for Education
- Initial portfolio form approved by advisor

Procedure for Request to Admission to Directed Teaching
(to be requested one year before planned directed teaching semester)
School for Education faculty must approve all student teaching requests.

- Complete Application for Directed Teaching
- Complete an autobiography
- Signed permission to send requested materials to school districts
- Updated FBI Finger Print check
- Cumulative GPA of 2.75 including transfer courses
- Approval by Council on Teacher Education
- Good standing in School for Education
- PRAXIS II exam passing score in major
Available:

B.S.E.

Requirements:

B.S.E. Major:

79 hours
2.75 cumulative GPA
2.75 Core GPA

This degree requires a minimum of 120 hours. For additional hours required see page 107.

This program is offered through:

Elementary Education

Elementary Education (Grades 1 through 6)

Requirements for

B.S.E. Major — 79 hours, 2.75 GPA and 2.75 Core GPA
No grade lower than a “C” in Education Core.

Professional Curriculum

<table>
<thead>
<tr>
<th>Course</th>
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<td>Educational Psychology</td>
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<tr>
<td>EDU 207</td>
<td>Technology in Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 210</td>
<td>School as a Social System</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 310</td>
<td>Issues in Diversity and World Cultures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 220*</td>
<td>Growth and Development for Early Childhood and Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 315</td>
<td>Children and Young Adult Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 335</td>
<td>Art, Music and Movement for ECE and Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGH 140</td>
<td>Economic Geography</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 302</td>
<td>The Study of the Family</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 214</td>
<td>Personal and Community Health</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 341</td>
<td>Ethics and Professionalism in the Classroom</td>
<td>1 cr.</td>
</tr>
</tbody>
</table>

Admission to the School—Certification Program required for enrollment in the following EDE/EDU courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDE 355</td>
<td>Classroom Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 359</td>
<td>Elementary Teaching Strategies for Practicum</td>
<td>5 cr.</td>
</tr>
<tr>
<td>EDE 360A</td>
<td>Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDE 360B</td>
<td>Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDE 360C</td>
<td>Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDU 367</td>
<td>Assessment in Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 375</td>
<td>Exceptional Children</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 378</td>
<td>Science for ECE and Elementary Teachers</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDE 380</td>
<td>Literacy for ECE and Elementary Teachers</td>
<td>6 cr.</td>
</tr>
<tr>
<td>EDE 385</td>
<td>Diagnosis and Remediation for Math Difficulties</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 387</td>
<td>Diagnosis and Remediation for Reading Difficulties</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 410</td>
<td>Elementary Directed Teaching with Seminar</td>
<td>12 cr.</td>
</tr>
</tbody>
</table>

TOTAL .................................................................. 79 cr.

*Teacher Candidates seeking an additional endorsement in special education certification in K-12 Mild/Moderate Cross-Categorical Disabilities must take PS 121 Human Growth and Development instead of EDE 220.

Because there are specific general education courses required for teacher certification in the state of Missouri, it is imperative...
the student speak with his or her advisor regarding these course requirements prior to enrollment

**Area of Concentration**

The student must have a total of at least 21 semester hours in an area of concentration (courses taken as part of the General Curriculum may be counted as part of the area of concentration). This concentration must be approved by the student’s advisor.

Areas available are:
- Language Arts
- Mathematics
- Science
- Social Studies
- Science and Mathematics
- Art
- Fine Art

Students should plan the courses needed for the area of concentration with his or her advisor.

**Additional Endorsement in Special Education Certification**

Elementary education teacher candidates who have an area of concentration in Language Arts may add an endorsement in Special Education (K-12 Mild/Moderate Cross-Categorical Disabilities) to their initial elementary education certification by taking the following courses and passing the appropriate Praxis II test (Mild/Moderate Cross-Categorical Disabilities, K-12).

**Courses include:**

- **EDU 336** Foundations of Special Education .............. 3 cr.
- **EDU 366** Methods of Teaching Students with Cross-Categorical Disabilities .................. 3 cr.
- **EDU 436** Transition/Career Education for the Student with Disabilities ................ 3 cr.
- **EDU 447** Family, School and Community Collaboration ......................... 3 cr.
- **EDU 457** Language Development of the Exceptional Child......................... 3 cr.

* Elementary teacher candidates must have also successfully completed PS 121 Human Growth and Development and MA 110/EDU 110 Geometry for Teachers as part of their course of study.

**Criteria for Admission to the School for Education**

Meeting these minimum requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.

- Two disposition evaluations completed by SFE faculty with each disposition rated “at” or “above”
Elementary Education

- Self-Disposition evaluation
- Cumulative GPA of 2.75 including transfer courses
- 2.75 GPA in Core classes
- WCT passing score (Transfer students with a Bachelor’s Degree from an accredited institution are exempt)
- C-BASE passing score (two years to complete) (Transfer students with a Bachelor’s Degree from an accredited institution are exempt)
- ACT test scores (on file in Admissions office)
- Completion of MA 120 or MA 135, EN 105, EN 106, EDU 107 (a grade of C or higher is required in EDU 107)

The above information is verified by the Office of the Registrar on the Application for Admission to the School for Education (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office)
- Two disposition evaluations completed by SFE faculty with each disposition rated “at” or “above”
- Self-Disposition evaluation
- Letter of recommendation from professional outside of the School for Education (submitted electronically or in a sealed/signed envelope)
- Initial electronic portfolio approved by advisor
- Missouri Highway Patrol and FBI fingerprint check
- Child abuse and Neglect Screening

Procedure for Request to Admission to the School for Education Certification Program
The student provides the following documents to Director of Field Experiences, ten days before the School for Education meeting (4th Wednesday of each month). Please submit documents in a single envelope with your name and telephone number/e-mail address.
- Two Disposition evaluation completed by SFE faculty with a rating of “at” or “above”
- Self-Disposition evaluation
- Letter of recommendation from professional outside of the School for Education (submitted electronically or in a sealed/signed envelope)
- Application for Admission to the School for Education
- Initial portfolio approved by advisor

Procedure for Request to Admission to Directed Teaching (to be requested one year before planned directed teaching semester)
School for Education faculty must approve all directed teaching requests.
- Completed Application for Directed Teaching
- Completed an autobiography
- Signed permission to send request materials to school districts
- Updated FBI Finger Print check
- Cumulative GPA of 2.75 including transfer courses
- Good standing in School for Education
- PRAXIS II exam passing score in major
Available:

B.S.E.

Requirements:

B.S.E. Major:
49 Hours
2.75 Cumulative GPA
2.75 Core GPA

This degree requires a minimum of 120 hours. For additional hours required see page 107.

This program is offered through:

Middle School Education

MIDDLE SCHOOL EDUCATION
(Grades 5 through 9)

Requirements for
B.S.E. Major — 49 Hours, 2.75 GPA and 2.75 Core GPA
No grade lower than a "C" in Education core.

Students seeking middle school certification must select two areas listed below. Students must earn at least 21 credit hours in each of the two areas.

- Language Arts
- Mathematics
- Science
- Social Studies

Professional Curriculum

EDU 107 Career Inquiry in Education ............................ 2 cr.
EDM 225 Psychology of Education & Adolescence........ 3 cr.
EDU 207 Technology in Education ............................. 3 cr.
EDU 210 School as a Social System ......................... 3 cr.
EDU 310 Issues in Diversity & World Cultures ......... 3 cr.
EDU 315 Children and Young Adult Literature ....... 3 cr.
EDU 341 Ethics and Professionalism
in the Classroom........................................... 1 cr

Admission to the School—Certification Program required for enrollment in the following EDM/EDU courses

EDM 353 Teaching Strategies & Classroom Management .................... 3 cr.
EDM 358 Reading & Writing in the Content Area .... 3 cr.
EDM 360A Practicum ........................................... 2 cr.
EDM 360B Practicum ........................................... 2 cr.
EDU 367 Assessment in Education .............................. 3 cr.
EDU 375 Exceptional Children ................................ 3 cr.
EDM 395 Methodology in Teaching Content
Area in the Middle School Classrooms ............ 3 cr.
EDM 410 Directed Teaching .................................... 12 cr.
TOTAL .................................................. 49 cr.

Because there are specific general education and subject area courses required for graduation from Park University and for teacher certification in the state of Missouri, it is imperative the student speak with his or her advisor regarding these requirements prior to enrollment.

Areas of Certification (Students must choose two areas of certification)

English

EN 105 Writing Seminar I ......................................... 3 cr.
EN 106 Writing Seminar II ....................................... 3 cr.
EN 318 Later American Lit ...................................... 3 cr.
EDU 300 Writing in Education .................................. 3 cr.
EN 231 Introduction to Language ............................. 3 cr.
EN 351 Foundations of Lit ...................................... 3 cr.
One additional English course ................................ 3 cr.
## Middle School Education

### Social Science
- An Introductory Anthropology Course ......................... 3 cr.
- HIS 101 Western Civilization I
  - OR-
- HIS 102 Western Civilization II ............................ 3 cr.
- EC 141 Principles of Macroeconomics ........................ 3 cr.
  - OR-
- EC 142 Principles of Microeconomics ...................... 3 cr.
- HIS 104 Am. His. Survey Through the Civil War
  - OR- .................................................. 3 cr.
- HIS 105 Am. His. Survey Since the Civil War
- PO 200 American National Government ..................... 3 cr.
- PO 201 State and Local Government ......................... 3 cr.
- An American, World, or similar Geography course ......... 3 cr.

### Mathematics
- MA 110 Geometry for Teachers .............................. 3 cr.
- MA 120 Statistics ........................................ 3 cr.
- MA 135 College Algebra .................................... 3 cr.
- MA 150 Pre-calculus ....................................... 3 cr.
- MA 208 Discrete Mathematics ............................... 3 cr.
- MA 350 History of Mathematics ............................ 3 cr.
- PH 103 Fundamentals of Logic ............................. 3 cr.

*A total of 21 credit hours with approval of student's advisor.

### Science
- BI 210 Human Biology ....................................... 3 cr.
- CH 107 General Chemistry I w/CH 107L ...................... 4 cr.
- GO 130 Astronomy .......................................... 4 cr.
- BI 101 Biological Concepts
  - OR- .................................................... 4 cr.
- BI 111 Environmental Biology
- NS 304 Science, Technology, and Society ................. 3 cr.
- BI 214 Personal and Community Health .................... 3 cr.

### Criteria for Admission to the School for Education Certification Program
Meeting these minimum requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.
- **Actuarial requirements:**
  - Cumulative GPA of 2.75 including transfer courses
  - GPA of 2.75 in Core classes
  - WCT passing score (Transfer students with a Bachelor's Degree from an accredited institution are exempt)
  - C-BASE passing score (two years to complete) (Transfer students with a Bachelor's Degree from an accredited institution are exempt)
  - ACT test scores required (on file in Admissions office) if less than five years since high school graduation.
  - Completion of MA 120 or MA 135, EN 105, EN 106, EDU 107 (a grade of C or higher is required in EDU 107).
The previous information is verified by the Office of the Registrar on the *Application for Admission to the School for Education* (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office)

- Two Dispositions completed by SFE faculty with each disposition rated “at” or “above”
- Self-Disposition evaluation
- Initial electronic portfolio approved by advisor
- Missouri Highway Patrol and FBI fingerprint check
- Child abuse and Neglect Screening
- Letter of recommendation from professional outside of the School for Education submitted electronically or in a sealed/signed envelope

All students, including Certification and Certification Only, must apply for admission, and meet admission requirements of the School for Education; all students are required to complete professional education sequence classes.

**Procedure to Request Admission to the School for Education Certification Program**

The student provides the three following documents to Director of Field Experiences, ten days before the School for Education meeting. Please submit documents in a single envelope with your name and telephone number/e-mail address.

- Two Disposition evaluation forms completed by SFE faculty with a rating of “at” or “above”
- Self-Disposition evaluation
- Letter of recommendation from professional outside of School for Education (submitted electronically or in a sealed/signed envelope)
- Application for Admission to the School for Education (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office)
- Initial portfolio form with a score of 2 or above

**Procedure to Request Admission to Directed Teaching**

(to be requested one year before planned directed teaching semester)

School for Education faculty must approve all directed teaching requests.

- Completed Application for Directed Teaching
- Completed an autobiography
- Signed permission to send requested materials to school districts
- Updated FBI Finger Print check
- Cumulative GPA of 2.75 including transfer courses
- Good standing in School for Education
- PRAXIS II exam passing score in the two areas of certification
SECONDARY EDUCATION
(Grades 9 through 12)

requirements for
B.S.E. Major — 49-51 Hours, 2.75 GPA and 2.75 Core GPA
No grade lower than a “C” in education core.

Students seeking secondary certification must select one of the following areas of certification:

- Language Arts
- Mathematics
- Social Studies
- Journalism
- Unified Science-Chemistry
- Unified Science-Biology
- Fine Arts (K-12 certification)
- Spanish (K-12 certification)

Professional Curriculum

EDS 225 Psychology of Education & Adolescence.......................... 3 cr.
EDU 107 Career Inquiry in Education................................. 2 cr.
EDU 207 Technology in Education................................. 3 cr.
EDU 210 School as a Social System............................... 3 cr.
EDU 310 Issues in Diversity & World Cultures.................. 3 cr.
EDU 315 Children and Young Adult Literature..................... 3 cr.
EDU 341 Ethics and Professionalism in the Classroom.................. 1 cr.

Admission to the School—Certification Program required for enrollment in the following EDS/EDU courses

EDS 353 Teaching Strategies & Classroom Management........................ 3 cr.
EDS 358 Reading and Writing in the Content Areas....................... 3 cr.
EDS 360A Practicum in the Content Area-Secondary.......................... 3 cr.
EDS 360B Practicum in the Content Area.............................. 2 cr.
EDU 367 Assessment in Education........................................... 3 cr.
EDU 375 Exceptional Children................................................. 3 cr.
EDS 395 Methodology in the Content Area-Secondary......................... 3 cr.
EDS 410 Directed Teaching.................................................. 12 cr.
- OR –
EDU 410 Directed Teaching – Art or Spanish ........................ 14 cr
TOTAL........................................................................ 49-51 cr.

Because there are specific general education courses required for teacher certification in the state of Missouri, it is imperative the student speak with his or her education advisor regarding these course requirements prior to enrollment.
## Areas of Certification
### English
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 201</td>
<td>Introduction to Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 231</td>
<td>Introduction to Language</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 307</td>
<td>Professional Writing in English Studies</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 351</td>
<td>Foundations of Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 387</td>
<td>Theory and Teaching of Writing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 315</td>
<td>Earlier English Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 316</td>
<td>Later English Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 317</td>
<td>Earlier American Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 318</td>
<td>Later American Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 323</td>
<td>Literary Modernism</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 440</td>
<td>Shakespeare</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

### Social Studies
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 104</td>
<td>American History Survey through the Civil War</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 105</td>
<td>American History Survey Since the Civil War</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 101</td>
<td>Western Civilization I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 325</td>
<td>The Cold War</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 337</td>
<td>Modern Europe</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 141</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PO 200</td>
<td>American National Government</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PO 201</td>
<td>State and Local Government</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PO 210</td>
<td>Comparative Political Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 141</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 142</td>
<td>Principles of Microeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>An American, World or Similar Geography course</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

### Mathematics
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MA 135</td>
<td>College Algebra – AND –</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 141</td>
<td>College Trigonometry – OR –</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 150</td>
<td>Precalculus Mathematics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 208</td>
<td>Discrete Mathematics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 221</td>
<td>Calculus &amp; Analytical Geometry for Majors I</td>
<td>5 cr.</td>
</tr>
<tr>
<td>MA 222</td>
<td>Calculus &amp; Analytical Geometry for Majors II</td>
<td>5 cr.</td>
</tr>
<tr>
<td>MA 223</td>
<td>Calculus &amp; Analytical Geometry for Majors III</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 301</td>
<td>Mathematical Thought</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 305</td>
<td>Probability</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 311</td>
<td>Linear Algebra</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 312</td>
<td>Abstract Algebraic Structures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 350</td>
<td>History of Mathematics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 360</td>
<td>Modern Geometries</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
## Unified Science – Biology Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 111</td>
<td>Environmental Biology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 211</td>
<td>Anatomy and Physiology I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 225</td>
<td>Botany</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 226</td>
<td>Zoology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 231</td>
<td>Introduction to Molecular Cell Biology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 300</td>
<td>Evolution</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 320</td>
<td>Genetics</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 350</td>
<td>Microbiology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 378</td>
<td>Ecology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 107</td>
<td>General Chemistry I w/CH 107L</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 108</td>
<td>General Chemistry II w/CH 108L</td>
<td>4 cr.</td>
</tr>
<tr>
<td>GGP 205</td>
<td>Meteorology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>GO 141</td>
<td>Physical Geology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>NS 304</td>
<td>Science, Technology, and Society</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PY 155</td>
<td>Concepts of Physics I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PY 156</td>
<td>Concepts of Physics II</td>
<td>4 cr.</td>
</tr>
</tbody>
</table>

In addition, Students must choose a minimum of 5 hours among the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 306</td>
<td>Chemical Bibliography</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CH 321</td>
<td>Intro to Medicinal Chemistry</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CH 329</td>
<td>Intro to Instrumental Analysis</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 440</td>
<td>Organic Synthesis</td>
<td>5 cr.</td>
</tr>
<tr>
<td>CH 490</td>
<td>Research in Chemistry</td>
<td>1-3 cr.</td>
</tr>
</tbody>
</table>

## Unified Science – Chemistry Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 111</td>
<td>Environmental Biology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 225</td>
<td>Botany</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 226</td>
<td>Zoology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 107</td>
<td>General Chemistry I w/CH 107L</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 108</td>
<td>General Chemistry II w/CH 108L</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 317</td>
<td>Organic Chemistry I w/CH 317L</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 318</td>
<td>Organic Chemistry II w/CH 318L</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 328</td>
<td>Analytical Chemistry</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CH 337</td>
<td>Biochemistry w/CH 337L</td>
<td>4 cr.</td>
</tr>
<tr>
<td>GGP 205</td>
<td>Meteorology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>GO 141</td>
<td>Physical Geology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>NS 304</td>
<td>Science, Technology, and Society</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PY 155</td>
<td>Concepts of Physics I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PY 156</td>
<td>Concepts of Physics II</td>
<td>4 cr.</td>
</tr>
</tbody>
</table>

In addition, Students must choose a minimum of 5 hours among the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 306</td>
<td>Chemical Bibliography</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CH 321</td>
<td>Intro to Medicinal Chemistry</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CH 329</td>
<td>Intro to Instrumental Analysis</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CH 440</td>
<td>Organic Synthesis</td>
<td>5 cr.</td>
</tr>
<tr>
<td>CH 490</td>
<td>Research in Chemistry</td>
<td>1-3 cr.</td>
</tr>
</tbody>
</table>
### Secondary Education

#### Journalism

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CA 103</td>
<td>Public Speaking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 104</td>
<td>Interpersonal Comm I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 201</td>
<td>Media Writing and Reporting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 241</td>
<td>Photography I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 302</td>
<td>Communication Ethics &amp; Law</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 311</td>
<td>Editing, Layout &amp; Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 315</td>
<td>A, B Journalism Practicum –</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Section A: News</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Section B: Newspaper &amp; Magazine Editing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 315-G</td>
<td>Journalism Practicum-Magazine</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 316</td>
<td>Advanced Media Writing &amp; Reporting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 317</td>
<td>Feature Writing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 322</td>
<td>Media Analysis and Criticism</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 341</td>
<td>Photography II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 450</td>
<td>Seminar: Special Topics in Journalism</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

In addition, students seeking journalism certification must take 6 credits of English above 200

#### K-12 Spanish

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP 201</td>
<td>Intermediate Spanish I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 202</td>
<td>Intermediate Spanish II</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

*(Students must test out of SP 201 to enroll in SP 202)*

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP 294</td>
<td>Intermediate Spanish Conversation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 295</td>
<td>Intermediate Spanish Composition</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 301</td>
<td>Advanced Spanish Conversation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 302</td>
<td>Advanced Grammar &amp; Composition</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 311</td>
<td>Culture &amp; Civilization of Spain</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 312</td>
<td>Culture &amp; Civilization of Spanish America &amp; the Hispanic Caribbean</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 322</td>
<td>Reading Cervantes’ Masterpiece: Don Quixote</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 394</td>
<td>Introduction to the Literature of Spain</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 395</td>
<td>Introduction to Literature of Spanish America &amp; the Hispanic Caribbean</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

#### K-12 Fine Arts

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 115</td>
<td>Introduction to the Visual Arts</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 140</td>
<td>Drawing I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 203</td>
<td>Three-Dimensional Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 204</td>
<td>Two-Dimensional Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 208</td>
<td>Color Theory</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 216</td>
<td>Art History II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 241</td>
<td>Photography I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 240</td>
<td>Drawing II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 280</td>
<td>Painting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 320</td>
<td>Ceramics I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 370</td>
<td>Fiber I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 497</td>
<td>Senior Seminar in Fine Arts</td>
<td>2 cr.</td>
</tr>
</tbody>
</table>
Criteria for Admission to the School for Education Certification Program Meeting these minimum requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.

- Cumulative GPA of 2.75 including transfer courses
- GPA of 2.75 in Core classes
- WCT passing score (Transfer students with a Bachelor’s Degree from an accredited institution are exempt)
- C-BASE passing score (two years to complete) (Transfer students with a Bachelor’s Degree from an accredited institution are exempt)
- ACT test scores (on file in Admissions office)
- Completion of MA 120 or MA 135, EN 105, EN 106, EDU 203 (a grade of C or higher is required in EDU 107)

The above information is verified by the Office of the Registrar on the Application for Admission to the School for Education (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office)

- Two disposition evaluations completed by SFE faculty with each disposition rated “at” or “above”
- Self-Disposition evaluation
- Letter of recommendation from professional outside of the School for Education (submitted electronically or in a sealed/signed envelope)
- Initial electronic portfolio approved by advisor
- Missouri Highway Patrol and FBI fingerprint check
- Child abuse and Neglect Screening

All students, including Certification Program and Certification Only Program, must apply for admission and meet admission requirements of the School for Education; all students are required to complete professional education sequence classes.

Procedure for Request to Admission to the School for Education Certification Program

The student provides the following documents to Director of Field Experiences, ten days before the School for Education meeting (4th Wednesday of each month). Please submit documents in a single envelope with your name and telephone number/e-mail address.

- Two Disposition evaluations completed by 2 SFE faculty with a rating of “at” or “above”
- Self-Disposition evaluation
- Letter of recommendation from professional outside of the School for Education (submitted electronically or in a sealed/signed envelope)
- Application for Admission to the School for Education (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office)
- Initial portfolio approved by advisor
Procedure for Request to Admission to Directed Teaching (to be requested one year before planned directed teaching semester) School for Education faculty must approve all directed teaching requests.

- Completed Application for Directed Teaching forms
- Completed an autobiography
- Signed permission to send requested materials to school districts
- Updated FBI Finger Print check
- Cumulative GPA of 2.75 including transfer courses
- Good standing in School for Education
- PRAXIS II exam passing score in major
B.S.E.

Requirements:

B.S.E. Major:
- 59 - 76 hours
- 2.75 Cumulative GPA
- 2.75 Core GPA

This degree requires a minimum of 120 hours. For additional hours required see page 107.

This Program is offered through:

Education Studies

This degree does not lead to certification.

No grade lower than a “C” in Education Core or Major field for admission and graduation. Courses numbered above 350 require formal admission to the School for Education.

Education Studies — Young Child Emphasis: - 76 cr.
(birth through grade 3)

This emphasis area does not lead to certification

Professional Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 107</td>
<td>Career Inquiry in Education</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDU 203</td>
<td>Educational Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 207</td>
<td>Technology in Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 210</td>
<td>School as a Social System</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 310</td>
<td>Issues in Diversity &amp; World Culture</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 220</td>
<td>Child Growth and Development for Early Childhood &amp; Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 222</td>
<td>Early Childhood Principles</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 315</td>
<td>Children and Young Adult Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 325</td>
<td>Education of Exception Children</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 335</td>
<td>Art, Music, &amp; Movement for ECE &amp; Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 340</td>
<td>Language and Literacy Development</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 341</td>
<td>Ethics and Professionalism in the Classroom</td>
<td>1 cr.</td>
</tr>
<tr>
<td>EDC 346</td>
<td>Human Resources in Early Childhood Programs</td>
<td>2 cr.</td>
</tr>
<tr>
<td>BI 214</td>
<td>Personal and Community Health</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 302</td>
<td>Study of the Family</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

TOTAL........................................................................ 76 cr.

Admission to the School for Education required for enrollment in the following EDC/EDE/EDU courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 354</td>
<td>Observation, Assessment &amp; Screening in Early Childhood Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 355</td>
<td>Social and Emotional Learning in Early Childhood</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 357</td>
<td>Family Involvement in Early Childhood Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 362</td>
<td>Infants and Toddlers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 363</td>
<td>Integrating the Curriculum: PreK</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 364</td>
<td>Integrating the Curriculum: K-3</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 372</td>
<td>Infant and Toddler Practicum for Early Childhood Education</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 373</td>
<td>PreK Practicum for Early Childhood Education</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 374</td>
<td>K-3 Practicum for Early Childhood Education</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDE 378</td>
<td>Science for ECE and Elementary Teachers</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDE 380</td>
<td>Literacy for ECE and Elementary Teachers</td>
<td>6 cr.</td>
</tr>
<tr>
<td>EDE 385</td>
<td>Diagnosis and Remediation for Math Difficulties</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

TOTAL........................................................................ 76 cr.
Criteria for Admission to the School for Education—Non-Certification Program

Meeting these minimum requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.

- Cumulative GPA of 2.75 including transfer courses
- GPA of 2.75 in Core classes
- WCT passing score
- ACT test scores (on file in Admissions office) - when applicable
- Letter of recommendation from professional outside for the School for Education (submitted electronically or in a sealed/signed envelope)
- Successful completion of MA 120 or MA 135, EN 105, EN 106, EDU 107, EDC 220 and EDC 222.

The above information is verified by the Office of the Registrar on the Application for Admission to the School for Education (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office)

- Two Disposition evaluations completed by SFE faculty with ratings of “at” or “above”
- Self-Disposition evaluation
- Initial electronic portfolio approved by advisor
- Meet state background check requirements and FBI fingerprint check
- Child abuse and Neglect Screening

Procedure for Request to Admission to the School for Education—Non-Certification Program

The student provides the following documents to Director of Field Experiences, ten days before the School for Education meeting (4th Wednesday of each month). Please submit documents in a single envelope with your name, telephone number, and e-mail address.

- Letter of recommendation from professional outside of SFE (submitted electronically or in a sealed/signed envelope)
- Application for Admission to the School for Education (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office)
- Initial portfolio form approved by advisor
## Education Studies

**EDUCATION STUDIES — YOUTH EMPHASIS: - 67 cr.**

*(Grades 1 through 6)*

### Professional Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 107</td>
<td>Career Inquiry in Education</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDU 203</td>
<td>Educational Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 207</td>
<td>Technology in Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 210</td>
<td>School as a Social System</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 220</td>
<td>Child Growth and Development for Early Childhood and Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 315</td>
<td>Children and Young Adult Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 335</td>
<td>Art, Music and Movement for ECE and Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 310</td>
<td>Issues in Diversity and World Cultures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 341</td>
<td>Ethics and Professionalism in the Classroom</td>
<td>1 cr.</td>
</tr>
<tr>
<td>GGH 140</td>
<td>Economic Geography</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 214</td>
<td>Personal and Community Health</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 302</td>
<td>The Study of the Family</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

### Admission to the School for Education required for enrollment in the following EDE/EDU courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDE 355</td>
<td>Classroom Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 359</td>
<td>Elementary Teaching Strategies with Practicum</td>
<td>5 cr.</td>
</tr>
<tr>
<td>EDE 360A</td>
<td>Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDE 360B</td>
<td>Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDE 360C</td>
<td>Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDU 367</td>
<td>Assessment in Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 375</td>
<td>Exceptional Children</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 378</td>
<td>Science for ECE and Elementary Teachers</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDE 380</td>
<td>Literacy for ECE and Elementary Teachers</td>
<td>6 cr.</td>
</tr>
<tr>
<td>EDE 385</td>
<td>Diagnosis and Remediation for Math Difficulties</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDE 387</td>
<td>Diagnosis and Remediation for Reading Difficulties</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**TOTAL........................................................................ 67 cr.**

### Area of Concentration

**Students should plan the courses needed for the area of concentration with his or her advisor.**

The student must have a total of at least 21 semester hours in an area of concentration (courses taken as part of the General Curriculum may be counted as part of the area of concentration). This concentration must be approved by the student’s advisor.

Areas available are:

- Language Arts
- Mathematics
- Science
- Social Studies
- Science and Mathematics
- Art
- Fine Art
Criteria for Admission to the School for Education – Non-Certification Program
Meeting these minimum requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.
• Cumulative GPA of 2.75 including transfer courses
• GPA 2.75 in Core classes
• WCT passing score
• C-BASE passing score (two years to complete) (Transfer students with a Bachelor’s Degree from an accredited institution are exempt)
• ACT test scores (on file in Admissions office) - when applicable
• Letter of recommendation from professional outside for the School for Education (submitted electronically or in a sealed/signed envelope)
• Successful completion of MA 120 or MA 135, EN 105, EN 106, and EDU 107.

The above information is verified by the Office of the Registrar on the Application for Admission to the School for Education (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office)
• Two Disposition evaluations completed by SFE faculty with ratings of “at” or “above”
• Self-Disposition evaluation
• Initial electronic portfolio approved by advisor
• Missouri Highway Patrol and FBI fingerprint check
• Child abuse and Neglect Screening

Procedure for Request to Admission to the School for Education – Non-Certification Program
The student provides the following documents to Director of Field Experiences, ten days before the School for Education meeting (4th Wednesday of each month). Please submit documents in a single envelope with your name, telephone number, and e-mail address.
• Letter of recommendation from professional outside of SFE (submitted in a sealed/signed envelope or electronically)
• Application for Admission to the School for Education (form to be picked up by the student from Advisor, Director of Field Experiences or the School for Education office and turned in to the School for Education office)
• Initial portfolio approved by advisor
EARLY CHILDHOOD EDUCATION AND LEADERSHIP EMPHASIS - 74 cr.

The Bachelor of Science Education Studies degree with Early Childhood Education and Leadership emphasis is designed to prepare graduates for positions of responsibility and leadership in accredited programs, Head Start programs, child care centers, private preschools, and family child care. The degree program combines knowledge of child development and learning; family and community relationships; observation, documentation, and assessment; concepts and tools of inquiry in the content areas; curriculum development; effective teaching strategies; guidance; professionalism; and leadership, including basic knowledge of program planning and evaluation, and human and financial resources. This program does not result in Missouri teacher certification. Program does meet standards set forth for Directors of NAЕYC Accredited Programs.

REQUIREMENTS FOR:
EARLY CHILDHOOD EDUCATION AND LEADERSHIP EMPHASIS
74 hours, 2.75 CUMULATIVE GPA, 2.75 CORE GPA

PROFESSIONAL CURRICULUM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 203</td>
<td>Educational Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 207</td>
<td>Technology in Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 210</td>
<td>School as Social System</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 220</td>
<td>Child Growth &amp; Development For Early Childhood &amp; Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 222</td>
<td>Early Childhood Principles</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 310</td>
<td>Issues in Diversity &amp; World Cultures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 315</td>
<td>Children and Young Adult Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 325</td>
<td>Education of Exceptional Children</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 335</td>
<td>Art, Music, &amp; Movement for ECE &amp; Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 340</td>
<td>Language and Literacy Development in Early Childhood</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 341</td>
<td>Ethics and Professionalism in the Classroom</td>
<td>1 cr.</td>
</tr>
<tr>
<td>EDC 342</td>
<td>Early Childhood Program Management</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 344</td>
<td>Program Planning and Evaluation in Early Childhood Programs</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 345</td>
<td>Financial Aspects of Early Childhood Programs</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 346</td>
<td>Human Resources in Early Childhood Programs</td>
<td>2 cr.</td>
</tr>
<tr>
<td>SO 302</td>
<td>The Study of the Family</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 214</td>
<td>Personal and Community Health</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Admission to the School for Education—Early Childhood Education and Leadership Program required for enrollment in the following EDC courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 354A</td>
<td>Observation, Assessment &amp; Screening in Early Childhood Education Part 1</td>
<td>1 cr.</td>
</tr>
<tr>
<td>EDC 354B</td>
<td>Observation, Assessment &amp; Screening in Early Childhood Education Part 2</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 355A</td>
<td>Social and Emotional Learning in Early Childhood Education Part 1</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 355B</td>
<td>Social and Emotional Learning in Early Childhood Education Part 2</td>
<td>1 cr.</td>
</tr>
<tr>
<td>EDC 357</td>
<td>Family Involvement in Early Childhood Education</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
Because there are specific general education courses required for graduation, it is imperative the student speak with his or her education advisor regarding these course requirements prior to enrollment. First time freshman must take EDU 107 and SW 205. *Although the coursework can be completed online, 95 percent of the education courses require interaction and/or observation with young children, educators and the community. Practicum courses and internships are “hybrids.” Seminars are online but the coursework takes place in the field with young children, educators and the community. Diversity of experiences is necessary for a well-rounded educator. As a result, some observations will occur outside the student’s place of employment.

Criteria for Admission to the School for Education

Early Childhood Education and Leadership Meeting these minimum requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.

• Cumulative GPA of 2.75 including transfer courses
• 2.75 GPA in core classes
• WCT passing score
• Successful completion of EDC 220, EDC 222, MA 120 or MA 135, EN 105, and EN 106
• ACT test scores required (on file in Admissions office) if less than five years since high school graduation.

The above information is verified by the Registrar’s office on the Application for Admission to the School for Education

• Two disposition evaluations completed by SFE faculty with each disposition rated “at” or “above”
• Self-Disposition evaluation
• Letter of recommendation from professional outside of the School for Education (submitted electronically or in a sealed/signed envelope)
• Initial portfolio approved by advisor
• FBI Finger Print check
• Other background check as required by “home state”

Procedure for Request to Admission to the School for Education—Early Childhood Education and Leadership Program

The student provides the following documents to Director of Field Experiences, ten days before the School for Education meeting (4th Wednesday of each month). Documents are submitted in a single envelope with name, telephone number, and e-mail address.

• Letter of recommendation submitted electronically or in a sealed/signed envelope
• Application for Admission to the School for Education
• Initial portfolio advisor approval form
The Bachelor of Science Education Studies degree with Emphasis in Early Childhood Education Teaching Young Children-non-certification is designed to prepare graduates for positions of teaching or curriculum coordinators in Accredited programs, Head Start programs, early childhood centers, private preschools, and family child care centers, or with programs such as Parents as Teachers. The degree program combines knowledge of child development and learning; family and community relationships; observation, documentation, and assessment; concepts and tools of inquiry in the content areas; curriculum development; effective teaching strategies; guidance; and professionalism. The Degree does not result in Missouri Teacher certification.

Requirements for:
Early Childhood Education Teaching Young Children Emphasis
69 hours, 2.75 cumulative GPA
No grade lower than a “C” in Education core.

Professional Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 203</td>
<td>Educational Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 207</td>
<td>Technology in Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 210</td>
<td>School as a Social System</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 220</td>
<td>Child Growth &amp; Development for Early</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Childhood &amp; Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 222</td>
<td>Early Childhood Principles</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 310</td>
<td>Issues in Diversity &amp; World Cultures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 315</td>
<td>Children and Young Adult Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 325</td>
<td>Education of Exceptional Children</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 335</td>
<td>Art, Music, &amp; Movement for ECE &amp; Elementary Teachers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 340</td>
<td>Language and Literacy Development in Early Childhood</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 342</td>
<td>Early Childhood Program Management</td>
<td>2 cr.</td>
</tr>
<tr>
<td>SO 302</td>
<td>The Study of the Family</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 214</td>
<td>Personal and Community Health</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Admission to the School for Education—Early Childhood Education Teaching Young Children Program required for enrollment in the following EDC courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC 354A</td>
<td>Observation, Assessment &amp; Screening in Early Childhood Education Part 1</td>
<td>1 cr.</td>
</tr>
<tr>
<td>EDC 354B</td>
<td>Observation, Assessment &amp; Screening in Early Childhood Education Part 2</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 355A</td>
<td>Social and Emotional Learning in Early</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Childhood Education Part 1</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 355B</td>
<td>Social and Emotional Learning in Early</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Childhood Education Part 2</td>
<td>1 cr.</td>
</tr>
<tr>
<td>EDC 357</td>
<td>Family Involvement in Early</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 362</td>
<td>Infants and Toddlers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDC 363A</td>
<td>Integrating the Curriculum: PreK Part 1</td>
<td>1 cr.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
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</tr>
<tr>
<td>EDC 363B</td>
<td>Integrating the Curriculum: PreK Part 2</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 372</td>
<td>Infant and Toddler Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 373</td>
<td>PreK Practicum</td>
<td>2 cr.</td>
</tr>
<tr>
<td>EDC 420</td>
<td>Internship in Early Childhood Teaching</td>
<td>12 cr.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>69 cr.</td>
</tr>
</tbody>
</table>

Because there are specific general education courses required for graduation, it is imperative the student speak with his or her education advisor regarding these course requirements prior to enrollment. First time freshman must take EDU 107 and SW 205. Although the coursework can be completed online, 95 percent of the education courses require interaction and/or observation with young children, educators and the community. Practicum courses and internships are “hybrids.” Seminars are online but the coursework takes place in the field with young children, educators and the community. Diversity of experiences is necessary for a well-rounded educator. As a result, some observations will occur outside the student’s place of employment.

**Criteria for Admission to the School for Education—Early Childhood Education—Non Certification**

Meeting these minimum requirements states that the applicant is eligible for admission consideration, but does not guarantee admission.

- Cumulative GPA of 2.75, including transfer courses
- 2.75 GPA in core classes
- WCT passing score
- Successful completion of EDC 220, EDC 222, MA 120 or MA 135, EN 105, and EN 106
- ACT test scores required (on file in Admissions office) if less than five years since high school graduation.

The above information is verified by the Registrar’s office on the Application for Admission to the School for Education

- Two disposition evaluations completed by SFE faculty with each disposition rated “at” or “above”
- Self-Disposition evaluation
- Letter of recommendation from a professional outside of the School for Education
- Initial portfolio approved by advisor
- FBI Finger Print check
- Background check as approved by “home state”

**Procedure for Request to Admission to the School for Education—Early Childhood Education—Non Certification**

The student provides the following documents to Director of Field Experiences, ten days before the School for Education meeting. Documents are submitted in a single envelope with name, telephone number, and e-mail address.

- Letter of recommendation from professional outside of School for Education (submitted electronically or in a sealed/signed envelope)
- Application for Admission to the School for Education
- Initial portfolio advisor approval form
This minor provides experience in written and spoken academic English and prepares students who plan to use English in addition to their first or other languages when they leave the University.

Requirements for:

Minor – 18 Hours, 2.0 GPA

Four 300 level EIL classes ............................................. 12 cr.
TH 105 Oral Communications ................................. 3 cr.
EN 231 Introduction to Language............................. 3 cr.
TOTAL................................................................. 18 cr.
English majors may concentrate on either of two programs: literature or writing. Both programs encourage students to explore many facets of human nature and culture through the study of literature and to develop understanding and skillful use of language. Both concentrations help students acquire the knowledge, analytical skills, and writing abilities needed by such professionals as writers, editors, teachers, business managers, and lawyers. Students will choose one concentration for their major in English but may not combine both concentrations to create a double-major. The purpose of a double-major is to broaden student education in an additional field of interest.

Requirements for:

**B.A. Major – 42 hours, 2.0 GPA**

**Literature Concentration Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 201</td>
<td>Introduction to Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 205</td>
<td>Introduction to English Studies</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 231</td>
<td>Introduction to Language</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 315</td>
<td>Earlier English Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 316</td>
<td>Later English Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 317</td>
<td>Earlier American Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 318</td>
<td>Later American Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 323</td>
<td>Literary Modernism</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 351</td>
<td>Foundations of Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 380</td>
<td>Literary Theory and Criticism</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 440</td>
<td>Shakespeare</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 490</td>
<td>Capstone Seminar</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Two additional courses in English (3 cr. each) .............. 6 cr. to be chosen from courses in the English Department

**TOTAL.................................................................. 42 cr.**

**Writing Concentration Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 201</td>
<td>Introduction to Literature</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 205</td>
<td>Introduction to English Studies</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 231</td>
<td>Introduction to Language</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 311</td>
<td>Creative Writing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 354</td>
<td>Nonfiction Prose</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 370</td>
<td>History and Practice of Rhetoric</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 380</td>
<td>Literary Theory and Criticism</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 387</td>
<td>Theory and Teaching of Writing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 411</td>
<td>Advanced Creative Writing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EN 490</td>
<td>Capstone Seminar</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Choice of American or English literature survey courses: ... 6 cr. either EN 315, Early English Literature, *and* EN316, Later English Literature; or, EN 317, Early American Literature, *and* EN 318, Later American Literature
Choice of an advanced expository writing course .......... 3 cr.  
(EN 306 a,b,c) reflecting the student’s individual 
interests in technical writing, business writing, or 
writing in/ across the disciplines

One additional English (EN) course ......................... 3 cr.  
(students are strongly encouraged to enroll  
in EN 384, Professional Learning Experience  
in English)

TOTAL.................................................... 42 cr.

Senior Examinations
All majors must pass a three-hour written and a one-hour oral  
comprehensive examination. Language and literature concentration  
majors must test in three literature areas. Writing concentration  
majors must test in two writing areas and one literature area. This two-part comprehensive examination will be conducted by  
members of the English Department. The student must pass both  
examinations. A student who fails either or both parts must retake the failed examination in the next semester, excluding summer sessions.

Requirements For:
Minor – 18 hours, 2.0 GPA

EN 201 and 15 credit hours electives, six at the 200 level and nine  
at the 300 level.

**For those students wishing to teach English:
See also Bachelor of Science in Education (pages 150-155).

B.S.E. in Secondary Education – MAJOR 48-50 Hours
2.75 Cum G.P.A.
2.75 Core G.P.A.
The Department of Arts and Communication offers three related majors in the visual arts: a BA in Fine Art, a BS in Graphic Design and a BFA in Interior Design. Plus, in concert with the School for Education, students may become certified to teach art K-12 with the BSE major.

All four visual arts majors share a freshman core curriculum of five courses and a similar capstone course, the Senior Seminar. Students seeking double majors in art (for example, Graphic Design and Fine Art) must fulfill two (2) sections of the Senior Seminar, as capstones for each major.

Within the context of Park University’s strong liberal arts tradition, Art and Design students receive a strong foundation in the studio disciplines and in the history of art. Internships allow upper level students the opportunity to explore careers in many art and design fields. Our spacious main studio, the entire top floor of Alumni Hall, overlooks Parkville, the Missouri River, the Kansas City skyline and the scenic Parkville home campus, and provides year-round landscape subjects. Our Sixth Street Studio is a freestanding building that houses the ceramic and fiber studio. Two separate studio complexes in Park University’s underground Meabie Learning Center house the Graphic Design Studio (with state-of-the-art Macintosh workstations, digital cameras, scanners, printers and extensive software) and the Interior Design Studios (with AutoCAD lab, drafting room and materials resource lab). The Campanella Gallery, located in McAfee Memorial Library, offers a year round cycle of exhibits in all media by professional artists in addition to providing graduating seniors with a professional quality exhibition space for their senior exhibits. Access to the exhibitions and programs of the Nelson-Atkins Museum of Art in Kansas City and the Spencer Museum in nearby Lawrence, and the numerous commercial and educational galleries in the Greater Kansas City, particularly in Kansas city’s dynamic Crossroads Arts District add depth and variety to the classroom and the studio experience.

Students majoring in Fine Art receive a general introduction to studio work in a variety of media: painting, drawing, photography and ceramics or fiber. Fine Art majors frequently work toward K-12 art education certification in concert with their studio majors; set up their own studios and begin actively producing their art work while finding employment in related fields.

Requirements for:
B.A. Major – 42 Hours, 2.0 GPA

Freshman Core:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 115</td>
<td>Introduction to the Visual Arts</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 140</td>
<td>Drawing I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 203</td>
<td>Three-Dimensional Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 204</td>
<td>Two-Dimensional Design: Black &amp; White</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 208</td>
<td>Color Theory</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
Fine Arts Curriculum:

AR 215  Art History I ................................................. 3 cr.
AR 216  Art History II ............................................... 3 cr.
AR 241  Photography I .............................................. 3 cr.
AR 240  Drawing II .................................................. 3 cr.
AR 280  Painting I ..................................................... 3 cr.
AR 320  Ceramics I
- OR - ................................................................. 3 cr.
AR 370  Fiber I

Each Fine Art major must choose a studio discipline to emphasize by earning a minimum of 6-9 credit hours in it. Available studio disciplines are: drawing, painting, ceramics, photography and fiber.

AR  Electives 300 & 400 level ......................................... 6 cr.
AR 497  Senior Seminar ............................................... 3 cr.
TOTAL ................................................................. 42 cr.

Requirements for:

Minor – 18 Hours, 2.0 GPA

Art or Design Minor .................................................. 18 cr.
AR 140  Drawing I ...................................................... 3 cr.

And one of the following art or design history courses: ....... 3 cr.
AR 115, AR 215, AR 216, AR 298, AR 316,
AR 317, AR 390

And 12 hours of art electives, of which six are upper level .. 12 cr.

Art History Minor .................................................... 18 cr.
Six courses from any of the following:
AR 115, AR 215, AR 216, AR 298, AR 316,
AR 317, AR 319 and AR 390

In addition, AR 315: Special Topics in Art & Design, when the topic is art historical; AR 313: Independent Study in Art or Design, when the project developed between the student and the professor is art historical in nature; AR 415: Internship in Art or Design, when the internship is in a museum or gallery setting, and Study Abroad courses, can be included in the 18 hours that make up this Minor.

The Program Coordinator of Fine Art will serve as the advisor for students seeking this minor.
**For those students wishing to teach K-12 Art:**  
See also Bachelor of Science in Education (pages 150-155).

**B.S.E. in Secondary Education – MAJOR 48-50 Hours**  
2.75 Cum G.P.A.  
2.75 Core G.P.A.

**Portfolios:**  
All graduating art and design majors are required to individually document by means of digital photography selected examples of their best work. These final portfolios are to be submitted to their major advisors as part of their Senior Seminar. CDs of the portfolio will remain the property of the Department of Art and Design.

**Art Supplies:**  
Art and Design majors must plan, when preparing their yearly educational budgets, to spend at least $300 per semester on art supplies. All studio art courses require varying amounts of personal equipment and supplies. Studio fees collected at registration for some art courses provide only a portion of the supplies needed. Supply lists will be provided on the first day of classes.
Fitness and Wellness

The Fitness and Wellness major focuses on health promotion and lifestyle modifications. Students will be introduced to basic principles that assist and motivate them to reach their optimal fitness and wellness potential, while leading others to an overall healthy lifestyle. The optimal goal of the program is to enhance the quality of life through equipping students with the knowledge and skills that promotes long-term fitness and wellness.

Requirements for:

B.S. Major – 53 hours, 2.0 GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 140</td>
<td>Concepts of Sport Injuries</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 175</td>
<td>Medical Terminology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 225</td>
<td>Kinesiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 231</td>
<td>First Aid and Emergency Procedures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 250</td>
<td>Exercise Physiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 275</td>
<td>Principles of Strength Training and Conditioning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 211</td>
<td>Anatomy and Physiology I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 212</td>
<td>Anatomy and Physiology II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BI 214</td>
<td>Personal and Community Health</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FWR 122</td>
<td>Human Nutrition</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FWR 250</td>
<td>Introduction to Sport Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FWR 300</td>
<td>Advanced Strength Training</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FWR 310</td>
<td>Advanced Conditioning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FWR 325</td>
<td>Motor Skill Development</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FWR 375</td>
<td>Fitness and Wellness in Special Populations</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FWR 400</td>
<td>Internship in Fitness, Wellness and Recreation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 363</td>
<td>Sport Psychology</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

TOTAL: 53 cr.

Requirements for:

Minor – 18-19 hours, 2.0 GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 225</td>
<td>Kinesiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 250</td>
<td>Exercise Physiology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AT 275</td>
<td>Principles of Strength Training</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FWR 122</td>
<td>Human Nutrition</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 210</td>
<td>The Human Body</td>
<td>3-4 cr.</td>
</tr>
<tr>
<td>BI 211</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>BI 214</td>
<td>Personal &amp; Community Health</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

TOTAL: 18-19 cr.
BACHELOR OF SCIENCE

The skills obtained by studying geography make graduates in demand for a wide range of employment opportunities. The geography curriculum will prepare students for business and academics while encouraging lifelong learning skills. The link between geography and the world (cultural and physical) makes a varied list of careers. Geographic skills are essential to understanding physical patterns, human patterns, and Earth’s processes. These skills are important for anyone critically thinking about the global community. The department of Natural and Physical Sciences welcomes partnerships with appropriate businesses and government agencies to place students into internship positions in their major or a related field. The Department of Natural and Physical Sciences actively encourages students to work in such internship positions and considers internships to be an integral part of the curriculum.

Requirements for:
B.S. Major – 34-40 hours, 2.0 GPA

Core Curriculum:
GGH 110 Cultural Geography ........................................ 3 cr.
GGH 200 Geography of North America.......................... 3 cr.
GGP 115 Physical Geography......................................... 4 cr.
GGP 350 GIS I.................................................................... 3 cr.
GO 125 Natural Disasters.............................................. 3 cr.

CORE TOTAL.................................................. 16 cr.

Major Electives: 18-24 cr.
At least six courses designated as GGH, GGP or GO; three courses (9 credits) must be 300-level or above

TOTAL......................................................... 34-40 cr.

Required Minor: 18-24 cr.
Any of the minors offered by the university or successful completion of a second major. See charts on pages 110-112 for available minors.

*Only one course (3 credits) completed for the major requirements may also be counted as satisfying part of the minor requirements.

Capstone Portfolio:
Consisting of an evaluation of the five core assessments from the core curriculum and how they connect with the program competencies.

Requirements for:
Minor – 18 or more hours, 2.0 GPA

The minor provides students interested in geography an opportunity to pursue their studies in the discipline. A variety of geography subjects are available and students may select courses in line with their specific academic and career goals.

A minimum of eighteen hours from any courses in Geography (GGH, GGP) can be taken to fulfill this requirement.
The minor provides students interested in Geographic Information Systems (GIS) an opportunity to pursue their studies in this specialized field of geography. This rapidly growing technology is proving to become a needed job skill in this computer age in virtually all fields, especially those in Natural Sciences, Social Sciences and Business.

**Requirements For:**

**GIS Minor – 19 Hours, 2.0 GPA**

Eighteen to twenty hours from the following courses:

**Core (13 hours):**

- GGP 115 Physical Geography .................. 4 cr.
- GGP 350 GIS I ........................................... 3 cr.
- GGP 355 GIS II ............................................ 3 cr.
- GGP 450 Internship in GIS .......................... 3 cr.

**Technical and Applied Electives (select two) ........ 6 cr.**

- GGP 270 Spatial Analysis (3 cr.)
  - OR-
- NS 220 Applied Statistics & Experimental Design (3 cr.)
- GGP 330 Cartography (3 cr.)
- GGP 335 Remote Sensing (3 cr.)
- GGP 340 Environmental Planning (3 cr.)
- GGP 345 Land Use Planning (3 cr.)
- GGP 390 Special Topics in Physical Geography (1-4 cr.)
- GGP 405 Conservation GIS (3 cr.)
- IS 205 Managing Information Systems (3 cr.)

**TOTAL ................................................. 19 cr.**
The minor provides students interested in the geosciences an opportunity to pursue their studies in physical geography/geology. A variety of geoscience subjects are available and students may select courses in line with their specific academic and career goals.

Requirements For:

**Minor – 18 or More Hours, 2.0 GPA**

A minimum of eighteen hours from any courses in Physical Geography (GGP) or Geology (GO) can be taken to fulfill this requirement.
**Global Studies**

**Available:**

**Minor**

**Requirements:**

**Minor: 21 hours, 2.0 GPA**

**This program is offered through:**

<table>
<thead>
<tr>
<th>Core</th>
<th>9 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO 210</td>
<td>Comparative Political Systems (3 cr.)</td>
</tr>
<tr>
<td>LS 304</td>
<td>Special Topics in Liberal Studies: International Internship (3 cr.)</td>
</tr>
<tr>
<td>PO 216</td>
<td>International Relations (3 cr.)</td>
</tr>
</tbody>
</table>

**Electives:** 12 cr.

Choose one course in each category.

<table>
<thead>
<tr>
<th>History</th>
<th>3 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 211</td>
<td>The Great War, 1914-1918</td>
</tr>
<tr>
<td>HIS 332</td>
<td>World War II</td>
</tr>
<tr>
<td>HIS 333</td>
<td>The Modern Middle East</td>
</tr>
<tr>
<td>HIS 335</td>
<td>Modern Germany</td>
</tr>
<tr>
<td>HIS 336</td>
<td>The Long 19th Century</td>
</tr>
<tr>
<td>HIS 337</td>
<td>Modern Europe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business, Economics, and Marketing</th>
<th>3 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 407</td>
<td>International Trade and Finance</td>
</tr>
<tr>
<td>IB 315</td>
<td>International Business Perspectives</td>
</tr>
<tr>
<td>MK 395</td>
<td>International Marketing</td>
</tr>
<tr>
<td>IB 451</td>
<td>International Business Seminar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Geography</th>
<th>3 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GGH 201</td>
<td>Geography of Africa</td>
</tr>
<tr>
<td>GGH 202</td>
<td>Geography of Latin America</td>
</tr>
<tr>
<td>GGH 203</td>
<td>Geography of Europe</td>
</tr>
<tr>
<td>GGH 204</td>
<td>Geography of Asia</td>
</tr>
<tr>
<td>GGH 206</td>
<td>Geography of the Middle East</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International humanities elective</th>
<th>3 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 317</td>
<td>World Art</td>
</tr>
<tr>
<td>EN 355</td>
<td>International Literature</td>
</tr>
<tr>
<td>PC 315</td>
<td>Global Peace Issues</td>
</tr>
<tr>
<td>RE 109</td>
<td>World Religions</td>
</tr>
<tr>
<td>ML 315</td>
<td>Selected Topics in Literature and Culture</td>
</tr>
<tr>
<td>MU 260</td>
<td>Introduction to Music</td>
</tr>
</tbody>
</table>

**TOTAL:** 21 cr.
Global Sustainability

**Minor – 18-22 Hours, 2.0 GPA**

**Core:**
- GGP 120 Global Sustainability (3 cr.)
- GGH 326 Resources and People (3 cr.)

**Geoscience:**
- GGH 140 Economic Geography (3 cr.)
- GGP 340 Environmental Planning (3 cr.)
- GGP 345 Land Use Planning (3 cr.)
- GO 125 Natural Disasters (3 cr.)
- GO 200 Oceanography (4 cr.)
- GGP 205 Introduction to Meteorology (4 cr.)
- GGP 301 Renewable Energy Technologies (3 cr.)
- GGP 350 GIS I (3 cr.)
- GGP 365 Geography of Disease (3 cr.)
- GGP 370 Biogeography (3 cr.)

**Interdisciplinary:**
- AR 290 Materials and Resources (3 cr.)
- AR 298 History of the Designed Environment: Antiquity to Mid-19th Century (3 cr.)
- BI 111 Environmental Biology (4 cr.)
- BI 225* Botany (4 cr.)
- BI 300 Evolution (3 cr.)
- BI 378* Ecology (4 cr.)
- BI 380 Issues in Biodiversity (3 cr.)
- CH 301 Chemistry and Society (3 cr.)
- IB 315 International Business Perspectives (3 cr.)
- PO 340 Public Policy (3 cr.)
- PS 301 Social Psychology (3 cr.)

**Total:** 18-22 cr.

* Prerequisite required
Students majoring in Graphic Design produce most of their work in the digital environment of Park University's fully equipped Macintosh studio. Today, most artists earn a living by producing a wide range of visual materials for publication. Graphic Design students learn visual communication, typography, layout, illustration and photography while building professional quality design portfolios. Instruction models conditions in the professional environment. Internship opportunities in graphic design firms and other professional settings provide real world experience and a transition to the world beyond the campus.

Requirements for:
B.S. Major – 66 Hours, 2.0 GPA

Freshman Core:
AR 115 Introduction to the Visual Arts ............... 3 cr.
AR 140 Drawing I ......................................... 3 cr.
AR 203 Three-Dimensional Design ..................... 3 cr.
AR 204 Two-Dimensional Design: Black & White . 3 cr.
AR 208 Color Theory .................................... 3 cr.

Graphic Design:
AR 216 Art History II ......................................... 3 cr.
AR 218 Graphic Design Software ....................... 3 cr.
AR 241 Photography I ....................................... 3 cr.
AR 240 Drawing II ............................................. 3 cr.
AR 280 Painting I ............................................ 3 cr.
AR 316 Modern Art .......................................... 3 cr.
AR 318 Graphic Design Studio I ......................... 3 cr.
AR 319 History of Graphic Design ....................... 3 cr.
AR 328 Graphic Design Principles I: Identity ....... 3 cr.
AR 330 Graphic Design Principles II:
    Typography and Design ............................... 3 cr.
AR 331 Graphic Design Studio II:
    Computer Imaging ...................................... 3 cr.
AR 418 Graphic Design Studio III:
    Advanced Typography ................................. 3 cr.
AR 427 Web Page Design: Digital Environment .... 3 cr.
AR 496 Graphic Design Studio VI:
    Senior Studio/Portfolio ................................ 3 cr.

Electives (9 hours from the following) ................... 9 cr.
AR 313 Independent Study in Design (1-3 cr.)
AR 315 Special Topics in Design (1-3 cr.)
AR 341 Photography II (3 cr.)
AR 415 Internship in Graphic Design (3-6 cr.)
MK/CA 380 Advertising (3 cr.)
CS 144 Beginning Programming
    with Multimedia Projects (3 cr.)
    – OR –
CS 151 Introduction to Programming (3 cr.)
KCASE Kansas City Area Student Exchange (3 cr.)
TOTAL ....................................................... 66 cr.
Graphic Design

Requirements for:
Minor – 18 Hours, 2.0 GPA

From the Freshman Core
AR 204 Two-Dimensional Design: Black & White... 3 cr.
AR 208 Color Theory ................................................. 3 cr.

From the Graphic Design Curriculum ............................. 12 cr.
AR 218 Graphic Design Software ............................... 3 cr.
AR 330 Graphic Design Principles II: Typography and Design
– OR – ....................................................................... 3 cr.
AR/CA 241 Photography I
AR 328 Graphic Design Principles I: Identity ........ 3 cr.
(prerequisite AR 318 to be waived)
AR 427 Web Page Design: Digital Environment ..... 3 cr.

*Students required to pass any of these courses as part of their major must substitute them with other ART courses with the approval of the Art & Design department Chair.

Portfolios
All graduating art and design majors are required to individually document (either by means of color slide photography or digital photography) selected examples of their best work. These final portfolios are to be submitted to their major advisors as part of their Senior Seminar. These slides, CDs, zip disks, etc. will remain the property of the Department of Art and Design.

Art Supplies
Art and Design majors must plan, when preparing their yearly educational budgets, to spend at least $250 per semester on art supplies. All studio art courses require varying amounts of personal equipment and supplies. Studio fees collected at registration for some art courses provide only a portion of the supplies needed. Supply lists will be provided on the first day of classes.
**Available:**

**B.A. MINOR CERTIFICATE**

**Requirements:**

**B.A. Major:**
- 42 hours
- 2.75 GPA

**This degree requires a minimum of 122 hours. For additional hours required see Page 107.**

**Minor:**
- 21 hours
- 2.75 GPA

**Certificate:**
- 12 hours
- 3.0 GPA

**This program is offered through:**

**History**

History affords the opportunity to appreciate the diversity of human encounters through the inquiry of one’s own and other’s cultures and societies as they have developed over time. The study of history is a meticulous intellectual discipline involving research techniques, problem solving, and the critical evaluation of evidence. Historians seek and critique what women and men of the past have left behind, what they have created and what imprints they have left on the global society.

**Requirements for:**

**B.A. Major – 42 hours, 2.75 GPA**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 103</td>
<td>Introduction to and the Ethics of the Historical Profession (L)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 400</td>
<td>History in the Public Realm (I) – OR –</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 401</td>
<td>The Living History Experience (I)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 451</td>
<td>Thesis I (T)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 452</td>
<td>Thesis II (T)</td>
<td>3 cr.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>12 cr.</td>
</tr>
</tbody>
</table>

Senior Oral Comprehensive Exam (see page 179 for description)
Senior Written Comprehensive Exam (see page 179 for description)

**Areas of Concentration - 30 Hours**

Each major will select an area of concentration from the following list for successful completion of the major in consultation with a faculty advisor. Freshmen are required to select the area of concentration by completion of second semester and transfer students are required to select the area of concentration by completion of first semester of enrollment.

**European/Classical**

**United States**

**Applied History with New Media**

The **European/Classical** and **United States** concentrations consist of fourteen courses, distributed as follows:

- A primary area of concentration, selected from the above list, in which five courses are taken. No more than five courses in any region will count toward the major.
- One intermediate seminar (250-299 level) within the area of concentration. The intermediate seminar will be taken at Park University, preferably by the conclusion of the sophomore year (incoming freshmen) or by the conclusion of the first semester for transfer students.
- Two non-seminar courses taken from outside the area of concentration at the 200-249 level.
- One upper level (300-399 level) seminar within the area of concentration.
- One upper level (300-399 level) seminar outside the area of concentration.
History

- No more than two courses numbered below 200 can be counted toward the major, except HIS 103. These must be taken prior to the junior year for incoming freshmen or by the conclusion of the first semester for transfer students.
- One course HIS 103: Introduction to and the Ethics of the Historical Profession.
- One course HIS 400: History in the Public Realm.
- Two thesis courses HIS 451: Thesis I and HIS 452: Thesis II
- Students must obtain a minimum course grade of “C” to receive credit toward the major.

The interdisciplinary concentration of Applied History (historic preservation, museum studies and/or archives) with New Media consists of fourteen courses, distributed as follows:
- A primary area of concentration, selected from European/Classical or United States, in which five courses are taken.
  - No more than five courses will count toward the major.
- One course AR 218: Graphic Design Software
- One course CA 241: Photography I
- One course EN 341: Literature and Film
- One course GGP 330: Cartography
- One course GGP 350: Geographic Information Systems (GIS)
- One course HIS 103: Introduction to the Ethics of the Historical Profession
- One course HIS 400: History in the Public Realm
- Two thesis courses HIS 451: Thesis I and HIS 452: Thesis II
- Students must obtain a minimum course grade of “C” to receive credit toward the major.

Senior Oral Comprehensive Examination
All Majors must pass a two-hour oral examination covering the required curriculum and students’ historical concentration. The examination should be taken during the final semester prior to graduation. This permits for retake of the examination during the student’s last semester in case of failure. The examination board will be composed of three members including the department chair, students’ history advisor, one faculty member selected by the student, the Program Coordinator for History, and/or one faculty member selected by the students’ history advisor. If for some reason there is a doubling of responsibilities of any member, the student will select an alternative faculty member. Students may only retake the oral examination once. The examination is based on a “Pass” or “Fail” grading system. (Offered each fall and spring semester only.)
*Prerequisite: Completion of HIS 103, HIS 400, HIS 451, HIS 452, fifteen credit hours in concentration, and a minimum of 90 credit hours.

Senior Written Comprehensive Examination
Students must pass a comprehensive written examination covering the required curriculum and students’ historical concentrations, with a pass percentage of 70 or higher in order to graduate. A student may take the written examination only twice. The examination should be taken during the final semester prior to graduation. The written examination will be graded by three full-time faculty members. Each
member's numerical score will be added together and divided by three to compose the pass percentage. (Offered each fall and spring semester only.) *Prerequisite: Completion of HIS 103, HIS 400, HIS 451, HIS 452, fifteen credit hours in concentration, and a minimum of 90 credit hours.

Seniors are required to pass both the Senior Oral Comprehensive Examination and the Senior Written Comprehensive Examination in order to graduate. The Senior Oral Comprehensive Examination and Senior Written Comprehensive Examination are not required for students minoring in history.

Language Requirement
Each Major is required to complete eight credit hours of a reading and speaking knowledge of a language other than English.

Requirements For:
MINOR – 18 HOURS, 2.75 GPA

HIS One course from each area of concentration .. 18 cr.
One 100 level course (100-199)
Two 200 level courses (200-299)
Three 300 level courses (300-399)
TOTAL................................................. 18 cr.

CERTIFICATE
Military History
(Park Extended Learning, Park Online, Kansas City 8-Week Program)

Requirements For:
CERTIFICATE – 12 HOURS, 3.0 GPA

HIS 211 The Great War, 1914-1918............... 3 cr.
HIS 332 World War II .................................. 3 cr.
HIS 330 U.S. Military History ....................... 3 cr.
PO 320 American Foreign Policy .................... 3 cr.
TOTAL.................................................. 12 cr.

* = Based upon approval from the Higher Learning Commission, North Central and the Department of Defense.
The Information and Computer Science (ICS) curriculum prepares students for a broad range of computer opportunities in industry as well as in graduate studies. ICS students choose one or more specialty areas from among these four options: (1) Computer Science, (2) Software Engineering, (3) Data Management, (4) Networking and Security. As part of their curriculum, Networking and Security students take Cisco Certified Network Associate (CCNA) courses that prepare them for the CCNA certification exam. Depending on their chosen specialty area, ICS graduates are well prepared for these industry positions: web programmer, applications programmer, systems analyst, information technology specialist, database analyst, or network analyst.

Program Competencies:
- Apply problem-solving and critical-thinking skills and use popular computer technologies in producing technology solutions.
- Communicate effectively, ethically, and professionally in a team environment.
- ICS/CS and ICS/SE students: Design and implement elegant programs that utilize data structures and operating systems concepts.
- ICS/NT students: Demonstrate proficiency in use of popular computer networking and security technologies.
- ICS/DM students: Design and implement elegant data management solutions.

The CIM Department works with Park’s Career Development Center in helping to place students in computer internship positions. The ICS Department actively encourages students to work in such internship positions and considers internships to be an integral part of the ICS curriculum.

Requirements for:
**A.S. Major – 29-30 hours, 2.0 GPA**

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>.............................................................. 24 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 103</td>
<td>Public Speaking.............................................. 3 cr.</td>
</tr>
<tr>
<td>CS 140</td>
<td>Introduction to Computers.................................. 3 cr.</td>
</tr>
<tr>
<td>CS 151</td>
<td>Introduction to Programming............................... 3 cr.</td>
</tr>
<tr>
<td>CS 208</td>
<td>Discrete Mathematics......................................... 3 cr.</td>
</tr>
<tr>
<td>CS 219</td>
<td>Programming Fundamentals.................................... 3 cr.</td>
</tr>
<tr>
<td>IS 205</td>
<td>Managing Information Systems............................... 3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Basic Concepts of Statistics................................ 3 cr.</td>
</tr>
<tr>
<td>MA 135</td>
<td>College Algebra............................................... 3 cr.</td>
</tr>
<tr>
<td>– OR –</td>
<td>one of the following: MA 141, MA 150, MA 210, MA 221</td>
</tr>
</tbody>
</table>

Select electives from this list: .............................................. (5-6 cr.)
(excluding courses taken in core)

| AC 201          | Principles of Accounting I (3 cr.) |
| CS 220          | Computer Architecture (3 cr.) |
| CS 225          | Programming Concepts (3 cr.) |
| MA 141          | College Trigonometry (3 cr.) |
| MA 210          | Calculus & Analytic Geometry I (3 cr.) |
| MA 211          | Calculus & Analytic Geometry II (3 cr.) |
| MA 221          | Calculus & Analytic Geometry for Majors I (5 cr.) |
## Requirements for:

**B.S. Major – 59-66 Hours, 2.0 GPA**

### Core Curriculum ..............................................................36-38 cr.

- **CS 151** Introduction to Programming ..................3 cr.
- **CS 208** Discrete Mathematics .............................3 cr.
- **CS 219** Programming Fundamentals ......................3 cr.
- **CS 225** Programming Concepts ............................3 cr.
- **CS 300** Technology in a Global Society ................3 cr.
- **CS 321** Web Programming I ...............................3 cr.
- **CS 365** Computer Networking .............................3 cr.
- **CS 373** Computer Network Security ....................3 cr.
- **IS 205** Managing Information Systems .................3 cr.
- **IS 361** Data Management Concepts ....................3 cr.
- **MA 120** Basic Concepts of Statistics ....................3 cr.
- **MA 135** College Algebra ....................................3 cr.

- **OR-**
  - **MA 141** Trigonometry ....................................3 cr.

- **OR-**
  - **MA 150** Precalculus Mathematics ...................3 cr.

- **OR-**
  - **MA 210** Calculus and Analytic Geometry ...........3 cr.

- **OR-**
  - **MA 221** Calculus and Analytic Geometry for Majors I 5 cr.

### Specialty Areas:

#### Computer Science ..........................................................23-24 cr.

- **CS 220** Computer Architecture .........................3 cr.
- **CS 305** Introduction to Artificial Intelligence .........3 cr.
- **CS 322** Web Programming II ............................3 cr.
- **CS 351** Computer Operating Systems .................3 cr.
- **CS 352** Data Structures .................................3 cr.

- **MA 210* & MA 211** Calculus & Analytic Geometry I & II 6 cr.

- **OR-**
  - **MA 221*** Calculus and Analytic Geometry for Majors I 5 cr.

- **MA 311** Linear Algebra ....................................3 cr.

*MA 210 & MA 221 prerequisite: MA141 or MA150

#### Software Engineering ..................................................27 cr.

- **AC 201** Principles of Accounting I ....................3 cr.
- **CS 220** Computer Architecture .........................3 cr.
- **CS 314** User Interface Design ..........................3 cr.
- **CS 322** Web Programming II ............................3 cr.
- **CS 351** Computer Operating Systems .................3 cr.
- **CS 352** Data Structures .................................3 cr.
- **IS 315** Computer Systems Analysis & Design I ........3 cr.
- **MG 371** Management and Organizational Behavior ....3 cr.

#### CS/IS Elective

- (any 3-credit CS/IS course level 300
  or above that is not required by this
  specialty area) ..................................................3 cr.
# Information and Computer Science

- **Data Management**
  - AC 201 Principles of Accounting I ........................................ 3 cr.
  - CS 314 User Interface Design ............................................... 3 cr.
  - CS 352 Data Structures ....................................................... 3 cr.
  - IS 315 Computer Systems Analysis & Design I .................. 3 cr.
  - IS 362 Applied Database Management ......................... 3 cr.
  - MG 371 Management and Organizational Behavior .... 3 cr.

Select three courses from this list:
- AC 202 Principles of Accounting II ....................... 3 cr.
- CA 104 Interpersonal Communication I ...................... 3 cr.
- CS 322 Web Programming II ................................. 3 cr.
- EC 315 Quantitative Research Methods ................... 3 cr.
- HR 422 Organizational Development and Change ....... 3 cr.
- IS 316 Computer Systems Analysis & Design II ....... 3 cr.
- MK 351 Principles of Marketing ............................. 3 cr.
- MK 385 Consumer Behavior .................................... 3 cr.
- MK 453 Marketing Research & Information Systems ........ 3 cr.

- **Networking and Security**
  - CS 220 Computer Architecture .................................. 3 cr.
  - CS 351 Computer Operating Systems ...................... 3 cr.
  - CS 366 Computer Networking Laboratory ............... 1 cr.
  - CS 371 Internetworking ........................................ 3 cr.
  - CS 372 Advanced Networking ................................ 3 cr.
  - CS 385 Modern Developments in Advanced Networking .. 3 cr.
  - IS 315 Computer Systems Analysis & Design I ........ 3 cr.
  - MG 371 Management and Organizational Behavior ... 3 cr.

Six credits of electives from the following:
- AR 427 Web Page Design (3 cr.)
  (any 3-credit CS/IS course level 300 or above that is not required by this specialty area) ........................................ 6 cr.
  TOTAL ...................................................... 59-66 cr.

**Requirements For:**

**MINOR – 18 HOURS, 2.0 GPA**

CS 151, CS 208, CS 219, CS 365, IS 205, IS 361
CERTIFICATE
Computer Networking
(Park Extended Learning and Park Online)

This certificate program prepares students to sit for the Cisco Certified Network Associates (CCNA) exam. Upon completion of this certificate program, students are encouraged, but not required, to take the CCNA certification exam at a CCNA testing center. Regardless of whether a student chooses to take the CCNA certification exam, when the student is ready to graduate (either from the certificate program for non-degree-seeking students, or from the ICS program for degree-seeking students), he/she should fill out the Graduation Application Form. That application provides notice to the Registrar to put “Certificate in Computer Networking” on the student’s transcript.

Requirements for:
Certificate – 13 hours, 2.5 GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 365</td>
<td>Computer Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 366</td>
<td>Computer Networking Laboratory</td>
<td>1 cr.</td>
</tr>
<tr>
<td>CS 371</td>
<td>Internetworking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 372</td>
<td>Advanced Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 385</td>
<td>Modern Developments in Advanced Networking</td>
<td>3 cr.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>13 cr.</td>
</tr>
</tbody>
</table>

School for Natural and Applied Sciences
Information and Computer Science
The Interdisciplinary Studies major allows the student to develop a major by combining two different disciplines. For the purpose of declaring a program of study, different disciplines are defined as the combination of offerings from two different major schools or departments. This affords students the flexibility to design their own degree while making an efficient use of courses they have accumulated. It requires the combination of two minor degrees of study: one that is listed in the catalog and another one either listed in the catalog or a Personal Minor constructed by the student out of a set of courses that represent a body of knowledge.

**Requirements for:**

**B.S. Major – 42-45 Hours, 2.0 GPA**

**Core Requirement:**

- **Minor One**
  - one minor as described in the University catalog
  - 18-21 cr.
- **Minor Two**
  - one minor as described in the University catalog
  - OR
  - a personal minor field of study constructed by the student and approved by the Dean of the School/College who supervises the program reflected in Minor One
  - 18 cr.
- **LE 300 Integrative and Interdisciplinary Learning Capstone**
  - 3 cr.
- **LS 400 Senior Project**
  - 3 cr.
- **TOTAL**
  - 42-45 cr.

*See charts on pages 110-112 for available minors.

**Stipulations: The senior project normally is in one of the two disciplines reflected in the minor areas of study, but may be interdisciplinary. It is proposed by the student and completed through independent study.**

**Program Competencies:**

The student with integrative and interdisciplinary thinking will possess the ability to make connections across courses and connect coursework to his/her academic, professional, and civic lives. The student will be able to consider problems from several different perspectives and develop and test his/her holistic understanding of an issue, evaluate how various disciplines would conceive of solutions, and relate his/her learning to issues outside of academia.

1. Demonstrate an understanding of disciplinary content in its own context and in relationship to the issues, questions, and positions of at least one other discipline.
2. Compare and contract points of view and scholarly materials coming from different disciplines, in formulating a new thesis or position.
3. Synthesize diverse perspectives derived from coursework and other professional experience to achieve an interdisciplinary understanding of an issue or problem.
4. Explain and evaluate methodological approaches and theoretical foundations of at least two disciplines, as they pertain to dealing with real-world problems or issues.
5. Use professional experiences and academic coursework to attain professional employment.
“T he professional interior designer is qualified by education, experience and examination to enhance the function and quality of interior spaces for the purpose of improving the quality of life, increasing productivity and protecting the health, safety and welfare of the public.” (Foundation for Interior Design Education and Research.)

Students majoring in Interior Design at Park University combine the common body of knowledge in interior design with the intellectual development found in a liberal arts education. A sequence of design studios and graphic communications studios with supporting lecture courses provides the practical content integral to the profession. Park University education, combined with work experience, will enable students to sit for the National Council for Interior Design Qualifications examination and become registered interior designers.

**Requirements For:**

**B.F.A. Major – 78 Hours, 2.0 GPA**

### Freshman Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 115</td>
<td>Introduction to the Visual Arts</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 140</td>
<td>Drawing I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 203</td>
<td>Three-Dimensional Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 204</td>
<td>Two-Dimensional Design: Black &amp; White</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 208</td>
<td>Color Theory</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

### Interior Design Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 218</td>
<td>Graphic Design Software</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 282</td>
<td>Interior Design Studio I: Visual Communications I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 283</td>
<td>Interior Design Studio I: Introduction to Interior Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 288</td>
<td>Interior Design Studio II: Visual Communications II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 289</td>
<td>Interior Design Studio II: Fundamentals of Interior Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 290</td>
<td>Interior Design Materials and Resources</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 296</td>
<td>Textiles for Interior Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 298</td>
<td>History of the Designed Environment I: Antiquity to Mid-Nineteenth Century</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 382</td>
<td>Interior Design Studio III: Drawing Systems I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 383</td>
<td>Interior Design Studio III: Furniture Design</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 388</td>
<td>Interior Design Studio IV: Drawing Systems II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 389</td>
<td>Interior Design Studio IV: Commercial Interiors</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 390</td>
<td>History of the Designed Environment II: Mid-Nineteenth Century to the Present</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
School for Arts and Humanities

Interior Design

AR 392 Human Factors in Interior Design ............ 3 cr.
AR 393 Lighting Fundamentals for Interior Design .......................... 3 cr.
AR 491 Interior Design Professional Practice ............ 3 cr.
AR 495 Building Construction Systems ..................... 3 cr.
AR 498 Senior Seminar I: Thesis................................. 3 cr.
AR 499 Senior Seminar II:
    Project and Portfolio .................................. 3 cr.
Art and Design Electives ...................................... 6 cr.
TOTAL...................................................... 78 cr.

Portfolios:
All graduating art and design majors are required to individually document (either by means of color slide photography or digital photography) selected examples of their best work. These final portfolios are to be submitted to their major advisors as part of their Senior Seminar. These slides, CDs, zip disks, etc. will remain the property of the Department of Art and Design.

Art Supplies
Art and Design majors must plan, when preparing their yearly educational budgets, to spend at least $250 per semester on art supplies. All studio art courses require varying amounts of personal equipment and supplies. Studio fees collected at registration for some art courses provide only a portion of the supplies needed. Supply lists will be provided on the first day of classes.

Note: This degree program is pending final approval by the Higher Learning Commission Of the North Central Association of Colleges and Schools.
The interdisciplinary leadership minor will develop leaders who are prepared for lifelong learning in the area of leadership practice and skill development. Students completing the minor will communicate effectively, be creative, and have the interpersonal and organizational skills to excel in the complex organizations of a global society.

Requirements for:
Minor – 18 Hours, 2.0 GPA

Core
CA 233 Introduction to Leadership .............. 3 cr.
CA 235 Multicultural Communication......... 3 cr.
CA 490 Professional Learning Experience,
Section F: Leadership......................... 3 cr.
CA 492 Capstone: Organizational Leadership.. 3 cr.

Electives ............................................................... 6 cr.
Choose two of the following, not from the same discipline.
CA 475 Case Studies in Communication
Leadership (3 cr.)
HR 310 Leadership and Team Building (3 cr.)
PA 333 Public Management and Leadership (3 cr.)
PC 321 Interpersonal Conflict Resolution (3 cr.)
PS 341 Positive Psychology (3 cr.)
PS 301 Social Psychology (3 cr.)

And other courses upon approval of advisor and department

TOTAL ...................................................... 18 cr.
The Bachelor’s Degree in Legal Studies is meant to prepare students to be successful in law school or in graduate schools leading to legal careers. The program emphasizes critical thinking, logical reasoning, and analysis of contemporary legal and social issues, reading and writing. The internship allows students to see the practical application of their studies.

Requirements for:

B.A. Major – 51-60 Hours, 2.5 GPA

- AC 201 Principles of Accounting ......................... 3 cr.
- CJ 105 Criminal Law ........................................... 3 cr.
- CJ 400 Constitutional Law in Criminal Justice ....... 3 cr.
- EN 323 Literary Modernism .................................. 3 cr.
- EN English Elective above 300 ............................. 3 cr.
- MG 260 Business Law I ........................................ 3 cr.
- MG 261 Business Law II ...................................... 3 cr.
- PH 103 Fundamentals of Logic .............................. 3 cr.
- PO 200 American National Government ................ 3 cr.
- PO 202 Introduction to Law .................................. 3 cr.
- PO 220 History of Political Philosophy .................. 3 cr.
- PO 302 Legal Analysis ......................................... 3 cr.
- PO 303 Legal History ........................................... 3 cr.
- PO 304 Constitutional Law .................................... 3 cr.
- PO 329 Law School and LSAT Preparation ............... 3 cr.
- PO 440 Senior Project in Legal Studies ................. 3 cr.
- PO 450 Internship ............................................... 3-12 cr.

TOTAL ......................................................... 51-60 cr.

Senior Examinations
Students must pass both of the following:
a. A four to six hour written comprehensive examination in Political Science.
b. A one to one and a half hour oral comprehensive examination in Political Science.

Requirements for:

Minor – 18 Hours, 2.5 GPA

- PO 200, PO 202, PO 302, PO 304, PO 329, and PH 103

Senior Examination
Students must pass a one to one and a half hour written comprehensive examination in Political Science.
Available:

A.A.

Requirements:

A.A. Major:
27 hours
2.0 GPA

This degree requires a minimum of 60 hours.
For additional hours required see Page 107.

This Program is offered through:

ASSOCIATE OF ARTS

Requirements for:

A.A. Major – 27 hours, 2.0 GPA

- CS 140 Introduction to Computers....................... 3 cr.
- EN 201 Introduction to Literature.......................... 3 cr.
- EN 317 Earlier American Literature...................... 3 cr.
- EN 318 Later American Literature........................ 3 cr.
- HIS 104 American History Survey through the Civil War ......................... 3 cr.
- HIS 105 American History Survey Since the Civil War .......................... 3 cr.
- LS 221 Introduction to Liberal Studies I: Prehistory to the Early Modern World ...... 3 cr.
- LS 222 Introduction to Liberal Studies II: Reformation to the Present............... 3 cr.
- PH 101 Introduction to Philosophical Thinking..... 3 cr.

TOTAL.................................................... 27 cr.
Available:

B.A.

Requirements:

B.A. MAJOR:
50 HOURS
2.0 GPA

This degree requires a minimum of 122 hours. For additional hours required see Page 107.

This program is offered through:

The liberal studies major allows the student a major composed of various disciplines rather than one discipline only. It emphasizes breadth, while requiring a concentration of 15 credits in a single discipline. It is intended that, by broadening the student’s cultural perspective, heightening the student’s analytical powers, and providing models for understanding experience, the liberal studies major will make a valuable contribution to whatever vocation the student elects. It may be taken along with vocational courses, or as a second major, or as preparation for a graduate or professional degree.

Requirements for:

B.A. MAJOR – 50 HOURS, 2.0 GPA

Core Curriculum .................................................................21 cr.

PH 103 Fundamentals of Logical Thinking ..................3 cr.
LS 221 Introduction to Liberal Studies I:
Prehistory to the Early Modern World ...............3 cr.
LS 222 Introduction to Liberal Studies II:
Reformation to the Present .........................3 cr.
LS 250 Great Books ..................................................6 cr.
LS 301 Contemporary Issues .................3 cr.
LS 400 Senior Project ........................................3 cr.

Studies in the Liberal Arts and Sciences .........................21 cr.

History and Political Science: .................................................6 cr.
HIS 101 Late Antiquity until the Renaissance
HIS 102 Western Civilization: The Reformation to 1918
HIS 334 The Reformations
HIS 251 The French Revolution
HIS 210 Ancient Greece
HIS 212 Roman Civilization
Any Upper Level history course.
PO 200 American National Government
PO 202 Introduction to Law
PO 220 History of Political Philosophy
PO 304 Constitutional Law
PO 320 American Foreign Policy
PO 340 Public Policy
PO 303 Legal History

Philosophy: ...........................................................................3 cr.
PH 217 Ancient Philosophy
PH 223 Modern Philosophy
PH 205 The Meaning of Life
PH 101 Introduction to Philosophical Thinking
PH 102 Introduction to Ethical Thinking
Any Upper Level Philosophy Course

English: ..............................................................................3 cr.
EN 231 Introduction to Language
EN 232 Introduction to Poetry
EN 233 Introduction to Drama
EN 234 Introduction to Fiction
EN 311 Creative Writing
## Liberal Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 317</td>
<td>Earlier American Literature</td>
</tr>
<tr>
<td>EN 318</td>
<td>Later American Literature</td>
</tr>
<tr>
<td>EN 323</td>
<td>Literary Modernism</td>
</tr>
<tr>
<td>EN 325</td>
<td>Modern Grammar</td>
</tr>
<tr>
<td>EN 356</td>
<td>Women’s Literature</td>
</tr>
<tr>
<td>EN 440</td>
<td>Shakespeare</td>
</tr>
<tr>
<td>EN 450</td>
<td>Romanticism in Literature</td>
</tr>
<tr>
<td></td>
<td>Any Upper Level Literature Course (except Adolescent Literature)</td>
</tr>
<tr>
<td></td>
<td>Any Upper Level Writing Course</td>
</tr>
</tbody>
</table>

### Fine Arts:
- AR 215  Art History I
- AR 216  Art History II
- AR 316  Modern Art
- AR 319  History of Graphic Design
- Any Upper Level Art Course
- MU 205  Music Appreciation
- MU 210  Music in a Global Society
- Any Upper Level Music
- TH 101  Basic Principles of Acting
- TH 216  Principles of Directing
- TH 341  Theatrical History and Literature to 1800
- TH 342  Theatrical History and Literature to Present

### Mathematics/Economics:
- MA 210  Calculus and Analytic Geometry I
- MA 301  Mathematical Thought
- MA 350  History of Mathematics
- EC 141  Principles of Macroeconomics
- EC 142  Principles of Microeconomics
- EC 302  Labor Economics
- EC 303  Money, Credit, and Banking
- EC 401  History of Economic Thought

### Sociology/Psychology:
- PS 301  Social Psychology
- PS 309  Human Sexuality
- PS 315  Theories of Personality
- PS 341  Positive Psychology
- PS 381  Psychology of Gender
- PS 401  Abnormal Psychology
- PS 404  History and Systems of Psychology
- SO 210  Social Institutions
- SO 302  The Study of the Family
- SO 303  Urban Sociology
- SO 325  Social Deviance
- SO 326  Sociology of Conflict, War, and Terror
- SO 328  Sociology of Religion
- SO 403  Social Theory
**Modern Language:** ................................................................. 8 cr.
Eight credit hours in one modern or classical language

**TOTAL** ............................................................................ 50 cr.

Students are required to choose their B.A. Minor in one of the Following core liberal arts disciplines:

- History
- Philosophy
- English
- Mathematics
- Fine Art
- Music
- Theater
ASSOCIATE OF SCIENCE

REQUIREMENTS FOR:
A.S. MAJOR – 27 HOURS, 2.0 GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 201</td>
<td>Principles of Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 202</td>
<td>Principles of Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 140</td>
<td>Introduction to Computers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 141</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 142</td>
<td>Principles of Microeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Basic Concepts of Statistics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 260</td>
<td>Business Law I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 261</td>
<td>Business Law II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 371</td>
<td>Management and Organizational Behavior</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

TOTAL: 27 cr.

BACHELOR OF SCIENCE

Students taking the Management core receive a broad education covering the major functional areas of management. This degree will help a student prepare for business or government leadership and provide him/her with knowledge and skills desired by all types of employers. It will also give one the background to organize and manage his/her own family business. Graduates in Management typically find jobs in business such as production management, personnel management, marketing management, or financial management. The intent of this program is also to meet the educational needs of students who intend to enroll in graduate work in business administration. The program is designed to provide the student with the necessary background to satisfy the demands for alternatives while at the same time developing a breadth of knowledge in the liberal arts tradition.

REQUIREMENTS FOR:
B.S. MAJOR – 57 HOURS, 2.0 GPA

Business Core .......................................................... 39 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC 201</td>
<td>Principles of Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 202</td>
<td>Principles of Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 140</td>
<td>Introduction to Computers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 141</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 142</td>
<td>Principles of Microeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 315</td>
<td>Quantitative Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FI 360</td>
<td>Financial Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IB 315</td>
<td>International Business Perspectives</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Basic Concepts of Statistics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 260</td>
<td>Business Law I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 371</td>
<td>Management and Organizational Behavior</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 495</td>
<td>Business Policy</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MK 351</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
Management

Management Requirements .............................................. 18 cr.
  HR  353    Intro. to Human Resource Management .... 3 cr.
  MG  375    Production and Operations Management... 3 cr.
  MG  401    Senior Seminar in Management ............... 3 cr.
Choice of 3 electives at the 300-400 level from any
Business Program with no 2 taken from the same
concentration with the exception of Management;
and to include IS 310 Business Applications ..................... 9cr
TOTAL.......................................................... 57 cr.
ASSOCIATE OF SCIENCE

Requirements For:

A.S. Major – 33 hours, 2.0 GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC 201</td>
<td>Principles of Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 202</td>
<td>Principles of Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 309</td>
<td>Individual Income Tax</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 315</td>
<td>Cost Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 140</td>
<td>Introduction to Computers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 141</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 142</td>
<td>Principles of Microeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 315</td>
<td>Quantitative Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FI 360</td>
<td>Financial Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Basic Concepts of Statistics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 260</td>
<td>Business Law I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 371</td>
<td>Management and Organizational Behavior</td>
<td>3 cr.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>33 cr.</td>
</tr>
</tbody>
</table>

BACHELOR OF SCIENCE

The management/accounting major is designed to prepare students for a professional career in public accounting, managerial accounting, tax accounting, or governmental accounting. The curriculum stresses professional ethics. It is excellent preparation for graduate study in accounting, business administration, or law.

Requirements For:

B.S. Major – 69 hours, 2.0 GPA

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC 201</td>
<td>Principles of Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 202</td>
<td>Principles of Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS 140</td>
<td>Introduction to Computers</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 141</td>
<td>Principles of Macroeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 142</td>
<td>Principles of Microeconomics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 315</td>
<td>Quantitative Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FI 360</td>
<td>Financial Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IB 315</td>
<td>International Business Perspectives</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Basic Concepts of Statistics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 260</td>
<td>Business Law I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 371</td>
<td>Management and Organizational Behavior</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 495</td>
<td>Business Policy</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MK 351</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>39 cr.</td>
</tr>
</tbody>
</table>

Accounting Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 230</td>
<td>Computer Based Accounting Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 309</td>
<td>Individual Income Tax</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 312</td>
<td>Business Income Tax</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 315</td>
<td>Cost Accounting</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 320</td>
<td>Intermediate Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 325</td>
<td>Intermediate Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 350</td>
<td>Accounting Information System</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 420</td>
<td>Advanced Accounting I</td>
<td>3 cr.</td>
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<tr>
<td>AC 425</td>
<td>Advanced Accounting II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AC 430</td>
<td>Auditing</td>
<td>3 cr.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>30 cr.</td>
</tr>
</tbody>
</table>
Today, to be a successful manager one needs to understand how computers can be used to support the organization as a whole as well as for the individual worker. This major specifically prepares the student in computer usage while enhancing knowledge and tools of business management and organizational theory. It is both a theoretical and practical program which can prepare the student for careers in computer management, systems applications and other computer-related positions in business, government, and industry.

Program Competencies:
• Apply problem-solving and critical-thinking skills and use popular computer technologies in producing technology solutions.
• Communicate effectively, ethically, and professionally in a team environment.
• Identify appropriate information technologies for a given organizational context and explain how to incorporate such technologies into the given organizational context.

Requirements for:
B.S. Major – 69 hours, 2.0 GPA

Business Core ..................................................................... 39 cr.
AC 201 Principles of Accounting I ........................................ 3 cr.
AC 202 Principles of Accounting II ......................................... 3 cr.
CS 140 Introduction to Computers ......................................... 3 cr.
EC 141 Principles of Macroeconomics .................................. 3 cr.
EC 142 Principles of Microeconomics ................................... 3 cr.
EC 315 Quantitative Research Methods ................................. 3 cr.
FI 360 Financial Management ............................................... 3 cr.
IB 315 International Business Perspectives ............................ 3 cr.
MA 120 Basic Concepts of Statistics ....................................... 3 cr.
MG 260 Business Law I ....................................................... 3 cr.
MG 371 Management and Organizational Behavior ............... 3 cr.
MG 495 Business Policy ....................................................... 3 cr.
MK 351 Principles of Marketing ............................................. 3 cr.

Computer Information Systems Requirements .................. 30 cr.
CS 151 Introduction to Programming ..................................... 3 cr.
CS 208 Discrete Mathematics ................................................. 3 cr.
CS 219 Programming Fundamentals ...................................... 3 cr.
CS 300 Technology in a Global Society ................................ 3 cr.
CS 365 Computer Networking .............................................. 3 cr.
IS 205 Managing Information Systems ................................. 3 cr.
IS 315 Computer Systems Analysis & Design I ...................... 3 cr.
IS 316 Computer Systems Analysis & Design II .................... 3 cr.
IS 361 Data Management Concepts ...................................... 3 cr.
MG 375 Production and Operations Management ................. 3 cr.
TOTAL ............................................................................ 69 cr.
The Bachelor of Science degree in Engineering Administration has an “applied” orientation whereby the student is prepared to put to practical use the knowledge gained from the program. Courses in the program are designed to develop technical, administrative, and leadership skills required in managing construction personnel and activities. Skills developed in the program may be applied to a management career in a private construction company, as an owner, in preparing for senior management careers in a large construction firm, or in managing construction personnel and projects within a military environment.

Requirements for:
B.S. Major – 72 Hours, 2.0 GPA

Business Core .................................................................39 cr.
AC 201 Principles of Accounting I....................... 3 cr.
AC 202 Principles of Accounting II.................... 3 cr.
CS 140 Introduction to Computers........................ 3 cr.
EC 141 Principles of Macroeconomics................ 3 cr.
EC 142 Principles of Microeconomics............... 3 cr.
EC 315 Quantitative Research Methods.............. 3 cr.
FI 360 Financial Management.......................... 3 cr.
IB 315 International Business Perspectives........ 3 cr.
MA 120 Basic Concepts of Statistics................. 3 cr.
MG 260 Business Law I........................................... 3 cr.
MG 371 Management and Organizational Behavior 3 cr.
MG 495 Business Policy........................................ 3 cr.
MK 351 Principles of Marketing.......................... 3 cr.

Engineering Administration Requirements............33 cr.
CO 111 Introduction to Engineer Construction Technology/Design/Materials and Safety... 3 cr.
CO 121 Plans Analysis............................................. 3 cr.
CO 225 Building Codes............................................ 3 cr.
CO 245 Construction Estimating........................... 3 cr.
CO 360 Project Management/Critical Path Analysis 3 cr.
EG 360 Environmental Impact of Engineering ....... 3 cr.
EG 390 Engineering Administration Decision-Making Models........................................... 3 cr.
EG 470 Engineering Administration Economics..... 3 cr.
EG 491 Senior Seminar in Engineering Administration...................................... 3 cr.
MG 375 Production and Operations Management... 3 cr.
MG 420 Labor Relations............................................ 3 cr.
TOTAL..................................................................... 72 cr.
Available:
B.S.

Requirements:
B.S. Major:
66 hours
2.0 GPA

This degree requires a minimum of 120 hours. For additional hours required see Page 107.

This program is offered through:

Management/Finance

This program is designed to impart an understanding of the various areas and principles of finance and provide the student with a body of specialized knowledge and analytical methods. The intent of the program is to meet the educational needs of students who wish to pursue careers in private or public organizations or graduate studies in finance or business administration. In addition, the finance curriculum should be of interest to students wishing to enhance their academic background.

Requirements for:
B.S. Major – 66 hours, 2.0 GPA

Business Core .................................................. 39 cr.
AC  201 Principles of Accounting I ...................... 3 cr.
AC  202 Principles of Accounting II ....................... 3 cr.
EC  141 Principles of Macroeconomics .................. 3 cr.
EC  142 Principles of Microeconomics .................... 3 cr.
EC  315 Quantitative Research Methods ................ 3 cr.
FI  360 Financial Management ............................ 3 cr.
IB  315 International Business Perspectives ............ 3 cr.
MA  120 Basic Concepts of Statistics ..................... 3 cr.
MG  260 Business Law I .................................... 3 cr.
MG  371 Management and Organizational Behavior .. 3 cr.
MG  495 Business Policy .................................... 3 cr.
MK  351 Principles of Marketing .......................... 3 cr.
CS  140 Introduction to Computers ........................ 3 cr.

Finance Requirements............................................. 27 cr.
FI  201 Personal Financial Management .................. 3 cr.
FI  325 Risk and Insurance ................................... 3 cr.
FI  363 Financial Institutions and Markets
-OR- .............................................................. 3 cr.
EC  303 Money, Credit and Banking
FI  410 Problems in Corporate Finance .................. 3 cr.
FI  415 Financial Analysis and Planning .................. 3 cr.
FI  417 Investment Analysis and Management ....... 3 cr.
FI  425 Principles of Real Estate .......................... 3 cr.
FI  430 Public Financial Management ..................... 3 cr.
IB  431 International Finance .............................. 3 cr.
The intent of this program is to meet the educational needs of students who intend to pursue active careers in health care fields or enroll in graduate work in health administration. This program is designed to provide the student with the necessary background to satisfy the demands of either alternative while at the same time developing a breadth of knowledge in the liberal arts tradition.

Requirements For:
B.S. Major – 60 Hours, 2.0 GPA

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<tr>
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<tr>
<td>EC 315</td>
<td>Quantitative Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>FI 360</td>
<td>Financial Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HC 260</td>
<td>Legal Issues in Health Care Delivery</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HC 351</td>
<td>Organ. &amp; Admin. of Health Care Programs</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IB 315</td>
<td>International Business Perspectives</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Basic Concepts of Statistics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MG 495</td>
<td>Business Policy</td>
<td>3 cr.</td>
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<tr>
<td>MK 351</td>
<td>Principles of Marketing</td>
<td>3 cr.</td>
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<tr>
<td>BI 214</td>
<td>Personal and Community Health</td>
<td>3 cr.</td>
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<tr>
<td>HC 451</td>
<td>Health Care and the Political Process</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HC 465</td>
<td>Basic Issues in Community Based Health Care Delivery</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HC 491</td>
<td>Senior Seminar in Health Care Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HR 353</td>
<td>Introduction to Human Resource Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HC 461</td>
<td>The Hospital &amp; The Community</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HC 463</td>
<td>Third Party Reimbursement &amp; Risk Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HC 466</td>
<td>Planning &amp; Organizing Community Health Services</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HR 310</td>
<td>Leadership and Team Building</td>
<td>3 cr.</td>
</tr>
<tr>
<td>IS 310</td>
<td>Business Applications</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 301</td>
<td>Social Psychology</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

TOTAL........................................................................ 60 cr.
Management/Human Resources

This program focuses on the study of organizations and the use of personnel as a primary institutional resource. Emphasis is placed on a behavioral science/management approach in which the understanding of individual behavior and group processes is combined with the techniques of the management of personnel within an organization. This interdisciplinary approach draws from the fields of Management, Social Psychology, and Organizational Behavior to create skills in interpersonal and intergroup relations.

Requirements for:
B.S. Major – 63 hours, 2.0 GPA

Business Core .................................................................39 cr.
AC 201 Principles of Accounting I ....................... 3 cr.
AC 202 Principles of Accounting II ..................... 3 cr.
CS 140 Introduction to Computers ......................... 3 cr.
EC 141 Principles of Macroeconomics .................... 3 cr.
EC 142 Principles of Microeconomics ..................... 3 cr.
EC 315 Quantitative Research Methods .................. 3 cr.
FI 360 Financial Management ............................... 3 cr.
IB 315 International Business Perspectives ............. 3 cr.
MA 120 Basic Concepts of Statistics ...................... 3 cr.
MG 260 Business Law I ........................................ 3 cr.
MG 371 Management and Organizational Behavior ..... 3 cr.
MG 495 Business Policy ........................................... 3 cr.
MK 351 Principles of Marketing ............................. 3 cr.

Human Resources Requirements ............................24 cr.
HR 353 Introduction to Human Resource Management 3 cr.
HR 355 Planning and Staffing ................................ 3 cr.
HR 357 Employment Law ...................................... 3 cr.
HR 434 Compensation Management ........................ 3 cr.
HR 491 Senior Seminar in Human Resource Development 3 cr.
Choice of 3 business electives at the 300-400 level, with no more than 2 classes from the same program with the exception of Human Resource Management, to include IS 310 Business Applications ........................................ 9 cr.

TOTAL........................................................................ 63 cr.
ASSOCIATE OF SCIENCE

REQUIREMENTS FOR:

A.S. MAJOR – 36 HOURS, 2.0 GPA

AC 201 Principles of Accounting I ......................... 3 cr.
AC 202 Principles of Accounting II ....................... 3 cr.
CS 140 Introduction to Computers ....................... 3 cr.
EC 141 Principles of Macroeconomics ................... 3 cr.
EC 142 Principles of Microeconomics .................... 3 cr.
LG 324 Contract Management and Law ................... 3 cr.
LG 415 Quality Control ................................... 3 cr.
LG 424 Purchasing and Vendor Management ............. 3 cr.
LG 426 Logistics Management ................................ 3 cr.
MA 120 Basic Concepts of Statistics ...................... 3 cr.
MG 260 Business Law I ........................................ 3 cr.
MG 371 Management and Organizational Behavior .... 3 cr.
TOTAL .......................................................... 36 cr.

BACHELOR OF SCIENCE

The Bachelor of Science Management/Logistics is a program designed to meet the educational and professional needs of students who wish to pursue careers in operations and/or industrial management with emphasis on logistical processes, systems, and functions. The program focuses on the study of theories, concepts, practices, and techniques in both general management and the management of logistics systems. In addition, the program is designed to provide the student with the necessary preparation for graduate work in business administration and to assist with further advanced study and experience in preparing for the professional certification sponsored by the American Production and Inventory Control Society and the National Association of Purchasing Management.

REQUIREMENTS FOR:

B.S. MAJOR – 66 HOURS, 2.0 GPA

Business Core ................................................. 39 cr.
AC 201 Principles of Accounting I ......................... 3 cr.
AC 202 Principles of Accounting II ....................... 3 cr.
CS 140 Introduction to Computers ....................... 3 cr.
EC 141 Principles of Macroeconomics ................... 3 cr.
EC 142 Principles of Microeconomics .................... 3 cr.
EC 315 Quantitative Research Methods .................. 3 cr.
FI 360 Financial Management ............................ 3 cr.
IB 315 International Business Perspectives ............. 3 cr.
MA 120 Basic Concepts of Statistics ...................... 3 cr.
MG 260 Business Law I ........................................ 3 cr.
MG 371 Management and Organizational Behavior .... 3 cr.
MG 495 Business Policy .................................... 3 cr.
MK 351 Principles of Marketing ............................ 3 cr.
Management/Logistics

Logistics Requirements

- EN 306A Professional Writing in the Disciplines: Scientific and Technical Writing (3 cr.)
  - OR - ....................................................... 3 cr.
- EN 306B Professional Writing in the Disciplines: Business Communications (3 cr.)
- LG 312 Transportation and Distribution Systems ... 3 cr.
- LG 415 Quality Control ........................................... 3 cr.
- LG 424 Purchasing and Vendor Management ........ 3 cr.
- LG 426 Logistics Management ............................ 3 cr.
- MG 375 Production and Operations Management... 3 cr.

Choose 3 of the following electives:

IS 205, AC 315, HR 353, LG 400

TOTAL .................................................... 66 cr.
Management/Marketing

This program is designed to provide students an in-depth understanding of the various marketing disciplines. The marketing major will provide students with the skills and knowledge necessary to find jobs in advertising, personal selling, marketing management, international marketing, retailing, marketing research and transportation among other careers. The curriculum is designed to cover trends in business and industry while considering professional ethics and social responsibility. A number of students with this major move to graduate study in management, marketing or other business specialties.

Requirements for:
B.S. Major – 60 Hours, 2.0 GPA

Business Core .................................................................39 cr.
AC 201 Principles of Accounting I ......................... 3 cr.
AC 202 Principles of Accounting II ................... 3 cr.
CS 140 Introduction to Computers ...................... 3 cr.
EC 141 Principles of Macroeconomics ................ 3 cr.
EC 142 Principles of Microeconomics .................. 3 cr.
EC 315 Quantitative Research Methods ............. 3 cr.
FI 360 Financial Management .............................. 3 cr.
IB 315 International Business Perspectives ...... 3 cr.
MA 120 Basic Concepts of Statistics .................... 3 cr.
MG 260 Business Law I ........................................ 3 cr.
MG 371 Management and Organizational Behavior 3 cr.
MG 495 Business Policy .......................................... 3 cr.
MK 351 Principles of Marketing ............................ 3 cr.

Marketing Requirements .............................................21 cr.
MK 385 Consumer Behavior ................................. 3 cr.
MK 411 Marketing Management ............................ 3 cr.
MK 453 Marketing Research &
   Information Systems ........................................ 3 cr.
Choose any 4 courses listed below: MK 369, MK 380,
MK 386, MK 389, MK 395, MK 401, MK 455,
MK 463, MK 491, AR 218, AR 318, LG 312
TOTAL................................................................. 60 cr.
Mathematics is both a body of knowledge concerning a class of symbols and the relation between them, as a system of thought and communication, as well as the application of that system to other areas of human experience. As a system of thought, it derives from philosophy and provides a language, which has particular beauty and clarity. Applied to other areas of human experience mathematics has provided great power and precision to a wide range of endeavors, and thereby has supplied an essential contribution to the rise of modern civilization. The study of mathematics prepares students for graduate studies in mathematics, related sciences, economics and business administration. Other options include beginning actuarial work, teaching at the secondary level and beginning work in the area of data processing. Third and fourth year MA courses will be determined in consultation with the student’s advisor.

**Requirements For:**

**B.S. Major – 40 hours, 2.0 GPA**

**Core Curriculum** ........................................................... 28 cr.

- MA 221 Calculus and Analytic Geometry for Majors I ............. 5 cr.
- MA 222 Calculus and Analytic Geometry for Majors II ........... 5 cr.
- MA 223 Calculus and Analytic Geometry for Majors III ......... 3 cr.
- MA 301 Mathematical Thought ........................................ 3 cr.
- MA 311 Linear Algebra.................................................. 3 cr.
- MA 312 Abstract Algebraic Structures............................ 3 cr.
- MA 370 Number Theory ................................................. 3 cr.
- MA 380 Mathematical Statistics ..................................... 3 cr.
- MA 402 Topology ............................................................ 3 cr.
- MA 406 Special Topics ................................................... 3 cr.

**At least four courses of the following:** ............................. 12 cr.

- MA 302 Ordinary Differential Equations (3 cr.)
- MA 305 Probability (3 cr.)
- MA 350 History of Mathematics (3 cr.)
- MA 360 Modern Geometries (3 cr.)
- MA 370 Number Theory (3 cr.)
- MA 380 Mathematical Statistics (3 cr.)
- MA 402 Topology (3 cr.)
- MA 406 Special Topics (3 cr.)

TOTAL............................................................................. 40 cr.

Written or oral examinations may be required for the major.

**Recommended major courses for actuarial or other technical preparations:**

The core requirements and MA 370, MA 380, MA 401, MA 406 (Selected Problems)
Mathematics

Recommended major courses to be coupled with majors in chemistry, biology, physics or other science:
The core requirements and MA 302, MA 312, MA 380, MA 406 (Selected Problems)

Recommended major courses to be combined with a major in Computer Science:
The core requirements and MA 302, MA 312, MA 380, MA 406 (Numerical Analysis)

Recommended major courses for the student preparing for graduate study in Mathematics:
The core requirements and MA 312, MA 380, MA 401, MA 406 (Numerical Analysis)

Requirements For:
Minor – 22 Hours, 2.0 GPA

MA 221, MA 222, MA 223, MA 311, and two additional mathematics courses numbered at the 300 level or above.

**For those students wishing to teach Mathematics
See also Bachelor of Science in Education (pages 150-155).

B.S.E. in Secondary Education – Major 48-50 Hours
2.75 Cum G.P.A.
2.75 Core G.P.A.
Military Studies Minor

Available:

Minor

Requirements:

Minor:
18 hours
2.0 GPA

This program is offered through:

SCHOOL FOR SOCIAL SCIENCES

Requirements for:

Minor – 18 hours, 2.0 GPA

HIE 211 The Great War, 1914-1918 .................. 3 cr.
HIE 332 World War II ..................................... 3 cr.
HIS 330 U.S. Military History ............................. 3 cr.
PO 320 American Foreign Policy .......................... 3 cr.
Plus additional hours from electives
and/or Military Service Credit .............................. 6 cr.
TOTAL .......................................................... 18 cr.
The International Center for Music has been established to foster the exchange of master teacher performers, renowned young musicians, and programs from countries across the globe. The education of emerging musicians is at the philosophical core of the Center’s mission and the quality of that training crucial to great artistry. Music is an international language and enables all people to share in experiences that help shape their culture and values. By involving the highest caliber artists of our generation as educators, we will enable our students and audiences to experience the wealth of musical literature that has impacted generations of our global society.

The music program serves the total student body by providing ensembles, private lessons, and courses, which are open to all students. Also, the program makes available, to the entire campus and surrounding community, concerts and recitals throughout the year as part of the ACCESS TO THE ARTS series.

Programs of study for students choosing music are a Bachelor of Music (applied emphasis in Piano, Violin, Viola or Cello), and a Minor in Music with an applied emphasis. Audition required for Bachelor of Music and Undergraduate Certificate.

**B.M. MAJOR – 65 HOURS, 2.0 GPA**

**BACHELOR OF MUSIC in Performance**  
(applied emphasis in Piano, Violin, Viola or Cello)

**Core Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title and Emphasis</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 160</td>
<td>Music Theory I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MU 161</td>
<td>Music Theory II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MU 240</td>
<td>Music Theory III</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MU 241</td>
<td>Music Theory IV</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MU 345</td>
<td>Music History: Medieval, Renaissance, &amp; Baroque</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MU 346</td>
<td>Music History: Classic, Romantic and Modern</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**TOTAL** ........................................................................................................... 18 cr.

**APPLIED (Piano)**

- Applied Music B (2 cr. per semester) ................................................. 16 cr.
- Performance Class (1 cr. per semester) ........................................... 8 cr.
- Collaboration (Years 1 & 2 - 1 cr. per semester) ........................... 4 cr.
  (Year 3 & 4 - 2 cr. per semester) ................................................... 8 cr.
- Chamber Music (1 cr. - repeat 4 times) ............................................ 4 cr.
- Musicianship Development (1 cr. per semester - repeat six times) ..... 6 cr.
- Music Management (1 cr.) ................................................................. 1 cr.

**TOTAL** ........................................................................................................... 65 cr.

**APPLIED (Strings)**

- Applied Music B (2 cr. per semester) ................................................. 16 cr.
- Performance Class (1 cr. per semester) ........................................... 8 cr.
- Chamber Music (1 cr. repeated four times) ....................................... 4 cr.
- Orchestra (1 cr. per semester) ......................................................... 8 cr.
- Orchestral Repertoire (1 cr. per semester - 3rd & 4th years) ......... 4 cr.
- Musicianship Development (1 cr. - repeat six times) ..................... 6 cr.
- Music Management (1 cr.) ................................................................. 1 cr.

**TOTAL** ........................................................................................................... 65 cr.
Music

MUSIC MINOR

Requirements For:

Minor – 21 Hours, 2.0 GPA

Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 160</td>
<td>Music Theory I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MU 161</td>
<td>Music Theory II</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Applied Music A</td>
<td>8 cr.</td>
</tr>
<tr>
<td></td>
<td>Music Electives</td>
<td>7 cr.</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>21 cr.</td>
</tr>
</tbody>
</table>

UNDERGRADUATE CERTIFICATE IN MUSIC PERFORMANCE

Requirements For:

Two Year Program – 48 Hours
(Applied Emphasis in Piano, Violin, Viola or Cello)

The undergraduate certificate program in music performance is designed for students who wish to pursue a non-degree course in study concentrating almost exclusively on performance. Minimum undergraduate credits required for the certificate are 48. In addition to the general rules that are applicable for admission to the undergraduate program at Park University, specific admission requirement is a required audition.

Course Requirements

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 195</td>
<td>Applied Music C</td>
<td>5 cr.</td>
</tr>
<tr>
<td></td>
<td>Approved Electives</td>
<td>7 cr.</td>
</tr>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 196</td>
<td>Applied Music C</td>
<td>5 cr.</td>
</tr>
<tr>
<td></td>
<td>Approved Electives</td>
<td>7 cr.</td>
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</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 160</td>
<td>Music Theory I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MU 295</td>
<td>Applied Music C</td>
<td>5 cr.</td>
</tr>
<tr>
<td></td>
<td>Approved Electives</td>
<td>4 cr.</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 161</td>
<td>Music Theory II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MU 296</td>
<td>Applied Music C</td>
<td>5 cr.</td>
</tr>
<tr>
<td></td>
<td>Approved Electives</td>
<td>4 cr.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>48 cr.</td>
</tr>
</tbody>
</table>
Available:

Minor

Requirements:

Minor: 19 hours 2.0 GPA

This program is offered through:

School for Natural and Applied Sciences

Natural Science

This interdisciplinary minor is designed for students seeking a generalized knowledge of the natural and physical sciences. It is recommended for those not majoring in the sciences but who wish to gain a better appreciation for science and acquire a broad base of knowledge in biology, chemistry, and geoscience. It is also appropriate for those interested in teaching general science content, especially at the elementary level. A GPA of 2.0 or better is required.

Requirements for:

Minor – 19 hours, 2.0 GPA

At least one course from each of the following:

Biology

BI 101 Biological Concepts ........................................ 4 cr.
BI 201 Human Anatomy and Physiology I ................. 4 cr.
BI 204 Personal and Community Health .................... 3 cr.
BI 225 Botany .......................................................... 4 cr.
BI 226 Zoology ......................................................... 4 cr.

Chemistry/Physics

CH 107 General Chemistry I.................................... 3 cr.
-AND-
CH 107L General Chemistry I Lab.............................. 1 cr.
CH 301 Chemistry and Society ................................ 3 cr.
PY 155 Concepts of Physics I .................................. 4 cr.
PY 156 Concepts of Physics II .................................. 4 cr.

Geology/Geography

GGP 115 Physical Geography ................................... 4 cr.
GGP 205 Introduction to Meteorology ....................... 4 cr.
GO 141 Introduction to Physical Geology .................. 4 cr.
GO 200 Oceanography ............................................. 4 cr.

Natural Science

NS 241 Philosophy and History of Science ............... 3 cr.
NS 304 Science, Technology and Society ............... 3 cr.
TOTAL................................................................. 19 cr.
Available:  
A.S.  
B.S.  

Requirements:  
A.S. Major:  
63 hours  
2.5 GPA  
Nursing Courses  
2.0 GPA  
Non-Nursing Courses  

This degree requires a minimum of 60 hours. For additional hours required see Page 107.  

B.S. Major:  
61 hours  
2.0 GPA  

This degree requires a minimum of 120 hours. For additional hours required see Page 107.  

This program is offered through:  

The Associate Degree in Nursing of the Ellen Finley Earhart Program of Nursing is designed to provide upward mobility and career advancement for Licensed Practical Nurses. This program will prepare the LPN to take the Registered Nurse Licensure Exam (NCLEX-RN) and will serve as a foundation to pursue a baccalaureate degree in nursing. Practical nursing graduates must pass the NCLEX-PN to remain in nursing courses. Admission is limited to 65 students in the Parkville area. Selection is based on nursing validation test scores and completed files.  

The deadline for accepting the Park University Online application and the entrance testing fee payment is April 15. The deadline for accepting official transcripts, copies of practical nursing licenses and letters of eligibility for practical nursing students is May 1.  

The Associate Degree Nursing Program is fully approved by the Missouri State Board of Nursing. The Associate Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission, which serves as a repository for information about curriculum, tuition and fees for the nation’s nursing profession. They may be contacted at the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326. Phone: (404) 975-5000 FAX: (404) 975-5020 website www.nlnac.org.  

Suggested Two-Year Plan for Nursing  

Level I  
Programs of Practical Nursing  
Park University credit is granted for general courses and areas of nursing taught in state-accredited schools of practical nursing.  

General Courses .................................................. 10 cr.  
BI 122 Human Nutrition ........................................ 3 cr.  
NS 120 Anatomy & Physiology for Nurses .................. 4 cr.  
PS 121 Human Growth & Development .................... 3 cr.  

Areas of Nursing (after validation testing) ................. 9 cr.  
NU 101 Fundamentals of Nursing ............................. 3 cr.  
NU 110 Maternal/Child Nursing .............................. 3 cr.  
NU 140 Medical/Surgical Nursing ............................ 3 cr.  

Requirements for:  
A.S. Major – 63 Hours,  
2.5 GPA - Nursing Courses  
2.0 GPA - Non-Nursing Courses  

Core Curriculum  
Level I (by VLE and validation testing) ...................... 19 cr.  
Level II - Parkville Campus  

August  
NU 200 Nursing Transitions ................................. 3 cr.  

211
Fall

CS 140 Introduction to Computers........................... 3 cr.
EN 105 Writing Strategies and Concepts .................... 3 cr.
NU 210 Adult Health Nursing I............................... 3 cr.
NU 220 Adult Health Nursing II............................. 3 cr.
NU 235 Clinical Adult Health Nursing ..................... 3 cr.
NU 238 Nursing Health Assessment........................ 3 cr.
NU 255 Mental Health Nursing.............................. 3 cr.

Spring

BI 223 Clinical Microbiology .................................. 4 cr.
EN 106 Writing Purposes and Research .................... 3 cr.
NU 240 Maternal/Child Health Nursing ..................... 3 cr.
NU 265 Clinical Nursing Practice Applications ......... 4 cr.
NU 275 Management & Issues in Nursing ................. 3 cr.

May

PS 101 Introduction to Psychology (3 cr.)
    – OR –................................................................. 3 cr.
SO 141 Introduction to Sociology (3 cr.)
    – OR –................................................................. 3 cr.
SW 205 Introduction to Social Work
    – OR –................................................................. 3 cr.
Any 200 level elective in Psychology or Sociology

TOTAL................................................................. 63 cr.

A flat rate fee is charged for the A.D.N. (Level II) and includes (partial list):
• Tuition for Nursing courses
• School Pin
• Name Pin
• Photographs
• Clinical Nursing Fees (includes liability insurance)

Contact the Nursing Program Office for a complete list of expenses.

BACHELOR OF SCIENCE IN NURSING COMPLETION
Building on the premise of life-long learning and professional career development, the BSN Completion Program design allows the Associate Degree Registered Nurse to complete the requirements of a Bachelor of Science in Nursing Degree.

Admission Requirements
1. Graduate of an accredited Associate Degree Nursing Program
2. RN Licensure in the United States. New graduates will be admitted on probationary status.
3. Minimum GPA of 3.0 from an accredited Nursing pre-licensure program or an ACT score of 21 or greater for students with a GPA below 3.0 on a 4 point scale
4. Submission of official nursing program associated transcripts and other undergraduate transcripts.
5. Completion of Pharmacology Standardized examination at the 75% benchmark score. Student may complete the examination prior to or concurrent with NU 310.

**Note:** Should an applicant not have a formal Health Assessment course on their transcript, NU 238 Nursing Health Assessment will be required as a prerequisite to admission.

The Nursing Program awards accepted students 60 hours of course credit for their pre-licensure nursing program transcript from an Associate degree nursing program. Students may choose to attend either fulltime or part time. Students have a maximum of 5 years to complete all degree requirements.

It is recommended all students take the WCT during the first term of courses. The WCT must be passed prior to enrolling in EN 306A.

NU 300 Pharmacological Applications: 3 Credit Hours are awarded upon successful completion of a Standardized Examination of student knowledge. The examination may be taken before beginning course work or concurrently with NU 310. There is a fee associated with the examination. Please contact the Nursing Program for fee information.

**Suggested Plan of Study for the Fulltime Student**

**Term 1**
- MA 120 Basic Concepts of Statistics .................. 3 cr.
- NU 300 Pharmacological Applications ................. 3 cr.
- NU 310 Nursing Transitions for the BSN ............. 3 cr.

**Term 2**
- EN 306A Professional Writing in the Disciplines: Scientific and Technical Writing .................. 3 cr.
- NU 320 Historical Nursing Practice .................... 3 cr.
- Elective 200 level or above .................................. 3 cr.

**Term 3**
- NU 350 Theoretical Foundations ......................... 3 cr.
- NU 355 Pathophysiology for Clinicians ............... 3 cr.
- Elective 200 level or above of choice ................... 3 cr.

**Term 4**
- NU 400 Global Nursing Perspectives ................... 3 cr.
- NU 410 Community Health Nursing Practice 
  (16 week course) ........................................... 5 cr.

**Term 5**
- Elective of choice .......................................... 3 cr.
- Elective of choice .......................................... 3 cr.
<table>
<thead>
<tr>
<th>Term 6</th>
<th>8 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 326</td>
<td>Bioethics</td>
</tr>
<tr>
<td>NU 420</td>
<td>Leadership and the BSN Role (16 week course)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 7</th>
<th>6 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 451</td>
<td>Health Care and the Political Process</td>
</tr>
<tr>
<td>Elective: 300 level LE / Humanities/ Social Sciences</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 8</th>
<th>6 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 450</td>
<td>Research in Nursing</td>
</tr>
<tr>
<td>NU 455</td>
<td>Integrative Practice in Nursing</td>
</tr>
</tbody>
</table>

**TOTAL** ................................................................. 61 cr.

**TOTAL PROGRAM HOURS........ 121 cr.**
**School for Arts and Humanities**

**Organizational Communication**

**Available:**

**B.A. Minor**

**Requirements:**

**B.A. Major:**
- 42 Hours
- 2.0 GPA

This degree requires a minimum of 122 hours. For additional hours required see Page 107.

**Minor:**
- 18 Hours
- 2.5 GPA

This program is offered through:

**The major in Organizational Communication serves a broad spectrum of professions in contemporary corporate, government, and non-profit environments. Career choices include management, training, development, human resources, consulting, or related fields.**

**Requirements For:**

**B.A. Major – 42 Hours, 2.0 GPA**

**Required Courses**

- CA 104 Interpersonal Communication I ............... 3 cr.
- CA 200 Interviewing: Theories and Practice .......... 3 cr.
- CA 235 Multicultural Communication .................. 3 cr.
- CA 301 Interpersonal Communication II .............. 3 cr.
- CA 302 Communication Ethics and Law ............... 3 cr.
- CA 348 Theories of Communication ...................... 3 cr.
- CA 382 Communication Research Methods ............... 3 cr.
- CA 402 Organizational Communication ............. 3 cr.
- CA 420 Human Relations in Group Interaction ..... 3 cr.
- CA 475 Case Studies in Communication Leadership .................................................. 3 cr.
- CA 490 Professional Learning Experience (PLE) .... 3 cr.
- CA 491 Senior Project ............................................. 3 cr.

**Electives**

- CA 404 Special Topics in Communications and/or CA Electives .................................... 6 cr

**Total**........................................................................ 42 cr.

**Requirements For:**

**Minor – 18 Hours, 2.5 GPA**

- CA 200 Interviewing: Theories and Practice ........ 3 cr.
- CA 402 Organizational Communication ............. 3 cr.
- CA 420 Human Relations in Group Interaction ..... 3 cr.
- CA 475 Case Studies in Communication Leadership .................................................. 3 cr.
- Two Upper Division Communication Electives ............... 6 cr.

**Total........................................................................ 18 cr.**
AVAILABLE:

MINOR

REQUIREMENTS:

MINOR:  
18 hours  
2.75 GPA

This program is offered through:

REQUIREMENTS FOR:

MINOR – 18 HOURS, 2.75 GPA

6 hours from:

PH 101  Introduction to Philosophical Thinking ..... 3 cr.
PH 102  Introduction to Ethical Thinking ............... 3 cr.
PH 103  Fundamentals of Logic .............................. 3 cr.

12 additional hours in Philosophy, of which 9 credit hours must be at the 200 level or higher.
The Bachelor’s Degree in Political Science provides students with information and abilities to become participative citizens and cope with problems of modern politics. The degree also seeks to prepare well-rounded students for careers in the public sector and to prepare those who seek admission to graduate school. Analytical skills, especially critical thinking, are stressed in all courses. The Senior Thesis provides an opportunity for students to develop research skills while the Internship exposes students to opportunities for practical applications of what they have learned.

Requirements for:

**B.A. Major – 36 Hours, 2.0 GPA**

- PO 200 American National Government .................. 3 cr.
- PO 210 Comparative Political Systems.................... 3 cr.
- PO 216 International Relations............................ 3 cr.
- PO 220 History of Political Philosophy.................. 3 cr.
- PO 405 Senior Thesis........................................... 3 cr.
- PO 450 Internship ................................................. 3 cr.

**Students must select either Concentration A: American Politics -OR- Concentration B: International Politics**

**Concentration A: American Politics**

- PO 304 Constitutional Law
- PO 310 Parties and Elections
- PO 323 Congress and the Presidency
- PO 340 Public Policy

**Concentration B: International Politics**

- PO 320 American Foreign Policy
- PO 338 Politics of the Developing World
- PO 344 War and Terrorism
- PO 345 International Organizations

Any six additional hours of PO courses......................... 6 cr.

**Senior Examination**

Student must pass a comprehensive examination in Political Science.

TOTAL............................................................. 36 cr.

Requirements for:

**Minor – 18 Hours, 2.0 GPA**

PO 200, PO 210 plus twelve additional hours in Political Science.
Psychology is both a science and an applied profession. Psychology is a broad discipline that deals with behavior and mental process. Career opportunities work in counseling, personal, business, industry, research and development, advertising, college teaching, medical settings, basic research, criminal justice, and government. For those students interested in becoming licensed psychologists or professional researchers, the major is designed to prepare them for possible graduate training.

**Requirements For:**

**B.A. Major – 42 hours, 2.0 GPA**

**Psychology Core** ............................................................... 27 cr.
- PS 101 Introduction to Psychology ................................. 3 cr.
- PS/SO 307 Statistics for Social Sciences ......................... 3 cr.
- PS/SO 300 Research Methods ........................................... 3 cr.
- PS 315 Theories of Personality ......................................... 3 cr.
- PS/SO 398 Junior Seminar ............................................... 1 cr.
- PS 404 History and Systems of Psychology ..................... 3 cr.
- PS 406 Experimental Psychology ..................................... 3 cr.
- PS 407 Field Placement in Psychology ........................... 1-6 cr.
- PS/SO 498 Senior Capstone in Psychology ....................... 2 cr.

*Select one of the following:* ........................................................................ 3 cr.
- PS 388 Learning and Motivation (3 cr.)
- PS 408 Cognitive Psychology (3 cr.)
- PS 423 Physiological Psychology (3 cr.)

*At least five of the following electives:* ................................................. 15 cr.
- PS 121 Human Growth and Development (3 cr.)
- PS 205 Child Psychology (3 cr.)
- PS 206 Introduction to Guidance and Counseling (3 cr.)
- PS 221 Adolescent Psychology (3 cr.)
- PS 222 Adult Development and Aging (3 cr.)
- PS/SO 301 Social Psychology (3 cr.)
- PS 302 Tests and Measurements (3 cr.)
- PS 303 Career Counseling and Development (3 cr.)
- PS 309 Human Sexuality (3 cr.)
- PS 317 Psychology of Language (3 cr.)
- PS 341 Positive Psychology (3 cr.)
- PS 358 Applied Behavioral Analysis (3 cr.)
- PS 361 Cross-Cultural Psychology (3 cr.)
- PS 363 Psychology of Sport (3 cr.)
- PS 381 Psychology of Gender (3 cr.)
- PS 390 Special Topics in Psychology (3 cr.)
- PS 401 Abnormal Psychology (3 cr.)
- PS 402 Systems of Psychotherapy (3 cr.)
- PS 403 Special Problems in Psychology (3 cr.)
- PS 405 Independent Study in Psychology (3 cr.)
- PS 407 Field Placement (additional credits beyond core requirement) (1-6 cr.)
- PS 410 Social Influences and Persuasion (3 cr.)
- PS 424 Industrial and Organizational Psychology (3 cr.)

**TOTAL** .................................................................................. 42 cr.
Requirements For:
Minor – 18 hours, 2.0 GPA

18 hours which must include PS 101, PS/SO 300, PS 315, and PS 404
Available:

**B.P.A.**

**MINOR**

**REQUIREMENTS:**

**B.P.A. MAJOR:**
- 45 hours
- 2.5 GPA

This degree requires a minimum of 120 hours. For additional hours required see Page 107.

**MINOR:**
- 18 hours
- 2.5 GPA

This program is offered through:

### BACHELOR OF PUBLIC ADMINISTRATION

This program meets the educational needs of persons who are interested or currently working in the field of public administration, whether at the municipal, state or federal level. The BPA provides a foundational background for those students who wish to pursue graduate studies, entry-level positions, or continued professional development.

**REQUIREMENTS FOR:**

**B.P.A. MAJOR – 45 HOURS, 2.5 GPA**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 201</td>
<td>Principles of Accounting I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>MA 120</td>
<td>Basic Concepts of Statistics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PO 200</td>
<td>American National Government</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PO 201</td>
<td>State and Local Government</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 330</td>
<td>Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 333</td>
<td>Public Management and Leadership</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 334</td>
<td>Public Personnel Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 350</td>
<td>Budget and Finance</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 380</td>
<td>Public Service Values</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 390</td>
<td>Administrative Law</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 404</td>
<td>Capitalism and Societal Issues</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**Areas of Emphasis:**

Select one (1) area of emphasis below:

1. **Business Relations:**
   - PA 432 Senior Project in Public Administration .... 3 cr.
   - AND three (3) of the following —............................ 9 cr.
   - CS 300 Technology in a Global Society (3 cr.)
   - EC 401 History of Economic Thought (3 cr.)
   - IB 315 International Business Perspectives (3 cr.)
   - MG 260 Business Law I (3 cr.)
   - MG 352 Principles of Management (3 cr.)
   - MG 354 Small Business Management (3 cr.)
   - MK 351 Principles of Marketing (3 cr.)
   - PA 360 Special Topics in Public Administration (3 cr.)
   - PA 430 Research in Public Administration (3 cr.)

2. **Criminal Justice:**
   - PA 432 Senior Project in Public Administration .... 3 cr.
   - AND three (3) of the following —............................ 9 cr.
   - CJ 231 Introduction to Law Enforcement (3 cr.)
   - CJ 232 Introduction to Corrections (3 cr.)
   - CJ 233 Introduction to Security (3 cr.)
   - CJ 313 The Law of Evidence (3 cr.)
   - CJ 332 Institutional, Industrial, and Commercial Security (3 cr.)
   - CJ 345 Criminal Justice and the Community (3 cr.)
   - CJ 400 Constitutional Law in Criminal Justice (3 cr.)
   - PA 360 Special Topics in Public Administration (3 cr.)
   - PA 430 Research in Public Administration (3 cr.)
### 3. Fire Service Management:
An Associate of Applied Science, Associate of Arts, or Associate of Science degree in Fire Service Technology or equivalent is prerequisite.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 431</td>
<td>Senior Seminar in Fire Services Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>– AND three (3) of the following</td>
<td>9 cr.</td>
</tr>
<tr>
<td>CJ 353</td>
<td>Homeland Security</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 355</td>
<td>Emergency Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGH 310</td>
<td>Geography of Terrorism</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 331</td>
<td>Public Organizations</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 342</td>
<td>Administrative Politics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 345</td>
<td>Media and Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 360</td>
<td>Special Topics in Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 430</td>
<td>Research in Public Administration</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

### 4. Homeland Security:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 432</td>
<td>Senior Project in Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>– AND three (3) of the following</td>
<td>9 cr.</td>
</tr>
<tr>
<td>CJ 353</td>
<td>Emergency Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 355</td>
<td>Homeland Security</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGH 310</td>
<td>Geography of Terrorism</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 319</td>
<td>Russia in the 20th Century</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIS 333</td>
<td>The Modern Middle East</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 360</td>
<td>Special Topics in Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 430</td>
<td>Research in Public Administration</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

### 5. Public Service:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PA 432</td>
<td>Senior Project in Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>– AND three (3) of the following</td>
<td>9 cr.</td>
</tr>
<tr>
<td>EC 315</td>
<td>Quantitative Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 331</td>
<td>Public Organizations</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 342</td>
<td>Administrative Politics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 345</td>
<td>Media and Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 360</td>
<td>Special Topics in Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 430</td>
<td>Research in Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PO 210</td>
<td>Comparative Political Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PO 320</td>
<td>American Foreign Policy</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

**Requirements For:**

**Minor – 18 Hours, 2.5 GPA**

18 hours must include PO 200, PA 330, PA 333, and 9 hours of PA prefix electives from the BPA Core and/or Public Service emphasis area excluding PA 430, PA 431, and PA 432.

**Certificates:**

For information regarding the certificate in Terrorism and Homeland Security from the Department of Criminal Justice, see requirements on page 140.

For information regarding the certificate in Military History from the Department of History, see requirements on page 180.
ASSOCIATE OF SCIENCE

REQUIREMENTS FOR:
A.S. MAJOR – 27 HOURS, 2.0 GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 315</td>
<td>Theories of Personality</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 141</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 206</td>
<td>Social Issues in Contemporary Society</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS/SO 300</td>
<td>Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS/SO 301</td>
<td>Social Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Select one of the following</td>
<td>3 cr.</td>
<td></td>
</tr>
<tr>
<td>PS 121, PS 205, PS 221, PS 222, SO 329</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Electives: (6 cr.)
students may choose 6 credit hours from Psychology and/or Sociology; 3 credit hours must be in Sociology

TOTAL.................................................... 27 cr.

BACHELOR OF SCIENCE

Social Psychology blends the strengths of psychology and sociology. It studies the “person in the situation,” and integrates knowledge about individual, group, and organizational processes. It is an adaptable major that trains students for a wide range of career options, and it is personally useful in every facet of your life beyond mere employment. Social psychology trains you to see yourself, others, and the cultures and societies we live in more clearly, critically, and completely. It equips you with a set of tools useful for a wide range of careers in business and industry, government, applied social research, data analysis and interpretation, policy and program implementation, the helping and service professions, or continued graduate study in psychology or sociology.

The Park University Social Psychology major combines a solid core in the field with a number of flexible, specialized concentrations that allow you to tailor the degree to your needs and interests. Students may take any 12 hours of PS and SO electives. All students also leave the major with a set of technical and conceptual tools that will allow them to collect, analyze, and interpret social research data and apply those findings in a number of careers.

REQUIREMENTS FOR:
B.S. MAJOR – 42 HOURS, 2.0 GPA

Theory and Application (21 cr.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS/SO 301</td>
<td>Social Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 315</td>
<td>Theories of Personality</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 141</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 206</td>
<td>Social Issues in Contemporary Society</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 451</td>
<td>Advanced Social Psychology</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
# Social Psychology

Select one of the following:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 121</td>
<td>Human Growth and Development</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 205</td>
<td>Child Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 221</td>
<td>Adolescent Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 222</td>
<td>Adult Development</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 329</td>
<td>Sociology of the Life Course</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Research Methods and Statistics (6 cr.)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS/SO 300*</td>
<td>Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS/SO 307</td>
<td>Statistics for Social Sciences</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

*Program specified substitution for EN 306 writing requirement.

Professional Seminars (3 cr.)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS/SO 398</td>
<td>Junior Seminar</td>
<td>1 cr.</td>
</tr>
<tr>
<td>PS/SO 498</td>
<td>Senior Capstone</td>
<td>2 cr.</td>
</tr>
</tbody>
</table>

Total Core: 30 cr.

Electives (12 cr.)  

At least four of the following electives:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 206</td>
<td>Intro to Guidance and Counseling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 220</td>
<td>Ethical Issues in Social Sciences</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 302</td>
<td>Tests and Measurements</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 303</td>
<td>Career Counseling and Development</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 309</td>
<td>Human Sexuality</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 317</td>
<td>Psychology of Language</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 341</td>
<td>Positive Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 358</td>
<td>Applied Behavior Analysis</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 361</td>
<td>Cross-Cultural Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 363</td>
<td>Psychology of Sport</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 381</td>
<td>Psychology of Gender</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 388</td>
<td>Learning and Motivation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 390</td>
<td>Selected Topics in Psychology</td>
<td>1-3 cr.</td>
</tr>
<tr>
<td>PS 401</td>
<td>Abnormal Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 402</td>
<td>Systems of Psychotherapy</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 403</td>
<td>Special Problems in Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 404</td>
<td>History and Systems of Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 405</td>
<td>Independent Study in Psychology</td>
<td>(up to 6 cr.)</td>
</tr>
<tr>
<td>PS 406</td>
<td>Experimental Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 407</td>
<td>Field Placement</td>
<td>1-6 cr.</td>
</tr>
<tr>
<td>PS 408</td>
<td>Cognitive Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 410</td>
<td>Social Influence and Persuasion</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 423</td>
<td>Physiological Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 424</td>
<td>Industrial and Organizational Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 210</td>
<td>Social Institutions</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 302</td>
<td>The Study of the Family</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 303</td>
<td>Urban Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 309</td>
<td>Sociology of Sport</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 315</td>
<td>Minority Group Relations</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 318</td>
<td>Military Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 322</td>
<td>Sociology of Health and Illness</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 325</td>
<td>Social Deviance</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 326</td>
<td>Sociology of Conflict, War and Terror</td>
<td>3 cr.</td>
</tr>
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</table>
## Social Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO 328</td>
<td>Sociology of Religion</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 329</td>
<td>Sociology of the Life Course</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 330</td>
<td>Sociology of Youth and Youth Cultures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 332</td>
<td>Dying, Death and Bereavement</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 390</td>
<td>Topics in Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 402</td>
<td>Independent Study in Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 403</td>
<td>Social Theory</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 421</td>
<td>Organizational Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 425</td>
<td>Sociology of Work and Professions</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 455</td>
<td>Program &amp; Policy Evaluation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 459</td>
<td>Survey Methodology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 490</td>
<td>Special Topics in Sogy</td>
<td>1-4 cr.</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>42 cr.</td>
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</table>

### Requirements For:

**MINOR – 21 HOURS, 2.0 GPA**

Only for non-psychology and non-sociology majors.

#### Core (12 cr.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO 141</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS/SO 301</td>
<td>Social Psychology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 451</td>
<td>Advanced Social Psychology</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

#### Method (9 cr.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS/SO 300*</td>
<td>Research Methods</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PS/SO 307</td>
<td>Statistics for Social Sciences</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

Elective Any additional Psychology or Sociology course | 3 cr.   |

*Program specified substitution for EN 306 writing requirement.

TOTAL ........................................ 21 cr.
The Social Work degree program prepares students for beginning professional social work practice in a wide variety of human service and treatment settings. As generalist social work practitioners, graduates will be prepared to work collaboratively with diverse populations, particularly those who are vulnerable and at risk. Eco-systems theory and strengths perspective serve as overarching conceptual frameworks throughout the curriculum. All aspects of student learning in the classroom are integrated with the senior year field practicum experience.

ADMISSION TO THE BACHELOR OF SOCIAL WORK DEGREE

Criteria for admission to the Bachelor of Social Work Degree include:
1. Completion of 60 credit hours of college coursework.
2. A cumulative GPA of 2.50 or higher. GPA is computed on all college credit, transfer and Park University.
3. Two letters of reference, one of which must be a college/university faculty member; the second letter may be from a faculty member or another person known in a professional capacity.
4. Successful completion of Park University’s Writing Competency Test.
5. Completion of the following courses with a grade of “C” or better: EN 105, EN 106, EN 306b, SO 141 Introduction to Sociology; PS 101, Introduction to Psychology; MA 120 Basic Concepts of Statistics; and SW 205, Introduction to Social Work. Students must also complete 8 credits of Modern Language (Spanish is preferred). For transfer students six credits of the modern language equivalent may be accepted.
6. Completion of all required materials in the Bachelor of Social Work admission packet, which includes a personal narrative that relates the student’s interest, experiences and goals in the social work profession.

In accordance with CSWE accreditation standards, the Social Work program does not grant course credit for life experience or previous work experience.

REQUIREMENTS FOR:
B.S.W. MAJOR – 45 HOURS, 2.5 GPA

Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 309</td>
<td>Human Sexuality</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 302</td>
<td>Study of the Family</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SW 205</td>
<td>Introduction to Social Work</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SW 325</td>
<td>Human Diversity &amp; Social Justice</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SW 330</td>
<td>Social Welfare Policy and Programs</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SW 335</td>
<td>Social Work Research</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SW 305</td>
<td>Human Behavior in Social Environment I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SW 405</td>
<td>Human Behavior in Social Environment II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SW 310</td>
<td>Social Work Practice I Individuals &amp; Families</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>
Conditional Admission to the Social Work Major (referred to as Pre-Major status). Students who have successfully completed Criteria 1 through 3 may be conditionally admitted to the Social Work Major and begin taking those social work courses not restricted to social work majors. Full admission to the major is contingent upon completion of Criteria 1 through 7.

NOTE: The BSW program at Park University was granted full re-affirmation of accreditation by the Council on Social Work Education (CSWE) in June, 2010.

REQUIREMENTS FOR:
MINOR – 18 HOURS, C OR BETTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>PS 309</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>SO 302</td>
<td>Study of the Family</td>
<td>3</td>
</tr>
<tr>
<td>SW 205</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SW 325</td>
<td>Human Diversity and Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>SW 330</td>
<td>Social Welfare Policy and Programs</td>
<td>3</td>
</tr>
<tr>
<td>SW 450</td>
<td>Integrative Seminar (Capstone)</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>
Sociology

Sociology is the study of people in groups, their interactions, identities, and the societies, institutions, and cultures they create. As a social science, it combines the scientific and humanistic perspectives to study the full range of human experience and helps us understand pressing social issues and connect them to individual human concerns. It is a valuable liberal arts major that prepares students for a variety of careers in business, government, human and social services, and social research and data analysis. It teaches students to collect, analyze, interpret, and apply valid and reliable data and explanations to personal decisions and to public and organizational policies.

Requirements for:

B.A. Major – 42 hours, 2.0 GPA

Sociology Core (24 cr.)

- SO 141 Introduction to Sociology ......................... 3 cr.
- SO 220 Ethical Issues in Social Sciences .............. 3 cr.
- SO 206 Social Issues in Contemporary Society ........ 3 cr.
- SO/PS 301 Social Psychology .................................. 3 cr.
- SO/PS 300* Research Methods .................................. 3 cr.
- SO/PS 307 Statistics for Social Sciences .............. 3 cr.
- SO 403 Social Theory ............................................ 3 cr.
- SO 430 Field Placement ............................................ 3 cr.

*Program specified substitution for EN 306 writing requirement.

Two Required Advanced level courses (6 cr.)

- SO 315 Minority Group Relations ....................... 3 cr.
- SO 302 The Study of the Family ............................... 3 cr.
- SO 322 Sociology of Health & Illness .................... 3 cr.
- SO 328 Sociology of Religion .................................. 3 cr.
- SO 303 Urban Sociology ........................................ 3 cr.
- SO 421 Organizational Sociology ............................ 3 cr.
- SO 425 Sociology of Work & Professions ............... 3 cr.
- SO 451 Advanced Social Psychology ...................... 3 cr.

Professional Seminars (3 cr.)

- SO/PS 398 Junior Seminar ........................................ 1 cr.
- SO/PS 498 Senior Capstone ....................................... 2 cr.

Electives: Choose any three courses from sociology. (9 cr.)

TOTAL ........................................................................ 42 cr.

Requirements for:

Minor – 18 hours, 2.0 GPA

- SO 141 Introduction to Sociology ....................... 3 cr.
- SO 206 Social Issues in Contemporary Society ........ 3 cr.
- SO 220 Ethical Issues in Social Sciences .............. 3 cr.
- PS/SO 300 Research Methods ................................. 3 cr.
- SO 403 Social Theory ............................................ 3 cr.

Electives: 3 credit hours from offered SO courses (3 cr.)

TOTAL ................................................................. 18 cr.
The Spanish Major is designed to assist students in the acquisition of this language as a tool of communication to be utilized in the local, national, and global communities. Along with the study of the Spanish language, the study of the Hispanic and indigenous cultures is an integral part of the program. The emphasis of this program is cultural studies and the development of skills for communication in the present day world. The study of literature will serve as a vehicle to a better understanding of the language and culture.

Requirements for:
**B.A. Major – 42 hours, 2.0 GPA**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP 201</td>
<td>Intermediate Spanish I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 202</td>
<td>Intermediate Spanish II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 294</td>
<td>Intermediate Spanish Conversation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 295</td>
<td>Intermediate Spanish Composition</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 301</td>
<td>Advanced Spanish Conversation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 302</td>
<td>Advanced Spanish Composition &amp; Grammar</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 311</td>
<td>Culture and Civilization of Spain</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 312</td>
<td>Culture and Civilization of Spanish America &amp; the Hispanic Caribbean</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 320</td>
<td>U.S. Latino Cultures and Literatures</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 322</td>
<td>Reading Cervantes’ Masterpiece: Don Quixote</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 394</td>
<td>Introduction to Literature of Spain</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 395</td>
<td>Introduction to the Literatures of Spanish America &amp; the Hispanic Caribbean</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SP 399</td>
<td>The Major Capstone Project</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Elective-300-level</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

(Independent readings in Spanish, SP 310, may be utilized in lieu of Spanish 394 or Spanish 395, but not both. No more than six hours of credit may be earned by this substitution. Native speakers may take an additional three hours of credit through Spanish 310, in order to substitute Spanish 201.)

**TOTAL**........................................................................................................ 42 cr.
Spanish

Requirements for:

Minor – 18 Hours, 2.5 GPA

Students with a good high school background in Spanish are encouraged to start their studies at the 200-level. In this case, students may take 300-level courses in order to complete the minor. Credit for Elementary Spanish I and II may be granted by examination, i.e. AP or “end-of-course examination.” The Modern Language Placement test may be utilized for students who are uncertain about the appropriate starting point for their studies.

The Spanish Minor is designed to assist students in gaining proficiency in oral and written communication in this world language, along with a solid understanding of Hispanic cultures. Students majoring in Business Administration with an International Business emphasis and English with a Language and Literature concentration should consider the completion of this minor.

Minor Tracks in Spanish:

Culture Track

SP 201 Intermediate Spanish I .................. 3 cr.
SP 202 Intermediate Spanish II .............. 3 cr.
SP 294 Intermediate Spanish Conversation .. 3 cr.
SP 295 Intermediate Spanish Composition .. 3 cr.
SP 320 U.S. Latino Cultures and Literatures . 3 cr.
plus one 300-level SP elective in a cultural and/or literary topic. .......... 3 cr.

Business Track

SP 203 Business Spanish I ..................... 3 cr.
SP 204 Business Spanish II .................... 3 cr.
SP 205 Issues in International Business ...... 3 cr.
SP 294 Intermediate Spanish Conversation .. 3 cr.
SP 299 Capstone Project .......................... 3 cr.
SP 320 U.S. Latino Cultures and Literatures .. 3 cr.

**For those students wishing to teach K-12 Spanish:
See also Bachelor of Science in Education (pages 150-155).

B.S.E. in Secondary Education – MAJOR 53-55 Hours

2.75 Cum G.P.A.
2.75 Core G.P.A.
The minor in Theatre is a multi-disciplinary program that incorporates courses from a variety perspectives to ensure a well-rounded and well-grounded graduate with an integrated liberal arts education. Our Theatre tradition is as expansive and multi-faceted as the history of Park University and is designed to serve the academic and artistic needs of students as well as the Parkville community.

Two main stage presentations are offered each year as well as student-led projects in our experimental theater space. The Kansas City area boasts over 100 active theatre companies, making it one of the most active theatre cities in the country. Our guiding philosophy is that the study of the dramatic arts serves students who wish to develop a fully-rounded emotional, intellectual, and creative experience in the pursuit of their education.

Requirements for:

**Minor – 21 Hours, 2.0 GPA**

TH 341 or TH 342, TH 115, and TH electives (to include not more than 6 hours total of practicum and/or internship credit.)

Total of 21 credits.
Available:

Minor

Requirements:

Minor:

18 hours

2.0 GPA

This program is offered through:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GGH 323</td>
<td>Urban Geography</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGP 340</td>
<td>Environmental Planning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGP 345</td>
<td>Land Use Planning</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGP 350</td>
<td>GIS I</td>
<td>3 cr.</td>
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</tbody>
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Select 2 courses from different disciplines: 6 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CA 233</td>
<td>Introduction to Leadership</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CA 235</td>
<td>Multicultural Communication</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 345</td>
<td>Criminal Justice and the Community</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CJ 233</td>
<td>Introduction to Security</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EDU 210</td>
<td>The School as a Social System</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGH 140</td>
<td>Economic Geography</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HC 466</td>
<td>Planning and Organizing Community Health Services</td>
<td>3 cr.</td>
</tr>
<tr>
<td>LG 312</td>
<td>Transportation and Distribution Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 330</td>
<td>Public Administration</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SO 303</td>
<td>Urban Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SW 325</td>
<td>Human Diversity and Social Justice</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGP 120</td>
<td>Global Sustainability</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGP 270</td>
<td>Spatial Analysis</td>
<td>3 cr.</td>
</tr>
<tr>
<td>GGH 326</td>
<td>Resources and People</td>
<td>3 cr.</td>
</tr>
<tr>
<td>AR 390</td>
<td>History of the Designed Environment: Mid-Nineteenth Century to the Present</td>
<td>3 cr.</td>
</tr>
<tr>
<td>EC 309</td>
<td>Economic Development</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 331</td>
<td>Public Organizations</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PA 333</td>
<td>Public Management and Leadership</td>
<td>3 cr.</td>
</tr>
<tr>
<td>PO 340</td>
<td>Public Policy</td>
<td>3 cr.</td>
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</tbody>
</table>

TOTAL: 18 cr.
COURSES OF INSTRUCTION

The lettered prefix before each course number represents an abbreviation of the course’s discipline. The first digit of the course number represents the level of the course. The following course numbering system is used:

- 100 – 199: Freshman
- 200 – 299: Sophomore
- 300 – 399: Junior
- 400 – 499: Senior

Freshman and sophomore students may not enroll in courses more than one level above their academic classification without explicit permission from their advisor and Associate Dean (e.g., freshmen may not enroll in 300 level courses without permission; sophomores may not enroll in 400 level courses without permission).

Each course description is followed by a 3-number sequence providing the following information: first digit, number of lecture hours per week; second digit, number of laboratory hours per week; third digit, number of credit hours granted for the course. For example, a class described as 3:1:4 would have three lecture hours, one lab hour, and four hours of total credit.

All courses are valued in semester hours. Fifty minutes of classroom or direct faculty instruction and two hours out-of-class student work each week for 15 weeks, plus 40 minutes reserved for a final exam, for one semester hour of credit.

One hundred minutes per week of classroom or direct faculty instruction and 240 minutes out-of-class student work each week for 8 weeks, for one hour of credit.

Courses scheduled for a different number of weeks and other academic activities such as laboratory work, internships, practica, and studio work, have an equivalent number of hours as reflected in the combination of direct faculty instruction and out-of-class student work for the same amount of credit as listed above.

For online and blended courses, active student engagement with other students, the instructor and/or online course content, combine to form the equivalent amount of time (100 minutes per week), while other out of class student work, which is designed to achieve course learning outcomes, makes up the approximately 240 minutes of such work for each one hour of credit.

Definition of Credit Hour: Fifty minutes of classroom or direct faculty instruction and two hours out-of-class student work each week for 15 weeks, plus 40 minutes reserved for a final exam, for one semester hour of credit.

One hundred minutes per week of classroom or direct faculty instruction and 240 minutes out-of-class student work each week for 8 weeks, for one hour of credit.

Courses scheduled for a different number of weeks and other academic activities such as laboratory work, internships, practica, and studio work, have an equivalent number of hours as reflected in the
combination of direct faculty instruction and out of class student work for the same amount of credit as listed above.

For online and blended courses, active student engagement with other students, the instructor and/or online course content, combine to form the equivalent amount of time (100 minutes per week), while other out of class student work, which is designed to achieve course learning outcomes, makes up the approximately 240 minutes of such work for each one hour of credit.

**Liberal Education (LE) Courses**

Courses designated as LE apply to the Liberal Education Program at Park University. More information about the Liberal Education Program curriculum Integrative Literacies for Global Citizenship can be found in the “Liberal Education” section of this catalog.
AC 201
Principles of Accounting I
Introduction to financial accounting, including the concepts, procedures and terminology of modern accounting. Generally accepted accounting principles will be discussed and applied to various business concerns. 3:0:3

AC 202
Principles of Accounting II
Prerequisite: AC 201 or equivalent. Continuation of AC 201 with an emphasis on managerial uses of cost information for planning and controlling a business. 3:0:3

AC 230
Computer-Based Accounting Systems
Prerequisite: AC 201 and CS 140. An introduction to integrated accounting systems with emphasis on hands-on applications based on simulated accounting practice. 3:0:3

AC 309
Individual Income Tax
Prerequisites: AC 201 and CS 140
A study of the current Federal Income Tax law with emphasis on its application to individuals as part of the cooperative effort with the Internal Revenue Service. 3:0:3

AC 312
Business Income Tax
Prerequisites: AC 309, AC 320 and CS 140 or equivalents.
A study of the current federal income tax law. Emphasis is on tax research and the problems faced by partnerships and organizations. 3:0:3

AC 315
Cost Accounting
Prerequisites: AC 202 and CS 140
A study of the basic principles of cost accounting applied to manufacturing, merchandising, and service businesses. Emphasis is on various accepted cost methods such as job order, process, and standard cost systems. 3:0:3

AC 320
Intermediate Accounting I
Prerequisites: AC 202 and CS 140 or equivalents.
A study of the theoretical and technical basis of current accounting practices. Course includes basic theory, analysis of financial statements and accounting changes. Emphasis is on compliance with generally accepted accounting principles applied to business problems. 3:0:3

AC 325
Intermediate Accounting II
Prerequisites: AC 320 and CS 140 or equivalents.
Continuation of AC 320. Course includes current assets and liabilities, plant, property and equipment; long term liabilities; and shareholders equity. 3:0:3

AC 335
Fund Accounting
Prerequisites: AC 202 and CS 140 or equivalents.
A study of the financial accounting and reporting in non-profit service organizations such as governments, hospitals, colleges, and human service organizations. 3:0:3

AC 350
Accounting Information Systems
Prerequisites: AC 202, AC 320 and CS 140
A survey of computer file methods for accounting data and analysis of the administration, documentation and security controls over the computer process. Course includes case studies using automated accounting systems software. 3:0:3

AC 420
Advanced Accounting I
Prerequisites: AC 325 and CS 140 or equivalents.
Continuation of AC 325. Selected topics in advanced financial accounting with emphasis on current accounting problems and pronouncements of the Financial Accounting Standards Board. 3:0:3

AC 425
Advanced Accounting II
Prerequisites: AC 420 and CS 140 or equivalents.
Continuation of AC 420. Course includes consolidated financial statements and fund accounting. 3:0:3
AC 430
Auditing
PREREQUISITES: AC 325 and CS 140 or equivalents.
A study of auditing theory and procedures, the development and use of internal controls, and the ethical and professional standards of an independent professional accountant. 3:0:3

AC 435
Ethics for Accountants
This course will serve as a guide to professional ethics in the accounting and business environments. Course covers: fundamental ethical issues of business and society, roles and responsibilities of the accounting and auditing profession, ethical behavior by management, and legal and professional guidelines that address the ethical concerns of society. Emphasis is on the AICPA Code of Professional Conduct and other professional standards. 3:0:3

AC 440
Special Topics in Accounting
An in-depth examination of specific areas in the field of accounting. Topics include, but are not limited to: governmental accounting, current problems, theory of income determination, budgetary control, information systems, and independent research. Variable credit: 1-3 hours.

AC 451
Accounting Internship
Open to accounting majors and minors who have demonstrated excellence in accounting and want to explore practical applications to the academic body of knowledge in the professional environment. Variable credit: 1-12 hours.

AN 100 LE
General Anthropology
This course is an introduction to the principles and processes of physical and cultural anthropology. Course topics include areas of human evolution, prehistoric archaeology, population genetics, development of cultural and social systems, ethnology and linguistics. Concepts examined include research and ideas from the various schools of anthropological thought. 3:0:3

AN 207
Field Study in Archaeology
Combines theoretical studies in archaeology with extensive fieldwork. Lectures delivered on site provide a conceptual framework, which makes meaningful the actual dig experience. Course requirements include a minimum of thirty-two hours excavation, identification, and classification of material; ten hours lecture; and extensive reading from a variety of sources. 3:0:3

AN 221
Urban Anthropology
The anthropology of urban centers focuses on the study of human beings and their cultural institutions in cities. The course focuses on strategies of people and how they cope with demands imposed by urban environments. The ethnographic study of cities explore questions related to the nature of urban experiences, the differences and similarities between different settings and the vexing question of “what is a city?” The course will require supplemented field trips to Kansas City. 3:0:3
**AN 301**

**Cultural Anthropology**

Cultural anthropology, or ethnography, is a study of humans as social beings, an analysis of society in a cross-cultural and global perspective, and the study of issues of cultural transformation and processes of globalization. The course will study the interrelated aspects of culture and world regions, including language, human cultural diversity, cultural pluralism, the existence and perpetuation of inequality in human society, human interaction with the environment, race, ethnicity nationalism, world-views, social organization, and the arts. 3:0:3

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**AN 301**

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**AR 115 LE**

**Introduction to the Visual Arts**

A basic art appreciation course, which introduces the formal language of painting, sculpture, and architecture, relating them to the philosophical premises and historical events that they reflect. This course provides a frame of reference for appreciation of art as well as a basis for further study. While slide lecture is the usual format, demonstrations, fieldtrips and gallery tours augment classroom instruction. 3:0:3

**AR 140**

**Drawing I**

An introduction to drawing as the artist’s first and most basic skill, as a way of seeing and solving problems and as a means of personal expression that anyone can learn. The techniques of drawing in line and value (overall shading) in a variety of media (graphite, charcoal and ink) are covered. Subject matter includes still life, landscape, portraiture, and linear perspective. 1:5:3

**AR 203**

**Three-Dimensional Design**

The basic principles of three-dimensional design that underlie all sculpture and such diverse fields as package, furniture, and interior design are systematically explored in a series of studio assignments in a variety of media. Additive, subtractive, constructive, and simple casting techniques are taught. 1:5:3

**AR 204**

**Two-Dimensional Design: Black & White**

Basic principles of two-dimensional design, in black and white, which underlie all art and design are systematically explored in a series of studio assignments in a variety of media. 1:5:3

**AR 208**

**Color Theory**

The basic principles of color theory, which apply to and underlie all the disciplines of design and fine art, are systematically explored in a series of studio assignments in a variety of media. 1:5:3

**AR 215 LE**

**Art History I**

A chronological survey of the history of art from the prehistoric and ancient eras through the medieval. Instruction is not limited to the western tradition but includes sections on Asia, India, Africa and the Americas. Art is studied within historical and cultural contexts. Gallery tours augment slide-lecture instruction. 3:0:3

**AR 216 LE**

**Art History II**

A chronological survey of the history of art from the Renaissance through the twentieth century. Instruction is not limited to the western tradition but includes sections on Asia, Oceania, India, Africa and the Americas. Gallery tours augment slide-lecture instruction 3:0:3
AR 218
Graphic Design Software
This course introduces the use of primary design programs and the discipline of design as a foundation for the upper level graphic design classes and as a component in interior design and fine art. 1:5:3

AR 240
Drawing II
PREREQUISITE: AR 140
An introduction to drawing the human figure in action and repose. Gesture, anatomy and the figure in an environment are studied in a range of media. 1:5:3

AR 241 (CA 241)
Photography I
An introduction to the basic techniques of black and white photography. Cameras, lenses, films, lighting, composition are discussed. Students must provide an acceptable camera and expendable supplies. Darkroom work is required and a darkroom fee is charged. 1:5:3

AR 280
Painting I
PREREQUISITE: AR 140
An introduction to painting emphasizing direct observation of nature in opaque media such as acrylic, oil, gouache or pastel. Draftsmanship and strong color, form, value and compositional relationships are stressed as well as the craftsmanship of painting. 1:5:3

AR 282
Interior Design Studio I: Visual Communications I
PREREQUISITE: AR 283
CO-REQUISITE: AR 288
Interior Design Studio II builds on the concepts introduced in Interior Design Studio I: Introduction to Interior Design, applying the design process to a series of residential and public space design projects, using the elements, vocabulary and principles of design. Life safety codes and accessibility guidelines are applied to projects. Skills and knowledge from pre- and co-requisite studio and lecture courses are applied to design projects. 1:5:3

AR 283
Interior Design Studio I: Introduction to Interior Design
CO-REQUISITE: AR 282
Students are introduced to the interior design profession and its role in shaping the environment. Students are introduced to the design process as it is followed in a professional office. The elements, vocabulary and principles of design are applied to a series of simple interior design projects, including both residential and public space interior design. Students are introduced to life safety codes and accessibility guidelines. Skills and knowledge from pre- and co-requisite studio and lecture courses are applied to design projects. 1:5:3

AR 288
Interior Design Studio II: Visual Communications II
PREREQUISITE: AR 282
CO-REQUISITE: AR 289
Three dimensional design and presentation techniques will be developed in this continuation of Visual Communications I. Students will learn to construct one and two point perspective drawings and will practice three-dimensional sketching. Students will apply black and white and color rendering techniques to their drawings. Students will learn model-building skills. 1:5:3
AR 290
Interior Design Materials and Resources
AR 290 is a survey of materials used by interior designers for architectural elements and finishes for both residential and public space design. The student will learn to evaluate and select the appropriate materials for a design project, and will be introduced to life safety ratings for finish materials. The student will be introduced to manufacturers and suppliers of materials through field trips, guest speakers, manufacturer’s catalogues and research. The student will be introduced to writing specifications for interior design materials. 3:0:3

AR 296
Textiles for Interior Design
Prerequisite: AR 290
Students will learn to identify textiles by fiber content, yarn construction, weave and finish, and will understand the effect of these components on the performance of textile products. Students will apply knowledge of textile component properties to the various end uses to which textile products are applied with emphasis on textiles used for finishes, furnishings and soft goods. Students will understand life safety ratings for textile products in various applications. 3:0:3

AR 298
History of the Designed Environment: Antiquity to Mid-Nineteenth Century
Students will study architecture, interiors, furniture and the decorative arts in the context of the history of Western culture. Students will understand the impact the built environment of the past has on our current environment and design practices. Connections will be made between past and present and between art, literature, film, architecture, and interior design. The study begins with antiquity and progresses through the mid-1800s. 3:0:3

AR 313
Independent Study in Art or Design
Designed for students who have taken all courses in a particular area but wish to continue in it, or who wish to explore in an area for which there is no appropriate course offered. Admission to independent study is by permission of the Chair of the Department with evidence of the student’s ability to work independently at an appropriate level. Students seeking admission to Independent Study must submit an approved proposal. The student and teacher write a contract stating goals, amount of work and critique times, etc. Variable credit: 1-6 hours.

AR 315
Special Topics in Art or Design
A specialized workshop or seminar focused on a particular subject, issue or medium. May be repeated for credit when topics change. Variable 1-3 credits

AR 316
Modern Art
The study of modern painting, sculpture, and architecture from the late nineteenth century to the present. Gallery tours are combined with slide-lecture instruction. 3:0:3

AR 317
World Art
An introduction to the art of a selected number of cultures from Africa, Oceania and the Americas which will be studied within their historical and cultural contexts, and which will include examples of contemporary art. Gallery tours, studio exercises, and guest lectures will augment slide-lecture instruction. 3:0:3

AR 318
Graphic Design Studio I
Prerequisites or Co-requisites: AR 140, AR 203, AR 204, and AR 218
An introductory class that prepares students with basic hand skills through drawing and presentations, introduces typography, layout, vocabulary technique, and the process of critique to produce professional graphic design projects. Selected topics in design, i.e. perception, figure/ground; shape, visual dynamics, Gestalt principle; fundamentals of the design process: research, thumbnails/roughs, comprehensive, presentations. Development and preparation of design concepts for application to the printing process. 1:5:3
AR 319
History of Graphic Design
PREREQUISITES AR 115, AR 218 and AR 318
A survey of the genesis and development of Graphic Design from its beginnings in the Industrial Revolution through the challenges of the digital transition and beyond. The relationships and impact of major graphic style periods are discussed in social context and defining visual characteristics are examined by studying examples. 3:0:3

AR 320
Ceramics I
An introduction to clay processes emphasizing hand building techniques, glazing and firing. 1:5:3

AR 321
Ceramics II
PREREQUISITE: AR 320
A continuation of AR 320 that includes wheel throwing and other more advanced building techniques. Basic glaze calculation and explanations for firing techniques are covered. 1:5:3

AR 328
Graphic Design Principles: Identity
PREREQUISITE: AR 318
This intermediate Graphic Design course explores the use of logos, identity, branding, packaging, campaigns and business practices. The process of developing design discipline is emphasized while producing portfolio quality projects that reflect a growing understanding of industry standards and practice. 1:5:3

AR 330
Graphic Design Principles II: Typography & Design
PREREQUISITES OR CO-REQUISITES: AR 208, AR 218 and AR 318
An introduction to typography as a formal, functional and expressive medium of communication. Building from the study of individual letterforms through words and paragraphs, skills are gained in spatial organization, information architecture, hierarchy, legibility, readability and expression. Critical thinking and craftsmanship are emphasized. 1:5:3

AR 331
Graphic Design Studio II: Computer Imaging
PREREQUISITE OR CO-REQUISITES: AR 318, AR 328 and AR 330
This course emphasizes effective advertising campaign. The student experiences the network of ideas and research necessary to reach a public targeted by the manufacturer or service. It also explores the history and methods of publication design and examines the processes involved in coordinating art and typography with verbal and visual content; exploration of computer imaging through the use of image processing, page layout, and design concept. 1:5:3

AR 340
Drawing III
PREREQUISITE: AR 240
Continuation of AR 240. An advanced level drawing course stressing increasing mastery of media, technique, composition and personal expression. (All levels of drawing beyond AR 150 are taught concurrently.) 1:5:3

AR 341 (CA 341)
Photography II
This course explores the language of photography with particular attention to the photographic essay and the photographic illustration. Both black and white and color photography are included. A variety of techniques in photographic printmaking are explored with an emphasis on self-expression and craft. A lab fee may be required. 1:5:3

AR 370
Fiber I
An introduction to fiber that will emphasize handmade papermaking, basketry techniques and fiber as both two-dimensional surface and three-dimensional form. 1:5:3

AR 371
Fiber II
PREREQUISITE: AR 370.
An advanced fiber workshop in which the student chooses the media, technique and number of projects in consultation with the instructor. Taught concurrently with Fiber I. 1:5:3
AR 380
Painting II
Prerequisite: AR 280
A continuation of AR 280. Students may elect to study transparent painting media such as watercolor (All levels of painting are taught concurrently.) 1:5:3

AR 382
Interior Design Studio III: Drawing Systems I
Prerequisite: AR 282
Co-requisite: AR 383
Students will apply two-dimensional methods of graphic communication used by Architects and Interior Designers, with an emphasis on orthographic drawings used for construction drawings. Students will be introduced to computer aided drafting using AutoCAD. Students will read, organize and produce a set of construction drawings using the computer as a tool. 1:5:3

AR 383
Interior Design Studio III: Furniture Design
Prerequisite: AR 283 and AR 289
Co-requisite: AR 382
This intermediate studio will build on the design concepts introduced in Introduction to Interior Design and Fundamentals of Interior Design, with an emphasis on furniture design. Students will design furniture as well as incorporate furniture selection and design into both residential and public space design projects. As in previous studios the design process will be the framework for all project development. Material from co-requisite courses will be incorporated into design projects. 1:5:3

AR 388
Interior Design Studio IV: Drawing Systems II
Prerequisite: AR 382
Co-requisite: AR 389
In Drawing Systems II, students will apply the computer aided drafting concepts introduced in Drawing Systems I to more complex construction drawings, including architectural detailing, millwork, furniture and cabinetry. Computer aided drafting using AutoCAD will be the primary method of graphic communication in this course. Students will be introduced to three-dimensional drawing using computers. 1:5:3

AR 389
Interior Design Studio IV: Commercial Interiors
Prerequisite: AR 283 and AR 289
Co-requisite: AR 388
Students will focus on commercial interiors in this class. One project will include programming and space planning for a complex office design. Students will become familiar with several office furniture systems and choose one for use in their office design. As in all studios, the design process will be the framework for all project development. Materials from pre- and co-requisite studio and lecture courses will be incorporated into the design project. 1:5:3

AR 390
History of the Designed Environment: Mid-Nineteenth Century to the Present
This continuation of the study of architecture, interiors, furniture and the decorative arts in the context of Western culture begins with the aesthetic movements of the late 19th Century and progresses through the modern and post-modern movements of the 20th Century, ending with a survey of present and future design trends. Students will understand modern design movements in the context of the immense social changes that took place beginning with the industrial revolution and continuing through the information age. Students will learn to identify the work of individual 20th Century architects and furniture designers. 3:0:3

AR 392
Human Factors in Interior Design
Human Factors is the study of the relationship between the individual and the built environment. Under the umbrella term “human factors” falls the study of ergonomics and anthropometrics, environmental and spatial behavior, universal design and the Americans with Disabilities Act, life safety issues and issues of social responsibility. Human Factors issues will be discussed in the context of various types of design, including private residence design, retail and hospitality design, offices, and design...
for special populations. Study will emphasize the phases of design that deal most directly with human factors issues: programming and post-occupancy evaluation. 3:0:3

AR 393
Lighting Fundamentals for Interior Design
Lighting will be considered within the framework of the mechanical, electrical and plumbing systems of a building. Students will study the technical, aesthetic and psychological aspects of lighting in an environment. Principles of lighting design and selection will be applied to the selection of luminaries and lighting sources. Lighting design competencies will be applied to a co-requisite studio design project. 3:0:3

AR 415
Internship in Art or Design
Off-campus placement in a professional environment such as a graphic design studio, art gallery, or art organization, to gain insight into a particular art or design career and work experience in the field. Many different internships are possible. Variable credit from 3 to 6 hours (i.e., a minimum of 6 to 12 hours per week). Departmental approval required. Intended for seniors. Variable credit: 3-6 hours.

AR 418
Graphic Design Studio III: Advanced Typography
**Prerequisite:** AR 330
This course offers more complex typographic problems, page layout and solution strategies. Areas covered include the expression of abstract concepts, information architecture, type and image, visual metaphor and sequential development, typographic theory and use exploring formal and informal structures with an analysis of historic styles. Multipage layout in the printed and digital realm emphasized. 1:5:3

AR 420
Ceramics III
**Prerequisite:** AR 321
A continuation of AR 321 in which students work to develop their own techniques and with an emphasis on glaze formulation to enhance the work. 1:5:3

AR 421
Ceramics IV
**Prerequisite:** AR 420
A continuation of AR 420 in which the student develops a sustained project idea. Students take responsibility for their own firings. 1:5:3

AR 427
Web Page Design: Digital Environment
**Prerequisite:** AR 328 or CS 314.
This course concentrates on training the graphic designer to develop effective design interfaces for web page design. Students combine text, images, sound and interactivity to Web presentations. Students explore new software (for example FLASH MX) and technical information for Web page development and Web servers. Current and future directions of the information superhighway, online services, search engines and World Wide Web development are investigated. 1:5:3

AR 440
Drawing IV
**Prerequisite:** AR 340
A continuation of AR 340. 1:5:3

AR 470
Fiber III
**Prerequisite:** AR 371
Continuation of AR 371. An advanced level fiber course stressing increasing mastery of media, technique and personal expression. Although projects are developed in consultation with the instructor, the student will demonstrate growing artistic autonomy. (All levels of Fiber are taught concurrently.) 1:5:3

AR 471
Fiber IV
**Prerequisite:** AR 470.
A continuation of AR 470. (All levels of Fiber are taught concurrently.) 1:5:3

AR 480
Painting III
**Prerequisite:** AR 380
A continuation of AR 380. The student chooses media in consultation with instructor. Increased autonomy in choice of subject matter and emphasis on personal visual expression. (All levels of painting are taught concurrently.) 1:5:3
AR 481
Painting IV
Prerequisite: AR 480.
A continuation of AR 480. 1:5:3

AR 491
Interior Design Professional Practice
Students are exposed to the range of career possibilities in the interior design profession through personal exploration, speakers, lectures, and discussions. Students will apply this knowledge to an evaluation of personal career goals and preparation of a cover letter and resume. Students will be exposed to the business structure and internal organization, marketing techniques, fee structures, and project management procedures of both residential and contract/commercial interior and architectural design firms. Class will include discussions of ethics, education and professional organizations. 3:0:3

AR 495
Building Construction Systems
Students will be introduced to the various components that make up the major building systems: the structural systems, the building envelope, and Mechanical, Electrical and Plumbing systems, with an emphasis on methods and materials of residential and commercial construction, and the interface between furniture systems and interior products with building systems. Students will learn to apply the construction specifications institute method for organizing drawings, specifications and architectural materials libraries. 3:0:3

AR 496
Graphic Design Studio VI:
Senior Studio/Portfolio
Prerequisite: AR 418.
The capstone course of the major provides an intense investigation of the design and production of the professional portfolio including marketing techniques, format, binding, layout, and reproduction. The portfolio documents the student's development as a designer and forms his/her main professional credential in preparation for the transition to professional practice. Directed senior thesis project, portfolio and resume preparation. Selected topics in design and senior portfolio show. 1:5:3

AR 497
Senior Seminar in Fine Art
This capstone course focuses on the development of the portfolio that documents the student's undergraduate development as an artist and a systematic exploration of professional practice in the field. Fine Art and Art Education students are required to plan, publicize and install a solo exhibition of their work in the Campanella Gallery. 1:5:3

AR 498
Senior Seminar I: Thesis
Students will select a topic or design area for research, which will lead to a thesis statement and concept for a design project. Students will then prepare a written program for the design of a project that will be completed in AR 499. Students will begin collecting material for a portfolio and develop a concept for portfolio design. Both the design project and the portfolio will be completed in AR 499, Senior Seminar II. 3:0:3

AR 499
Senior Seminar II: Project and Portfolio
Prerequisite: AR 498.
Students will develop a design that meets the requirements of the program developed in AR 498. The project will be a culmination of the skills and knowledge gained in the student's academic experience. The project will include schematic design exploration, space planning, furniture, and finish selections, selection of finish materials and detailing of design elements. Issues of structure, lighting and mechanical/electrical and plumbing systems will be addressed. Life safety codes and accessibility standards will be applied. The final design will be presented to a committee of professional designers. In addition, students will prepare a portfolio of work that includes the senior project as well as a representation of work completed in their academic career. 1:5:3
AT 140
Concepts of Sport Injuries
This course introduces students to the different classification of injuries and the overall health care team. Additionally, a basic overview of how to prevent, recognize and care for a variety of injuries and illness that commonly occur to the physically active will be explored. 3:0:3

AT 150
Introduction to Athletic Training
This entry level course introduces students to the profession of athletic training. Topics include the evolution of the profession, how to care and prevent injuries using basic taping, wrapping, and orthotic fabrication skills and wound care techniques as well as learning cryotherapy and thermotherapy techniques. Additionally, students are required to obtain observation hours. Enrollment is reserved for athletic training majors only. 3:0:3

AT 175
Medical Terminology
Basic vocabulary of medical terms, stressing prefixes, suffixes, and roots with application to each system for the body. 3:0:3

AT 225
Kinesiology
Prerequisite: BI 210 or BI 211 or concurrent enrollment.
A course that studies the principles and concepts of human movement, anatomical structures, directional terms and cardinal planes, classification of joints, and biomechanics; including active, passive, and resisted movements to all major joints in the body. 3:0:3

AT 231
First Aid and Emergency Procedures
The practice of first aid and cardiopulmonary resuscitation skills. Emphasis will be on life saving emergency skills, accident prevention, first aid, AED training, and transportation of the sick and injured. A standard first aid and emergency cardiac care certification will be awarded to those who qualify. 3:0:3.

AT 246
Clinical Education in Athletic Training I
Prerequisite: AT 150.
This course teaches the student the beginning levels of assessment procedures such as constructing and phrasing appropriate questions, physical evaluation techniques, writing medical notes, as well as managing various injuries. Additionally, athletic training students are required to participate in a clinical assignment. 3:0:3

AT 250
Exercise Physiology
Prerequisite: BI 211 or equivalent.
A study of the physiological adjustments that occur within the body during exercise. Emphasis is placed on the circulatory, respiratory, and musculoskeletal, nervous, and endocrine systems. 3:0:3.

AT 261
Foundations of Athletic Training
Prerequisites: BI 211 and AT 231.
A course that focuses on the overall general practices of the athletic training profession. The course provides the athletic training student with the fundamental foundations needed to effectively prevent, recognize, and manage injuries/illnesses. 3:0:3

AT 275
Principles of Strength Training and Conditioning
Prerequisites: FWR 122 and AT 250 or concurrent enrollment.
An exploration of the basic principles of fitness and nutrition levels the body needs to effectively function physically and physiologically during exercise. 3:0:3

AT 347
Clinical Education in Athletic Training II
Prerequisite: AT 246.
A course that teaches manual therapy techniques for athletic training students to use to treat and rehabilitate a broad spectrum of injuries. Additionally, athletic training students are required to participate in a clinical assignment. 3:0:3
AT 350
Pathology in Athletics
Prerequisite: AT 365.
A course designed to provide the student with knowledge of the pathophysiology of common diseases and medical conditions. Recognition, treatment considerations, and medical referral for common disabilities among physically active individuals will also be investigated. 4:0:4

AT 351
Introduction to Pharmacology and Pharmacy
Prerequisite: Acceptance in AT program or permission of instructor.
A course that emphasizes the types and classification of drugs, their modes of action at the cellular, systemic, and organism level, as well as contraindications and possible long term effects. 3:0:3

AT 355
Therapeutic Modalities in Athletic Training
Prerequisite: AT 261.
This course introduces the theory and application of therapeutic modalities such as hydrotherapy, electrotherapy, thermotherapy, cryotherapy and mechanical techniques for the prevention and care of injuries. 4:0:4

AT 356
Administration in Athletic Training
Prerequisite: AT 261.
This course discusses the policies, procedures, and issues involved with the administration of athletic training. Emphasis is placed on facility organization and design, supervision, legal liability, budgeting, record keeping, equipment maintenance, counseling and public relations. 3:0:3

AT 365
Advanced Athletic Training
Prerequisite: AT 261.
This course reviews anatomical structures and provides knowledge to the student in the areas of common injuries, mechanism of injury, advance assessment techniques, development of prevention and treatment programs, and functional return to activity. 4:0:4

AT 366
Therapeutic Exercise and Rehabilitation
Prerequisite: AT 365.
Theory and application of exercise, rehabilitation techniques and therapeutic equipment for the prevention and care of athletic injuries. 4:0:4

AT 449
Clinical Education in Athletic Training III
Prerequisite: AT 347.
This course provides advanced clinical assessment and management techniques for injuries to the mandible as well as cervical and thoracic regions of the spine. Additionally, athletic training students are required to participate in a clinical assignment. 3:0:3

AT 450
Clinical Education in Athletic Training IV
Prerequisite: AT 449.
This course provides advanced clinical assessment and rehabilitation techniques of the lumbar and sacroiliac regions of the spine. Additionally, athletic training students are required to participate in a clinical assignment. 3:0:3

AT 480
Research and Writing in Athletic Training
Prerequisite: EN 105, EN 106, passing the WCT and an accumulated 60 hours.
This course is designed to have students review current literature and perform scientific and technical research to prepare reports that address the areas of athletic training. This course will satisfy the EN 306 requirement for Athletic Training majors. 3:0:3

AT 490
Senior Seminar in Athletic Training
Prerequisite: AT 480 and MA 120.
A capstone course where students examine current issues in the field of athletic training that allow them to engage in professional research and presentation. In addition, students will get opportunities for practicing mock certification exams. 3:0:3
AV 103
Air Transportation
A study of air transport system development up to the present. Emphasis is on the characteristics of each part of the system such as the effects of regulation, competition, and environmental control. 3:0:3

AV 104
General Aviation Management
A practical view of the management of aviation enterprises. Covers basic management concepts, the importance of profit and the impact of many regulations on the aviation industry. Review of the decision making process and a look into the future of general aviation business. 3:0:3

AV 262
Aviation Marketing
The function of marketing in airline and general aviation operations, market research, demand analysis, advertising and promotion, sales, traffic, and theory of price determination. 3:0:3

AV 267
Aviation Law and Regulations
The development of aviation law as a distinctive body of statutes, treaties, regulations and case law. Topics include federal and state jurisdictional problems, criminal law, aviation accident litigation, environmental law and international law of air and space. 3:0:3

AV 370
Airline Management
Study of management development of various domestic, local and international air carriers. Designed to cover the complex area of operational techniques and problems confronting airlines today. 3:0:3

AV 402
Special Topics in Aviation Management
In-depth examination of contemporary issues in the field of aviation management. Topics include, but are not limited to: passenger trends, deregulation criteria for transport aircraft, airport security, air cargo operation problems, environmental impact and conservation problems. May be repeated for credit with change in topic. 3:0:3

AV 403
Airport Management
The major functions of airport management operations, zoning, adequacy, financing, revenues and expenses, design, and safety. A study of the airport master plan; federal, state, and local agencies; and the socioeconomic effect on the community. 3:0:3

AV 426
Aviation Safety
Designed to develop an awareness of the broad areas involved in the pursuit of safety in the air. The basic principles of aviation accident prevention in government, airlines, corporate, and other aspects of aviation. Includes the technological aspects of flight as well as the human aspects. 3:0:3

AV 428
Senior Project in Aviation Management
A special project undertaken by the student with the approval and guidance of the Program Coordinator. Topics include but are not limited to: airport management, air cargo operations, fixed base operations, airline marketing, and corporate flight operations. It is strongly recommended that all major core courses be completed prior to enrolling in this course. 3:0:3
BI 101
Biological Concepts
Biological Concepts offers an overview of the fundamental facts and principles of modern biology. The course is designed for the non-science student who wishes to gain an understanding of current biological concepts and their relevance to problems of human society. Emphasis will be on life, its origin, chemistry, energy transformations, reproduction, genetics, evolution, and ecology. At home laboratory activities are included. 3:3:4

BI 111
Environmental Biology
Environmental science is the study of the position and impact of Homosapiens as an organism in the environment and consideration of the sociological, political, and economic implications of mankind's relationship to the ecosystem. Problems of world population, world hunger, international implications, etc. will be included. Specific considerations of energy availability, usage, and controversies, as well as pollution topics will be addressed. 3:3:4

BI 122 (FWR 122)
Human Nutrition
An examination of nutritional guidelines, the nutrients necessary for good health, and the dietary needs of different populations. This course is designated as a VLE for nursing students. 3:0:3

BI 210
The Human Body
Structure and function of the principal systems of the human body. Topics include: muscular, nervous, skeletal, circulatory, digestive, endocrine, and urinogenital systems. 3:0:3

BI 211
Human Anatomy and Physiology I
A study of the structure and function of the human body at the cellular through system level of organization. Laboratory emphasis is on the gross structure of muscular, nervous and skeletal systems. 3:3:4

BI 212
Human Anatomy and Physiology II
Prerequisite: BI 211 or equivalent.
A continuation of BI 211. Emphasis is placed on the circulatory, digestive, endocrine and urinogenital systems. 3:3:4

BI 214 LE
Personal and Community Health
Educational in nature with emphasis on personal hygiene, community health and health education, this course covers diverse topics such as wellness, mental health, stress, nutrition, weight management, communicable disease, non-communicable disease, reproductive health, parenting, substance abuse, aging, and ecology. Socioeconomic and sociocultural factors that impact the wellness of specific cultural groups will also be discussed. This course does not count toward a biology major. 3:0:3

BI 223
Clinical Microbiology
Prerequisite: CH 105 or equivalent.
A study of microorganisms that commonly affect man, including their morphology, physiology, taxonomy, and ecology. Epidemiology of representative diseases and other applied aspects are discussed. Emphasis in the lab is on techniques: staining, culturing, and standard identification methods. 3:3:4

BI 225
Botany
A study of the plant kingdom with an emphasis on the structure and physiology of the flowering plants. 3:3:4

BI 226
Zoology
This course is a broad introduction to Kingdom Animalia. The anatomy, physiology, systematic, evolution, and ecology of animals will be discussed. Laboratory will include dissection, microscopic and macroscopic examination of organisms representative of the major animal phyla. 3:3:4
BI 231
Introductory Molecular Cell Biology
PREREQUISITES: CH 108 and CH 108L.
An introductory course in cell structure and function at the molecular level. Topics include cell structure; the flow and transduction of mass, energy, and genetic information; genetic engineering; and regulation of cell growth. 3:0:3

BI 300
Evolution
A study of the historical development of the concept of natural selection and modern concepts of evolution. 3:0:3

BI 301
Human Ecology
The relation of man to his physical and biological world. Topics include population, food supply, energy, industry, pollution, and natural resources as well as the cultural patterns of humans and their effects on the environment. 3:0:3

BI 306
Biological Literature
PREREQUISITES: EN 105, EN 106, passing WCT and 60 accumulated hours.
A one-semester study of biological thought and the methods of biological communication. Emphasis is placed on the acquisition and use of biological literature. Writing and evaluation of scientific papers is stressed. This course is to be taken during the junior year. The course will satisfy the EN 306 requirement for Biology majors. 3:0:3

BI 318
Introduction to Genetics
A study of the principles of heredity and variation in both plants and animals including man. Modern theories of gene action are stressed. 3:0:3

BI 320
Genetics
PREREQUISITES: BI 231, CH 317 and CH 317L.
A study of the principles of heredity and variation in both plants and animals including man. Modern theories of gene action are stressed. Laboratory work is included. 3:3:4

BI 326
Bioethics
An examination of the complex ethical issues that arise as a result of modern science. Issues such as genetic therapy, cloning and stem cell research, death and dying, reproductive technologies, genetic privacy, and the allocation of resources will be examined. Topics that arise from the use of humans and other animals in academia and research will also be discussed. The course will include a general overview of ethical theories, moral and religious attitudes from different cultures, and the fundamental principles of scientific integrity. 3:0:3

BI 330 (GO 330)
Paleobiology
The study of the earth's past life, which will be examined in two parts: (1) an introduction to invertebrate and vertebrate paleontology that will focus on classification, relationships, and evolutionary history and (2) the uses of paleontological data in evolution, systematics, paleoecology and extinctions. 3:3:4

BI 337 (CH 337)
Biochemistry
PREREQUISITES: CH 318 and CH 318L.
Biochemical systems and the relation of chemical structure to biochemical function are discussed. 3:0:3

BI 337L (CH 337L)
Biochemistry Laboratory
CO-REQUISITE: BI 337. 0:3:1

BI 340
Comparative Anatomy
PREREQUISITE: BI 226.
A study of the phylogeny and gross structure of the organ systems of the vertebrates. Major systems of the shark and cat are dissected and correlations are made with other groups of vertebrates. 3:3:4

BI 344
Animal Physiology
PREREQUISITES: BI 226 and CH 108, or permission of the instructor.
A study of living processes as they occur in cells, tissues, and systems in vertebrates and invertebrates. Laboratory work is correlated with classroom discussion. 3:3:4
BI 350  
**Microbiology**  
**Prerequisites:** BI 231 and CH 317L.  
A study of the biology of the major groups of microorganisms. Research skills are stressed in the laboratory. 3:3:4

BI 360  
**Cell Biology**  
**Prerequisites:** BI 231, CH 317 and CH 317L.  
A study of ultrastructure of the cell and its organelles. Laboratory includes studies in molecular biology and tissue culture. 3:3:4

BI 378  
**Ecology**  
**Prerequisites:** CH 107.  
A study of the interrelationships between organisms and their environment. Laboratory is included. 3:3:4

BI 380  
**Issues in Biodiversity**  
An introduction to biodiversity from the perspective of ecosystems and the biosphere. Topics covered include extinction, characteristics, special problems of the various biomes, conservation economics, endangered species management, and theory of nature preserve design. 3:0:3

BI 415  
**Senior Research**  
This hands-on research course is the third component of the four-course Senior Research Capstone. Students will be expected to conduct research following the creation of a proposal in BI 306 that will culminate in the production of a research paper and presentation. Projects will vary depending upon the interest and capabilities of the student and selected mentor. The final work will be evaluated by the Biology faculty. The completed research paper will be the core assessment as judged by the Biology Program faculty. 3:0:3

BI 422  
**Individual Research & Independent Investigation**  
A small original biological investigation and a written report of the findings, prepared in proper form. Prerequisite: permission of instructor. Variable credit 1-3 hours.

BI 470  
**Internship in Biology**  
Practical work experience in biology in an industrial, academic or other setting. Internship must be approved by the instructor prior to starting work. Variable credit: 1-4 hours.

BI 490  
**Advanced Topics in Biology**  
**Prerequisite:** permission of instructor.  
Selected topics in biology. Topics left to the discretion of the instructor and student. Plant taxonomy, histology, cellular physiology, advanced field ecology, entomology, etc. are possible topics. Laboratory work may be required. May be repeated for credit if topics differ. Variable credit: 1-4 hours.
CA 103
Public Speaking
A development of the ability to speak clearly and express ideas effectively before an audience. Students plan, compose, and deliver various kinds of speeches and talks. Principles of effective rhetorical presentation are related to basic purposes and forms of public speech-communication. 3:0:3

CA 104 LE
Interpersonal Communication I
An introduction to the knowledge and skills of interpersonal communication. The course content includes facilitation of more effective and supportive behavior, reduction of communication barriers and development of increased skill and confidence in relationships. 3:0:3

CA 105
Introduction to Human Communication
This course focuses on the most frequently used communication skills. The course demonstrates the natural relationships between communicating one-to-one and in public, group, and mediated contexts, showing that skills in one can be employed in the other and given practice in both. Students will be introduced to the communication process, listening, concepts of self, language, perception, small group and workplace communication, intercultural communication, mediated communication, the speech process (including topic selection and audience analysis, organization, development and support of speeches, delivery) and informative and persuasive public speaking. This course fulfills the oral communication liberal arts requirement. 3:0:3.

CA 115 LE
Introduction to Electronic Communication
A survey of the emerging vehicles for electronic communication from Internet to radio and television. Includes discussion of how electronic communication affects the audience, research and the methodology used to analyze that effect, introduction to the skills of electronic communication, and consideration of the specific ethical issues often associated with electronic images. 3:0:3

CA 200
Interviewing Theories and Practice
Development and analysis of the interviewing process from the viewpoints of the interviewer and the interviewee. Consideration is given to strategies, ethics, the interview as a management tool, and a broad understanding of the communication variables involved in the interviewing context. Both practical and theoretical perspectives are examined. 3:0:3

CA 201
Media Writing & Reporting
This course focuses on the fundamentals of reporting. It discusses techniques of fact gathering and news writing and provides opportunities to develop those skills through practical application. 3:0:3

CA 214
Broadcast Performance
This is a performance class. Students will learn techniques that professionals use to enhance their speaking voices, as well as how to become a more effective communicator in a variety of media settings. Good announcing is intertwined with good journalism, and thus the course will help you understand your copy, and your interview subjects, so that your announcing can be more authoritative. 3:0:3

CA 218
Public Relations
A study of the dissemination of public information through mass media; intraorganizational information; public opinion analysis, research techniques to establish psychographics within groups, applications in business, government, education, and politics. 3:0:3

CA 221
Radio Production
Prerequisite: CA 224 or instructor permission. Orientation in the basic techniques of radio performance and production. Major emphasis on radio announcing skills and basic editing techniques. Students learn news writing and newscast performance skills. Students work on KGSP-FM. 3:0:3
CA 224  
**Digital Media Skills**  
Digital Media Skills is an entry-level course where students learn basic digital skills (audio and video editing, photo editing, digital newspaper layout, posting online) which will provide a foundation for production work students will do in more advanced courses and as staff members of KGSP-FM, the Northland News video newscast, The Stylus newspaper, and the Narva magazine. Project work will be emphasized. 3:0:3

CA 231  
**Television Production**  
**Prerequisite:** CA 224 or instructor permission.  
An introduction to basic television/video production, with an emphasis on field reporting and production for news projects/packages and public relations pieces. There is a strong emphasis on script writing, basic videography, and video editing. Students will also write and produce promotional videos. 3:0:3

CA 233  
**Introduction to Leadership**  
The focus and purpose of this course is to provide students with an introductory education of leadership development theory, cultural and gender impacts on communication and leadership, self-understanding, ethical leadership, group dynamics, servant leadership, leading and making change in communities, and group and self-renewal. The course will encourage students to explore the leadership process and develop one’s own leadership potential while encouraging self-assessment and communication skill development. This course fulfills the first core requirement of the undergraduate leadership minor. 3:0:3

CA 235  
**Multicultural Communication**  
A study of communication and culture that examines cultural variability in interpersonal relationships. Emphasis is placed on facilitation of more effective communication episodes across gender, race, life-styles, culture and other barriers. 3:0:3

CA 241 (AR 241)  
**Photography I**  
An introduction to the basic techniques of black and white photography. Cameras, lenses, films, lighting, composition, etc, are discussed. Students must provide an acceptable camera and expendable supplies. Darkroom work is required and a darkroom fee is charged. 1:5:3

CA 301  
**Interpersonal Communication II**  
**Prerequisite:** CA 104.  
A study of the nature of and problems in communication. Areas of study include: mental process in communication, perception, content, amount of communication, interpersonal and task behaviors, norms, conflict, creativity, touch, distance, time usage, manipulation of environment, intervention, attitude change and opinions, and how communication fosters attraction, productivity, and leadership. The course focuses on the development of a framework for analyzing the various approaches to interpersonal communication. 3:0:3

CA 302  
**Communication Ethics and Law**  
A study of laws and ethics for journalists and other communicators. The course will analyze libel law, privacy, and objectivity, responsibility, freedom of speech and censorship, and the role of the press in society. 3:0:3

CA 311  
**Editing, Layout and Design**  
Study and practical application of editing news, features, and investigative stories. Includes rewriting, headline writing, and the principles of layout and design. 2:2:3

CA 315  
**Journalism Practicum**  
Journalism practicum provides an opportunity to apply the skills of journalism as a member of a publication team, usually on the staff of the Stylus or the Narva. The course is conducted in an independent manner as students fill roles on the publication team then submit their work to the instructor for critique. The Stylus or Narva editor may enroll for 4 credit hours. The usual enrollment is for 3 credit hours. Variable credit: 1-4 hours.
CA 316
Advanced Media Writing & Reporting
Prerequisite: CA 201 and CA 224 or instructor permission.
Focus on information gathering, international reporting, and on using multimedia tools and outlets to disseminate information. Students write, shoot still images and video, collect audio, and utilize other new forms of media communication for publishing on the Internet. Other course topics include civic journalism, citizen journalism, and freedom of the press, including freedom of information and sunshine laws. 3:0:3

CA 317
Feature Writing
Prerequisite: CA 201 or instructor permission.
This course provides an opportunity to develop writing skills in the gathering and creation of in-depth magazine and news features. Primarily focused on writing, it aims to develop the student’s voice and style in print. 3:0:3

CA 318
Public Relations II
Advance study of persuasive communications with emphasis on design and execution of public relations campaigns, the role of the public information officer, development of the comprehensive information package, and creation of effective internal publications. Includes discussion of specific ethical issues of persuasive communications. 3:0:3

CA 321 (PC 321)
Interpersonal Conflict Solution
Presents various strategies for dealing with conflict in a positive manner. Emphasizes the development and practice of skills of listening, assertiveness, problem solving, conflict management, and mediation. 3:0:3

CA 322
Media Analysis and Criticism
This course analyzes the content of media messages and the role the media play in creating the modern symbolic environment. It provides a theoretical basis for critique of those messages and their potential effects on the communities in which students live. Students accomplish original research of media messages as the cornerstone of the course. 3:0:3

CA 325
Radio Practicum
Prerequisite: CA 221.
Under faculty supervision, students are assigned staff responsibilities for the operation of the radio station KGSP-FM. The student will gain working experience on operating this station for actual broadcasting to the public. Variable credit: 1-4 credits

CA 335
Television Practicum
Prerequisite: CA 231.
Students will work as staff members of the Northland News, a video news program written, anchored, produced by Park students and distributed online. Students may also produce other programming as directed by the faculty advisor. 1:9:3

CA 341 (AR 341)
Photography II
This course explores the language of photography with particular attention to the photographic essay and the photographic illustration. Both black and white and color photography are included. A variety of techniques in photographic printmaking are explored with an emphasis on self-expression and craft. A lab fee may be required. 1:5:3

CA 348
Theories of Communication
The study of communication theories with emphasis on people’s interactions with the media and one another. The course focuses on how communication affects human attitudes and behavior. Includes a review of media influence in the individual, social and political arenas. 3:0:3
CA 380 (MK 380)
Advertising
Prerequisite: MK 351 or equivalent.
Designed to give the student an understanding of the creation, design, and production of material for advertising campaigns in all media. Suggested 3:0:3

CA 382
Communication Research Methods
This course focuses on the most frequently used communication research methods in the areas of journalism, communication studies, and public relations. Students will be introduced to the qualitative and quantitative communication research methods including content analysis, participant observation, interviewing, textual analysis and experimental research. It will emphasize understanding communication research reports and developing research and writing skills appropriate for both communication professionals and students seeking advanced degrees. The course may utilize service learning. 3:0:3

CA 402
Organizational Communication
Prerequisite: CA 104.
Examines the role of communication in organizations and the people and patterns making up the many sides of complicated issues, which arise in organizational life. The course also examines the communication messages sent and received within an organization including the organization’s formal structure and its informal social groups. 3:0:3

CA 404
Seminar: Special Topics in Communication Arts
Prerequisite: Advanced standing or permission of instructor.
Revolving topic seminar for advanced students, which may be repeated under different topic headings. Topics deal with such matters as social responsibility in mass media, effects of technological change upon the communication industry, film criticism, promotional strategies and case studies, or issues and problems in broadcast management or public relations. 3:0:3

CA 420
Human Relations in Group Interaction
Prerequisite: Advanced standing or permission from the instructor.
A course designed to facilitate the authentic exploration of feelings and communication obstacles. The focus is on interaction and interdependency in the small group context. 3:0:3

CA 441
Photojournalism
Prerequisite: CA 241 or equivalent competency.
Learn to use the camera to tell a story with a single photograph or with a series. The course is directed toward newspapers, but includes magazine photography. 3:0:3

CA 450
Seminar: Special Topics in Journalism
Advanced standing or permission of instructor.
Specialized study and practice in various aspects of print journalism. May be repeated for credit when topics are changed. (Topics may include Investigative Reporting, Feature Writing, Editorial and Interpretive Writing, History of Journalism, Advanced Layout and Design.) 3:0:3

CA 451
Communication and Leadership in Groups and Teams
Study of leadership, group processes, and interpersonal relationships in the small group. Special emphasis will be given to the effect of culture on small group interaction. 3:0:3

CA 455
Seminar in Journalism Education
The course explores methods in journalism education, the needs of student journalists, and professional standards sought by journalists in the field. 3:0:3

CA 475
Case Studies in Communication Leadership
Students use public relations case studies to analyze and apply organizational communication and leadership theories. The student will conduct an in-depth study of an organizational communication case and develop a leadership plan. 3:0:3
CA 490
Professional Learning Experience

Section A: Journalism
Prerequisites: CA 311 and at least 3 hours of CA 315.
Extensive work under faculty or professional supervision. Three credit hours required on the staff of an area publication; additional credit hours may be earned by repeating the course using more advanced activities. Variable credit: 3-9 hours.

Section B: Broadcasting
Involves extensive work off campus in a professional environment with direct supervision by employers. Students function in a “real job” capacity with media employers such as commercial radio and television stations, corporate, and religious settings. Prerequisites: permission of the Communications Arts Faculty. Variable Credit: 3-6 hours.

Section C: Public Relations
Prerequisite: Permission of the Department Chair
Students gain extensive experience in a variety of public relations professional settings including social service agencies, nonprofit companies, government and corporate environments. Variable credits: 3-6 hours.

Section D: Organizational Communication
Students gain extensive experience in organizational settings including social service agencies, nonprofit companies, government and corporate environments. Variable credits: 3-6 hours.

Section E: Communication Consulting
Students gain extensive experience in organizational settings including working with nonprofit agencies, government and corporate environments, or with individuals being engaged in professional consulting services. Variable credits: 3-6 hours.

Section F: Leadership
Prerequisite: CA 233
Students will gain extensive leadership experience in organization settings, including non-profit agencies, government and corporate environments. Students will spend three to six hours each week in these settings working to make meaningful change, while applying leadership theory to practice. Monthly class meetings will provide each student with a forum for processing his or her professional learning experience and relating them to the leadership minor course work. Additional readings and class discussion will help maximize the knowledge and practical skills gained through leadership experience. Because of the nature of the course, it is offered in the 16-week format only. Variable credit: 3-6 hours.

CA 491
Senior Project
This course may not be taken before senior year. It is a capstone course in which the student designs a practical project aimed at publication in a commercial newspaper or magazine (or broadcast outlet), researches the project, completes the writing (or broadcast production), and may offer it to the appropriate editors. 3:0:3

CA 492
Capstone: Organizational Leadership
Prerequisites: CA 235, CA 233, CA 490F
A course that explores contemporary organizations and the pervasiveness of communication in all aspects of organizational life. It will emphasize the role of the leader in problem solving and decision-making. 3:0:3
CH 101
Chemistry in the World
This course is designed to acquaint non-science majors with the impact of chemistry on their world. This course provides a general introduction to both inorganic and organic chemistry and stresses applications of chemistry in the commercial, industrial and technological components of society. This course does not satisfy the requirements for a major or minor in chemistry. 3:2:4

CH 102
Contemporary Chemistry
(Taught in accelerated programs only). CH 102 will introduce the non-science major to the impact that the science of chemistry has on their world. The course provides a general introduction to the principles of the science of chemistry, in the commercial, industrial, and technological components of society. This course does not satisfy the requirements for a major or minor in chemistry. 3:0:3

CH 105
Introductory Chemistry
A survey of general chemistry, organic chemistry, and biochemistry. Basic principles as applied to health science will be covered. The lab will be a practical application of the principles covered in lecture. 4:3:5

CH 107
General Chemistry I
Prerequisite: high school algebra or equivalent. Co-requisite: CH 107L (except in accelerated programs).
An introduction to chemistry by developing fundamental tools such as problem solving methods and the concept of the mole. Major topics covered will include stoichiometry, atomic and molecular structure and the states of matter. 3:0:3

CH 107L
General Chemistry Laboratory I
Co-requisite: CH 107.
Students are introduced to basic laboratory techniques. Experiments will reinforce materials covered in the lecture components of this course. 0:3:1

CH 108
General Chemistry II
Prerequisite: ‘C’ or better in CH 107 or permission of instructor.
Co-requisite: CH 108L. A continuation of CH 107 with major topics covered including solutions, chemical kinetics, thermodynamics, equilibria, and an introduction to descriptive chemistry. 3:0:3

CH 108L
General Chemistry Laboratory II
Prerequisite: ‘C’ or better in CH 107L or permission of instructor.
Co-requisite: CH 108. A continuation of CH 107L with experiments relating to kinetics, equilibria, thermodynamics, and qualitative analysis. 0:3:1

CH 215
Selected Topics in Chemistry
An in-depth examination of specific areas of chemistry. May be repeated once for credit with a change in topic. Variable credit: 1-4 hours.

CH 300
Chemistry Seminar
A series of case studies of legal, economic and social problems occasioned by the advance of science and technology in contemporary society. Open to all students. 3:0:3

CH 301
Chemistry and Society
The history and nature of the science of chemistry with emphasis upon its role as a human activity and its relationship to humanity. Open to all junior and senior level students. This course does not satisfy the requirements for a major or minor in chemistry 3:0:3
CH 306
Chemical Bibliography
Prerequisites: EN 105, EN 106, passing the WCT and 60 accumulated hours.
Access to the chemical literature is surveyed. The use of index journals, primary and secondary sources, the patent literature, the online search, and the literature organization is explained and illustrated. Submission of a written, formal proposal of an original research problem, together with the records of the literature search validating the proposal, is required. This course will satisfy the EN 306 requirement for Chemistry majors. 3:0:3

CH 317
Organic Chemistry I
Prerequisite: CH 108.
Co-requisite: CH 317L (except in accelerated programs.)
An introduction to the chemistry of carbon based compounds. Nomenclature, structure, bonding, and reaction mechanisms. 3:0:3

CH 317L
Organic Chemistry Laboratory I
Co-requisite: CH 317.
Introduction to lab techniques in organic chemistry; extraction, purification, and chromatographic analysis. Basic qualitative analysis of functional groups and separation of compounds of different functional groups. 0:4:1

CH 318
Organic Chemistry II
Prerequisite: CH 317.
Co-requisite: CH 318L.
Application of principles learned in CH 317 to members of each homologous series. Retrosynthetic analysis and introduction to bioorganic chemistry (amino acids, nuclear bases, carbohydrates, lipids). 3:0:3

CH 318L
Organic Chemistry Laboratory II
Co-requisite: CH 318.
Application of techniques learned in 317L to carry out synthesis. Modifications to and introduction of functional groups of a given substrate. 0:4:1

CH 321
Introduction to Medicinal Chemistry
Prerequisite: CH 318.
This course covers an introductory level medicinal chemistry. The following topics will be covered: drug development process; drug approval processes; receptors; drug interaction; pharmacodynamics; pharmacokinetics, quantitative structure activity relationships. Some of the following classes of drugs will be discussed in detail - antibacterial drugs; drugs that work on the central nervous system, analgesics, etc. Case studies of current drugs going through approval process. 3:0:3

CH 328
Analytical Chemistry
Prerequisites: CH 108 and CH 108L.
An in-depth study of classical analytical chemistry techniques. Subjects include the statistical evaluation of data, gravimetric and titrimetric methods of analysis, acid-base chemistry, complexation chemistry, and redox process. Laboratory includes practical examples of the methods covered in lecture. 3:4:4

CH 329
Introduction to Instrumental Analysis
Prerequisite: CH 328.
An introduction to modern instrumental chemical analysis. The course will span theory of operation, instrument design and methodology, and applications of instrumental techniques. Electrochemical methods including potentiometry, voltammetry, and coulometry; spectroscopic methods including infrared, UV/ VIS, and NMR; chromatographic methods including gas, liquid and thin layer; thermal methods of analysis and kinetic methods of analysis will be covered. 3:3:4

CH 337 (BI 337)
Biochemistry
Prerequisite: CH 318.
Co-requisite: CH 337L.
Biochemical systems and the relation of chemical structure to the biochemical function are discussed. 3:0:3
CH 337L (BI 337L)
Biochemistry Laboratory
Co-requisite: CH 337: 0:3:1

CH 342
Advanced Inorganic Chemistry
Prerequisite: Any of the following: CH317, CH318, CH328, CH329, CH337 or permission of the instructor.
A study of inorganic chemistry to atomic structure, bonding models, inorganic reactions, coordination chemistry and symmetry. Laboratory portion of the course will include instruction in the modern synthetic techniques currently used in inorganic chemistry. 3:3:4

CH 400
Special Topics in Chemistry
Prerequisite: Permission of instructor.
A seminar devoted to selected topics in modern chemistry of interest to students requiring more depth in the field. The course may involve laboratory work. Variable credit: 1-4 hours.

CH 405
Fundamentals of Physical Chemistry
Prerequisites: MA 222 and PY 206 or concurrent enrollment therein.
A one-semester survey of physical chemistry for students not intending to pursue advanced work in chemistry. Topics include an introduction to thermodynamics, phase equilibria, chemical equilibrium, electrochemistry, kinetics, atomic structure, bonding, and molecular spectroscopy. 3:3:4

CH 407
Physical Chemistry I
Prerequisites: CH 108 and PY 206 and MA 222.
Co-requisite: MA 223.
An introduction to modern theoretical chemistry. The primary emphasis will be in the areas of thermodynamics. The principles of thermodynamics will be applied to phase and chemical equilibria. 3:3:4

CH 408
Physical Chemistry II
Prerequisites: CH 407 and one of the following: MA 223, MA 302, or MA 311.
A continuation of modern theoretical chemistry. Topics covered will include the chemical kinetics and quantum chemistry. Modern theories of atomic and molecular structure will be investigated. 3:3:4

CH 429
Advanced Analytical Chemistry
Prerequisites: CH 318, CH 329.
Advanced methods of chemical analysis stressing, but not limited to, the instrumental techniques. An in-depth study of the theory of electrochemical measurements, spectroscopic techniques, and chromatographic theory will be covered. 3:4:4

CH 440
Organic Synthesis
Prerequisite: CH 318.
In-depth study of various classes of reactions on different classes of organic compounds. Applications of those reactions in synthesis and retrosynthesis of natural products and importance of medicinal chemistry. Lab involved multistep procedures and qualitative analysis of organic compounds based on their chemical properties. 3:4:4

CH 451
Internship to Chemistry
Practical work in chemistry in an industrial, academic or other professional setting. Prior to the start of work, the department must approve the internship. Variable credit: 1-6 hours.

CH 490
Research in Chemistry
Open to advanced chemistry majors with permission of the instructor. Variable credit: 1-3 hours.
CJ 100 LE  
**Introduction to Criminal Justice Administration**  
This course is an introduction to the history, nature, structure, and function of the criminal justice system in America, with comparisons to systems in other nations. Examinations of the various aspects of the administration of the justice systems, including law enforcement, courts, correctional agencies (including probation and parole), and including the increasing role of private entities in the system will be conducted. 3:0:3

CJ 105  
**Criminal Law**  
This course is a survey of the history and nature of criminal law in the United States. Substantive Criminal Law, defenses, and criminal responsibility will be studied within the context of the criminal justice process and rules of evidence. 3:0:3

CJ 200 LE  
**Criminology**  
This basic course provides an examination of the nature and extent of crime and theories of crime causation, as well as the societal reaction of criminal behavior will be covered in this class. 3:0:3

CJ 205  
**Juvenile Justice System**  
This is an introduction to the origins, philosophy and objectives of the Juvenile justice system. Focus is on the operation, legal processes, current trends, and roles of the various actions within the juvenile justice system. 3:0:3

CJ 221  
**Criminal Procedure**  
This basic course examines the procedures to be followed in law enforcement, the courts, and the corrections in the processing of the criminal case, from the crime to the end of punishment. The law of search and seizure and the right to counsel in each of the three segments of the criminal justice system are among the topics that will be examined. 3:0:3

CJ 231  
**Introduction to Law Enforcement**  
This is an introduction to the law enforcement segment of the criminal justice system, with an examination of the history and development of law enforcement, especially in the United States. The various job and career opportunities in law enforcement will be reviewed. 3:0:3

CJ 232  
**Introduction to Corrections**  
This basic course discusses correctional concepts from their historical background to the present. An emphasis will be placed on the multi-faceted approach to corrections in our society, including the use of alternatives to incarceration. 3:0:3

CJ 233  
**Introduction to Security**  
This course covers the basic principles of security and loss prevention that are common and fundamental to all areas of protection of personal property from historical and modern day points of view. Topics of discussion will include: the security industry, the threat environment, risk analysis, fundamentals of physical security, safety, and accident prevention, and common security problems. 3:0:3

CJ 250  
**Selected Topics in Criminal Justice**  
This course is a specialized introductory study of a particular subject in criminal justice that is not otherwise available in the criminal justice department. The course may be repeated for credit when topics are changed. 3:0:3

CJ 251  
**Terrorism and Domestic Preparedness**  
An introductory study of the criminal justice system’s response to threats of terrorism. The course explores terrorism and its impact on the development and maintenance of organizational responses to homeland security requirements. It considers the need for coordination and cooperation among diverse agencies required for planning and implementing domestic preparedness strategies. It examines the public policy environment within the context of organizing criminal justice agency responses to terrorist threats. 3:0:3
CJ 252
Victimology
This basic course is an introductory study of the relationship between the criminal justice system and victims. The course examines policy developments and other actions that have been developed based upon concerns over how victims are treated by the criminal justice system. Students will explore whether the criminal justice system can become more oriented toward victims and less toward the criminal. 3:0:3

CJ 300
Agency Administration
Prerequisites: CJ 100 and either CJ 231, CJ 232, or CJ 233.
This intermediate course examines management models, administrative techniques and patterns or organizational structure characteristic of criminal justice agencies. 3:0:3

CJ 302
Media and Criminal Justice
This is an intermediate level, interdisciplinary course wherein students will learn about the relationship between the media and various elements of the criminal justice system. 3:0:3

CJ 311
Criminal Investigation
Prerequisites: CJ 100 and CJ 105.
This intermediate course includes a discussion of the nature and purpose of criminal investigation, historical background, tools employed skills development, and techniques useful in the reconstruction of criminal activity. 3:0:3

CJ 312
Criminalistics
Prerequisites: CJ 100 and CJ 105.
This intermediate course covers topics such as the discovery, recognition, observation, identification, and collection and comparison of physical evidence, including a review of various current techniques in the testing of physical evidence. 3:0:3

CJ 313
The Law of Evidence
This intermediate course examines the rules of evidence as they relate to the prosecution and defense of criminal cases, general provisions, judicial notice, presumptions, relevance, privileges, witnesses, hearsay, expert testimony, authentication, and identification. 3:0:3

CJ 315
Special Topics in Criminal Justice
Prerequisites: permission of instructor and at least junior standing.
This advanced course is a specialized study of a particular subject in criminal justice not otherwise available in the department. This course may be repeated for credit when topics are changed. 3:0:3

CJ 322
Probation, Parole, and Community Corrections
Prerequisite: CJ 232.
This intermediate course explores the use of probation and parole as alternatives or as adjuncts to confinement. The rules and functions of the parole and probation system and their supervision are discussed. Various techniques and methods for achieving the goals are considered, including community related programs. 3:0:3

CJ 323
Corrections Management
Prerequisite: CJ 232.
This intermediate course examines the principles, problems, and trends in the correctional administration and management, methods of achieving organizational change and the evaluation of correctional units. 3:0:3

CJ 332
Institutional, Industrial and Commercial Security
This intermediate course examines the principles, methods, requirements, and standards for institutional, industrial and commercial security systems. Emphasizes prevention of security problems and the promotion and observance of effective security measures to protect lives, property and proprietary information. Applies basic security principles to diverse sectors such as retail, transportation, cargo, utilities and technology. Focuses on contemporary security issues such as terrorism, school and workplace violence and information security. 3:0:3
CJ 333  
Security Administration  
**Prerequisites:** CJ 233.  
This intermediate course examines the selection, organization and administration of contemporary security programs in business, government and industry. Emphasizes both private and government protection of assets, personnel and facilities. Focuses on best practices that security managers can put to immediate use. Provides strategic planning guidance for risk assessment and management, and the coordination of security planning with institutional stakeholders. 3:0:3

CJ 345  
Criminal Justice and the Community  
This intermediate course emphasizes the programming techniques for benefitting the agency-citizen relationship. Prominence is placed on utilizing the resources of the criminal justice agencies to engage in effective conflict resolution with citizens, develop citizen and agency awareness, community crime prevention and community relations. 3:0:3

CJ 350  
Criminal Justice Management and Planning  
**Prerequisite:** CJ 300.  
This intermediate course examines budgeting, personnel, and planning. This course is designed to develop a working knowledge of management planning in criminal justice. 3:0:3

CJ 353  
Emergency Management  
A basic management course that could apply to all aspects of local and state governments, but concentrates on the law enforcement aspect. Topics include overall management techniques, coordination of rescue efforts, NIMS, and the Unified Command System. Related topics include mutual aid pacts, cooperative efforts with industry, manpower and resource management. 3:0:3

CJ 355  
Homeland Security  
An introductory study of the criminal justice system's response to disasters at all levels related to agencies of the Department of Homeland Security. This course introduces the student to emergency planning and management relative to a variety of human natural disasters. Students learn to identify and analyze potential disasters, to provide corrective action, and to plan, organize and implement contingency and recovery programs. 3:0:3

CJ 365  
Financial Investigations  
This intermediate course studies how current perspectives dominate in the field of financial investigations. Discussions of the concepts of law and evidence, sources of information, accounting, methods of tracing funds, banking and financial record keeping, and interviewing as they apply to detecting and resolving financial crimes will be discussed. Primary emphasis will be placed on theoretical principles and applications of financial investigative techniques. 3:0:3

CJ 400  
Constitutional Law in Criminal Justice  
**Prerequisite:** Junior standing.  
This advanced course is an in-depth study of the U.S. Constitution as it applies to law enforcement, the courts, and corrections, including an examination of recent decisions by the U.S. Supreme Court. 3:0:3

CJ 420  
Forensic Science  
**Prerequisite:** Senior standing or permission of the instructor.  
This advanced course is a theoretical and practical examination of techniques in the identification, examination, and comparison of physical evidence using both historical and current methods. Laboratory performance is a portion of the coursework. 3:0:3

CJ 425  
Comparative Criminal Justice Systems  
This advanced course is an in-depth examination of criminal justice systems other than the U.S. system. The course allows students to make comparisons of these systems to the U.S. system. 3:0:3

CJ 430  
Research in Criminal Justice  
**Prerequisites:** Senior standing.  
This advanced course is an examination of the research methods with application most commonly utilized in criminological and criminal justice research. Development and implementation of an original data-gathering instrument is required. A research proposal is required. 3:0:3
summarizing and evaluating the data-gathering instruments and comparing the data to published articles is required. 3:0:3

**CJ 440**  
**Internship in Criminal Justice**  
**Prerequisites:** Permission of Department Chair.  
This advanced course provides practical application through service with a criminal justice agency. Opportunities are available in both the public and private sectors. Variable credit: 3-6 hours.

**CJ 441**  
**Senior Writing Project**  
**Prerequisites:** Permission of Department Chair. This advanced course may be taken instead of CJ 440, Internship in Criminal Justice. It is designed for students currently employed in a criminal justice field who do not need the practical experience of an internship. Students in this course must design, implement, evaluate, analyze, and/or critique a project connected to their work environment in written format. This course may be taken online or an independent study in a face to face setting. The department chair must approve students to substitute this course for the internship. 3:0:3

**CJ 450**  
**Senior Seminar in Criminal Justice**  
**Prerequisites:** EN 105, EN 106, CJ 430, passing the WCT and senior standing.  
This advanced course addresses current issues and trends in criminal justice with emphasis on group discussion. Each student will be required to prepare, submit and defend a senior thesis. Successful completion of the thesis is mandatory. This course will satisfy the EN 306 requirement for Criminal Justice majors. 3:0:3

**CJ 460**  
**Senior Honors Thesis**  
**Prerequisites:** CJ 430, senior standing, 3.2 gpa, and permission of instructor. This advanced course allows the student to make a special investigation into a specific area of criminal justice administration. The student will have completed the major courses in his/her program before enrolling in this course. 3:0:3

**CO 111**  
**Introduction to Engineer Construction Technology/Design/Materials and Safety**  
Introduction to the field of engineering calculations, technical reporting, presentation of data, and the fundamental steps of construction designs and safety issues. Emphasis will be on the analysis, identification, selections and specifications of the materials of construction required to achieve the desired project quality. 3:0:3

**CO 121**  
**Plans Analysis**  
Introduction to the architectural, structural, and mechanical requirements as they relate to the construction field. Emphasis is on the blueprint interpretation, craft resources, material requirements, code compliance, and work scheduling. 3:0:3

**CO 215**  
**Construction Safety and Health**  
Orientation and enforcement of the construction trades sub-parts of the Occupational Safety and Health Act. The student will develop knowledge in record-keeping requirements and the recognition, avoidance, and prevention of safety hazards within construction trades. 3:0:3

**CO 225**  
**Building Codes**  
Basic principles and methods significant in contract relationships and appreciation of the legal considerations in construction work. Emphasis is placed on the National Building Code and its application to local situations. 3:0:3
CO 235  
**Construction Planning**  
Basic construction management functions: preparation of work schedules, requests for progress payments, evaluation of alternative methods of construction, and equipment usage. 3:0:3

CO 245  
**Construction Estimating**  
Basic cost estimating of construction projects. Topics include types of estimates, quantity take off, unit price, material and labor costs, overhead, profit contingencies, job cost data sources, and cost indices. 3:0:3

CO 360  
**Project Management/Critical Path Analysis**  
**PREREQUISITE:** CO 235.  
Study of planning and control of a schedule by network techniques including the time cost analysis of CPM scheduling for application on construction projects, project management, job shop scheduling, and related problems. 3:0:3

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**CS – Computer Science**

CS 140  
**Introduction to Computers**  
This course introduces computer concepts, terminology, and applications to enable students to use computers in their environment and career. This class will feature lectures, written assignments, and demonstrations of computer concepts. The lab will concentrate on hands-on computer lab projects using the dominant Windows operating system and Office applications. Software will include Word, Excel, Access, PowerPoint, and Internet browsers. Students will be introduced to the structure and use of personal computer hardware, peripherals, comparison of popular operating systems, recent history of technology and some ethical implications. A test-out option exists for CS 140. 3:0:3

CS 144  
**Beginning Programming with Multimedia Projects**  
This course introduces students to the fundamentals of programming and design using multimedia projects. In a “hands-on” class, students will use pseudocode design and the three programming constructs (sequence, selection, and repetition) in creating 3-D Worlds with animation. Students will learn how to combine text, graphics, audio, video, and animation in their projects. 3:0:3

CS 151  
**Introduction to Programming**  
**PREREQUISITE:** A grade of C or better in any math course ≥ MA 125, or a grade of C or better in CS 144, or an ACT math score ≥ 23, or an SAT math score ≥ 510, or a COMPASS score ≥ 66 in the Algebra placement domain, or a COMPASS score 0-45 in the College Algebra placement domain. This course introduces students to algorithmic design and structured/modular programming. Programming concepts will be put into practice by using Java for programming projects. These basic programming concepts and constructs will be covered: variables, data types, strings, arithmetic and logical operators, branching statements, loops, and debugging. Additionally, these object-oriented programming concepts will be covered: classes, instance variables, methods, and constructors. 3:0:3

CS 208 (MA 208)  
**Discrete Mathematics**  
**PREREQUISITE:** A grade of C or better in any math course ≥ MA 125, or an ACT math score ≥ 23, or an SAT math score ≥ 510, or a COMPASS score ≥ 66 in the Algebra placement domain, or a COMPASS score 0-45 in the College Algebra placement domain. This course introduces the student to selected finite systems pertinent to the study of computer science. Course topics will include combinatorial problem solving, logic, Boolean algebra, combinatorial circuits, sets, relations, functions, proofs, mathematical induction, recurrence relations, graphs, trees, and counting techniques. 3:0:3
CS 215
Selected Topics in Computers
Prerequisite: Dependent upon course topic. This course provides an in-depth study into a particular area of computers. CS 215 may be repeated once for credit for a different course topic. 3:0:3

CS 219
Programming Fundamentals
Prerequisites: A grade of C or better in any math course ≥ MA 125 and a grade of C or better in CS 151.
Suggested prerequisite: CS 140.
This course continues the development of the programming and problem solving skills introduced in CS 151. Programming concepts will be put into practice by using Java for programming projects. Students will learn about object-oriented programming and two of its key components - inheritance and polymorphism. Additionally, students will learn about these topics: arrays, graphical user interface components, event-driven programming, exception handling. 3:0:3

CS 220
Computer Architecture
Prerequisites: CS 208 and CS 219.
The student will learn about the various hardware components of a computer system. Course topics include: data representation, number systems, Boolean algebra, combinational logic, sequential logic, CPU layout, registers,adders, buses, and memory devices. 3:0:3

CS 225
Programming Concepts
Prerequisite: A grade of C or better in CS 219.
This course continues the development of the programming and problem solving skills introduced in CS 219. Programming concepts will be put into practice by using C++ for programming projects. Since C++ is so similar to Java and since students should already know Java from their prerequisite courses, this course will cover C++ basics (control constructs, operators, data types, functions) very quickly. More time will be spent on those features of C++ that differ from Java. For example, more time will be spent on pointers, object-oriented programming techniques, and operator overloading. 3:0:3

CS 300
Technology in a Global Society
This course presents the social, political, economic, multicultural, and ethical issues surrounding the use of computers and computer technology. Course work includes class discussion, readings, collaborative projects and formal term papers on selected topics. 3:0:3

CS 305
Introduction to Artificial Intelligence
Prerequisite: CS 352.
The student will learn the terminology and methods used in a variety of artificial-intelligence (AI) areas. These topics will be covered: history of artificial intelligence, search techniques, knowledge representation. In addition, one or more of these topics will be covered: expert systems, uncertainty, case-based reasoning, neural networks, vision, robotics. The student may use various AI tools, Lisp, and/or Prolog for AI projects. 3:0:3

CS 314
User Interface Design
Prerequisites: CS 219 Prerequisite or Co-requisite IS 361.
The student will learn techniques of programming a user interface in a graphic environment. Topics include the common tools for creating graphic interfaces, rules for consistency, human factors, intuitive design, and feedback. Interface downfalls in common software packages will be identified. Students will work in groups to test an interface of their own design. Students will be expected to implement an application that utilizes a database back-end. 3:0:3

CS 321
Web Programming I
Prerequisite: CS 219.
This course provides an introduction to the various languages, tools and programming techniques used to program on the World Wide Web. While CS322 emphasizes server-side web programming, CS321 emphasizes client-side web programming. Client-side concepts will be put into practice by using HTML, cascading style sheets, and JavaScript. Due to the particularly dynamic nature of the web environment, course content will change as appropriate. 3:0:3
CS 322  
Web Programming II  
**Prerequisite:** CS 321.  
This course continues the development of the Web programming skills introduced in CS 321. While CS 321 emphasizes client-side Web programming, CS 322 emphasizes server-side Web programming. Server-side concepts will be put into practice by using ASP.NET. Students will be expected to implement an application that utilizes ASP.NET AJAX. Optionally, students will learn about Web services and/or ASP.NET MVC. Due to the particularly dynamic nature of the Web environment, course content will change as appropriate. 3:0:3

CS 351  
Computer Operating Systems  
**Prerequisites:** CS 208 and CS 225.  
This course presents the theory of operating systems and an overview of one or more operating system environments. Operating system concepts covered should include (but are not limited to): process management, memory management, I/O management, file management, and security. Theory concepts will be put into practice with exercises, some requiring college algebra skills and/or basic programming knowledge. Operating system environments may include (but are not limited to): Windows, UNIX, and Linux. 3:0:3

CS 352  
Data Structures  
**Prerequisites:** CS 208 and a grade of C or better in CS 225.  
This course introduces the student to various data structures and advanced algorithmic concepts. Students will put what they learn into practice by using C++ for programming projects. These data structures will be covered: linked lists, stacks, queues, and trees. These concepts will be covered: recursion, searching, sorting, and time-complexity analysis. 3:0:3

CS 365  
Computer Networking  
**Prerequisites:** CS 208 and CS 151, or instructor consent.  
This course provides an overview of computer networking concepts. Course topics include (but are not limited to): network topologies and cabling, local and wide area networking, Ethernet, wireless, OSI 7-layer model, routing, logical and physical network addressing. This course may include various hands-on networking projects. Cisco recommends four areas of study in preparing for the Cisco Certified Network Associate (CCNA) exam. Together, this course and CS 366 include the first area of study. 3:0:3

CS 366  
Computer Networking Laboratory  
**Co-requisite or Prerequisite:** CS 365 or instructor consent.  
This course provides students opportunities to practice computer networking concepts through hands-on networking projects. Students will experiment with and evaluate various networking utilities. Course projects will reinforce the concepts learned in CS 365. Cisco recommends four areas of study in preparing for the Cisco Certified Network Associate (CCNA) exam. Together, this course and CS 365 include the first area of study. 1:0:1

CS 367  
Network and Security Administration  
**Prerequisite:** CS 365.  
This course provides an overview of the role of a network and security administrator. It covers the elements of the network and security for which the administrator is responsible: servers, end-user machines, routers, local interconnection devices, and network security-related tasks and issues. It covers the configuration and trouble shooting of local area networks and wide area networks, and network protection from external and internal security threats. This is a hands-on, project-intensive course. 3:0:3
CS 371  
Internetworking  
**Prerequisites:** CS 365 and CS 366  
This course introduces a variety of routing protocols and concepts. Course topics include (but are not limited to): static and dynamic routing, packet forwarding, distance-vector and link-state routing protocols, routing tables, VLSM, and CIDR. This course may include various hands-on networking projects. Cisco recommends four areas of study in preparing for the Cisco Certified Network Associate (CCNA) exam. This course covers the second area of study. 3:0:3

CS 372  
Advanced Networking  
**Prerequisites:** CS 365 and CS 366  
This course introduces Local Area Network (LAN) switching and wireless networking. Course topics include (but are not limited to): LAN and Virtual LAN (VLAN) design and switching, VLAN trunking protocol, Spanning Tree Protocol, Inter-VLAN routing, and wireless LAN communications. This course may include various hands-on networking projects. Cisco recommends four areas of study in preparing for the Cisco Certified Network Associate (CCNA) exam. This course includes the third area of study. 3:0:3

CS 373  
Computer Network Security  
**Prerequisite:** CS 365  
This course introduces students to various security concepts, issues, and countermeasures in both computer systems and computer networks. The topics to be examined include, but are not limited to, cryptographic techniques and applications, attack and vulnerability identification, defenses and countermeasures, security tools and techniques, and ethical and legal issues. Several of these concepts may be put into practice using laboratory exercises. 3:0:3

CS 380  
Compilers  
**Prerequisite:** CS 352  
The student will learn the principles of compiler construction. In particular, the student will learn about lexical analysis, symbol tables, parsing, type checking, and code optimization. Some or all of these concepts will be put into practice with programming projects. 3:0:3

CS 385  
Modern Developments in Advanced Networking  
**Prerequisites:** CS 371 and CS 372  
This course introduces WAN technologies and network services. Course topics include (but are not limited to): WAN technologies, connection options, troubleshooting, and security. This course may include various hands-on networking projects. Cisco recommends four areas of study in preparing for the Cisco Certified Network Associate (CCNA) exam. This course includes the fourth area of study. 3:0:3

CS 415  
Special Topics in Computers  
**Prerequisite:** dependent on course topic.  
This course serves as an in-depth study in a specific field of computer science. Course topics may include (but are not limited to): architecture, advanced networking concepts, computer graphics, modeling and simulation, programming language theory, software engineering, VLSI circuits. CS 415 may be repeated once for credit for a different course topic. 3:0:3

CS 451  
Computer Science Internship  
(Parkville Daytime Campus Center Only)  
**Prerequisites:** Consent of the advisor, student should be entering or completing his/her senior year.  
The student arranges to work in a professional environment. The student's duties must be sufficiently complex to require the expertise of a senior level computer student. Internship duties may include (but are not limited to): developing or updating a program(s) or application(s), installing computer hardware or software, installing or administering a network, writing technical documentation. Prior to enrolling in CS 451, the student and the student's job supervisor must jointly prepare an internship proposal. The proposal must be submitted to the advisor and approved no later than four weeks prior to the enrollment deadline. Variable credit: 1-6 hours.
CS 490  
Senior Project in Computers  
(Parkville Daytime Campus Center Only)  
The student finds a computer-related field of interest and performs in-depth work in that field. The project must be sufficiently complex to require the expertise of a senior level computer student. Project topics may include (but are not limited to): developing or updating a program(s) or application(s), installing computer hardware or software, installing or administering a network, writing technical documentation, writing a research paper. Prior to enrolling in CS 490, the student must prepare a project proposal. The proposal must be submitted to the advisor and approved no later than four weeks prior to the enrollment deadline. Prerequisites: consent of the advisor, student should be entering or completing his/her senior year. Variable credit: 1-6 hours.

EC 141  
Principles of Macroeconomics  
A study of the contemporary American economy; the role of investment, consumption, and government on income determination; and an analysis of the foreign sector. Emphasis is on contemporary problems: unemployment, inflation, and growth. 3:0:3

EC 142  
Principles of Microeconomics  
A study of the market mechanism and the organization of production and distribution activities in society. A major focus is on the determination of prices of goods and factors of production. Analysis of the firm as the main institution in the market. 3:0:3

EC 300  
Intermediate Microeconomics  
Prerequisite: EC 142  
An analysis of the considerations underlying economic value. Emphasis is on the pricing process under different market conditions and the evaluation of the functioning of the enterprise system. 3:0:3

EC 301  
Intermediate Macroeconomics  
Prerequisite: EC 141.  
This course begins with a review of national income concepts including national income accounting. It analyzes fiscal and monetary policy using the ISLM model. The primary course focus is on the critical analysis of fiscal, monetary, new Keynesian, and new classical models and their success in explaining economic stability and the stimulation of economic growth. 3:0:3

EC 302  
Labor Economics  
Prerequisite: EC 142.  
A study of wages, working hours, conditions of work, fringe benefits. Also, an analysis of purchasing power of wages, and productivity. Attention is given to labor unions and to government attitudes toward labor. 3:0:3
EC 303  
**Money, Credit and Banking**  
**Prerequisites:** EC 141 and EC 142 or permission of the instructor.  
A study of commercial banking, money markets, capital markets, monetary standards, foreign exchange; also, an analysis of the Federal Reserve System (central banking system) and its impact on the control of the money supply, and a survey of financial institutions. 3:0:3

EC 305  
**Special Issues in Economics**  
This course consists of the study and analysis of some major aspects of economic theory at the junior level. Permission required from the instructor. Variable credit: 1 to 3 credit hours.

EC 308  
**Transition to a Market Economy**  
An examination of problems of transitioning from a centrally directed, statist economic system to a system in which the market establishes what and how much the economy produces and consumes. The role of the price system and the function of profit in a market economy are discussed. Formal and informal institutional barriers to the transition will be evaluated. 3:0:3

EC 309  
**Economic Development**  
**Prerequisites:** EC 141 and EC 142.  
A study of the principles of growth applied to developed countries, newly industrialized countries, and developing countries. Analysis begins with a discussion of the early gains from socialist collectivization and Latin American early gains due to import substitution. The development failure that led to the collapse of the USSR and the development failures in the current non-communist countries are analyzed. 3:0:3

EC 315  
**Quantitative Research Methods**  
**Prerequisites:** MA 120 and CS 140.  
This intermediate level statistics course covers the fundamentals of conducting quantitative research for the social and administrative sciences. The course is organized around a research project on quantitative analysis of data. 3:0:3

EC 401  
**History of Economic Thought**  
This course provides an overview of the historical development of economic doctrines from ancient times to the mid-20th century. Included in the discussion are the Greek and Roman slave society, the feudal society, mercantilism, and the historical transition to socialism and capitalism. 3:0:3

EC 402  
**Comparative Economic Systems**  
**Prerequisites:** EC 141 and EC 142.  
A study of several economies which discusses the impact of various ideologies on economic structures. Major areas: capitalism, socialism, communism (theory and practice). Term paper required. 3:0:3

EC 404  
**Managerial Economics**  
**Prerequisites:** EC 141, EC 142 and EC 315. A second statistics course and CS 140 may be substituted for EC 315.  
The course covers microeconomic analysis of specific problems faced by business firms. The course includes determining optimal solutions to firm objectives such as maximizing profit, minimizing cost, and achieving the optimal portfolio mix. The analysis is conducted with Microsoft Excel to solve problems using regression analysis. 3:0:3

EC 407  
**International Trade and Finance**  
**Prerequisites:** EC 141, EC 142 and EC 300.  
The course entails an examination of trade theory, commercial policy and selective trade problems of global economics; an investigation of the nature of international payments, balance of payments and foreign exchange markets; a study of international monetary arrangements and their adjustment mechanisms. 3:0:3
EC 450  
Senior Seminar in Economics  
**Prerequisites:** EN 306B, EC 300, EC 301, EC 315 and at least two of the following: EC 302, EC 303, or EC 407.  
In this capstone course for economics majors, students will demonstrate mastery of economic concepts by successfully completing comprehensive written exams in micro- and macroeconomics. Analytical ability as well as communication skills will be assessed through student completion of an original research project requiring statistical analysis of an economics topic. Research findings will be presented to faculty and other invited participants. 3:0:3

EC 490  
Special Topics in Economics  
**Prerequisite:** Permission required.  
This course consists of the study and analysis of some major aspect(s) of economic theory at the senior level. Variable credit: 1 to 3 credit hours.

EDU 107  
Career Inquiry in Education  
The course is designed to introduce students to the American educational system. An overview of the various types of PK-12 educational opportunities including public, charter, and private schools in urban, suburban, and rural settings is provided. Course topics include teaching as a career, knowledge, skills and dispositions in education, agencies that regulate educational opportunities in America, standards, frameworks, and accountability. 2:0:2

EDU 203  
Educational Psychology  
Application is made of the fundamental principles of psychology to the teaching and learning process of children. 3:0:3

EDU 207  
Technology in Education  
An introduction to the technology of the classroom, including instructional media and computers. Emphasis on effective use of media, operation of equipment, production of resources, and selection and evaluation of hardware and software. There will be an opportunity to work on the education portfolio. 3:0:3
EDU 210 LE  
The School as a Social System  
A survey of the historical, philosophical, and legal foundations of American education. Also a study of the various school systems in the United States. Selected educational problems, issues and practices will be examined in light of current social conditions. 3:0:3

EDU 300  
Writing in Education  
**Prerequisites:** EN 105 and EN 106 with at least a “C”, and passing the Writing Competency Test (W.C.T.)  
A writing intensive course for those preparing to teach. Emphasis will be placed on specific language arts competencies through reading, reflection, and development of knowledge and skills appropriate for teaching language arts and the writing process. Focus will also be on writing appropriate for classroom teachers including community communication, reflective thinking and writing, and critical analysis of education literature. This course will satisfy EN 306. 3:0:3

EDU 310  
Issues in Diversity & World Culture  
This course deals with issues of, equity and justice in education including gender, race, class, age, sexual orientation, and issues faced by non-native English speakers while emphasizing the cultural diversity found in schools. Students will be exposed to educational situations that exemplify diversity, while reflecting on and grappling with such difficult subjects as religion, cultural competence, ethnocentricity, sexual orientation, and white privilege. Students are expected to engage in deep reflection and critical analysis of society and the impact of diversity in the school setting. 3:0:3

EDU 315  
Children and Young Adult Literature  
This course will survey traditional and modern literature for children and young adults. Quality literature will be emphasized and multiculturalism highlighted. Candidates will determine criteria for selecting and evaluating this literature and develop techniques/resources to incorporate it in their teaching. Candidates will learn how to conceptually organize the literature for teaching reading in various content areas. 3:0:3

EDU 336  
Foundations of Special Education  
The course serves as an introduction to the special education profession including an examination of the historical, philosophical, and legal foundations of special education, components necessary for effective collaboration and consultation with parents, school personnel and other professionals, related multicultural values, ethical and legal issues, the characteristics of students with exceptional learning needs, and the process and procedures for providing special education services to meet the educational, social, and personal goals for student with disabilities. The recommended practices of the Council for Exceptional Children will serve as the foundation for understanding the roles, knowledge and competencies of the special educator. 3:0:3

EDU 341  
Ethics and Professionalism in the Classroom  
**Prerequisite:** EDU 210  
An introduction to the legal values and ethical standards of behavior that govern the profession of teaching. Focus is on the legal and ethical duties owed by educators to student, parents, colleagues and the school district. Emphasis is placed on appropriate intervention and response strategies to problems frequently faced by new teachers. 1:0:1

EDU 366  
Methods of Teaching Students with Cross-Categorical Disabilities  
A methods course designed to develop and enhance the student’s knowledge and skills of curricular and instructional methodologies used in the teaching of children and youth with mild/moderate cross-categorical disabilities who are typically served in resource rooms and in inclusive classroom settings. The application of classroom practices, teaching strategies, affective interactions, and instructional accommodations/modifications will be included. 3:0:3

EDU 367  
Assessment in Education  
**Prerequisites:** EDU 203 or EDM 225 or EDS 225 and admission to the School for Education.  
This course is designed to address issues relating to formal and informal assessment, teacher-made tests, authentic assessment, as well as standardized tests. Emphasis will be on tests utilized in Missouri. Fieldwork in the schools will be required. 3:0:3
EDU 375
Exceptional Children
Prerequisites: EDU 203, or EDM 225 or EDS 225 and admission to the School for Education. A course designed to study the varied educational, developmental, and behavioral characteristics of children with special intellectual, physical, emotional, or social needs. This course includes completion of out-of-class experiences such as visits to inclusion classrooms in area schools, and home visits with families. To be taken simultaneously with Practicum. 3:0:3

EDU 388
Content Area Methodology for K-12 Teachers
Prerequisite: Admission to the School for Education. To be taken simultaneously with Practicum or Directed Teaching. The purpose of this course is to allow the student to identify and practice appropriate teaching techniques and methods in the area of K-12 certification. The teaching of reading and writing, in addition to assessment, will be addressed. The areas of concentration are: A. Art  B. Spanish 3:0:3

EDU 400
Independent Reading in Education
Prerequisite: Permission of the instructor. A course designed to meet individual interest areas in the field of education. Variable credit: 1-3 hours.

EDU 410
Directed Teaching with Seminar for K-12
Prerequisites: EDS 353 (with at least a grade of “B”) and at least 30 hours in the discipline to be taught, and admission to the School for Education and cumulative GPA of 2.75. A twelve-week experience in directed teaching, six weeks in grades 1-5, six weeks in grades 6-12, in area schools. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar which can include intensive meeting time before the directed teaching experience and weekly meetings during the directed teaching experience and upon its conclusion. The purpose of the seminar is to allow exploration of issues and experiences reflectively to enhance the directed teaching experience. 2:12:14

EDU 436
Transition/Career Education for the Student with Disabilities
The purpose of this course is to provide a background on transition education and services for individuals with disabilities from childhood through adulthood. Emphasis is placed on identification and documentation of transition skills need by individuals with disabilities, the nature of the transition process, best practices in transition/career education and planning, assessment and curricular implications, community transition education and service programs, and the roles of all stakeholders in the transition process. 3:0:3

EDU 447
Family, School and Community Collaboration
This course is designed to help students develop the communication, collaboration, and consultation skills and strategies to create and maintain effective partnerships with families and professionals and empower all stakeholders dedicated to the care of children and youth, particularly those with exceptional learning needs. 3:0:3

EDU 457
Language Development of the Exceptional Child
This course provides a study of the stages and characteristics of language development with an emphasis on the needs of children and youth with exceptional learning needs, including those who speak English as a second language (ESL). Explores the impact of disability and second language acquisition on language development, and the inter-relationship of speaking, listening, reading, and writing. Includes an examination of the characteristics and etiology of children and youth with language disabilities, the language characteristics associated with various types of disabilities, formal and informal evaluation procedures, and intervention strategies appropriate for those with language delays, impairments, and deficits. 3:0:3
EDC 220  
Child Growth and Development for Early Childhood and Elementary Teachers  
A study of the growth and development of children, birth through the years of middle childhood. Emphasis will be placed on contemporary multicultural dimensions of development and child rearing, and their implications for teachers. Students will spend a total of 15 contact hours (5 hours each) observing an infant or toddler, a pre-primary aged child, kindergartener, or first grader, and a second, third, fourth or fifth grader. 3:0:3

EDC 221  
Child Growth and Development-Field Experience for Transfer students  
Prerequisites: Transfer course equivalent to EDC 220 without field Experience. This course is designed for students transferring a child development course that did not include observation. A course designed for student observation and reflection for a total of five (5) hours in each of the following early childhood settings: Infant or Toddler, Pre-primary, and Early Elementary (K-3). 0:2:1

EDC 222  
Early Childhood Principles  
Prerequisite: EDC 220  
An introduction to early childhood principles and their implications for teaching. Students will be familiar with the philosophical framework of developmentally appropriate practices as a basis for making professional decisions. Students will observe for a total of five (5) hours in each of the following early childhood settings: Infant or Toddler, Pre-Primary, and Early Elementary (K-3) 3:0:3

EDC 223  
Early Childhood Principles-Field Experience for Transfer students  
Prerequisites: Transfer course equivalent to EDC 222 without field Experience and EDC 220. This course is designed for students transferring an early childhood principles course that did not include observation. A course designed for student observation and reflection for a total of five (5) hours in each of the following early childhood settings: Infant or Toddler, Pre-Primary, and Early Elementary (K-3) 0:2:1

EDC 325  
Education of Exceptional Children  
Prerequisite: EDC 220 or EDE 220  
A course designed to study the varied educational, developmental, and behavioral characteristics of children with special intellectual, physical, emotional, or social needs. This course includes completion of out-of-class experiences such as visits to inclusion classrooms in area schools, classroom or agency visits for children with exceptionalities or interviews with families. 3:0:3

EDC 335 (EDE 335)  
Art, Music and Movement for Early Childhood and Elementary Teachers  
A course in which students plan, implement and evaluate developmentally appropriate materials, activities and strategies for teaching art, music and physical education in early childhood settings and the elementary grades. Combines theoretical knowledge about effective instruction with the development and application of reflective teaching skills. 3:0:3

EDC 340  
Language and Literacy Development in Early Childhood  
Prerequisite: EDC 220 and EDC 222  
A study of language and literacy development in young children. Emphasis will be placed on the roles of teachers and families in facilitating reading, writing, speaking and listening in young children, from birth through age 5. Students will observe and interact with children for (5) five hours in each of the following early childhood settings: Infant or Toddler, Pre-Primary, Early Elementary (K-3). 3:0:3

EDC 342  
Early Childhood Program Management  
Prerequisites: EDC 220 and EDC 222  
A course examining the issues of management in early childhood programs, including supervision; planning environments, curriculum, and evaluation procedures; health, safety, nutrition; guidance and classroom management; professional decision-making; working with families and community; and advocacy. Students will visit and participate in a variety of different programs serving children from birth through grade 3. 2:0:2
EDC 344
Program Planning and Evaluation in Early Childhood Programs
PREREQUISITE: 12 hours of Early Childhood coursework and EDC 342.
This course examines the systematic and ongoing evaluation of various components of an early childhood program, and the use of that information to determine the vision and goals for the program, and allocation of resources to meet those goals. The process of change and the role leadership will be explored. Candidates seeking degree in Early Childhood Education and Leadership will plan to take EDC 344, 345 and 346 once they have completed practicum. 2:0:2

EDC 345
Financial Aspects of Early Childhood Programs
PREREQUISITE: 12 hours of Early Childhood coursework and EDC 342.
The course will examine the financial aspects of early childhood programs related to establishing and operating early education centers and family child care homes. Issues of quality, compensation and affordability will be addressed. Steps in planning a budget based on the program's vision, mission and goals and a regular analysis of the budget as a planning tool will be emphasized. Financial records necessary to provide evidence of a sound fiscal management system will be addressed. Fiscal policies and procedures and insurance needed to protect program integrity and assets will be analyzed. Effective marketing, public relations, and community outreach strategies will be explored. Candidates seeking degree in Early Childhood Education and Leadership will plan to take EDC 344, 345 and 346 once they have completed practicum. 2:0:2

EDC 346
Human Resources in Early Childhood Programs
PREREQUISITE: 12 hours of Early Childhood coursework and EDC 342.
A course designed to examine aspects of supervising and supporting personnel in early care and education settings. Policies and legalities of recruiting, screening and hiring will be addressed. Candidates seeking degree in Early Childhood Education and Leadership will plan to take EDC 344, 345 and 346 once they have completed practicum. 2:0:2

EDC 354
Observation, Assessment & Screening in Early Childhood Education
PREREQUISITE: Admission to the School for Education
Concurrent enrollment in:
EDC 373 or 383 or permission of coordinator or chair.
A course exploring appropriate assessment procedures for evaluating, monitoring, reporting, and planning experiences to support and extend the development and learning of young children. Students will practice the skills of observation and assessment. 3:0:3

EDC 354A: Observation, Assessment & Screening in Early Childhood Education: Part 1
PREREQUISITE: Admission to the School for Education
Concurrent Enrollment in:
EDC 355A: Social and Emotional Learning in ECE: Part 1
EDC 363A: Integrating the Curriculum-PreK: Part 1
EDC 358: Early Childhood Program Management 16-week
EDC 373 PreK Practicum for ECE Certification or Teaching Young Children
OR PERMISSION OF Coordinator or Chair
Students must enroll and successfully complete part 2 within the next term or repeat EDC 354A.
A course exploring appropriate assessment procedures for evaluating, monitoring, reporting, and planning experiences to support and extend the development and learning of young children. 1:0:1.

EDC 354B: Observation, Assessment & Screening in Early Childhood Education-Part 2
PREREQUISITE: Admission to the School for Education and successful completion of EDC 354A within the directly prior term.
Concurrent Enrollment in:
EDC 355B: Social and Emotional Learning in ECE: Part 2
EDC 363B: Integrating the Curriculum-PreK: Part 2
16-week
EDC 373 PreK Practicum for ECE Certification or Teaching Young Children
OR PERMISSION OF Coordinator or Chair.
Students will practice the skills of observation and assessment in an early childhood setting. 2:0:2
EDC 355
Social and Emotional Learning in Early Childhood
Prerequisite: Admission to the School for Education.
This course will examine the theories that support the problem solving approach to guiding young children's behavior in the early childhood classroom. The adult role in developing relationships of mutual trust and respect and helping young children see themselves as a member of a learning community will be emphasized. Developmentally appropriate strategies, including preventive strategies, will be explored. Students will observe and analyze guidance and classroom management practices in different early childhood settings. 3:0:3

EDC 355A: Social and Emotional Learning in Early Childhood-Part 1:
Prerequisite: Admission to the School for Education.
Concurrent Enrollment in:
EDC 354A: Observation, Assessment and Screening in ECE: Part 1
EDC 363A: Integrating the Curriculum-PreK: Part 1
EDC 358: Early Childhood Program Management 16-week
EDC 373 PreK Practicum for ECE Certification or Teaching Young Children OR PERMISSION OF Coordinator or Chair

Students must enroll and successfully complete part 2 within the next term or repeat EDC 355A.

This course will examine the theories that support the problem solving approach to guiding young children's behavior in the early childhood classroom and/or setting. The adult role in developing relationships of mutual trust and respect and helping young children see themselves as a member of a learning community will be emphasized. Developmentally appropriate strategies, including preventive strategies, will be explored. 2:0:2.

EDC 355B: Social and Emotional Learning in Early Childhood-Part 2:
Prerequisite: Admission to the School for Education and successful completion of EDC 355A within the directly prior term.

Concurrent Enrollment in:
EDC 354B: Observation, Assessment and Screening in ECE: Part 2
EDC 363B: Integrating the Curriculum-PreK: Part 2
16-week
EDC 373 PreK Practicum for ECE Certification or Teaching Young Children OR PERMISSION OF Coordinator or Chair.

Students will observe and analyze guidance and classroom management practices in different early childhood settings. 1:0:1

EDC 357
Family Involvement in Early Childhood Education
Prerequisite: Admission to the School for Education.
A course designed to provide students with the knowledge and skills necessary to promote and support family involvement in early childhood settings (including Infant/Toddler, Pre-primary, and early elementary K-3). Emphasis will be placed on learning to work effectively with families and other adults from a variety of cultural/linguistic and socio-economic backgrounds. 3:0:3

EDC 362
Infants and Toddlers
Prerequisite: Admission to the School for Education
Students will plan, implement and evaluate developmentally appropriate materials, activities and strategies for children, birth through age two. 3:0:3

EDC 363
Integrating the Curriculum: PreK
Prerequisite: Admission to the School for Education.
A course designed for students to plan, implement and evaluate developmentally appropriate materials, activities and strategies in a Pre-primary setting. ECE Certification and ECE Teaching Young Children students must be concurrently enrolled in EDC 372 Infant and Toddler Practicum for ECE Certification or Teaching Young Children. 3:0:3
EDC 363A  
**Integrating the Curriculum: PreK-Part 1**  
**PREREQUISITE:** Admission to the School for Education.  
**Concurrent Enrollment in:**  
EDC 354A: Observation, Assessment and Screening in ECE: Part 1  
EDC 355B Social and Emotional Learning in Early Childhood-Part 1:  
EDC 373 PreK Practicum for ECE Certification or Teaching Young Children  
OR PERMISSION of Coordinator or Chair  

*Students must enroll and successfully complete part 2 within the next term or repeat EDC 363A.*  

A course designed for students to evaluate developmentally appropriate materials, activities and strategies in a Pre-primary setting. 1:0:1.

EDC 363B  
**Integrating the Curriculum: PreK-Part 2**  
**PREREQUISITE:** Admission to the School for Education and successful completion of EDC 363B within the directly prior term.  
**Concurrent Enrollment in:**  
EDC 354B: Observation, Assessment and Screening in ECE: Part 2  
EDC 355B Social and Emotional Learning in Early Childhood-Part 2:  
16-week  
EDC 373 PreK Practicum for ECE Certification or Teaching Young Children  
OR PERMISSION OF Coordinator or Chair  

A course designed for students to plan and implement activities and strategies in a Pre-primary setting 2:0:2.

EDC 364  
**Integrating the Curriculum: K-3**  
**PREREQUISITE:** Admission to the School for Education.  
A course designed for students to plan, implement and evaluate developmentally appropriate materials, activities and strategies in a primary setting, grades K-3. ECE Certification students must be concurrently enrolled in EDC 374: K-3 Practicum for ECE Certification. 3:0:3.

EDC 372  
**Infant and Toddler Practicum**  
**PREREQUISITE:** Admission to the School for Education.  
A supervised field experience in an infant/toddler setting that supports the integration of teacher knowledge, skills, and dispositions necessary for working with young children, birth through age 2, and their families. The student is required to be in the infant/toddler setting 72 hours during the semester. The practicum is scheduled with practicum instructor. The student must be concurrently enrolled in EDC 362 and must earn at least a “B” in the practicum to continue in the program. Candidates seeking a degree in Early Childhood Education and Leadership shall take EDC 372 for a minimum of one credit hour. Candidates seeking a degree in Early Childhood Education Teaching Young Children OR Early Childhood Education Certification shall take EDC 372 for two credit hours. Variable credit: 1 - 2 hours.

EDC 373  
**PreK Practicum**  
**PREREQUISITE:** Admission to the School for Education.  
A supervised field experience in a PreK-primary setting that supports the integration of teacher knowledge, skills, and dispositions necessary for working with young children, 3-5 years of age, and their families. The student is required to be in the Pre-primary setting 72 hours during the semester and is scheduled with practicum instructor. The student must be concurrently enrolled in EDC 363 or EDC 363A & B Integrating the Curriculum: PreK and must earn at least a “B” in the practicum to continue in the program. Candidates seeking a degree in Early Childhood Education and Leadership shall take EDC 373 for a minimum of one credit hour. Candidates seeking a degree in Early Childhood Education Teaching Young Children OR Early Childhood Education Certification shall take EDC 373 for 2 credit hours. Variable credit: 1 - 2 hours.

EDC 374  
**K-3 Practicum**  
**PREREQUISITE:** Admission to the School for Education.  
A supervised field experience in a primary setting that supports the integration of teacher knowledge, skills, and dispositions necessary for working with young children, 3-5 years of age, and their families. The student is required to be in the primary setting 72 hours during the semester and is scheduled with practicum instructor. The student must be concurrently enrolled in EDC 363 or EDC 363A & B Integrating the Curriculum: PreK and must earn at least a “B” in the practicum to continue in the program. Candidates seeking a degree in Early Childhood Education and Leadership shall take EDC 374 for a minimum of one credit hour. Candidates seeking a degree in Early Childhood Education Teaching Young Children OR Early Childhood Education Certification shall take EDC 374 for 2 credit hours. Variable credit: 1 - 2 hours.
for working with young children, (K-grade 3), and their families. The student is required to be in the pre-primary setting 72 hours during the semester and is scheduled with practicum instructor. The student must be concurrently enrolled in EDC 364: Integrating the Curriculum: K-3 and must earn at least a “B” in the practicum to continue in the program. 0:2:2

Student must pass appropriate PRAXIS II before enrolling in Directed Teaching with Seminar.

EDC 410
Early Childhood Directed Teaching with Seminar
Prerequisites: EDC 354, EDC 355, EDC 362, EDC 363, EDC 364, EDC 372, EDC 373, EDC 374, EDE 380, and EDE 385, admission to the School for Education and criteria met for directed teaching.
A twelve-week experience of directed teaching in two different early childhood settings (Infant/Toddler, Pre-primary or Primary K-3). Interactions with children and families from a variety of backgrounds will be an integral part of the directed teaching experience. Included will be 30 contact hours of seminar, including intensive meeting time before student teaching begins and weekly meetings during the experience of directed teaching and a culminating session following the directed teaching experience. The purpose of the seminar is to allow exploration of issues and experiences in a reflective way to enhance the directed teaching experience, and to articulate an appropriate philosophy of early childhood education as a basis for making professional decisions. 2:12:14

EDC 415
Internship to ECE & Leadership
Prerequisites: EDC 354 or 354 A & B, EDC 355 or 355 A & B, EDC 362, EDC 363 or 363 A & B, EDC 372, EDC 373, EDC 344, EDC 345, EDC 346, admission to the School for Education and criteria met for requesting internship. Candidates, who are in catalogs dating 2009 and later, will enroll in EDC 415 for 12 credit hours. The internship can occur as a form of mentorship only if: 1.) The candidate is currently teaching full-time; 2.) The site is pre-approved (accredited) AND 3.) The candidate can provide evidence that a mentor will be provided by the school to meet with the candidate on a daily basis. Interactions with children and families from a variety of backgrounds will be an internal part of the directed teaching experience. Included with the internship experience will be 30 contact hours of seminar. The purpose of the seminar is to allow exploration of issues and experiences in a reflective way, to enhance the teaching experience, and to articulate an appropriate philosophy of early childhood education as a basis for making professional decisions. Degree portfolio will be completed in this course. Variable Credit: 1:7:8 or 2:10:12

EDC 420
Internship in Early Childhood Teaching Young Children
Prerequisites: EDC 354 or 354 A & B, EDC 355 or 355 A & B, EDC 362, EDC 363 or 363 A & B, EDC 372, EDC 373, admission to the School for Education and criteria met for requesting internship. Internship in Teaching Young Children is a ten-week experience working full-time teaching internship in one or two different early childhood settings (Infant or Toddler and Pre-primary). Candidates will spend no less than 400 contact hours at the internship site. The internship can occur as a form of mentorship only if: 1.) The candidate is currently teaching full-time; 2.) The site is pre-approved (accredited) AND 3.) The candidate can provide evidence that a mentor will be provided by the school to meet with the candidate on a daily basis. Interactions with children and families from a variety of backgrounds will be an internal part of the directed teaching experience. Included with the internship experience will be 30 contact hours of seminar. The purpose of the seminar is to allow exploration of issues and experiences in a reflective way, to enhance the teaching experience, and to articulate an appropriate philosophy of early childhood education as a basis for making professional decisions. Degree portfolio will be completed in this course. 2:10:12
EDE 220
Child Growth and Development for Early Childhood and Elementary Teachers
A study of the growth and development of children, birth through the years of middle childhood. Emphasis will be placed on contemporary multicultural dimensions of development and child rearing, and their implications for teachers. Students will spend a total of 15 contact hours (5 hours each) observing an infant or toddler, a pre-primary aged child, kindergartener, or first grader, and a second, third, fourth, or fifth grader. 3:0:3

EDE 335 (EDC 335)
Art, Music and Movement for Early Childhood and Elementary Teachers
A course in which students plan, implement and evaluate developmentally appropriate materials, activities and strategies for teaching art, music and physical education in early childhood settings and the elementary grades. Combines theoretical knowledge about effective instruction with the development and application of reflective teaching skills. 3:0:3

EDE 355
Classroom Management for Elementary Teachers
PREREQUISITES: EDU 203 and Admission to the School for Education. Theory and skills necessary to implement classroom management strategies are presented through lecture, discussion and classroom observations. Students will explore the theoretical foundations, knowledge, skills and dispositions necessary to create supportive teacher-student relationships and to implement developmentally appropriate guidance and classroom management strategies. The course includes guidance procedures for integrating children with and without disabilities. Students will observe and analyze guidance and management practices in a variety of appropriate early childhood, elementary, middle school and secondary settings. 3:0:3

EDE 359
Elementary Teaching Strategies
PREREQUISITE: Admission to the School for Education. Students must earn at least an “B” in this course before enrolling in directed teaching. Will be taken concurrently with Practicum.

This course develops the curriculum and instructional strategies appropriate to the elementary learner. An emphasis is focused on developing knowledge of the Missouri Standards, lesson plans, teaching strategies, and reflection techniques. The course is designed to provide the student with the skills to plan, implement, and evaluate both the teaching and learning processes for the elementary social studies classroom. 5:0:5

EDE 360
Practicum
PREREQUISITE: Admission to the School for Education.
A. Concurrent enrollment in EDE 359 and EDE 380 required unless previously completed.
B. Concurrent enrollment in EDU 375 or approval of Program Chair.
C. Concurrent enrollment in EDE 385 and EDE 387 or approval of Program Chair.
This field experience in a classroom supports the integration of teacher knowledge, skills, and dispositions in the observation and application of classroom management, professional practices, and instructional techniques. The student is required to be in the regular classroom a full day or 2 half days during the semester. Students must earn a “B” grade or higher before continuing in the practicum sequence; may be repeated. 0:2:2

EDE 378
Science for Early Childhood and Elementary Teachers
ELEMENTARY: PREREQUISITES: EDE 359 and admission to the School for Education.
Early Childhood Prerequisites: Admission to the School for Education.
A course designed to explore how children develop an interest in scientific exploration. Students will observe, design, implement and evaluate activities appropriate for early childhood programs and elementary classrooms. 2:0:2

EDE 380
Literacy for Early Childhood and Elementary Teachers
ELEMENTARY: PREREQUISITES: Admission to the School for Education. To be taken concurrently
with EDE 360 Practicum A.
Early Childhood: To be taken concurrently with EDC 374.
Teaching literacy as a lifelong endeavor including reading research, emergent literacy/reading readiness, writing, listening and speaking in order to prepare students to become competent communicators. Emphasis on the development and organization of an authentic language arts program including the principles and practices which will lead to literacy. Observations in a variety of settings, including early childhood programs and elementary classrooms enable the student to learn about the support of emergent literacy and the delivery of literacy instruction in the primary grades. 6:0:6

**EDE 385**
**Diagnosis and Remediation for Math Difficulties**
**Prerequisites:** MA 135 plus one additional Math course, admission to the School for Education. Elementary: To be taken concurrently with EDE 360C Practicum. Early Childhood: To be taken concurrently with EDC 374: K-3 practicum. This course will study effective assessment/diagnostic and instructional techniques, including remedial strategies, for the teaching of mathematics to prepare preservice teacher candidates to work with elementary school students. Preservice teacher candidates will apply their knowledge of the assessment/diagnostic process and prescriptive teaching strategies to work with directly with students in the area of mathematics during a field experience in an elementary school setting. 3:0:3

**EDE 387**
**Diagnosis & Remediation of Reading Difficulties**
**Prerequisite:** EDE 380 and admission to the School for Education.* A survey of the instruments which teachers can use in their classroom to screen reading difficulties. The instruments will be demonstrated and mastered as part of the course. Methods and materials available to the classroom teacher for remediation reading difficulties are also a focus of this course. Preservice students are required to work with elementary school students in a classroom setting and/or one on one for 32 hours of combined assessment and remedial tutoring in a school setting during regularly scheduled course hours set reserved for this purpose. This course is designed to prepare teachers to individualize reading instruction within a literacy program in the elementary school. 3:0:3
* To be taken concurrently with EDE 360C Practicum.

**Student must pass appropriate PRAXIS II before enrolling in Directed Teaching with Seminar.**

**EDE 410**
**Elementary Directed Teaching with Seminar**
**Prerequisites:** EDE 359 (with at least a grade of “B”), EDE 387, EDE 380, and admission to the School for Education and cumulative GPA of 2.75. A ten-week experience in directed teaching in an area school. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar, an intensive period before teaching begins, biweekly meetings during the experience of directed teaching and immediately at the conclusion. The purpose of the seminar is to allow exploration of issues and experiences in a reflective way to enhance the directed teaching experience. 2:10:12
MIDDLE SCHOOL EDUCATION

EDM 225
Psychology of Education & Adolescence
Through a study of the developmental factors and problems common to the period from puberty to adulthood, including self identity, sexuality, parent, peer, and adolescent relationships, and conditions leading to optimal development, this course guides the student to apply the fundamental principles of adolescent psychology to the teaching-learning process. 3:0:3

EDM 353
Teaching Strategies & Classroom Management
**Prerequisites:** Admission to the School for Education. To be taken simultaneously with Practicum.
Theory and skills necessary to implement classroom management, curriculum development and instructional strategies are presented through lecture, discussion and classroom observations. Students will explore the theoretical foundations, knowledge, skills and dispositions necessary to create supportive teacher-student relationships and to implement developmentally appropriate guidance and classroom management strategies. Additional emphasis is focused on developing knowledge of the Missouri Standards, lesson plans, and reflection techniques. The course includes guidance procedures for integrating children with and without disabilities. 3:0:3.

EDM 358 (EDS 358)
Reading and Writing in the Content Areas
**Prerequisites:** To be taken simultaneously with Practicum. Must be admitted to the School for Education.
This course will provide the middle school teacher candidate with the knowledge and skills to address the various reading, writing, and study skill levels and the literacy attitudes and motivation of middle school students. Theories, techniques, and strategies of reading, writing, vocabulary development, and study skills in the secondary content areas are studied and practiced. Connections between reading, writing, hearing, speaking, and thinking to the learning process are emphasized. Also an understanding of varying skill levels in these literacy areas will result in the ability to meet the needs of all learners. Students are expected to include literacy instruction with their content area assignments and field experiences. 3:0:3

EDM 360
Practicum
**Prerequisite:** Admission to the School for Education.
This field experience in a classroom supports the integration of teacher knowledge, skills, and dispositions in the observation and application of classroom management, professional practices, and instructional techniques. The student is required to be in the regular classroom a full day or 2 half days during the semester. Students must earn a “B” grade or higher before continuing in the practicum sequence; may be repeated. 0:2:2
A. Concurrent enrollment in EDM 353.
B. Concurrent enrollment in EDU375 recommended.

EDM 395
Methodology in Teaching Content Area in Middle School Classrooms
**Prerequisite:** Admission to the School for Education. To be taken simultaneously with Practicum or Directed Teaching.
The purpose of this course is for candidates to identify and practice appropriate techniques and methods in the area of certification. The teaching of reading and writing, in addition to assessment, will be addressed. The areas of emphasis will be offered on a rotating basis as need dictates: A. English B. Social Studies C. Science D. Mathematics E. Journalism 3:0:3
Student must pass appropriate PRAXIS II exams in both areas of certification before enrolling in Directed Teaching with Seminar

EDM 410
Middle School Directed Teaching with Seminar
**Prerequisites:** EDM 353 (with at least a grade of “B”) and at least 15 hours in discipline to be taught and admission to the School for Education and cumulative GPA of 2.75.
A ten-week experience in directed teaching in an area school. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar, an intensive period before teaching begins, weekly meetings during the experience of directed teaching and immediately at the conclusion. The purpose of the seminar is to allow exploration of issues and experiences in reflective way to enhance the directed teaching experience. 2:10:12
SECONDARY EDUCATION

EDS 225
Psychology of Education & Adolescence
Through a study of the developmental factors and problems common to the period from puberty to adulthood, including self identity, sexuality, parent, peer, and adolescent relationships, and conditions leading to optimal development, this course guides the student to apply the fundamental principles of adolescent psychology to the teaching-learning process. 3:0:3

EDS 353
Teaching Strategies & Classroom Management
PREREQUISITES: Admission to the School for Education. To be taken simultaneously with Practicum. Theory and skills necessary to implement classroom management, curriculum development and instructional strategies are presented through lecture, discussion and classroom observations. Students will explore the theoretical foundations, knowledge, skills and dispositions necessary to create supportive teacher-student relationships and to implement developmentally appropriate guidance and classroom management strategies. Additional emphasis is focused on developing knowledge of the Missouri Standards, lesson plans, and reflection techniques. The course includes guidance procedures for integrating children with and without disabilities. 3:0:3

EDS 358 (EDM 358)
Reading and Writing in the Content Areas
To be taken simultaneously with practicum. Must be admitted to the School for Education. This course will provide the secondary teacher candidates with the knowledge and skills to address the various reading, writing, and study skill levels and the literacy attitudes and motivation of secondary students. Theories, techniques, and strategies of reading, writing, vocabulary development, and study skills in the secondary content areas are studied and practiced. Connections between reading, writing, hearing, speaking, and thinking to the learning process are emphasized. Also an understanding of varying skill levels in these literacy areas will result in the ability to meet the needs of all learners. Students are expected to include literacy instruction with their content area assignments and field experiences. 3:0:3

EDS 360
Practicum
PREREQUISITE: Admission to the School for Education.
A. Concurrent enrollment in EDS 353
B. Concurrent enrollment in EDU375 recommended
This field experience in a classroom supports the integration of teacher knowledge, skills, and dispositions in the observation and application of classroom management, professional practices, and instructional techniques. The student is required to be in the regular classroom a full day or 2 half days during the semester. Students must earn a “B” grade or higher before continuing in the practicum sequence; may be repeated. 0:2:2

EDS 395
Methodology in Teaching Content Area in The Secondary Classroom
PREREQUISITE: Admission to the School for Education. To be taken simultaneously with Practicum or Directed Teaching. The purpose of this course is for candidates to identify and practice appropriate techniques and methods in the area of certification. The teaching of reading and writing, in addition to assessment, will be addressed. The areas of emphasis will be offered on a rotating basis as need dictates: A. English  B. Social Studies  C. Science  D. Mathematics  E. Journalism 3:0:3

Student must pass appropriate PRAXIS II before enrolling in Directed Teaching with Seminar.

EDS 410
Secondary Directed Teaching with Seminar
PREREQUISITES: EDS 353 (with at least a grade of “B”) and 24 hours in discipline to be taught and admission to the School for Education and cumulative GPA of 2.75.
A ten-week experience in directed teaching in an area school. The student will observe and actually teach in a classroom. Included will be 30 contact hours of seminar, an intensive period before teaching begins, weekly meetings during the experience of directed teaching and immediately at the conclusion. The purpose of the seminar is to allow exploration of issues and experiences in reflective way to enhance the directed teaching experience. 2:10:12
EG 101
Introduction to Engineering Management
The introduction to the responsibilities and requirements for engineer administration. The management of technical activities, with emphasis on planning and organizing; requirements for managing projects, team building, techniques of control, data requirements and analysis, communication, time management, and project analysis. 3:0:3

EG 360
Environmental Impact in Engineering
Course includes legal and administrative activities leading toward improved environmental management and responsibility of engineers. National Environmental Policy Act and court decision implications, and preparation and processing of environmental impact statements. 3:0:3

EG 390
Engineer Administration Decision-Making Models
PREREQUISITES: CO 360, EC 142 or consent of the instructor. Development of the formal problem solving process. Identification of the types of decisions made by engineer administrators. Development of techniques for lay-out and organization of the engineer project using milestone scheduling, Gantt chart, and CPM to determine resource requirements, equipment scheduling, and time estimates. Forecasting what is needed, where and when, and alternatives. 3:0:3

EG 470
Engineer Administration Economics
PREREQUISITE: EC 142. Techniques for capital investment decision making, time-value of money, the evaluation of investment alternatives, depreciation cost, materials and equipment accounting information systems. 3:0:3

EG 491
Senior Seminar in Engineering Administration
PREREQUISITE: Completion of construction/engineering core courses or permission of instructor. Advanced case study of engineering management of engineering projects with emphasis on a construction project and the associated construction management. Includes the engineering administration and management responsibilities from project inception to completion. A capstone course bringing together previous course work into the analysis, research, data collection and presentation for the case study. 3:0:3

EI 101
Beginning Reading and Writing I
This course introduces the beginning level speaker of English to basic reading texts and elementary writing tasks. Students learn to identify topic sentences, main ideas, and conclusions; various methods of building vocabulary; and to recognize basic sentence constituents. Writing tasks will be based mainly, but not exclusively, on the readings. Students compare and analyze each other’s work for errors and strengths. As beginning writers of English, they practice and become familiar with simple grammatical structures. 3:0:3

EI 102
Beginning Reading and Writing II
This course continues to introduce the beginning level speaker of English to basic reading texts and elementary writing tasks. In this course, students encounter more challenging reading assignments, ranging from 500 - 800 vocabulary words. More varied writing tasks will be assigned. Students continue to practice grammatical and textual analysis. 3:0:3
EI 111
**Beginning Listening and Speaking I**
This course introduces the beginning level speaker of English to basic listening, speaking, and pronunciation skills. Students learn the elements of phonetics to facilitate the development of superior pronunciation skills as well as self-monitoring techniques. They are exposed to graduated (in terms of difficulty) selections of aural English. They also practice routinized and common patterns of speech such as may be found in the classroom, in the cafeteria, in stores, in the dorm, and so on. Finally, students acquire strategies to improve their comprehension, as well as others’ comprehension of them. 3:0:3

EI 112
**Beginning Listening and Speaking II**
This course continues to introduce the beginning level speaker of English to basic listening, speaking, and pronunciation skills. Building on the knowledge of phonetics gained in EI111, which it follows, students practice and hone their pronunciation skills, including suprasegmental elements such as intonation and rhythm. As listening and speaking material grows more challenging, students continue to develop both listening comprehension and fluency in spoken English, in more contexts. 3:0:3

EI 121
**Beginning Grammar I**
This course introduces the beginning level student to the basic grammar of English. The principal tenses and aspects of the verb system will be covered, as well as the noun system, fundamentals of the way the English article works, and basic adjectives, adverbs, prepositions, and conjunctions. The focus at this level is on simple sentences. 3:0:3

EI 122
**Beginning Grammar II**
This course continues the introduction of basic English grammar begun in EI121. Concepts and grammatical categories encountered in EI 121 will continue to be practiced and reviewed; most will be expanded. Completion of these two courses provides the beginning student with a solid grounding in fundamental English grammar, and increased awareness of grammar itself. 3:0:3

EI 130
**Beginning Integrated Skills I**
This course provides students opportunity to practice and apply all of the skills, concepts, and content being acquired in the other beginning level courses. Themes introduced in the other courses are developed holistically by means of various types of projects and presentations. The focus in integrated skills courses is on using and producing the appropriate language to express, discuss and demonstrate content. 3:0:3

EI 140
**Beginning Integrated Skills II**
This course provides students with further opportunity to practice and apply skills, concepts, and content being acquired in the other beginning level courses. Themes introduced in the other courses are developed holistically by means of various types of projects and presentations. The focus in integrated skills courses is on using and producing the appropriate language to express content. 3:0:3

EI 201
**Intermediate Reading and Writing I**
This course introduces the intermediate level speaker of English to readings of more challenging vocabulary and more varied type, such as newspaper articles, short stories, and brief technical selections. An emphasis is placed on vocabulary building skills and reading skills such as scanning for detail. Writing tasks are based mainly, but not exclusively, on the readings and include short essay-length compositions of different rhetorical categories, as well as summaries, outlines, paraphrases, and letters. 3:0:3

EI 202
**Intermediate Reading and Writing II**
Students continue to develop their reading and writing skills and expand their vocabulary in preparation for advanced level classes. Students will read longer and more challenging texts of varying types; writing assignments will be based mainly, but not exclusively, on these readings. 3:0:3
EI 210
Intermediate Speaking and Listening I
This class teaches students speaking and listening skills necessary for academic success. Students will focus on improving spoken grammar, vocabulary, listening comprehension, pronunciation and fluency. Class activities will include in-class discussions, individual and group oral presentations, pronunciation exercises and spoken instruction. Students will be exposed to American rhetorical forms, including political debate, music lyrics, academic lectures and sports/entertainment/cultural commentary. 3:0:3

EI 211
Intermediate Speaking and Listening II
Students continue to develop the speaking and listening skills necessary for academic success. They will be exposed to listening material of an academic nature, such as recorded lectures, news broadcasts, etc. and will participate in oral activities of an academic nature, such as presentations, debates, discussions, and so on. The course will also emphasize communicative skills and strategies to enable students to check on meaning, clarify misunderstandings, and get their own meaning across more clearly. 3:0:3

EI 221
Intermediate Grammar I
Students in EI 221, Intermediate Grammar, revisit and expand their acquaintance with basic verb tense/aspect categories, adding the perfect aspect. The different aspects of English verbs are contrasted, in order to better explain and demonstrate their use and distribution. Students’ knowledge of categories (such as nouns, etc.) and structures (such as phrases, clauses, etc.) is expanded. The passive voice and factual, future, and present unreal conditionals are introduced. Students use and become more familiar with modals. 3:0:3

EI 222
Intermediate Grammar II
Students continue to consolidate their grasp of basic English grammar. In the verb system of English, particular attention is paid to the various forms of the perfect aspect, conditionals and modals. In the noun system, students’ knowledge of what may constitute a noun is expanded; and other structures such as noun, adjective, and adverb phrases, and independent/dependent clauses are examined. 3:0:3

EI 230
Integrated Skills I
This course teaches students to integrate diverse English skills, including speaking, listening, reading and writing, into holistic language use. Students will build on language skills by increasing reading comprehension, writing fluency and speaking fluency. May be taken as independent study. 3:0:3

EI 245
Advanced American Culture
This course broadens and deepens students’ exposure to American culture through examination and analysis of American music, movies, TV, literature, art, and other media. Students in this course put their English into practice and demonstrate knowledge of American culture by producing a project elucidating an aspect which interests them. It is designed to build upon the skills of cultural analysis taught in EI 145, American Culture, but may be taken on its own. 3:0:3

EI 301
Academic Writing I
This course introduces the advanced-level student to different rhetorical styles of writing, such as narrative, comparison/contrast, process, and so on, along with the requisite grammar. 3:0:3

EI 302
Academic Writing II
This course prepares the advanced-level student to write a research paper. Research methods, writing, and referencing skills will be taught, as well as advanced grammar. 3:0:3

EI 310
Academic Speaking and Listening I
This course focuses on fostering advanced-level students’ fluency in academic discourse, particularly with regard to discussion skills. Students will practice preparing for, participating in, and leading discussions on academic subjects. 3:0:3
EI 311  
**Academic Speaking and Listening II**  
This course imparts the linguistic and technical skills advanced-level students need in order to prepare, deliver and respond to an academic presentation. Research methods, vocabulary, speaking styles, and presentation design will receive emphasis. 3:0:3

EI 321  
**Academic Reading I**  
This course aims to develop advanced-level students’ reading and comprehension skills and build their vocabulary. At least two novels will be read and analyzed. 3:0:3

EI 322  
**Academic Reading II**  
This course concentrates on the skills advanced students require to be able to read academic texts such as articles and textbooks. Emphasis will be placed on the acquisition of academic vocabulary; fluency and efficiency of reading; and advanced comprehension strategies. 3:0:3

EI 330  
**Academic Integrated Skills I**  
This class provides students with additional and highly advanced language acquisition, focusing on further development of reading, writing, speaking and listening skills, with emphasis on academic communication. Content will reinforce learning in other academic subjects, helping students to succeed in 300-400s levels of computer science, natural science, psychology and liberal studies. 3:0:3

EN 105 (C)  
**First Year Writing Seminar I: Critical Reading, Writing and Thinking Across Contexts (C)**  
An introduction to the recursive processes of writing, the course will emphasize discovery and writing-as-thinking. Students will engage various personal and academic genres, with attention to analyzing the audience and purpose for different writing situations. Course readings expose students to a variety of genres and topics from a range of cultural contexts to promote critical thinking and dialogue. Peer response, reflection and revision are emphasized through a summative course portfolio. 3:0:3

EN 106 (C)  
**First Year Writing Seminar II: Academic Research and Writing (C)**  
**Prerequisites:** EN 105 or equivalent  
The course provides sustained experience with the research and writing tasks common in the academy. Students will explore various academic genres, with particular focus on learning to undertake academic inquiry; engage in close reading; incorporate research into their writing; and document sources. Peer response, reflection and revision are emphasized through a summative course portfolio. 3:0:3

EN 201 LE  
**Introduction to Literature**  
Introduction to concepts and vocabulary involved in literary analysis. Develops skills in reading, interpreting and evaluating literature and surveys some of the major literary concerns and movements. 3:0:3

EN 203  
**Explorations in Language and Literature**  
Introductory topics course in language and literature. May be repeated for credit on different topics. 3:0:3
EN 205
Introduction to English Studies
Prerequisites: EN 105, EN 106 or equivalents. An introduction to academic study in English, this course introduces students to the basic elements of literary analysis and theory and to intellectual issues relevant to the study of language, literature and culture. Students will develop the academic skills and habits of mind needed to successfully engage in advanced studies in literature and writing. The course involves opportunities for engagement in campus and local literary organizations/events. 3:0:3

EN 221
African-American Literature
An introduction to major African-American writers from the earliest expressions to the present. An examination of the cultural milieu from which the writing arose, the ideological stance of each writer studied, and the styles and structure of the works considered. 3:0:3

EN 231
Introduction to Language
As an introduction to a general study of language, the course deals with the origin, nature and function of language as a uniquely human phenomenon. The history of English language and a survey of approaches to the analysis of languages are important components. 3:0:3

EN 232 LE
Introduction to Poetry
Introduction to concepts and vocabulary involved in literary analysis of poetry. A study of poetry in English, American, and world poetry. 3:0:3

EN 233
Introduction to Drama
A study of dramatic literature with emphasis on Anglo-American drama. 3:0:3

EN 234 LE
Introduction to Fiction
Close reading of selected works of English and American prose fiction, emphasizing the historical development of the novel and short story. 3:0:3

EN 240
Computing for English and Liberal Studies Majors
This course introduces computer concepts, terminology, and applications to enable English majors to use computers in their environment and careers. This course serves as the departmental equivalent of CS 140. 3:0:3

EN 304
Special Topics in Language and Literature
Prerequisite: Permission of instructor. A seminar course treating various topics of contemporary interest. 3:0:3

EN 306 (C)
Professional Writing in the Disciplines
Prerequisites: EN 105, EN 106, passing the Writing Competency Test, and 60 credit hours. This course is the third course in the required writing sequence at Park University. It emphasizes professional writing skills and expectations in various disciplines while developing further basic writing skills. Specific departmental courses may be deemed equivalent and will be used to satisfy this course. The course will have three sections as follows:

A. Scientific and Technical Writing
   This course helps students do scientific and technical research and prepare reports that will address the needs of various audiences in science, government, and industry. 3:0:3

B. Business Communications
   This course will emphasize knowing and preparing various kinds of communications in business and related fields: business letters, reports, proposals, surveys, field studies, visual aids, group presentations, and public lectures. 3:0:3

C. Advanced Expository and Research Writing
   This course develops further skills in advanced expository writing: long essays or articles for publication in journals or trade magazines, arts or literary publications, the teaching of writing, and general critical or argumentative pieces. 3:0:3
EN 307 (C)
Professional Writing in English Studies
**Prerequisites:** EN 105, EN 106, passing the WCT, and 60 accumulated hours.
Experience in research, writing, and editing in the professional context of contemporary work in English studies. This course fulfills the EN 306 requirements for English majors. 3:0:3

EN 311
Creative Writing
Writing workshop in creative genres, including fiction, poetry and playwriting. 3:0:3

EN 315
Earlier English Literature
**Prerequisite:** EN 105, EN 106, EN 201
A survey of major authors and works from the medieval beginnings of English literature to approximately 1700. Special attention to Chaucer, Spenser, Shakespeare, and Milton. 3:0:3

EN 316
Later English Literature
**Prerequisite:** EN 105, EN 106, EN 201
A survey of major authors, works, and movements from approximately 1660 to 1900. Special attention to the Romantic and Victorian periods. 3:0:3

EN 317
Earlier American Literature
Study of significant American writers from the colonial period through the Civil War with attention to the historical and cultural contexts of their works. 3:0:3

EN 318
Later American Literature
Study of significant American writers from the Civil War to the present with attention to the historical and cultural contexts of their works. 3:0:3

EN 320
Adolescent Literature
A study of literature in English appropriate for readers in grades six through twelve. Application of literary analysis and interpretation, as well as emphasis on historical and cultural context, will locate adolescent literature within the broader literary tradition. 3:0:3

EN 323
 Literary Modernism
Focuses on literature from the first half of the twentieth century with emphasis on British and American texts and cultural/historical contexts. Intended for English majors and minors. 3:0:3

EN 325
Modern Grammar
This course concentrates on modern approaches to English grammar and its teaching after a brief historical perspective of transformational, structural, and traditional methodologies. 3:0:3

EN 341
Literature and Film
Investigation of the relationship between written literature and the moving image of film and video as media for both narrative and lyrical expression, with close study of selected examples. 3:0:3

EN 351
Classical Foundations of Literature
Emphasis on classical texts that provide the foundations for English and American literature. 3:0:3

EN 354
Reading and Writing Nonfiction Prose
A study of creative nonfiction prose for English majors concentrating in writing, and for other serious students of advanced writing. Emphasis will be on reading at least 2-3 major works of nonfiction prose and on student writing. 3:0:3

EN 355
International Literature
The course discusses ethnic literary expressions from around the world, including works in translation. 3:0:3

EN 356
Women's Literature
A study of literary works by and about women which will encourage students to explore the historical, political, and social contexts in which women live and write. 3:0:3

EN 366
The Novel in English
History of the development of the novel in English, with special attention to English and American writers, and approaches to critical analysis. Course includes at least 2 novels written prior to 1900. 3:0:3
## EN – English (continued)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>EN 370</td>
<td>History and Practice of Rhetoric</td>
<td>This course introduces students to the main movements, figures, theories and key terms in the history of rhetoric, with a focus on how the rhetorical tradition bears on reading, writing and textual analysis. 3:0:3</td>
</tr>
<tr>
<td>EN 380</td>
<td>Literary Theory and Criticism</td>
<td>An examination of key questions in contemporary theory and its historical roots, along with the practice of literary criticism today. English Majors only. 3:0:3</td>
</tr>
<tr>
<td>EN 384</td>
<td>Professional Learning Experience for English</td>
<td>Designed to support successful completion of an on- or off-campus internship by providing academic readings, research, and dialogue to enhance the experiential learning. At least one semester prior to enrolling, the student must submit a description of the internship and proposed academic complement for approval by his/her faculty mentor. 3:0:3</td>
</tr>
<tr>
<td>EN 387</td>
<td>Theory and Teaching of Writing</td>
<td>An introduction to composition theory for English majors in the writing concentration, the course will engage students in the study of writing. Some consideration will be given to theories which overlap in composition and literature. Students will produce a major writing project, which will include a self-reflective analysis of their process. 3:0:3</td>
</tr>
<tr>
<td>EN 411</td>
<td>Advanced Creative Writing</td>
<td>This course develops advanced creative writing skills by focusing exclusively on one literary genre. Students will participate in writing workshops; undertake close critical analyses of their own work and the works of others; and explore the techniques, conventions, and structures of the focus genre. 3:8:3</td>
</tr>
<tr>
<td>EN 440</td>
<td>Shakespeare</td>
<td>A survey of major comedies, histories, tragedies, and non-dramatic poetry. 3:0:3</td>
</tr>
<tr>
<td>EN 450</td>
<td>Romanticism in Literature</td>
<td>A study of the Romantic movement in European literature, particularly English, with particular emphasis on the later eighteenth and early nineteenth centuries. 3:0:3</td>
</tr>
<tr>
<td>EN 490</td>
<td>Capstone Seminar</td>
<td>The seminar will focus on a general topic in English studies on the model of an academic conference. Students will develop 20-minute conference papers in the first portion of the course and deliver them before the class and an invited audience in a series of seminar meetings late in the semester. Attention will be paid to both the research and the rhetorical demand of this task and to the relationship between each individual contribution and the wider topic. 3:0:3</td>
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## FI – Finance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>FI 201</td>
<td>Personal Financial Management</td>
<td>A study of individual and family financial management concepts and techniques which assist persons to become informed consumers and efficient managers of personal resources. 3:0:3</td>
</tr>
<tr>
<td>FI 325</td>
<td>Risk and Insurance</td>
<td>An introduction to the basic principles of insurance and risk management from the perspective of the individual and family consumer; consideration is given to business risk management. 3:0:3</td>
</tr>
</tbody>
</table>
FI 360
Financial Management
Prerequisites: AC 201 and AC 202
The role of financial management through the development of a framework appropriate for financial decision making. Emphasis on obtaining and effectively utilizing the funds necessary for the operation of an enterprise. Elements of financial planning, capital budgeting, and consideration of alternative sources of funds. 3:0:3

FI 363
Financial Institutions and Markets
Prerequisite: EC 301
A study of the macrofinancial environment with emphasis on the structure, functions, and economic role of financial institutions and markets. This includes the role of commercial banks, the central banking system and international finance. 3:0:3

FI 400
Special Topics in Finance
This course consists of the study and analysis of some major aspect(s) of finance concepts at the senior level. Permission required from the instructor. Variable credit: 1-3 credit hours.

FI 410
Problems in Corporate Finance
Prerequisite: FI 360
A study of selected problems in financial management including short and long-term financial analysis and planning, trade-credit analysis, capital budgeting, use of case analysis. 3:0:3

FI 415
Financial Analysis and Planning
Prerequisite: FI 360
Analysis of the financial aspects of corporate business planning, evaluation of financial performance, valuation analysis, risk analysis, management of growth. 3:0:3

FI 417
Investment Analysis and Management
Prerequisite: FI 360 or permission of the instructor.
A study of investment alternatives, selection criteria, and portfolio management. Emphasis is placed on economic, financial, and market factors which affect the values of alternative investments, while studying risk management associated with investment management. 3:0:3

FI 425
Principles of Real Estate
Prerequisite: FI 360 or permission of the instructor.
A study of real property, its legal title, transfer, ownership, finance, and management. 3:0:3

FI 430
Public Financial Management
Prerequisites: AC 201 and AC 202
A study of financial functions performed in public and not-for-profit organizations with emphasis on financial reporting, budgeting, and accounting processes. 3:0:3

FI 451
Finance Internship
Open to Finance majors and minors who have demonstrated excellence in finance and want to explore practical applications to the academic body of knowledge in the professional environment. Variable credit: 1-12 hours
FWR 108
Jogging
A study of the regiments and the body’s responses to a jogging program. The course includes, but is not limited to, implementation of a personal jogging program, equipment and safety measures. 0:2:1

FWR 119
Individual Sport Topics
There are several sports being offered under this topic. The common content is that students determine success for themselves. May be repeated for different sports. 0:2:1

FWR 120
Team Sport Topics
The sports requiring cooperation between team members are taught under this heading. May be repeated for different sports. 0:2:1

FWR 122 (BI 122)
Human Nutrition
An examination of nutritional guidelines, the nutrients necessary for good health, and the dietary needs of different populations. This course is designated as a VLE for nursing students. 3:0:3

FWR 250
Introduction to Sport Management
This course will examine the various aspects of sport management; including a look at different career opportunities within the industry, strategic planning, policies and procedures, and facility management. The goal of this course is to study the value professional management can add to sport organizations. 3:0:3

FWR 300
Advanced Strength Training
PREREQUISITE: AT 275
An examination and implementation of strength training. Maximum benefits and body adaptation will be presented, and the safety features will be explained and implemented. 3:0:3

FWR 304
Special Topics in Physical Education
An in-depth examination of specific areas in the field of physical education. Topics include, but are not limited to: psychology of coaching, exercise physiology and sports officiating. 2:0:2

FWR 310
Advanced Conditioning
PREREQUISITE: AT 275
An in depth examination of the physiological principles that must be considered when designing and implementing conditioning programs to enhance athletic performance. 3:0:3

FWR 325
Motor Skill Development
PREREQUISITE: AT 275
This course focuses on the development of motor skills in children, adolescents and early adulthood, with an emphasis on identifying and aiding those individuals who have deficits with coordinated movement patterns. 3:0:3

FWR 350
Fitness Testing and Prescription
PREREQUISITE: AT 275
A laboratory course that gives students practical experience with testing and evaluating individuals for aerobic fitness, muscular strength and endurance, body composition and other physiologic responses to exercises in order develop individualized exercise programs that are designed to improve and maintain physical fitness. 3:0:3

FWR 375
Fitness and Wellness in Special Populations
PREREQUISITE: AT 275
This course focuses on the current health related issues and prepares students to effectively plan and implement fitness and wellness programs for a variety for special populations. 3:0:3

FWR 400
Internship in Fitness, Wellness and Recreation
PREREQUISITES: AT 275 and FWR 250
This course is designed to allow students to explore and experience the sport industry. Students will see firsthand the roles and responsibilities of various industry experts and their professional relations with the community. 3:0:3
GGH 110
Cultural Geography
The course is an introduction into cultural differences and spatial interactions within and between groups (religion, language, and customs) from around the globe. The course will also focus on human organization of space and how it impacts upon the environment. 3:0:3

GGH 140
Economic Geography
The course will introduce the basic concepts and processes underlying the spatial distribution of economic activities on a regional, international, and global scale. Topics shall include: economic systems and concepts, and impact on groups, communities and nations. 3:0:3

GGH 200
Geography of North America
This introductory course is designed to closely examine variations in cultural and physical differences in North America. Topics will include water supply, climate, dialect, economics, and population. 3:0:3

GGH 201
Geography of Africa
This comprehensive course will study the physical and cultural geography of the regions of the African continent. Topics will include: neocolonialism, slavery, health issues, environmental problems, population, and current political geographical issues. 3:0:3

GGH 202
Geography of Latin America
This comprehensive course will study the physical and cultural geography of the regions of the South American and Middle American Realms. Topics will include: the economic climate, environmental problems, population, and current political geographical issues. 3:0:3

GGH 203
Geography of Europe
This comprehensive course will study the physical and cultural geography of the regions of the European continent. Topics will include: economic problems, environmental problems, population dynamics, and current political geographical issues. 3:0:3

GGH 204
Geography of Asia
This comprehensive course will study the physical and cultural geography of the regions of the Asian continent. Topics will include: economic problems, environmental problems, population dynamics, and current political geographical issues of South, East, and Southeast Asia. 3:0:3

GGH 206
Geography of the Middle East
This comprehensive course will study the physical and cultural geography of the regions of the Southwestern Asia, Central Asia, and the Eastern Mediterranean. Topics will include: economic problems, environmental problems, population dynamics, and current political geographical issues. 3:0:3

GGH 290
Selected Topics in Human Geography
This course will consist of an in-depth examination of specific areas of geography at the lower level. It may be repeated once for credit with a change of topic. Variable credit: 1-4 hours.

GGH 305
Geography of Russia
This comprehensive course will study the physical and cultural geography of the regions of Russia and the former Soviet Union (Near Abroad). Topics will include: economic problems, environmental problems, population dynamics, and current political geographical issues involving Russia and its neighbors. 3:0:3

GGH 310
Geography of Terrorism
This is an in-depth study of terrorist groups and their members in order to understand their origins and goals. The course will discuss the structure of terrorism in America, Africa, Asia, Europe, Latin America, and the Middle East and the current approach to counterterrorism. 3:0:3
### (SS) Social and Administrative Sciences

**GGH – Human Geography (continued)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GGH 312</td>
<td>Military Geography</td>
<td>An examination of human and physical geography and the role it plays in military planning of operations, its role in the eventual military outcomes, and a detailed analysis of how their results impacted the local and global society. Historic examples from around the world will be utilized for investigations. 3:0:3</td>
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<tr>
<td>GGH 323</td>
<td>Urban Geography</td>
<td>The course is an in-depth study of the concepts of the physical characteristics of cities and the current and future problems urbanization presents humans on a global scale. 3:0:3</td>
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<tr>
<td>GGH 326</td>
<td>Resources and People</td>
<td>This course is an in-depth study of the interactions between physical systems and human activities, and their effects on the environment. Topics will include: population growth, food production, water supply, air pollution, and natural resource consumption. 3:0:3</td>
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</tr>
<tr>
<td>GGH 390</td>
<td>Special Topics in Human Geography</td>
<td>This course will consist of an in-depth examination of specific areas of geography at the upper level. It may be repeated once for credit with a change of topic. Variable credit: 1-4 hours.</td>
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### (NS) Natural and Applied Sciences

**GGP – Physical Geography**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GGP 115</td>
<td>Physical Geography</td>
<td>Examination of the major physical elements, processes, and patterns that comprise the earth’s four major spheres (atmosphere, hydrosphere, lithosphere, and biosphere) and their continuous interaction and relevance to human occupancy of the earth on a global basis. Laboratory exercises will reinforce and extend course concepts. 3:3:4</td>
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<tr>
<td>GGP 120</td>
<td>Global Sustainability</td>
<td>This course addresses ways in which to maximize the life experience of human beings. A case study approach will be used to study the maintenance of human capital framed in the context of environmental, economic and social sustainability inputs. 3:0:3</td>
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<tr>
<td>GGP 205</td>
<td>Meteorology</td>
<td>The study of the atmosphere and atmospheric phenomena and how they interact globally with the earth’s surface, oceans, and life. In the laboratory, students will learn and use the methods used to study meteorological processes. Topics will include: controls of weather elements, energy exchange, heat/water budgets, and economic/social impacts of weather and climate. 3:3:4</td>
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<tr>
<td>GGP 270</td>
<td>Spatial Analysis</td>
<td>This course will introduce student learners to techniques for the statistical analysis of spatial data. The course will cover issues in characterizing spatial data, methods and problems in spatial data sampling and the relevant statistical tests for solving a variety of spatial problems when they are applied to 2D and 3D space. 3:0:3</td>
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<tr>
<td>GGP 290</td>
<td>Selected Topics in Physical Geography</td>
<td>This course will consist of an in-depth examination of specific areas of geography at the lower level. It may be repeated once for credit with a change of topic. Variable credit: 1-4 hours.</td>
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<tr>
<td>GGP 301</td>
<td>Renewable Energy Technologies</td>
<td>This course will discuss both the need for and the specifics of energy conservation and renewable energy technologies. Passive solar design for reducing energy requirements will be covered, including solar water heating and solar cooking. The main renewable energy power systems will be discussed, including solar photovoltaics, wind and hydro. Electrical theory will be covered, as well as inverter technology for converting system output from DC to standard AC power. Both battery-based and grid-tied batteryless systems will be discussed. Students will have an opportunity to design a renewable energy system to meet the needs of a simulated home environment. 3:0:3</td>
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</table>
GGP 330
Cartography
The course is designed to prepare student learners for the basics of map compilation, design, and construction. Laboratory projects involving student learner use of computers will be required. 3:0:3

GGP 335
Remote Sensing
The course is designed to prepare student learners for the basics of using remotely sensed imagery from space. Laboratory projects involving student learner use of computers will be required. 3:0:3

GGP 340
Environmental Planning
This course is designed to study and evaluate the air and water environments, solid waste, noise pollution, and toxic wastes for the purpose of achieving environmental quality. An emphasis will be placed on how urbanization is impacting the environmental and will be studied by interpretive maps, soil surveys, remote sensors, and computers. 3:0:3

GGP 345
Land Use Planning
An examination and application of the methods associated with land use planning, especially in the small town and rural context. Emphasis is placed upon the tools and techniques associated with land use planning such as interpretive maps, soil surveys, remote sensors, and computers. A major focus will be the use of the land planning process in community planning. Also included is an introduction to state and local land use law in community development. 3:0:3

GGP 350
GIS I
This course introduces the student learner to the theoretical, conceptual, and practical aspects of the collection, storage, analysis, and display of spatial data. Emphasis will be placed on the application of geographic information systems. Laboratory projects involving student learner use of computers will be required. 3:0:3.

GGP 355
GIS II
This course is an advanced course that will have the student learner performing theoretical, conceptual, and practical aspects of the collection, storage, analysis, and display of spatial data. Emphasis will be placed on the applications of geographic information systems. Laboratory projects involving student learner use of computers will be required. 3:0:3

GGP 365
Geography of Disease
This course will study the origin, distribution patterns, and cultural biases of disease. Topics to be emphasized include: disease classification, spread of diseases, and major types of diseases (HIV+). 3:0:3

GGP 370
Biogeography
The purpose of this course is to study the distribution of plants and animals across the Earth's surface. This Physical Geography course will expand upon principles of Ecology and Biology, and will focus on understanding ecosystem processes that impact both fauna and flora. Topics will include the study of communities, ecosystems, biomes, biodiversity, and island biogeography. 3:0:3

GGP 370
Biogeography
The purpose of this course is to study the distribution of plants and animals across the Earth's surface. This Physical Geography course will expand upon principles of Ecology and Biology, and will focus on understanding ecosystem processes that impact both fauna and flora. Topics will include the study of communities, ecosystems, biomes, biodiversity, and island biogeography. 3:0:3

GGP 390
Special Topics in Physical Geography
This course will consist of an in-depth examination of specific areas of geography at the upper level. It may be repeated once for credit with a change of topic. Variable credit: 1-4 hours.

GGP 405
Conservation GIS
An applied geographic information systems (GIS) course focusing on theory, methods, and applications of ArcGIS software to practical problems in ecology. Topics typically covered include habitat loss, endangered species, urban development, mining, wildlife research, forestry, and landscape ecology. 3:0:3

GGP 450
Internship in GIS
The student arranges to work in a professional environment. Internship duties will be based on the needs of the cooperating business/organization. Prior to beginning the internship experience, the student and the student’s intended job supervisor must jointly prepare an internship proposal specifying the objectives to be accomplished. The proposal must be submitted to the instructor and approved before any internship work takes place. Prerequisite: permission of instructor, student should have completed GGP350 and GGP355. 3:0:3
### GO – Geology

#### GO 125
**Natural Disasters**
This course will study the earth's natural processes and phenomena that impact the earth. These natural impacts will be studied which result in massive damage to the earth and to its inhabitants. The course will explore how humans cope with natural disasters. Humans typically measure the damage in terms of loss of life or economic loss, but the end result is that these natural disasters influence human culture and population distribution. 3:0:3

#### GO 130
**Astronomy**
This course will study the complexities of the universe. It will examine the physical, chemical and meteorological, and geological aspects of the universe, including planets, suns, asteroids, and nebulas. 3:3:4

#### GO 141
**Physical Geology**
The study of the earth, the materials which make it up and the mechanisms which change it. Students will explore these materials and processes in the laboratory. 3:3:4

#### GO 151
**History of the Earth**
This is a survey of the history of the earth, including its continents, oceans, and life. The course will be divided into two parts: (1) An introduction into how the earth's history is recognized from the earth's materials and structures and (2) an examination of the past life and major geologic events that have been recorded. 3:3:4

#### GO 200
**Oceanography**
This course will study the complexities of the global oceans. It will examine the physical, chemical, meteorological, biological, and geological aspects of the oceans while evaluating the oceans' role on humans. 3:3:4

#### GO 215
**Selected Topics in Geology**
This course will consist of an in-depth examination of specific areas of geology at the lower level. It may be repeated once for credit with a change in topic. Variable credit: 1-4 hours.

#### GO 300
**Dinosaurs**
This course is an introduction to the paleontology of dinosaurs. The preservation, history of dinosaur studies, evolution, classification, behaviors, extinction, and current topics concerning dinosaurs are discussed. This course satisfies the Liberal Learning requirement for the Natural Sciences majors. 3:0:3

#### GO 310
**Sedimentology and Stratigraphy**
The purpose of this course is to study the origin of sedimentary rocks and the physical processes that commonly influence them (deposition to diagenesis). The other portion of the course focuses on knowing the various types of stratigraphic units and methods of dating and correlation. The laboratory exercises will reinforce these concepts. 3:3:4

#### GO 315
**Special Topics in Geology**
This course will consist of an in-depth examination of specific areas of geology at the upper level. It may be repeated once for credit with a change of topic. Variable credit: 1-4 hours.

#### GO 320
**Geomorphology**
The study of the earth's surface and the processes that shape it. Processes discussed include those associated with weathering, streams, glaciers, ground water, wind, oceans, and tectonics. Laboratory exercises will reinforce these concepts. 3:3:4

#### GO 330 (BI 330)
**Paleobiology**
The study of the earth's past life, which will be examined in two parts: 1) an introduction to invertebrate and vertebrate paleontology that will focus on classification, relationships, and evolutionary history and 2) the uses of paleontological data in evolution, systematics, paleoecology and extinctions. 3:3:4
HC 250  
Principles of the Health Care Process  
An introduction to the area of Medical Records Management, including ethical and legal issues. Topics include: history of medicine and medical records, identification of current trends in health care, departmental relationships and quality assurance in delivery of health care. 3:0:3

HC 260  
Legal Issues in Health Care Delivery  
Private and public law related to health care organizations, personnel, ethics, care standards, and breach of care liability. Topics include: torts, contracts, statutory law, patients' rights, antitrust law, finance, medical records, and licensure, as well as constitutional and administrative law related to state and federal health care programs. 3:0:3

HC 351  
Organization and Administration of Health Care Programs  
Structure and implementation of various types of health care organizations and their internal departments, administrative theory; utilization; facilities management; accreditation; strategic planning; decision making theory; medical, nursing, and support staff supply, supervision, and evaluation; financial management; human relations; research and development; organizational culture and change theory; and other internal and external forces. 3:0:3

HC 451  
Health Care and the Political Process  
Analysis of the process of health policy formation at the federal, state, and local levels from historical and contemporary perspectives. Specific topics will include cost controls, utilization review, methods of changing public and private health policies, and political factors in health care delivery. 3:0:3

HC 461  
The Hospital and the Community  
Issues specific to the organization and administration of hospitals, their scope of services in relation to community need, and relationships with community health care services. Topics covered dealing with the unique aspects of administration of hospitals and internal departments include improvement of organizational performance, personnel productivity, strategic planning, cost containment, materials management, image in the community, medical staff recruitment, patient census and utilization of services, and contracting for services from external suppliers. 3:0:3

HC 463  
Third Party Reimbursement and Risk Management  
Public and private insurance, case management, preferred provider organizations, health maintenance organizations, and other forms of third party payment for health care services. Loss prevention for the health care organization through risk management and cost containment. 3:0:3

HC 465  
Basic Issues in Community Based Health Care Delivery  
Historical and philosophical factors defining the functions and scope of current community and public health based health care delivery. Introduction to the concepts of epidemiology, ecology, community needs assessment, and social and cultural influences on utilization of health care by community aggregates. 3:0:3

HC 466  
Planning and Organizing Community Health Services  
Organization and management of community based and public health agencies. Strategic planning for national, state, and local trends, community needs, and projected changes in society and health care. Administration of personnel, information systems, accreditation requirements, facilities, finances, external services contracts, community relations, and technology in clinics, home health, schools, industry, and other community based agencies. 3:0:3

HC 491  
Senior Seminar in Health Care Management  
Prerequisites: HC 260, HC 351, HC 465  
Capstone course in which students study selected topics on health care administration in-depth. It is highly recommended that all major core courses be passed before enrolling in this course. 3:0:3
HIS 101
Western Civilization: Late Antiquity to the Renaissance
This course surveys the social, cultural and political development of western Europe between 500 and 1500. The course investigates inter alia the collapse of the Roman Empire, conflict between secular and ecclesiastical governments, and feudalism; international relations between Christianity and Islam as well as the Old and New Worlds; changes in religion, economics and intellectual life. The survey shall comprise and inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 102
Western Civilization: The Reformation to 1918
This course surveys developments in Western Europe’s political, cultural, social and intellectual history from the European Reformation to World War I. The survey investigates inter alia the rise of the modern state, the development and importance of technology, changing patterns of urbanization, international relations, warfare, and social transformations. The survey shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 103
Introduction to the Ethics of the Historical Profession
The profession of historical inquiry, research and instruction composes review of primary and secondary sources. An additional component addresses professional and ethical presentations of that historical inquiry, research, and instruction. History majors shall explore the ethics of research and scholarship; will be introduced to historiographical theories, employ primary and secondary sources; form proper historical citations; understand plagiarism; draft and present proper curriculum vitae; draft and write personal statements; and draft and write historical abstracts. The course is required for freshmen or transfer students majoring in history within their first academic year. 3:0:3

HIS 104 - LE
American History Survey Through the Civil War
Introduction to the social, cultural, political and economic history of the United States from the conquest and colonization of North America to the reunification of the nation at the conclusion of the Civil War. The survey shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 105 - LE
American History Survey Since the Civil War
Introduction to the social, cultural, political and economic history of the United States since the conclusion of the Civil War. The survey shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 210
Ancient Greece
This course surveys Greek history from the Dark Ages to the Hellenistic period. Traces the political, economic, social, religious and cultural developments. The survey shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 211
The Great War: 1914-1918
World War One was the crucible of the modern world and it altered the political, economic, intellectual, social and cultural realities of inside and outside Europe, culminating in a redrawn map of Europe’s political boundaries. This survey examines the war’s multiple cause and effects. The survey shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 212
Roman Civilization
This seminar studies the civilization of ancient Rome from the Iron Age to the age of Constantine, with concentration on the late Republic and early Empire. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.
HIS 220
History of the American West
Investigates the Western United States from the early 16th century to the present. Themes embraced are: Euro-American interactions with Native Americans; extension and escalation of the federal government into the West; exploitation of natural resources; formation of borders and national identities; race, class and gender relations; impact of immigration and emigration; aggression and criminality; and continuing perseverance of Frederick Jackson Turner’s “frontier” myth in American culture. The survey shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 250
Nazi Germany
This seminar studies the Nazi movement in Germany and Europe, from the post-World War I era to the outbreak of World War II. Topics include: race and racism, religion, and gender; experiences of men and women in Germany; the role of the church and business; Fascism; occupation, persecution, collaboration and resistance. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 251
The French Revolution
This seminar studies the French Revolution and its implications for Europe and the world. It considers the social, political and ideological causes of the Revolution in 1789 and then examines the successive stages of revolution from the experiment with constitutional monarchy to the radical republic and the Terror to Napoleon’s popular dictatorship. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 260
The Civil Rights Era
Examines the years between 1954 and 1975 which has been portrayed as a “Second Reconstruction” and the “Fulfillment of the promise of the American Revolution.” The seminar will impart a concentrated investigation through marked examination of primary and secondary sources, documentaries and films. The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 261
The Making of the American Republic, 1754-1820
Examines the formation of a novus ordo saecolorum by assessing the experiences after 1763 as the colonizers in the thirteen British colonies rebelled against the authority of the British Crown and created a new republic. The seminar will investigate the political and ideological foundations of the rupture from Britain, the military and social course of the War of Independence, the postwar strain to attain a constitutional order that would sustain republican liberties, the creation of the Constitution to the Missouri Compromise of 1820, emphasizing economic growth, territorial expansion and social change. The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 262
The Great Depression
Examines the economic collapse of the 1920s and 1930s, which fixed social, cultural and political changes in motion that altered the nature of American life. Consideration will be on the methods contemporaries encountered and contributed in those changes, as well as on the historiography that elucidates the Great Depression. The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 319
Russia in the 20th Century
Begins with the failure of the democratic revolution of 1905, emphasizing the Revolution of 1917 and Russia under Lenin. The rise of Stalin, collectivization of agriculture and industrialization, World War II and the Cold War. New democratic stirrings and the collapse of the Soviet system. 3:0:3
HIS 320
Jackson and the Legacy of Antebellum America, 1820-1854
Examines the political and social history of the United States from the Missouri debate to the ratification of the Kansas-Nebraska Act. A comprehensive assessment of the market revolution which altered American life, economic expansion, advancement of slavery, First Nation removal, religion and reform, altering positions of women, political movements connected with “Jacksonian democracy,” the impact of abolitionism, and the westward movement of entire peoples. The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 321
The Prelude of Bleeding Kansas, 1854-1861
Examines the events that created the turmoil between residents of the State of Missouri and emigrants into the Territory of Kansas from 1854 to 1861 known as “Bleeding Kansas.” A comprehensive assessment of the social, political, economic, religious and military events that ultimately lead to the American Civil War. The course will also examine the important men and women that influenced the fore mentioned events. Students shall be required to visit local historical sites related to the events and peoples of Bleeding Kansas. The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 322
The Bloodshed of Civil Strife, 1861-1865
Examines the causes and consequences of the conflict that created the American Civil War. Topics shall include: How did slavery and capitalism compare as rival economic and social systems? What principles did the Confederate States of America stand for? Why did soldiers on both sides fight? How did the war change the lives and roles of women? What made the Civil War the first “modern war”? Why did Abraham Lincoln abolish slavery? How has the American Civil War been remembered and interpreted in the century and a half since the war concluded? The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 323
The Epoch of Reconstruction, 1865-1867
Examines the consequences following the American Civil War in the aftermath referred to as Reconstruction. Topics shall include: What were the experiences of former slaves after Emancipation? What have been the legacies of slavery? What were the goals of Reconstructionists? Why did Reconstruction fail? How has Reconstruction been remembered and interpreted in the century and a half since 1877? The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 324
The Emergence of Modern America, 1877-1945
Examines the social, economic, political, religious and intellectual advancement and controversies that molded modern America. Particular consideration will be given to concerns raised by industrialization, urbanization, immigration, science and technology. The Labor, Populist and Progressive movements will be studied closely. The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 325
The Cold War, 1945-1992
Examines the superpower rivalry and American anticomunism from the origins of the Cold War after World War II through to the election of William Jefferson Clinton. Students will examine the most important events, ideas and personalities and address key historical debates on topics including the origins of the Cold War; the development of atomic and nuclear weapons; McCarthyism; the expansion of the Cold War beyond Europe; race and gender relations; the growth of the “imperial presidency,” human rights, dissent, sexuality, neoconservatism, and the end of the Cold War. The course will also give detailed attention to Cold War crises—including the Korean War, the Taiwan Strait, Berlin, Cuba and Vietnam—and their impact on American domestic society. The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.
HIS 326  
Bolstering the Dominoes of Indochina: The Contradictions and Consequences  
Examines the history of American involvement in Vietnam, the experience of Americans and Vietnamese who fought the Second Indochina War (1954-1975), and the impact of the war on American society. The course begins with a brief exploration of pre-colonial Vietnamese history and culture, French colonial dominance from the late 19th century through the 1930s, and the growing Vietnamese nationalist resistance that led to the First Indochina War (1945-1954). A further examination will be spent on the diplomatic and political course of the American war in Vietnam as well as the domestic consequences it wrought in both the United States and Vietnam. Students will seek an understanding of the Vietnam experience through the lives of those who experienced it. Finally, the course will end with a discussion of the legacy of the Vietnam War and its lingering presence in American life. The seminar shall comprise an inquiry of period literature. [United States Concentration] 3:0:3 Offered as required.

HIS 330  
U.S. Military History  
This course is an overview of the U.S. military experience from pre-Revolutionary to the Present with a focus on how the nation thinks about, prepares for, and conducts warfare. The course will examine the interaction of the military, cultural, social, institutional, and international factors that have shaped U.S. military history. 3:0:3

HIS 331  
The Holocaust  
This seminar examines the origins, implementation, evolution and aftermath of the Holocaust in and outside Nazi occupied Europe. The seminar investigates the experiences and perspectives of victims, perpetrators, accomplices and bystanders. The seminar also analyzes historians changed and changing understanding of the Holocaust. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 332  
World War II  
This seminar studies World War II’s causes and course, the Holocaust, military technology, the home and fighting fronts, and the postwar reconstruction. The seminar examines the experience of combatants and non-combatants experience of occupation and resistance. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 333  
The Modern Middle East  
This seminar examines the political, economic, social and intellectual history of the modern Islamic world. The course’s main themes are Islam and modernization; the Islamic world and World Wars I and II; colonization and decolonization; Islamic world and the Cold War; and the rise of the “radical” Islam. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 334  
The Reformations  
This seminar investigates the intellectual, economic, cultural, scientific and political background to the 16th century reformations as well as the theological controversies that led to and flowed from these reformations. The seminar is writing intensive. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 335  
Modern Germany  
This seminar examines changes in political, economic, social and cultural life in Germany from the late Wilhelmina Empire to post-Reunification. The seminar is reading and writing intensive. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.
HIS 336
The Long 19th Century
This seminar will examine the history of the 19th century from the Napoleonic to WWI. It focuses on the major social, political, economic and intellectual trends in the 19th century that shaped the modern world. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 337
Modern Europe
This seminar examines major political, social, economic and cultural developments in Europe over the course of the 20th century. Main course themes include: the retreat of Liberalism; the rise of Fascism; the role of war in transforming society; European unity; the lives of women; the place of the “other” in European society; internal and external threats to open societies. The seminar shall comprise an inquiry of period literature. [European/Classical Concentration] 3:0:3 Offered as required.

HIS 378
Special Topics in History
Selected periods, ideas, and movements are studied. Variable credit: 1-3 hours.

HIS 400
History in the Public Realm
Prerequisites: EN 105, EN 106, HIS 103 and completion of a minimum of 75 credit hours. Interpreting the past is vital to understanding democratic ideals and civic life. All Majors will be required to complete 135 clock hours of internship experience at a selected historical institution approved by the student's history advisor. Students are required to maintain a weekly journal of their internship activities. Upon completion of the internship, the student and internship supervisor will submit written reports of their experience and responsibilities to the student's history advisor. (Offered during the fall, spring and summer semesters.) 3:0:3

HIS 401
Living History Experience
Prerequisites: EN 105, EN 106, HIS 103 and completion of a minimum of 75 credit hours. Interpreting and engaging the past is vital to understanding the historical profession and promoting civic understanding. Majors completing HIS401 will satisfy the 135 clock hour internship similar to HIS400. “Living history,” is defined as “activities involving the re-enactment of historical events or the recreation of living conditions of the past.” Students are required to maintain a weekly journal of their “living history” experiences. Upon completion of the “living history” experience, the student and his/her supervisor will submit written reports to the student's history advisor. 3:0:3

HIS 451
Senior Essay I
Prerequisites: EN 105, EN 106, HIS 103, passing the WCT and completion of a minimum of 75 credit hours. All Majors are required to complete a two semester senior essay under the guidance of a fulltime history faculty member. The goal of the course is to give each history major the experience of a sustained, independent research project, including: formulating a historical question, considering methods, devising a research strategy, locating and critically evaluating primary and secondary sources. Research topics will be selected by students in consultation with the instructor. Classes will involve student presentations on various stages of their work and mutual critiques, as well as discussions of issues of common interest. The collaboration occurs in a seminar-like setting, in which a small group of students work with one professor for the entire semester, refining their historical skills and presenting their research findings. The students have to pursue a historical subject of their choice, in consultation with their professor. Students gain a better understanding of historical investigation through a careful analysis of primary and secondary sources and development of a well argued senior essay. By the end of the semester, majors have emerged with a sense of fulfillment in producing a senior essay proposal, state of the field essays, historiographical critique, and historical abstract. Students’ are required to enroll and successfully complete HIS451 during the spring semester of their junior year. On rare occasions, with departmental and advisor approval given for compelling written and documented reasons, a senior essay may be started two semesters prior to graduation. The determination of the acceptance rests with the department chair and may not be appealed. All Majors are required to attend regularly scheduled senior essay seminar workshops as scheduled. 3:0:3
HIS 452
Senior Essay II
Prerequisites: EN 105, EN 106, HIS 103, HIS 451 passing the WCT and completion of a minimum of 90 credit hours.
All Majors are required to complete a two semester senior essay under the guidance of a fulltime history faculty member. HI 452 is a continuation of HI 451. The goal of the course is to give each history major the experience of a sustained, independent research project, including: continuing formulating a historical question, considering methods, devising a research strategy, locating and critically evaluating primary and secondary sources. Classes will involve student presentations on various stages of their work and mutual critiques, as well as discussions of issues of common interest. The collaboration occurs in a seminar-like setting, in which a small group of students work with one professor for the entire semester, refining their historical skills and presenting their research findings. The students have to pursue a historical subject of their choice, in consultation with their professor. Students gain a better understanding of historical investigation through a careful analysis of primary and secondary sources and development of a well-argued senior essay. By the end of the semester, majors have emerged with a sense of fulfillment in producing a senior essay prospectus, historical citations, an annotated bibliography, critical book review, and final essay. Students’ are required to enroll and successfully complete HIS 452 during the fall semester of their senior year. On rare occasions, with departmental and advisor approval given for compelling written and documented reasons, a senior essay may be started two semesters prior to graduation. The determination of the acceptation rests with the department chair and may not be appealed. All Majors are required to attend regularly scheduled senior essay seminar workshops as scheduled. This course will satisfy the EN 306 requirement for History majors. 3:0:3

HN 299
Introduction to Undergraduate Research
Prerequisites: Honors Academy enrollment or permission by director of the Honors Academy. This course introduces research methods. It addresses topics such as how to conduct literature searches and produce literature reviews; critically reading and analyzing research articles, research ethics, IRB requirements, and designing and developing research projects: may substitute for HN300. 3:0:3

HN 300
Research and Writing Orientation
This course provides a foundation for the completion of the final project in the Honors Option Program as well as opportunities to gain experience in conducting research. 1:0:1

HN 303
Honors Scholarship I
Prerequisite: HN 299
This course is the first of three during which students will develop an independent research project working with a faculty mentor. Goals for this semester include submission of required progress reports, construction of a project narrative outline and/or rough draft, completion of an annotated bibliography, completion of IRB submissions, and measurable progress toward research project completion. 2:0:2

HN 304
Honors Scholarship II
Prerequisites: HN 300, HN 303
This course is the second of three during which students will develop an independent research project working with a faculty mentor. Goals for this semester include submission of required progress reports, construction of a complete advanced draft, completion of all research measurements, measurable progress toward research project completion, and clear articulation of research findings. 2:0:2

HN 400
Honors Seminar
Prerequisites: HN 304.
This course requires final development of the public presentation of the project conducted by
the student under guidance of their advisor(s). A major component of this course is the public presentation or other proper forum which allows exposure of the final product. 2:0:2

HN 410  
Honors Capstone Seminar: Enduring Questions  
**Prerequisites:** HN 304 or permission by director of the Honors Academy.  
This seminar fosters intellectual community through study of an enduring question to which no discipline, field, or profession can lay exclusive claim. The question may predate the formation of the academic disciplines themselves and have more than one plausible or compelling answer. Examples include: What is a hero? Can war be just? What is time? What is evil? This question-driven course will encourage undergraduates and teachers to grapple with a fundamental concern of human life addressed by the humanities, and to join together in a deep and sustained program of reading. Enduring questions may be considered by reflective individuals regardless of their chosen vocations, areas of expertise, or personal backgrounds. May be substituted for HN400. 3:0:3

(SS) **Social and Administrative Sciences**  
**HR – Human Resource Management**

HR 290  
**Selected Topics in Human Resources**  
An in-depth examination of a specific area(s) of Human Resources. May be repeated once for credit with a change in topic. Permission required from the instructor. Variable credit: 1-3 credit hours.

HR 310  
**Leadership and Team Building**  
This intermediate course examines the principles of leadership and team building, with an application of the principles of real life situations to be implemented. Exercises to use in building a team will be developed. 3:0:3

HR 353  
**Introduction to Human Resource Management**  
**Prerequisite:** MG 352 or HC 351.  
Theory, methodology and application of human resource planning and development techniques, staffing analysis and planning, career management, management succession and development, and performance improvement. 3:0:3

HR 355  
**Planning and Staffing**  
**Prerequisite:** HR 353.  
Examines basic concepts, strategies, and current issues in recruitment, talent acquisition, selection and training. This course involves the use of computer tools to analyze the impacts of legal compliance, diversity, technology, outsourcing, restructuring and downsizing, on the effective management of human resources. 3:0:3

HR 357  
**Employment Law**  
**Prerequisite:** MG 260  
This course presents and examines the federal laws and legal issues surrounding the recruitment, selection, employment, and performance assessment of workers. Issues considered include discrimination, the determination of bona fide occupational qualifications, the use of testing for selection, family leave, and the collective bargaining process. 3:0:3

HR 421  
**Corporate Training and Development**  
**Prerequisite:** HR 353 and MG 365.  
A study of education, training and development in corporations. On-the-job training, computer based training, executive education and the role of outside vendors will be discussed. 3:0:3

HR 422  
**Organizational Development and Change**  
**Prerequisites:** HR 353, HR 421 and MG 365.  
This course will provide the student with an understanding of the basic theories and techniques of organizational development. We will focus on practical information regarding the design, management and control of organizational development programs in business, public sector and social services organizations. 3:0:3
IB 302
International Business Culture
This course explores cultural aspects of global business and leadership to identify the major issues of life and commerce in multicultural environments. Students discuss ethics, and how cultural factors motivate international business decisions and communications. The course offers opportunities to increase the cultural understanding, and communications skills required to function appropriately and successfully within increasingly global and multicultural working environments. markets.
3:0:3

IB 315
International Business Perspectives
Prerequisite: Junior level status.
This course examines international business, especially the multinational corporation, from several perspectives: historical, business, political, cultural, economic and environmental. Attention is given to the impact and effect of the MNC upon traditional societies and nationalistic governments. Its future also is considered in the rapidly changing economies of Europe and the Third World.
3:0:3

IB 331
International Negotiations
Prerequisite: IB 315.
This course introduces the topic of negotiation and the tools needed to negotiate successfully, in general and especially in the international environment. Basic concepts of negotiation are introduced. Team and individual negotiations are included. The special problems of negotiating in foreign countries and among different cultures are emphasized, including an overview of cultural dimensions and examples of negotiating styles typical of some cultures.
3:0:3

IB 420
International Trade
Prerequisite: IB 315.
This course is a workshop for students to learn and practice the theories, tools and procedures of international trade used to...
identify and enter markets and to grow in the exporting environment. After a theoretical overview, students practice tools for achieving competitive strategies that firms and nations can use to increase export-import success, including Porter's Diamond. Governmental strategies ranging from import substitution to export promotion are debated. The course also addresses supply chain management primarily for exporting firms and steps in exporting successfully. The world trading system and major organizations are discussed as well as the role of governmental interventions, instruments of trade policy, and major national trade measures. The course stresses the importance of knowing how to study and to evaluate current events to form opinions and predictions and to identify opportunities and threats.

**IB 431 International Finance**

**Prerequisite:** FI 360.

An in-depth study of the financing of international transactions and multinational business operations with emphasis on sources of funds, financial services, analysis of currency problems and exchange controls, and the functioning of foreign money and capital markets. 3:0:3

**IB 451 Seminar on International Business**

**Prerequisites:** EN 306B and completion or concurrent enrollment in all other international business core courses.

A study of strategic planning and international business policy using extensive reading and cases in the international business field which includes insights into the historical, cultural, and political foundations that created problems and opportunities and the solutions and course of action taken in response. The course content is flexible and analyzes specific problem areas that are current at the time the course is offered. Each student will submit a capstone research paper reflecting the standards, substance and quality of a professional international business publication. 3:0:3

**IB 461 International Business Internship**

Open only to seniors in international business that have completed most of their major requirements.

A field placement in an international firm or in the international department of a multinational firm in a professional career position usually filled by a college graduate. A minimum of 40 hours a week during summer term or 20 hours a week during a regular semester. 6 credit hours. Grading for this course is pass/fail.

**IS 205 Managing Information Systems**

**Suggested Prerequisite:** CS 140.

This course introduces the student to information systems concepts and the management concerns of information technology. The course focuses on the components, types, and management concerns of information systems which, when combined, support an enterprise. Students will explore the enterprise perspective on controlling the use of information systems and understanding project changes, risk, and quality management. 3:0:3

**IS 216 COBOL I**

**Prerequisite:** CS 151.

The student will develop structured, modular algorithms. The student will implement algorithms using COBOL. The student will learn the basic features of COBOL. 3:0:3

**IS 217 COBOL II**

**Prerequisite:** IS 216.

Continuation of IS 216. This course introduces the student to sorting, merging files, arrays, and data validation. The course also introduces sequential, indexed, and relative file processing. The student learns about interactive processing and the methodologies used for developing larger programs. 3:0:3
IS 310
Business Applications
Prerequisites: CS 140 or CS 140 test out.
Business Applications provides an advanced opportunity for students to understand issues surrounding the effect of emerging technologies upon multiple organizational environments. Students will explore the use of technology to solve problems as well as gain a strategic competitive advantage in the global marketplace. Students will individually investigate the advanced capabilities of Office Productivity Software to solve relevant business problems. Upon completion of the course, group case projects will demonstrate knowledge of concepts learned. Students will also have the opportunity to take the MOUS exam for Word, Excel, Access, and/or PowerPoint Certification. The design of the case projects will necessitate the use of analysis, synthesis, and evaluation activities. 3:0:3

IS 315
Computer Systems Analysis and Design I
Prerequisite: IS 205.
This course presents various philosophies, terminology, and techniques used in the analysis and implementation of the system development life cycle. The student will investigate such areas as project proposals, logical systems, flow diagrams, data modeling, dictionaries, and documentation. The student will learn how to use a CASE tool. 3:0:3

IS 316
Computer Systems Analysis and Design II
Prerequisite: IS 315.
Continuation of IS 315. The student will continue to study the concepts and methods used in a system development life cycle. In addition, the student will gain practical experience by working on various projects. The student will use a CASE tool for his/her project work. 3:0:3

IS 361
Data Management Concepts
Prerequisite: CS 219.
This course provides an overview of data management concepts. This course will explore the enterprise perspective of managing data needs of an organization. This includes data integrity, database models, and integration of databases, security, and database administration issues. The student will be introduced to query processing within a database environment. 3:0:3

IS 362
Applied Database Management
Prerequisite: IS 361.
This course builds on the Data Management Concepts course and focuses on the creation, administration, and use of databases. This course assumes a knowledge of database system concepts. The student will be introduced to application program development in a database environment with emphasis on setting up, modifying, and querying a database. 3:0:3

IS 370
Information Security
Prerequisite: CS 365.
This course introduces students to the field of information systems security from both managerial and technical perspectives. The topics to be examined include legal and ethical issues in information systems, risk identification and management, security planning, security technology, cryptography, and information system implementation and maintenance. 3:0:3

IS 450
Systems Analysis Senior Seminar
Prerequisite: IS 315.
This is a capstone course in which seniors exhibit skills and knowledge gained in the analysis and design of an information systems solution. Students will apply best practices in solving an organizational problem with technology. Such concepts include: problem solving, methodology, project management, and use of related tools. 3:0:3
### LA 305
**History and Culture of Latin America**

The historical portion of this course is designed to familiarize the student with both the pre-history and history of Latin America from the Paleolithic period to the present. It will be a combined anthropological and historical approach that will enable the student to better understand the Latin America of today through an awareness of the historical process that has largely shaped its present. The cultural portion will combine an ethnological and sociological approach in an effort to increase student awareness of the present state of Latin American culture. 3:0:3

### LA 306
**History and Culture of Mexico**

The historical portion of this course is designed to familiarize the student with both the pre-history and history of Mexico from the Paleolithic period to the present. It will be a combined anthropological and historical approach that will enable the student to better understand the Mexico of today through an awareness of the historical process that has largely shaped its present. The cultural portion will combine an ethnological and sociological approach in an effort to increase student awareness of the present state of Mexican society. 3:0:3

### LA 307
**History and Culture of Spanish America**

The historical portion of this course is designed to familiarize the student with both the pre-history and history of each of the nations. The emphasis will be upon the larger and more important of these nations, specifically: Argentina, Brazil, Venezuela, and Columbia. The cultural portion will be designed to lead to a greater awareness of the similarities and differences that characterize the social structure of each of these nations today. 3:0:3

### LA 308
**History and Culture of Central America and the Hispanic Caribbean**

The historical portion of this course is designed to familiarize the student with the pre-history and history of each of the seven nations that comprise Central America. Each will be taken in turn and considered from its beginning to the present. Attention will also be given to the historical development of the Caribbean Islands-Cuba, Jamaica, Puerto Rico, and Haiti. The cultural portion will be designed to lead to a greater awareness of the similarities and differences that characterize the social structure of each of these areas today. 3:0:3

### LG 201
**Systems Engineering and Analysis**

**Prerequisite:** MA 120.

A study of the design, development, direction, management, and control of the systems engineering process. Emphasis is placed on the application of quantitative and qualitative techniques to systems analysis, evaluation and performance. 3:0:3

### LG 302
**Logistics Engineering**

**Prerequisite:** LG 201.

An overview of the general area of logistics, its nature, scope and process; a critical examination of logistics management functions and the interrelationships among strategic support and operational logistics. 3:0:3

### LG 312
**Transportation and Distribution Systems**

Principles and practices of transportation and its role in the distribution process. The physical transportation system of the United States and its performance; carrier responsibilities and services; economic and legal bases of rates, freight classification and tariffs; public policy regarding regulation; transportation issues and problems. 3:0:3

### LG 324
**Contract Management and Law**

**Prerequisite:** MG 260.

A study of the procurement and contracting process with emphasis on the organization, policy formulation, procedures, and administration of purchasing activities and functions. 3:0:3
## (SS) Social and Administrative Sciences

### LG – Logistics (continued)

**LG 400**  
**Logistics Internship**  
Open only to students who have earned at least 15 credit hours of their Logistics requirements. The internship in LG must be in a professional career position typically filled by a college graduate. The internship will be approved by the Department Chair and overseen by the LG Program Coordinator or a business faculty member approved by the PC. An experience paper is required. Grades are pass/fail. Three (3) credit hours will be earned by 120 hours on the job. This class can be repeated to earn a maximum of 9 hours of credit at the discretion of the Program Coordinator.

**LG 415**  
**Quality Control**  
**Prerequisite:** MA 120.  
A study of quality planning and control systems including application and statistical quality control theory to the design of quality control systems; the impact of quality on logistics and the procurement process. 3:0:3

**LG 424**  
**Purchasing and Vendor Management**  
A study of the procurement and contracting process including planning, developing, and contracting for major systems. Topics include: purchasing policy and strategy, value, analysis engineering, quality assurance, make-or-buy decisions, principles of inventory management, institutional and government purchasing management. 3:0:3.

**LG 426**  
**Logistics Management**  
**Prerequisite:** MG 101 or MG 352.  
A critical examination of the logistics system with emphasis on managerial functions within the system and analytical techniques used in planning and control of the various subsystems. 3:0:3.

## (H) Humanities and Performing Arts

### LE – Liberal Education

**LE 100**  
**First-Year Seminar**  
Required for all incoming first-time freshmen. Highly encouraged for transfer students. Park University's First-Year Seminars are designed to offer incoming first-time freshman or transfer students an opportunity to engage in a course structured around independent research, small group discussion, and intensive writing across disciplines. The thematic seminars function as a means of a uniform writing requirement, stressing the importance of written expression in all disciplines; as an attractive and exciting supplement to the usual introductory survey course in many disciplines; as an early experience in the scholarship that is the foundation to upper-level courses; as a means to strengthen core academic skills, including reading comprehension, oral expression, and writing; and as an introduction to university life, adjustment issues, and enhancement of skills for success in the university. 3:0:3

**LE 300**  
**Integrative and Interdisciplinary Learning Capstone**  
A seminar for the Liberal Education program, LE 300 requires students to integrate the Park University Literacies, synthesizing diverse perspectives to achieve interdisciplinary understanding and exploring the relationships among academic knowledge, professional pursuits, and the responsibilities of local and global citizenship. 3:0:3
LS 215
Selected Topics in Humanities
An in-depth examination of specific areas in the humanities. May be repeated once for credit with change in topic. Variable credit: 1-3 hours.

LS 221
Introduction to Liberal Studies I: Prehistory to the Early Modern World
An exploration of the areas traditionally characterized as the humanities: history, philosophy, religious studies, art and art history, and literature from Prehistory to the Early Modern World—beginnings to the Reformation. 3:0:3

LS 222
Introduction to Liberal Studies II: Reformation to the Present
An exploration of the areas traditionally characterized as the humanities: history, philosophy, religious studies, art and art history, and literature from the Restoration to the Present. 3:0:3

LS 250
Great Books
This course is an in-depth study of one or more great books in the tradition of the liberal arts and sciences along with contemporary criticism and commentary on the book, including interdisciplinary perspectives. Possible topics include Homer’s *Iliad*, Plato’s *Republic*, Aristotle’s *Nicomachean Ethics*, Augustine’s *Confessions*, Adam Smith’s *Wealth of Nations*, Darwin’s *Origin of Species*, Jane Austen’s *Pride and Prejudice*, James Joyce’s *Ulysses*, Emily Dickinson’s *The Complete Poems of Emily Dickinson*, Rachel Carson’s *Silent Spring*, and so on. May be repeated for credit with change in topic. Variable credit: 1-3 credit hours.

LS 299
Field Trips in the Humanities
Analysis of humanists and artistic works and events and exposure to those works through field trips in the Kansas City area. May be repeated with permission of advisor. 1:0:1

LS 301
Contemporary Issues
Studies in leading contemporary issues, problems, and concerns viewed from interdisciplinary perspectives. The course also reviews different types of writing essential to success in college and professions. 3:0:3

LS 304
Special Topics in Humanities and Liberal Studies
An in-depth examination of specific areas in the humanities. May be repeated once for credit with change in topic. Variable credit: 1-3 hours.

LS 400
Senior Project
Liberal Studies majors must take a total of six hours. An independent project course for liberal studies majors. The project may be scholarly or creative and must have relevance to the student’s concentration(s). It may be a study of a particular genre, theme, period or works of a particular writer or artist. The student and the major advisor must agree on the nature, area, scope, and method of evaluation of the project. 3:0:3

MA 105
Introduction to College Mathematics
**Prerequisite:** PK 118 or satisfactory score on mathematics placement examination. Students who have successfully completed MA 106 may not enroll in this course.
The course objective is to improve basic mathematical skills through a systematic application of these skills to contemporary problems. Topics considered include: various applications from consumer mathematics, tables and graphs, systems of measure. 3:0:3

MA 106
Introduction to Business Mathematics
**Prerequisite:** PK 118 or a satisfactory score on the mathematics placement examination.
An introduction to the basic mathematics via an application to business principles. An examination will be made of the quantitative aspects of business activities such as accounting, marketing, financial and managerial operations, and computer applications. Students who have successfully completed MA 105 may not enroll in this course. 3:0:3
MA 110 (EDU 110)
Geometry for Teachers
A consideration of selected topics from basic Euclidean geometry with emphasis on proper terminology and unification of concepts. Techniques available for teaching the basics are discussed. 3:0:3

MA 120
Basic Concepts of Statistics
A development of certain basic concepts in probability and statistics that are pertinent to most disciplines. Topics include: probability models, parameters, statistics and sampling procedures, hypothesis testing, correlation, and regression. 3:0:3

MA 125
Intermediate Algebra
Fundamentals of algebra. Topics include the real number system, basic operations of algebra, linear and quadratic equations, inequalities, functions and graphs, systems of equations. Additional considerations include radicals, rational functions, and basic analytic geometry. 3:0:3

MA 135
College Algebra
Prerequisite: MA 125, or a high school or transfer course equivalent to MA 125, or an ACT math score ≥ 23, or an SAT math score ≥ 510, or a COMPASS score ≥ 66 in the Algebra placement domain, or a COMPASS score 0-45 in the College Algebra placement domain. A study of the algebra necessary for calculus. Topics include: Linear and non-linear equations, inequalities and their applications; inverse, exponential and logarithmic functions; complex numbers; systems of linear and non-linear equations; matrices and determinants. 3:0:3

MA 141
College Trigonometry
Prerequisite: MA 135, or a high school or transfer course equivalent to MA 135, or an ACT math score ≥ 26, or an SAT math score ≥ 560, or a COMPASS score ≥ 46 in the College Algebra placement domain. A consideration of those topics in trigonometry necessary for the calculus. Topics include: circular functions, identities, special trigometric formulae, solving triangles, polar coordinates, vectors, and conic sections. 3:0:3

MA 150
Precalculus Mathematics
Prerequisite: MA 125 or equivalent. A consideration of those topics in algebra and trigonometry necessary for the calculus. Topics include: mathematical analysis of the line, the conic sections, exponential and logarithmic functions, circular functions, polynomial and rational functions, mathematical induction, and theory of equations. 3:0:3

MA 208 (CS 208)
Discrete Mathematics
Prerequisite: A grade of C or better in any math course > MA 125, or an ACT math score ≥ 23, or an SAT math score ≥ 510, or a COMPASS score ≥ 66 in the Algebra placement domain, or a COMPASS score 0-45 in the College Algebra placement domain. This course introduces the student to selected finite systems pertinent to the study of computer science. Course topics will include combinatorial problem solving, logic, Boolean algebra, combinatorial circuits, sets, relations, functions, proofs, mathematical induction, recurrence relations, graphs, trees, and counting techniques. 3:0:3

MA 210
Calculus and Analytic Geometry I
Prerequisite: MA 141 or MA 150 or equivalent. The study of the calculus begins with an examination of the real number system and the Cartesian plane. Additional topics to be considered include: functions and their graphs, limits and differentiation techniques, the mean value theorem, application of the derivative, indefinite integration, the trigonometric functions. 3:0:3

MA 211
Calculus and Analytic Geometry II
Prerequisite: MA 141 or MA 210 or equivalent. The study of the calculus continues with the definite integral and its applications, transcendental functions, integration techniques, the conic sections, polar coordinates, parametric equations, indeterminate forms and improper integrals. 3:0:3

MA 212
Calculus and Analytic Geometry III
Prerequisite: MA 211. The algebra and calculus of vectors and vector functions, constant termed sequences and series, power series and convergence criteria. 3:0:3

MA 213
Calculus and Analytic Geometry IV
Prerequisite: MA 212. A study of multi-dimensional spaces, functions in multi-dimensional space, partial differentiation, multiple integration. 3:0:3
MA 221  
Calculus and Analytic Geometry for Majors I  
**Prerequisite:** MA 141 or MA 150 or equivalent.  
The calculus begins with a study of limits of functions and continuity. Additional topics to be considered include: the derivatives of algebraic, trigonometric, exponential and logarithmic functions, differentiation techniques, applications of differentiation, the Mean Value Theorem, indefinite integration, definite integrals, the Fundamental Theorem of Calculus, and basic rules of integration. 5:0:5

MA 222  
Calculus and Analytic Geometry for Majors II  
**Prerequisite:** MA 221 or equivalent.  
The study of the calculus continues with applications of the definite integral, techniques of integration, improper integrals, constant term sequences and series, power series, convergence criteria, polar coordinates, parametric equations, and conic sections. 5:0:5

MA 223  
Calculus and Analytic Geometry for Majors III  
**Prerequisite:** MA 222 or equivalent.  
The study of the calculus extends further with three-dimensional spaces, vectors, multi-variable functions, partial derivatives and their applications, multiple integration. 3:0:3

MA 301  
Mathematical Thought  
**Prerequisite:** MA 211 or MA 221.  
A transition course for the mathematics major, this offering provides an overview of the subject as a study of systems. Topics include: informal and formal logic, theory of sets, formal development of the number system of mathematics. 3:0:3

MA 302  
Ordinary Differential Equations  
**Prerequisite:** MA 222.  
An introduction to ordinary differential equations and their solutions in the complex field. Topics include: series solutions and Laplace transforms. 3:0:3

MA 305  
Probability  
**Prerequisite:** MA 222 or equivalent.  
A calculus-based approach to the theory and statistical application of probability. Topics include: discrete and continuous random variables, density and distribution functions, probability models, non-parametric statistics. 3:0:3

MA 311  
Linear Algebra  
**Prerequisite:** MA 211 or MA 221.  
Topics include systems of linear equations, matrix algebra, linear transformations, determinants, vector spaces, eigenvalues and eigenvectors, and orthogonality. 3:0:3

MA 312  
Abstract Algebraic Structures  
**Prerequisites:** MA 222 and MA 301.  
A study of several algebraic systems from a postulational viewpoint. Systems studied include groups, rings, integral domains, and fields. 3:0:3

MA 350  
History of Mathematics  
**Prerequisites:** MA 135 and MA 141 or MA 150.  
An introduction to the history of mathematics with emphasis on the contributions of the many and diverse cultures which have influenced the development of the discipline. Cultures studied include: the Egyptians, Babylonians, Greeks, Romans, Arabs, Medieval Europeans, and Renaissance Europeans. Topics include: the Pythagorean Theorem, perfect numbers, classic construction problems, the Golden Ratio, noteworthy mathematicians and current trends. One field trip is required. 3:0:3

MA 360  
Modern Geometries  
**Prerequisite:** MA 222 and MA 301, or permission of the instructor.  
A study of the foundations of modern Euclidean geometry as well as finite geometries and non-Euclidean geometries. 3:0:3

MA 370  
Number Theory  
**Prerequisites:** MA 222 and MA 301, or permission of the instructor.  
An introduction to the theory of numbers. Topics include: congruencies and residue classes, the theorems of Euler and Fermat, and number-theoretic functions. 3:0:3
MA 380
**Mathematical Statistics**
**Prerequisite:** MA 305
A calculus-based study of probability and statistics for mathematics and science majors. Topics include: sample spaces, random variables and probability distributions, moment generating functions, transformations of random variables, laws of large numbers and the central limit theorem, regression analysis, and analysis of variance. 3:0:3

MA 402
**Topology**
**Prerequisite:** MA 401 or permission of the instructor.
An introduction to the topology of Euclidean space, metric spaces, and general topological spaces. 3:0:3

MA 406
**Special Topics in Mathematics**
**Prerequisite:** permission of the instructor.
This course provides an opportunity for directed study in areas not necessarily included in formal course work. Variable credit: 1-3 hours.

MA 450
**Seminar in Mathematics**
**Prerequisite:** MA 301 and permission of the instructor.
A capstone course for the mathematics majors. Topics may include: selected readings and discussion of the history and philosophy of mathematics, the golden ages and crises in mathematics. Student presentations are required. One field trip required. 3:0:3

MG 101
**Introduction to Management**
Basic functions of management with emphasis on the behavioral problems management faces in adopting and implementing policy. 3:0:3

MG 110
**Introduction to Business**
Provides for business and non-business students an overview of business in our modern American society. Examines the development of our business system, social responsibility of business, and the functions of management, marketing, personnel, production, accounting, finance, investments, insurance, and business law. Career opportunities in business are explored. 3:0:3

MG 260
**Business Law I**
Introduction to the law: contracts, agency, employment, and negotiable instruments; comparison of social responsibility and legal aspects of selected issues. 3:0:3

MG 261
**Business Law II**
**Prerequisite:** MG 260
A continuation of the study of contracts, agency, employment, and negotiable instruments; comparison of social responsibility and legal aspects of selected issues. 3:0:3

MG 268
**Office Administration**
Layout and organization of an office, design and control of equipment and supplies; business information processing systems; human relations; and cost reduction. 3:0:3

MG 271
**Principles of Supervision**
A study of leadership skills for persons in supervisory positions. Topics include: methods of training employees, employee rating, improving personal leadership, interpreting organization policies, and obtaining the maximum results through the efforts of others. 3:0:3
MG 273
Records Management
A study of the procedures, personnel, and equipment necessary to establish an efficient system of records management. Topics include: classification systems; creation and control of forms, correspondence, and reports; microforms; records inventory; evaluation and planning of records management programs; retention and disposition schedules; and supplies and equipment. 3:0:3

MG 280
Students in Free Enterprise (SIFE)
In conjunction with Students in Free Enterprise (SIFE), students will develop and implement projects to foster the principles of free enterprise which help local business and the community. 3:0:3

MG 290
Selected Topics in Business
An in-depth examination of specific areas of business and management. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.

MG 352
Principles of Management
Examines the functions, activities and principles of leadership in business and other institutions. Philosophy, history, current practice and issues in leading, planning, organizing, and controlling organizations such as communication, motivation and interpersonal relations. Lecture, discussion and cases are used. 3:0:3

MG 354
Small Business Management
A detailed study of the relationship and functions of accounting, management, financial management, and marketing in the successful initiation and operation of a small business. 3:0:3

MG 365
Organizational Behavior
Prerequisite: MG 352. Examines theoretical and practical perspectives and experiences in the areas of motivation and human relations; individual behavior, small group behavior, intergroup behavior; organizational effectiveness, and organizational development. Lecture, discussion and cases are used. 3:0:3

MG 371
Management and Organizational Behavior
This course is the foundation for the study of management as an academic discipline. As such, the functions, activities and principles of management and organizational leadership in business and other institutions are presented and examined. The philosophy, history, current practices and issues in the areas of motivation and human relations, individual behavior, small group behavior, intergroup behavior, organizational effectiveness, and development are presented and discussed in the context of managing organizations in a global society. 3:0:3

MG 375
Production and Operations Management
Prerequisites: MA 120, MG 352 or equivalents. Study of the design, planning and operations and control of manufacturing processes, material management, inventory quality control systems, work measurement and production standards. 3:0:3

MG 401
Senior Seminar in Management
Prerequisites: MG 352, MG 365, and EN 306B or equivalent. It is strongly recommended that all major core courses be completed prior to enrolling in this course. Consideration of managerial problems and/or policies. Topics include: the role of values and assumptions in administrative situations, especially their influence on administrators choices among possible ends and means; the skills, attributes and personal qualities that enhance effectiveness of responsible individuals as they work with others in organizations; and the determinants of organization and executive action. 3:0:3

MG 420
Labor Relations
Prerequisites: MG 352 or MG 371. Consideration of the development, legal environment, and current problems of the industrial relations system. Emphasis is placed upon the historical evolution of both the union movement and the legislative system that shapes its activities. 3:0:3
MG 440
Complex Organizations
PREREQUISITES: MG 352 and MG 365.
A sociological approach to the study of organizations. Focuses on theoretical perspectives, characteristics of organizations, the interrelationship of organizational variables, and other related topics. 3:0:3

MG 460
Business Internship
PREREQUISITE: MG 365 and completion of core courses in business and economics. Enrollment with the consent of the department. Open to seniors who have demonstrated outstanding academic work in business who want to explore the practical applications of business theory in a professional work environment. Variable credit: 3-12 hours. Grading for this course is pass/fail.

MG 465
Independent Study in Business
PREREQUISITE: Major in business administration, economics or accounting. Individual research dealing with secondary sources on an approved topic in business. Variable credit: 1-4 hours.

MG 490
Special Topics in Business Administration
PREREQUISITE: Permission of the instructor. A course based on subjects outside the current offerings. Variable credit: 1-3 hours.

MG 495
Business Policy
PREREQUISITES: EC 141, EC 142, EC 315, EN 306B, FI 360, MG 260, MG 352, and MK 351 or permission of instructor. A series of business cases and materials dealing with a variety of problems confronting general management selected to illustrate the major areas of managerial concern: environmental opportunities and constraints, formulation of business policy, organization for business activity and marshalling of resources for achieving objectives of the firm. 3:0:3

MI 102
Leadership Practicum I
Examines leadership in basic tactical and patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Students practice leadership according to 16 principles and learn basic individual soldier skills. 2:0:2

MI 116
Foundations of Officership
The course introduces the student to issues and competencies that are central to a commissioned officer’s responsibilities. These initial lessons establish a framework for understanding officership, leadership, and Army values. Additionally, the semester addresses “life skills” including fitness and time management. This course is designed to give the student an accurate insight into the Army profession and the officer’s role in the Army. 1:0:1

MI 126
Basic Leadership
PREREQUISITE: MI 116 or the consent of the Department Chairperson. This course builds upon the fundamentals introduced in MI116 – Foundations of Officership, by focusing on leadership theory and decision making. “Life Skills” lessons in this semester include: problem solving, critical thinking, leadership theory, followership, group interaction, goal setting, and feedback mechanisms. Upon completion of this semester, students are prepared to advance to more
complex leadership instruction concerning the dynamics of organizations. Additionally, students will be increasingly required to demonstrate knowledge of leadership fundamentals and communications (written and oral). 1:0:1

**MI 202**  
**Leadership Practicum III**  
**Prerequisite:** To be taken concurrently and required for students in MI216.  
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. 2:0:2

**MI 212**  
**Leadership Practicum IV**  
**Prerequisite:** To be taken concurrently and required for students in MI226.  
Continuation of MI202 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. 2:0:2

**MI 216**  
**Individual Leadership Studies**  
**Prerequisite:** MI116 and ML126 or the consent of the Department Chairperson.  
This semester is designed to develop within the student a knowledge of self, self-confidence and individual skills. Through experiential learning activities, students will develop problem solving and critical thinking skills, and apply communication, feedback and conflict resolution skills. Building upon the fundamentals introduced in MI116/MI126 this course delves into several aspects of communication and leadership theory. The focus of the semester is on critical “life skills” which will enable the student’s future success. The course concludes with a major leadership and problem solving case study which draws upon previous instruction. 2:0:2

**MI 226**  
**Leadership and Teamwork**  
**Prerequisite:** ML116, 126, 216 or the consent of the Department Chairperson. To be taken concurrently with MI212.

This course focuses on self-development guided by knowledge of self and group processes. Experiential learning activities are designed to challenge students current beliefs, knowledge and skills. This semester takes the approach of placing students in a wide variety of group exercises designed to emphasize various leadership competencies and insights. The instructor, acting as facilitator, helps guide student processing of the events to derive the leadership, group dynamics and problem solving lessons that the exercises offer. Practical “life skills” are emphasized throughout. 2:0:2

**MI 302**  
**Leadership Practicum V**  
**Prerequisite:** Advanced-course status, to be taken concurrently, and required for students enrolled in MI 316.  
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. 2:0:2

**MI 312**  
**Leadership Practicum VI**  
**Prerequisite:** Advanced-course status, to be taken concurrently, and required for students enrolled in MI 316.  
Familiarize 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. 2:0:2

**MI 316**  
**Leadership and Problem Solving**  
**Prerequisite:** 6 credits in Military Science, and Department Chairperson approval and concurrent enrollment in MI 302.  
Provides the student with no prior military or cadet experience the ability to quickly learn essential cadet knowledge and skills necessary for successful performance of cadet tasks. Following an introduction to the principles of physical fitness and healthy lifestyles lessons will cover: the Leader Development Program, how to plan and conduct individual and small unit training, basic tactical principles, reasoning skills and the military specific application of these skills in the form of the Army’s troop leading procedures. The course concludes with a detailed examination of officership which culminates in a five-hour officership case study. 3:0:3
MI 326
Leadership and Ethics
PREREQUISITE: MI316 and concurrent enrollment in MI312.
Continues the focus from MI316 on doctrinal leadership and tactical operations at the small unit level. Instructional modules include: Army branches, Army Leadership philosophy, dynamics of a group environment, oral and written presentation skills, culminating in instruction in National and Army values and ethics. This critical semester synthesizes the various components of training, leadership and team building. 3:0:3

MI 402
Leadership Practicum VII
PREREQUISITE: Advanced-course status, to be taken concurrently, and required for students enrolled in MI416.
Practical applications in problem analysis, decision making, planning and organization, delegation and control, and development of interpersonal skills required for effective management. Participation in physical fitness conditioning and tactical application exercise is required. Students will perform in various leadership positions and present classroom instruction. 2:0:2

MI 412
Leadership Practicum VIII
PREREQUISITE: Advanced course status, to be taken concurrently, and required for students enrolled in MI426.
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. 2:0:2

MI 416
Leadership and Management
PREREQUISITE: Advanced Course status and concurrent enrollment in MI402.
A series of lessons designed to enable students to make informed career decisions as they prepare for commissioning and service as Second Lieutenants. Classes concentrate on Army operations and training management, communications and leadership skills which support the final transition from cadet/student to Lieutenant/leader. Subjects include: The Army Training Management System, coordinating activities with staffs, and counseling skills. At the end of this semester students should possess the fundamental skills, attributes and abilities to operate as a competent leader in the cadet battalion. 3:0:3

MI 426
Officership
PREREQUISITE: MI416; Advanced Course status and concurrent enrollment in MI412.
A series of lessons that provide a review of the ethical dimensions of leadership, Law in Leadership, Organizing for Military Operations to include historical case studies, Personnel, Supply and Maintenance administration and management, personal financial planning and entering the service. The semester concludes with a 12 lesson experiential exercise simulating assignment as a new Lieutenant in a unit. 3:0:3

MI 450
Independent Research/Project
PREREQUISITE: Minimum of a 2.5 GPA and departmental approval.
Investigation of a research problem, project, or topic on an individual conference basis. Variable credit: 1-5 credit hours.

AEROSPACE STUDIES - COURSES OFFERED FOR PARKVILLE DAYTIME CAMPUS CENTER AIR FORCE ROTC PROGRAM AND CAMPUS CENTERS WITH CROSSTOWN AGREEMENTS.
MI 201 AF  
The Air Force Way I  
A survey course designed to facilitate the transition from ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Air Force heritage and leaders, development of air-power doctrine from the invention of the airplane through the present, and written communications. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with their first opportunity to apply leadership experiences discussed in class. 1:0:1

MI 202 AF  
The Air Force Way II  
A survey course designed to facilitate the transition from ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Introduction to leadership, quality Air Force management tools, ethics and values, oral-communication group, leadership projects. A mandatory Leadership Laboratory (MI 499) complements this course by providing cadets with their first opportunity to apply leadership experiences discussed in class. 1:0:1

MI 301 AF  
Air Force Leadership and Management I  
A study of leadership principles and perspectives, leadership ethics, and communication skills required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of concepts being studied. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

MI 302 AF  
Air Force Leadership and Management II  
A study of quality management fundamentals, professional knowledge, Air Force Doctrine, and communication skills required of an Air Force junior officer. Case studies are used to examine management situations as a means of demonstrating and exercising practical applications of concepts being studied. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

MI 401 AF  
National Security Affairs  
An examination of the national security process, regional studies, advanced leadership ethics, Air Force doctrine, and current issues affecting military professionalism. Within this structure, emphasis is placed on refining communication skills. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

MI 402 AF  
Preparation for Active Duty  
This course is the final step in preparing an officer candidate for active duty. It includes examination of the military as a profession, officership, military justice, and civilian control of the military. It also familiarizes the student with the roles of various Air Force base agencies. Within this structure, emphasis is placed on refining communication skills. A mandatory Leadership Laboratory (MI 499) complements this course by providing advanced leadership experiences in officer-type activities, giving the student an opportunity to apply leadership and management principles. 3:0:3

MI 499 AF  
Leadership Laboratory  
The MI 100 and MI 200 Leadership Laboratory (LLAB) courses include a study of Air Force customs and courtesies, drill ceremonies, military commands and Air Force opportunities. MI 300 and MI 400 courses provide advanced leadership experiences that involve planning, organizing, and executing cadet training activities, as well as, preparing and presenting briefing and other oral/written communications. 0 credit.
MK 351
Principles of Marketing
Examines factors relevant to the marketing mix (product, promotion, distribution, and price) and to marketing management. 3:0:3

MK 369
E-Marketing
Prerequisite: MK 351.
This course will address the new technological environments that marketers are facing by introducing strategic considerations related to technology and technology implementation as it impacts the field of marketing. The course will explore the basics of marketing exchange utilizing the Internet, multimedia techniques, database marketing, and interactive telecommunications across delivery platforms. In addition the course will give students hands on experience with relevant software. 3:0:3

MK 380 (CA 380)
Advertising
Prerequisite: MK 351 or equivalent.
Designed to give the student an understanding of the creation, design, and production of material for advertising campaigns in all media. Suggested 3:0:3

MK 385
Consumer Behavior
Prerequisite: MK 351.
An integrated approach to the study of various behavioral concepts and theories useful for understanding consumer behavior and its relevance to the development of effective marketing strategies. 3:0:3

MK 386
Retailing Administration
Prerequisite: MK 351 or equivalent.
The basic concepts and analytical tools of retailing; types of organizational structure; store location; personnel; merchandising; promotion; services; and control techniques. 3:0:3

MK 389
Professional Selling
Prerequisite: MK 351.
A study of the personal selling process with emphasis on the contributions of behavioral theories and on the legal, ethical, and social responsibilities of selling professionals. 3:0:3

MK 395
International Marketing
Prerequisite: MK 351.
An in-depth study of the methods of establishing and servicing foreign markets with emphasis on pricing, promotion, and distribution channels given the complex effects of international, cultural, legal and business practice environments. Exporting, importing and tariff barriers are also covered. 3:0:3

MK 400
Special Topics in Marketing
Prerequisite: Instructor Permission required.
This course consists of the study and analysis of some major aspect(s) of Marketing concepts at the senior level. Variable credit: 1-3 credit hours

MK 401
Sales Management
Prerequisite: MK 351.
Review and analysis of approaches to planning, organizing, training, developing, compensating, directing, and controlling the sales force in support of marketing objectives. Use of case materials. 3:0:3

MK 411
Marketing Management
Prerequisite: MK 351 and MK 385.
Study of the theoretical foundations, the methods and the environment of marketing management. Topics include: consumer behavior, product policy, channel management, pricing and promotion. 3:0:3

MK 453
Marketing Research and Information Systems
Prerequisites: EC 315 and MK 351.
Examines the application of research methods to the problems of marketing. Consideration is given to research procedures, sources of data and management’s use of information for decision making. 3:0:3

MK 455
Promotional Policies and Strategies
Prerequisite: MK 351.
A study of the specific role of the various promotional mix elements in relation to the overall marketing strategy. 3:0:3
MK 463
Marketing Internship
Open only to students who have earned at least 15 credit hours of their Marketing degree requirements. The internship in marketing must be in a professional career position typically filled by a college graduate. The internship will be approved by the Department Chair and overseen by the Marketing Program Coordinator or a business faculty member approved by the PC. An experience paper is required. Grades are pass/fail. 3 credit hours will be earned by 120 hours on the job. This class can be repeated to earn a maximum of 6 hours of credit at the discretion of the Program Coordinator.

MK 491
Seminar in Marketing
PREREQUISITE: Twelve hours of marketing or instructor approval.
Intensive studies of selected current issues in marketing through seminars, workshops, and forums. 3:0:3

(H) HUMANITIES AND PERFORMING ARTS

ML – Modern Languages

ML 100-300
Exploring Modern Languages
Course designed to allow the teaching of modern languages not found in the normal course offerings. Each 3:0:3

ML 215
Selected Topics in Languages
An intermediate level language course that treats topics of contemporary interest. 3:0:3

ML 235 LE
Survey of European Literature
Introduction to major European literary genres from the earliest expressions to modern times. An examination of the literary, historical cultural position of selected writers and literary movements. Relationships among each country’s literary expressions will be emphasized. Special attention will be given to Homer, Dante, Boccaccio, Chaucer, Moliere, Shakespeare, Cervantes, and the Romantic movement in Italy, France, Germany and England. 3:0:3

ML 315
Selected Topics in Literature and Culture
An advanced level course that examines issues pertaining to issues of culture, society, literature, and history. 3:0:3

CHINESE

CN 101
Elementary Chinese I
An introductory course with emphasis on pronunciation and the basic elements of grammar; practice in understanding, speaking, reading, and writing. 3:0:3

CN 102
Elementary Chinese II
PREREQUISITE: CN 101 or equivalent.
The introduction of more complex elements of grammar; additional practice in understanding, speaking, reading, and writing. 3:0:3

CN 103
Elementary Chinese I
An introductory course with emphasis on pronunciation and the basic elements of grammar; practice in understanding, speaking, reading, and writing. Some lab required. 3:1:4

CN 104
Elementary Chinese II
PREREQUISITE: CN 103 or equivalent.
The introduction of more complex elements of grammar; additional practice in understanding, speaking, reading, and writing. Some lab required. 3:1:4
CN 201
Intermediate Chinese I
PREREQUISITES: CN 101 and CN 102 or two years of high school Chinese.
Students will work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events will be discussed in class. A grammar review of CN 101 and CN 102 will also be included. 3:0:3

CN 202
Intermediate Chinese II
PREREQUISITE: CN 201 or two and one half years of high school Chinese.
A continuation of CN 201. Vocabulary is put to added work in composition. 3:0:3

CN 310
Independent Readings in Chinese
PREREQUISITE: CN 202 or three years of high school Chinese.
Materials and credit to be arranged with the instructor. May be repeated for up to six hours of credit with permission of the instructor. Variable credit: 1-3 hours.

FRENCH

FR 101
Elementary French I
Areas covered in this course include vocabulary building, grammar, conversation, and introduction to French culture and civilization. Emphasis is on conversation. 3:0:3

FR 102
Elementary French II
PREREQUISITE: FR 101 or one year of high school French.
This course continues the presentation of vocabulary and basic structural patterns begun in Elementary French I with emphasis on comprehension, speaking, reading, and writing skills. 3:0:3

FR 103
Elementary French I
This course will introduce students to the four language skills (speaking, listening, reading and writing) that will enable them, on a limited basis, to understand and communicate about topics of everyday importance. Through various media, students will also learn about cultural differences in the French-speaking world. Some lab required. 3:1:4

FR 104
Elementary French II
PREREQUISITE: FR 103 or equivalent.
This course continues to develop competency in producing the French language, both spoken and written. Emphasis is placed upon student’s ability to communicate effectively in short conversations and basic writings, as well as to grasp the meaning of what they hear and read. Some lab required. 3:1:4

FR 201
Intermediate French I
PREREQUISITE: FR 102 or two years of high school French.
Students work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events are discussed in class. A grammar review of FR 101 and FR 102 will be included. 3:0:3

FR 202
Intermediate French II
PREREQUISITE: FR 201 or two and one half years of high school French.
A continuation of FR 201. Vocabulary is put to added work in composition. 3:0:3

FR 310
Independent Readings in French
PREREQUISITE: FR 202 or three years of high school French.
Materials and credit to be arranged with the instructor. May be repeated for up to six hours of credit with permission of the instructor. Variable credit: 1-3 hours.
GERMAN

GE 103
Elementary German I
Areas covered in this course include: grammar, vocabulary building, conversation, comprehension and writing, with an introduction to German culture and civilization. Some lab required. 3:1:4

GE 104
Elementary German II
Prerequisite: GE 103 or equivalent.
This course continues the development of speaking, comprehension, reading and writing skills and study of German culture and civilization begun in GE 103. Some lab required. 3:1:4

GE 201
Intermediate German I
Prerequisite: GE 104 or two years of high school German.
Students work on building vocabulary and comprehension and increasing speaking ability. Everyday life situations and current events are discussed in class. A grammar review of GE 101 and GE 102 is also included. 3:0:3

GE 202
Intermediate German II
Prerequisite: GE 201 or two and one half years of high school German.
A continuation of GE 201. Vocabulary is put to added work in composition. 3:0:3

GE 212
German for Professional Studies I
In this course participants will apply the basic skills learned in GE103 and GE104 by reading, discussing, and learning about conducting business and/or cultural interaction in a German-speaking environment. Students will have ample opportunity to talk and interact, as well as to improve written communication skills. In addition to the presentation of new grammar and vocabulary, the focus of this course is to experience the German professional culture through language and text. 3:0:3

GE 310
Independent Readings in German
Prerequisite: GE 202 or three years of high school German.
Material and credit to be arranged with the instructor. May be repeated for up to six hours of credit with permission of the instructor. Variable credit: 1-3 hours.

SPANISH

SP 103
Elementary Spanish I
This course offers a broad introduction to the study of the language in its diverse contexts with a focus on grammar, and oral and written comprehension. Some lab required. 3:1:4

SP 104
Elementary Spanish II
Prerequisite: SP 103 or equivalent.
This course introduces more complex elements of grammar and includes student-generated dialogues, short interviews and brief essays as a basis for the practices of speaking, comprehension, reading and writing skills. Some lab required. 3:1:4

SP 201
Intermediate Spanish I
Prerequisite: SP 104 or three years of high school Spanish.
In this course students review basic concepts of the language while expanding reading comprehension and writing skills. Readings focus on the study of Hispanic cultures. 3:0:3

SP 202
Intermediate Spanish II
Prerequisites: SP 201 or four years of high school Spanish.
A continuation of the grammatical and cultural studies undertaken in SP 201. This course includes content-based projects in the target language. 3:0:3

SP 203
Business Spanish I
An intermediate level review of grammar through the study of business terminology and transactions. 3:0:3
SP 204
Business Spanish II
An advanced intermediate review of grammar through the study of business terminology and cultural interaction. 3:0:3

SP 205
Issues in International Business
A study of global markets accompanied by interactive role-playing, case studies and problem-solving. 3:0:3

SP 213
Spanish for Health Care I
An intermediate level review of grammar through the study of cultural skills and medical terminology when interacting with patients. 3:0:3

SP 214
Spanish for Health Care II
An advanced intermediate level review of grammar through the study of cultural skills and medical terminology when interacting with patients. 3:0:3

SP 215
Cultural Issues in Medicine
A study of issues in Health Care and on-site interactions with an emphasis on specific areas of interest to individual students. 3:0:3

SP 230
Spanish for Educators
A study of contemporary issues in Education that emphasizes skills important to classroom needs and communication with students, families, and colleagues. 3:0:3

SP 294
Intermediate Spanish Conversation
Prerequisite: SP 202 or equivalent. Four years of high school Spanish or instructor's permission. The course consists of a variety of sources and topics for the improvement of oral language skills. Forums for conversation include individual presentations, pair presentations and groups discussion in Spanish based on readings, individual research, movies, plays and excursions. This course includes a review of advanced grammar concepts. 3:0:3

SP 295
Intermediate Spanish Composition
Prerequisite: SP 202 or equivalent. Writing in Spanish at the intermediate level, including a review of grammar. Short essays and other practical exercises in composition. 3:0:3

SP 299
The Minor Capstone Project
An individual or joint research project that involves hands-on learning and a final oral presentation in English of the work undertaken. 3:0:3

SP 301
Advanced Spanish Conversation
Prerequisites: SP 294 or equivalent. Based on the viewing of U.S. Latino, Spanish and Spanish American films, this course emphasizes the practice of oral communication skills and analytical approaches to film reviews. Taught in Spanish. 3:0:3

SP 302
Advanced Grammar and Composition
Prerequisites: SP 295 or equivalent. In this course the student develops advanced-level reading and writing skills through the analytical interpretation of short texts by Hispanic writers. Taught in Spanish. 3:0:3

SP 310
Independent Readings in Spanish
Prerequisite: SP 202 or four years of high school Spanish or instructor's permission. Material and credit to be arranged with the instructor. May be repeated for up to six hours of credit with permission of the instructor. Variable credit: 1-3 hours.

SP 311
Culture and Civilization of Spain
Prerequisites: SP 294 and SP 295 or equivalent. Further development of written and spoken Spanish through the study of the culture and civilization of Spain. This course is taught in Spanish. 3:0:3
SP 312
Cultures and Civilization of Spanish America and the Hispanic Caribbean
Taught in English, this course examines aspects of the history and cultures of Spanish America and the Hispanic Caribbean from pre-Columbian to contemporary times. Topics covered include: indigenous civilizations, the Spanish Conquest and occupation, the legacies of empire, dilemmas of national development, the changing roles of women, military dictatorships, and the “disappeared,” contemporary Indian cultures and social realities, the narcotic industry, “third-world” debt and issues of national sovereignty. 3:0:3

SP 320
U.S. Latino Cultures and Literatures
An advanced course that examines issues pertaining to U.S. Latino culture, society, literature, and history. 3:0:3

SP 322
Reading Cervantes’ Masterpiece: Don Quixote
Taught in English, this course examines Don Quixote with consideration of the Exemplary Novel and the background of Renaissance Prose. Open to Spanish and non-Spanish majors. 3:0:3

SP 394
Introduction to the Literature of Spain
PREREQUISITES: SP 301, SP 302 or equivalent, or permission of instructor.
Presents key works of Spanish literature, from the Middle Ages to contemporary times. The selection of texts is designed not only to introduce major writers, but also to seek further insights into the Spanish culture. This course is taught in Spanish. 3:0:3

SP 395
Introduction to the Literatures of Spanish America and the Hispanic Caribbean
PREREQUISITES: SP 294 and SP 295 or equivalent, or permission of the Department Chair.
Taught in Spanish, this course explores the literature of Mexico, Central and Spanish America. 3:0:3

SP 399
The Major Capstone Project
An individual or joint research project that involves hands-on learning with a written report in Spanish and a final oral presentation in English of the work undertaken. 3:0:3

MR 206
Medical Terminology II
PREREQUISITE: AT 175 or equivalent.
Review of prefixes, suffixes and anatomical roots for each system of the body. Basic vocabulary of terms for diseases, operations, tumors, signs, symptoms, laboratory tests, and diagnostic procedures for each system of the body. 3:0:3

MR 220
Coding
A study of the international medical nomenclature and classification systems for the comparison of disease data. Major topics include: characteristics of the nomenclature and classification systems and methods of quality control of coded information. 3:0:3
MR 242
Medical Records I
Principles of medical record technology including the preparation, analysis, preservation, and retrieval of health information. The value of this information to the patient, the doctor, and the community will be stressed. 3:0:3

MR 243
Medical Records II
Prerequisite: MR 242 or equivalent. Medical records in a variety of health care facilities, release of information, medical staff organization, and requirements and survey procedures of licensing and accrediting agencies. Medicare law and other federal regulations will be presented. Students will be introduced to the basic principles of supervising and managing a medical records department. 3:0:3

MU 105
Ensemble
The study and performance of music for instrumental or vocal groupings. May be repeated for credit. 1:0:1

MU 131, 132, 231, 232, 331, 332, 431, 432
Performance (Majors only)
Opportunity to perform in a simulated concert environment with critical feedback. May be repeated for credit. 1:0:1

MU 151, 152, 251, 252, 351, 352, 451, 452
Orchestra
Study and performance of music for orchestra. 1:0:1

MU 171, 271, 371, 471
Chamber Music (Majors only)
Study and performance of music for chamber orchestra. 1:0:1

MU 175, 176, 275, 276
Collaboration (Majors only)
Developing skills of playing music for chamber orchestra. 1:0:1

MU 181, 281, 381, 481
182, 282, 382, 482
Applied Music A
Individual lessons offered in voice, piano and classical guitar. 1:2:2

MU 191, 192, 291, 292, 391, 392, 491, 492
Applied Music B (Majors only)
Individual lessons offered in piano, violin, viola and cello. 1:10:2

MU 160
Music Theory I
A study of the fundamentals of harmony and basic elements of sight-singing, melodic dictation, rhythmic dictation, keyboard, timbre, texture, and form used both in aural and visual analysis. 3:2:3

MU 161
Music Theory II
Prerequisite: MU 160. A continuation of the fundamentals of harmony and basic elements of sight-singing, melodic dictation, rhythmic dictation, keyboard, timbre, texture, and form used both in aural and visual analysis. 3:2:3

MU 195, 196, 295, 296
Applied Music C (Majors only)
This course will involve an in-depth analysis and selection of new repertoire to be learned during the semester. Students will have one private lesson per week, and will be required to participate in chamber music ensembles and orchestra, and repertory and master classes as appropriate. Selected new learned repertoire will be performed in recital each year. 5 cr. This is a P/F graded class.

MU 205
Music Appreciation
A course designed to acquaint the student with the basic materials and history of music. Emphasis is on aural analysis and attendance at live performance. 3:0:3
MU 210
Music in a Global Society
A study of the role that music and musicians have played voluntarily or otherwise in politics, religion and social issues. Specific works ranging from instrumental music through opera, liturgical music, musical theatre and popular music are discussed. 3:0:3

MU 234, 235, 334, 335, 434, 435
Musicianship Development (Majors only)
This course offers students a greater insight into enhancing listening and perceptive skills by attending concerts, preparing aural and written critiques, and observing applied lessons with faculty outside their primary instrument. 1:0:1

MU 240
Music Theory III
Prerequisites: MU 161.
A continuation of MU 160 and MU 161, with a further study and analysis of modulation, altered chords, modes, chromaticism, and devices used in contemporary music. Studies will be applied to written, aural, and keyboard skills. 3:2:3

MU 241
Music Theory IV
Prerequisite: MU 240.
A continuation of MU 240, with a further study and analysis of modulation, altered chords, modes, chromaticism, and devices used in contemporary music. Further studies will be applied to written, aural, and keyboard skills. Course has a required laboratory session. 3:2:3

MU 260
Introduction to Music
A comprehensive survey of Western music from its known beginnings to the present. 3:0:3

MU 345
Music History: Medieval, Renaissance and Baroque
An introduction to the music literature from ancient times to 1700. 3:0:3

MU 346
Music History: Classic, Romantic and Modern
An introduction to the music literature from 1700 to the present. 3:0:3

MU 355, 356
Orchestral Repertoire (Majors only)
The study, rehearsal and performance of orchestral repertoire. 1:0:1

MU 360
Special Topics
Intensive study of an area of music selected by the instructor on the basis of student need or current issues. 1-3 hours.

MU 365
Orchestration
Prerequisite: MU 241 or instructor's approval.
A study of the orchestral instrument families with exercises in writing scores for instrumental ensembles. Emphasis is placed upon full orchestra with secondary attention given to small ensembles. 3:0:3

MU 374
Directed Study
(for all other pedagogy needs) 1-3 Hours

MU 375, 376, 475, 476
Collaboration (Majors only)
Developing skills of playing with other musicians. 1:0:2

MU 415
Independent Study in Music
Prerequisite: permission of artistic director.
This course offers the student minoring in music the opportunity to research a focused topic in music, to compose a significant musical work, or to perform a significant work or set of works. The final product will be a fully developed research paper, a finished original musical score, or a significant performance. 3:0:3

MU 449
Music Management Workshop
Students will be exposed to the processes in advising, representing and furthering their respective careers as artists: focusing on the establishment of mutually beneficial working relationships with management. Topics include the mechanics of talent booking and contracting, union and government relations, fee/commission structures, and contractual considerations. 1:0:1

MU 455, 456
Orchestral Repertoire
The study, rehearsal and performance of orchestral repertoire. 1:0:2
NS 120
Anatomy and Physiology for Nurses
This course is designed for nurses who have had an introduction to the major structures of the human body and a discussion of their function. Emphasis is placed on identification of body parts, organization of systems and homeostatic mechanisms. 4:0:4

NS 215
Selected Topics in Math/Natural Sciences
An in-depth examination of specific areas of mathematics and natural sciences. May be repeated once for credit with a change in topic. Variable credit: 1-4 hours.

NS 220
Applied Statistics and Experimental Design
Prerequisite: MA 135 or higher.
The applied use of statistics in the natural sciences. This course will provide an overview of statistics important to biological investigation, hypothesis testing, sampling protocol, and experimental design. Emphasis will be placed on computer statistical packages, natural science data, and application and interpretation of these statistics. Students will be introduced to several common statistical tests, including one- and two-sample hypothesis testing, analysis of variance (ANOVA), correlation, regression, and chi-squared tests with nonparametric alternatives briefly discussed. 3:0:3

NS 241 LE
Philosophy and History of Science
A history of science is presented in terms of the multicultural aspects of our scientific heritage. Focus is upon the nature of scientific inquiry and the social factors affecting the participation of diverse groups of individuals in the advancement of science. 3:0:3

NS 302
Current Literature in the Natural Sciences
The goals of this course are to learn to read and critique research papers; to learn to present a polished, professional summary of a recent paper; and to acquire background information for appropriate scientific seminars. 0:2:1

NS 304
Science, Technology, and Society
Relationship between science, technology, and society. Topics include: the two cultures, the relationship between basic science and technology, the effects of technology upon society, and possible future technologies. 3:0:3

NS 306
Ethical Practices in Science
The social and ethical implications of scientific advancement will be presented to encourage the free exchange of ideas, with an emphasis on the role scientists and health professionals should play. Topics are selected from current social and ethical issues in chemistry, biology, ecology, physics, and health care. 1:0:1

NS 315
Special Topics in Math/Natural Sciences
An in-depth examination of specific areas of mathematics or the natural sciences. May be repeated once for credit with a change in topic. Variable credit: 1-4 hours.

NS 319
International Health Issues
This course is designed to acquaint the student with health issues including the social, behavioral, and environmental influences on health and the delivery of health care in the United States and other countries. The concepts of health and illness will be explored from a multicultural viewpoint along with a variety of strategies for the promotion and protection of health, the prevention of disease, and the treatment modalities such as herbal medicine, therapeutic touch, acupuncture, etc. Current global issues will be discussed. 3:0:3

NS 401
Natural Science Seminar
A regularly scheduled seminar based on formal presentations of students, faculty, and guests. The presentations are based upon current periodical literature, and the presentation of an abstract and bibliography is required. Required of all senior students within the school as designated by the department. May be repeated for credit. 0:2:1.
NU 200  
**Nursing Transitions**  
Seminar/discussion course to introduce and orient the participant to the nursing program and the resources students will use during their course of study. Exploration of nursing history, nursing theory including nursing process, introduction to communication and teaching/learning theory and clinical calculation practice. 3:0:3

NU 210  
**Adult Health Nursing I**  
**Prerequisite:** NU 200  
Enhance basic medical surgical knowledge of health promotion and alterations in fluid and electrolyte balance, respiratory, cardiovascular, gastrointestinal, hepatic, and urinary systems and surgical client care with an emphasis on evidence based nursing practice. 3:0:3

NU 220  
**Adult Health Nursing II**  
**Prerequisite:** NU 200. Concurrent with NU 210, NU 238, and NU 235.  
Enhances basic medical surgical knowledge of health promotion and alterations in integumentary, musculoskeletal, neurological, endocrine, stress, immune, sensory or reproductive systems with an emphasis on evidence based nursing practice. 3:0:3

NU 235  
**Clinical Adult Health Nursing**  
**Prerequisite:** NU 200. Concurrent with NU 210 and NU 220 and NU 238.  
Application of the nursing process in a variety of clinical settings with emphasis placed on safe patient care, teaching/learning, pharmacology, communication, critical thinking and health promotion. 0:9:3

NU 238  
**Nursing Health Assessment**  
**Prerequisite:** NU 200.  
Application of the nursing process as it relates to the health assessment of normal and abnormal assessment findings across the life span. The use of nursing history, interview techniques and assessment techniques are emphasized in relationship to the adult (including geriatric population), pediatric population and pregnant population. 3:0:3

NU 240  
**Maternal/Child Health Nursing**  
**Prerequisite:** NU 210, NU 220, NU 235, NU 238, and NU 255.  
An exploration of health care issues, health promotion, growth and development, and management of disease processes related to women, infants, children, and families based on evidence based nursing practice. 3:0:3

NU 255  
**Mental Health Nursing**  
**Prerequisites:** NU 200.  
An exploration of health care issues, health promotion, growth and development across the life span, and management of disease processes related to the mental health client population. Emphasis is placed on evidence based nursing practice with a focus on communication processes, relationship of biochemistry and genetics to mental health diagnosis and treatment, pharmacologic and group approaches to treatment, and development of therapeutic relationships. 3:0:3

NU 265  
**Clinical Nursing Practice Applications**  
**Prerequisites:** NU 200, NU 210, NU 220, NU 235, NU 238, and NU 255.  
Application of the Nursing Process in a variety of clinical settings with emphasis placed on health promotion, growth and development, management of disease processes across the life span, and nursing leadership and management based on evidence based nursing practice. 0:12:4

NU 270  
**Selected Topics in Nursing**  
**Prerequisites:** Permission of the instructor. Specialized study in contemporary topics related to transition to the role of the ADN professional nurse in the changing health care system. Emphasis will be placed on personal and professional development. May be repeated once for credit with change in topic. Variable credit: 1-3 hours
NU 275
Management and Issues in Nursing  
**Prerequisites:** NU 200, NU 210, NU 220, NU 238, NU 235, and NU 255.  
Exploration into nursing management and issues. Emphasis will be placed on nursing leadership, health care systems, health care financing and legal and ethical issues prevalent to nursing practice and patient care. 3.0.3

NU 300  
Nursing Pharmacology  
**Prerequisite:** Admission to the BSN Completion program.  
Concurrent enrollment with NU 310  
This course assesses knowledge of pharmacology as it applies to nursing practice. It requires the student to complete standardized testing of pharmacological knowledge. Students must pass the proctored standardized test with a minimum score of 75% to be awarded credit in the course. This course is for VLE credit only. There is a fee for the exam payable to the Nursing Program for exam administration. The fee is determined each year by the vendor. Current prices can be obtained from the Nursing Program. VLE credit fees apply. 0:0:3

NU 310  
Nursing Transitions for the BSN  
This is a seminar discussion course to introduce and orient the Baccalaureate student to the Nursing Program. Exploration of transition processes to the BSN role, collegiality, emotional intelligence, and professional aspects of the BSN prepared nurse are emphasized. 3:0:3

NU 320  
Historical Nursing Practice  
**Prerequisite:** NU 310  
Exploration of the history of the nursing profession as it affects health care. The emphasis of the course is to gain perspective by analyzing the roots of nursing and how it contributes to professional identity. 3:0:3

NU 350  
Theoretical Foundations  
**Prerequisites:** NU 300 and NU 310.  
Discussion seminar to focus on the application of theoretical foundations for professional nursing practice. This course assists in organizing and linking nursing’s unique body of knowledge to the theory of other related disciplines and nursing practice. 3:0:3

NU 355  
Pathophysiology for Clinicians  
This course provides an understanding of the physiological process underlying human disease. The course emphasizes a systems approach to pathophysiological process associated with altered health states and its clinical manifestations. Multiple examples and case studies will be discussed. 3:0:3

NU 400  
Global Health Care Perspectives  
An investigation of current topics associated with global health with an emphasis on the role of the nurse in global health care. Topics include the effect of disease upon populations, role of the RN in global health care issues, and health promotion activities to minimize the effects of disease. 3:0:3

NU 410  
Community Health Nursing Practice  
This course combines an investigation of community health theory with clinical application. Emphasis is placed on the role of the RN in implementing community based health care processes. This course is composed of 3 credit hours theory and 2 credit hours of clinical applications. 3:2:5

NU 420  
Leadership and the BSN Role  
An analysis and critique of management issues facing nursing leaders using theoretical and clinical applications. This course is composed of 3 credit hours for theory based applications and 2 credit hours for clinically based applications. 3:2:5
NU 450
Nursing Research
Prerequisites: MA 120 and NU 350
Nursing research is essential to the development and refinement of nursing practice. This course will focus on Nursing’s development of its own unique body of knowledge as a practice discipline. 3:0:3

NU 455
Integrative Practice in Nursing
Prerequisites: NU 300, NU 310, NU 320, NU 350, NU 400, NU 410 and NU 420
A capstone course to integrate the theoretical and practical application of nursing as a profession. This seminar course assists the student in focusing on professional development and life-long learning. 3:0:3

PA 250
Special Topics in Fire Service Management
This course is designed specifically for the Bachelor or Public Administration/Fire Services Management program and includes such topics as: fire investigation, fire administration, fire inspection, building and fire codes, environmental laws, regulations, and environmental management, marketing and public relations, applied environmental laws and regulations, and hazardous materials management and planning. May be repeated up to a total of 12 hours (permission of department chair required). 3:0:3

PA 330
Public Administration
Principles and problems of public administration in America. Special attention is given to the problems of democratic control and the development of basic concepts of the field. 3:0:3

PA 331
Public Organizations
A study dealing with public organization design and the impact public organizations have upon those who work in them or deal with them. Topics include: public organization information and control systems, decision making in public organizations, the environment of public organizations, organizational behavior and innovation in public organizations. 3:0:3

PA 333
Public Management and Leadership
The study of managerial functions, processes, ethics, and practices in public organizations. Topics may include goals, objectives, policies, organizational structures, and decision-making theory and practice in public organizations. 3:0:3

PA 334
Public Personnel Administration
Analysis of the various functions of public personnel administration including: recruitment, placement, training, salary, evaluation, retirement, personnel problems, labor relations, collective bargaining, ethics, merit systems, and EEO programs. 3:0:3

PA 342
Administrative Politics
Examines the skills involved in interacting with the public, private groups, legislative bodies, advisory committees, political appointees, other administrative agencies, and other levels of government. The ethical problems of such relationships are also considered. 3:0:3

PA 345
The Media and Public Administration
An analysis of the relationship between public administrators and the media from the standpoint of (a) the public relations efforts of administrators, and (b) the reporting of the media. 3:0:3
PA 350  
**Budget and Finance**  
An analysis of public budgeting at the national, state and local levels of government, including the relationship of the federal budget to fiscal policy. The politics of the budgetary process are examined as well as various types of budgets. The influence of intergovernmental transfer payments is also reviewed. 3:0:3

PA 360  
**Special Topics in Public Administration**  
This course examines selected issues affecting public administration. This course may be repeated for credit when topics are changed, but only one applicable special topics course can be applied toward each emphasis area. 3:0:3

PA 380  
**Public Service Values**  
This course examines values and the public good relative to public service, including ethical decision-making and professional responsibility. 3:0:3

PA 390  
**Administrative Law**  
The study of administrative agencies, their rule making powers, adjudicatory functions and judicial control over such agencies. Areas covered include: the scope of administrative power, judicial review, regulatory law, due process, and personal liability of public servants. 3:0:3

PA 404  
**Capitalism and Societal Issues**  
This course examines current societal trends and public debates relative to the dynamic interface of capitalism, economic concepts and principles. Students use a framework of foundational analytical tools in exploring these issues. 3:0:3

PA 430  
**Research in Public Administration**  
**Prerequisites:** EN 105, EN 106, passing the WCT.  
Students undertake research proposals that address issues of relevance to the field of public administration, including in relation to a student's area of emphasis or areas of emphasis, and will be determined in consultation with the instructor. This course will satisfy the EN 306 requirement for Public Administration majors. This course can only be applied towards one emphasis area. 3:0:3

PA 431  
**Senior Seminar in Fire Services Management**  
**Prerequisites:** EN 105, EN 106, passing the WCT and taken during final 12 hours prior to graduation.  
Through research, students demonstrate a comprehensive integration of the degree-oriented study of fire services management. Research emphasis will be upon the interrelationship of management and the various fields within fire services to the field of Public Administration. 3:0:3

PA 432  
**Senior Project in Public Administration**  
**Prerequisites:** EN 105, EN 106, passing the WCT and taken during final 12 hours prior to graduation.  
Through research, students should be able to demonstrate a thorough integration of the courses taken and skills learned in Public Administration, including in relation to a student's area of emphasis or areas of emphasis. Case studies and/or practical problems will be examined. 3:0:3
PC 200
Introduction to Peace Studies
A survey course designed to provide a general overview of the interdisciplinary issues presented in peace studies programs today and the history of academic peace studies. Examines the causes of war and the variety of approaches to peacemaking. Explores in depth pacifism and nonviolence, the just war theory, crusade mentality and peace through strength. The diversity of the peace movement from 1945 to the present is given major attention. 3:0:3

PC 300
Nations At War: People of Peace
A contemporary and historical study of current international conflicts. Considers perspectives and strategies of contemporary peacemakers and peacemaking organizations. Analyzes the political, economic and cultural factors causing international conflict and students imagine concrete alternatives for peace building that maximizes justice. 3:0:3

PC 308 (RE 308)
Religion, Conflict and Visions of Peace
Religious communities frequently have bold visions of peace and justice and yet may be major contributors to violence and oppression. Students will engage in meeting first hand religious communities in metro Kansas City as well as exploring key beliefs and practices through readings and class discussion. Accurate and empathic understandings of different faiths will be combined with critical examination of their propensities for peace and justice-making historically and in contemporarily conflicts worldwide. Contemporary conflicts will include the USA, Northern Ireland, Bosnia, the Middle East, Africa, and the Indian sub-continent. 3:0:3

PC 315
Global Peace Issues
An examination of current global peace issues in the context of globalization. Issues covered will include the nature of globalization, different ways of defining security, the phenomenon of new or postmodern wars, terrorism, human rights, poverty and development, climate change, gender, immigration, international organizations, AIDS etc. Uses a symposium approach focusing on ideological visions and analyses of the issue and possible solutions that promote peace, security and human well being. 3:0:3

PC 320
The Practice of Peacemaking
A course in the theory and practice of nonviolence. Brief attention is given to violent approaches to peacemaking, such as peace through imperialism and militarism. Practical skills and activities that promote peace and justice at the local and global levels are presented, analyzed, critiqued, and skill practiced. 3:0:3

PC 321 (CA 321)
Interpersonal Conflict Resolution
Presents various strategies for dealing with conflict in a positive manner. Emphasizes the development and practice of skills of listening, assertiveness, problem solving, conflict management, and mediation. 3:0:3

PC 385
The History of Peace
A study of the quest for peace and the partnership way of human community from pre-history to the present. The approaches to peace from as many cultures and academic disciplines as possible are pursued, acknowledged, and evaluated. The lessons from the dominant paradigm of social organization and the history of war are used to clarify the proposition that an equally valid history of peace exists. 3:0:3
PH 101
Introduction to Philosophical Thinking
An entry into philosophy by one of two routes: an exploration of philosophical problems through reading and discussing selections from the great thinkers or a lecture-discussion survey of philosophy conceived in the broadest fashion. 3:0:3

PH 102
Introduction to Ethical Thinking
An exploration of what things have value and proposals about how people ought to live their lives including relativism, utilitarianism, Kantian ethics, and virtue ethics. This course also emphasizes the application of these proposals to personal life and contemporary social issues. 3:0:3

PH 103
Fundamentals of Logic
Principles of sound analytical reasoning. Topics include: analysis of propaganda and sources of prejudice, fallacies in reasoning and speech; the logic of the syllogism with techniques for testing validity; and the basic apparatus of symbolic logic. 3:0:3

PH 205
The Meaning of Life
Students in this course participate in the quest for meaning in life through reading and discussion of the contributions of philosophers, religious prophets, poets and writers, and through talking with persons who seem to have achieved meaning in their own lives. Students are expected by the end of the course to have formulated in writing or some other medium a statement of where they are in their personal quests. 3:0:3

PH 217
Ancient and Medieval Philosophy
A survey of the central figures of classical and medieval philosophy, including the early Greek thinkers, Socrates, Plato, Aristotle, Augustine, and Aquinas. Their contributions to the development of science, religious thought, and social and political theory are studied. 3:0:3

PH 220 (PO 220)
History of Political Philosophy
An analysis of political philosophy in its historical perspective, with a special examination of the influences of political philosophy on political institutions and on the development of political science. 3:0:3

PH 221
Ethics and Society
Applies the insights of philosophical ethics to value questions that require public decision. Content of the course description will vary according to the choice of the instructor utilizing topics such as abortion, capital punishment, euthanasia, use of natural resources, nuclear concern or censorship. 3:0:3

PH 223
Modern Philosophy
A survey of select figures in 16th-18th century European philosophy (e.g., Descartes, Spinoza, Leibniz, Hobbes, Locke, Berkeley, Hume, Kant) and how they have shaped modern scientific, religious, ethical and political thought. 3:0:3

PH 302
Ethical Issues in Public Policy
Considers several controversial questions regarding values which require public decision, such as abortion, capital punishment, and discrimination based on sexual preference. The insights of philosophical ethics are then applied to each—for example, how a utilitarian, formalist, or existentialist might handle each issue. 3:0:3

PH 303
Philosophy of Science
An examination of the philosophical assumptions of both the natural and the social sciences. Topics include: the distinction between science and non-science; the nature and types of scientific explanation; the structure and function of scientific laws and theories; the problems and paradoxes of confirmation and disconfirmation; the role of mathematics and models of science; the basis for probability and induction; and the relationship between science and values. 3:0:3
PH 308
Business Ethics
An inquiry into the role of ethics in business situations. Topics considered include: ethical considerations in management, accounting, marketing, and international business; conflicts of interest, whistleblowing, employee rights and responsibilities; and the impact of business on the environment. Emphasis is put upon the study of specific cases with attention to the sometimes conflicting demands of profit maximization and societal well-being. 3:0:3

PH 310
Independent Study in Philosophy
An opportunity for students to pursue a special interest not covered by regular course offerings. Material and credit arranged in consultation with instructor. May be repeated for credit with permission of department. Variable credit: 1-3 hours.

PH 311
The History of Ideas
An examination of the following topics seeks to provide a historical framework for thinking about the major questions of mankind: What is the origin and nature of the universe and humanity? Does God exist and if so, what does God require of us? What can we know and how? 3:0:3

PH 315
Metaphysics and Epistemology
Central philosophical problems about being and knowledge including free will, personal identity, fundamental constituents of reality, skepticism, justification, and a priori knowledge. 3:0:3

PH 316
Philosophy and Skepticism
An approach to Western philosophical thought by examining the use, meaning and tradition of skepticism within the philosophical tradition. Beginning with the Greeks and then focusing on the radical skepticism of the Hellenistic period, attention will be paid to how skepticism has shaped Western philosophical thought through figures such as Sextus Empiricus, Montaigne, Descartes, Hume, and selected contemporary thinkers. Particular attention will be paid to skepticism in ethics, politics, religion, literature, and scientific inquiry. 3:0:3

PH 319
Philosophy of Religion
Fundamental questions about religion are considered. Does God exist? If so, what is God’s nature? Of what significance is mysticism? What happens (if anything) at death? 3:0:3

PH 320
Philosophy of Mind
Survey of philosophical issues about the mind and body, including mind/body dualism, functionalism, physicalism, consciousness, and whether machines can be conscious. 3:0:3

PH 321
Eastern Philosophy
An introduction to the philosophical traditions of India, China, and Japan. Topics include: (1) the development of the Upanishads and the orthodox Hindu schools and the emergence of Buddhist philosophy as a challenge to Hinduism; (2) the development and interaction of Confucianism and Daoism (and later, Buddhism) in Chinese history and culture; and (3) the transmission, development and transformation of Chinese philosophical schools in Japan. 3:0:3

PH 322
Philosophy of Love and Sex
Survey of philosophical issues in relationships including friendship, marriage, the nature of love, erotic love, sexual morality, pornography, and prostitution. 3:0:3

PH 324
Environmental and Animal Ethics
Ethical issues pertaining to the protection of the environment and animals including conservation, global climate change, biocentrism, deep ecology, ethical vegetarianism, and the ethics of hunting. 3:0:3

PH 325
Ethical Theory
In-depth exploration of the foundations of ethical thinking, including utilitarianism, Kantian ethics, virtue ethics, contractarianism, and care ethics as well as other issues surrounding the theoretical side of ethics. 3:0:3
PK 103
College Reading Improvement
A course for the student who needs individualized instruction to improve reading comprehension and vocabulary skills. The course will include instruction in basic study skills, note taking and test taking. VA benefits might not be available for this course. 3:0:3

PK 107
Mathematics in Review
A developmental course for the student who needs review and further practice in the basic arithmetic operation needed in pre-algebra and algebra, including calculations involving whole numbers, fractions, and decimals. Elementary geometry and problem-solving techniques will also be covered. VA benefits might not be available for this course. 3:0:3

PK 110
Introduction to College Study Skills
Provides students with strengthening skills necessary for success in college classes. Emphasizes basic communication skills. Students will learn to read textbooks and library materials, listen to lectures, write examinations, speak in class discussions, and give oral reports. VA benefits might not be available for this course. 3:0:3

PK 112
Effective Writing Skills
(This course is not available to students who have successfully completed a college level writing course or who have otherwise satisfied the Prerequisite of EN 105). VA benefits might not be available for this course. This course is intended to help students improve their skills in writing correct sentences, paragraphs, and short essays. Other concerns of the course are vocabulary building, correct usage and improvement of writing skills. 3:0:3

PK 115
Basic Skills Writing I
May only be taken in conjunction with EN 105 This course is designed to help students improve their writing skills. A writing sample of each student is assessed on entry according to the writing process. Individual portfolio assessment will be used to monitor progress. 3:0:3
PK 116
Basic Skills Writing II
This course may only be taken in conjunction with EN 106 and is designed to help students become proficient in using the library for research and then in writing research papers. Individual portfolio assessment will be used to monitor progress. 3:0:3

PK 117
Principles of Composition in Review
An individualized program designed for students who need additional practice in composition skills in preparation for writing competency examination. 3:0:3

PK 118
Contemporary Mathematics and Pre-Algebra
A developmental course for the student who needs instruction and practice performing calculations and solving equations. Topics include basis calculations using percentages, real numbers, geometry and other skills needed to succeed in MA 125 and MA 120. 3:0:3

PK 119
Self and Career Exploration
This seven-week course is especially for the student who is unsure of what career or major to choose. Students learn through self-discovery exercises and various printed and computerized career resources. This course is geared toward teaching students to make thoughtful and more satisfying career/major choices. 1:0:1

PK 120
Computer Keyboarding
Designed to offer techniques and basic skills of typing, with emphasis upon formation of correct typewritten techniques, mastery of the keyboard, and performance of basic typing operations. Credit may be given when the student passes a comprehensive test and demonstrates ability to type at 35-40 wpm. This is a pass/fail course requiring students to demonstrate the skills listed by the end of the term. 3:0:3

PK 308
Assertive Career Building
This seven-week course is designed for the junior or senior who is preparing to graduate and enter the world of work. Course topics include effective resume writing, interviewing and contact building. 1:0:1

(2) Social and Administrative Sciences

PO – Political Science

PO 100
American Politics and Citizenship
An examination of the role of the citizen in the American political system on the local, state and national levels of government. The impact of urbanization, bureaucratization and technology will be emphasized with reference to their historical development and international dimensions. 3:0:3

PO 200 LE
American National Government
A survey of the functions and processes of the three branches of American national government. The changing roles of the branches and their relationship to the public will be emphasized. 3:0:3

PO 201
State and Local Government
A critical survey of the major trends in state and local government in the United States, with special emphasis on the governmental practices of state governments and the problems of municipal governments. 3:0:3

PO 202
Introduction to Law
Descriptions of American law, language and processes. Subjects include, but are not limited to: the purposes of law, civil law, criminal law, torts, contracts, family law, rights and liberties. 3:0:3
**PO 205**  
**Constitutional Government and Citizenship**  
This course covers the principles, provisions and history of the United States Constitution and the Missouri State Constitution. The concept of citizenship both legal and philosophical, will also be emphasized. 3:0:3

**PO 210 LE**  
**Comparative Political Systems**  
Introduction to the concepts and approaches in the field of comparative politics and government. Included is the comparative analysis of political institutions, processes, and problems in selected countries. 3:0:3

**PO 216 LE**  
**International Relations**  
An introduction to the study of international relations focusing on the interactions of post-World War II international systems, politics, and organizations. 3:0:3

**PO 220 (PH 220)**  
**History of Political Philosophy**  
An analysis of political philosophy in its historical perspective, with a special examination of the influences of political philosophy on political institutions and on the development of political science. 3:0:3

**PO 302**  
**Legal Analysis**  
**Prerequisites:** EN 105, EN 106, passing the WCT and 60 accumulated hours.  
An introduction to the theory, method and actual process of legal reasoning. Particular attention is paid to identifying legal principles which underlie statutes and judicial precedents; understanding their logical basis and assessing their substantive significance; and applying them analytically and creatively in various factual contexts. This course will satisfy the EN 306 requirement for Legal Studies majors. 3:0:3

**PO 303**  
**Legal History**  
A survey of the history of law, with emphasis on major historical periods and codifications. A major portion of the course deals with the development of the law in the United States. Special attention is paid to theories of law such as natural law, trends in today's law, and the relationship of law to government and society. 3:0:3

**PO 304**  
**Constitutional Law**  
A seminar-type study of the basic principles of American government and fundamental rights as interpreted by the Supreme Court. Briefs of selected cases are discussed. 3:0:3

**PO 310**  
**Parties and Elections**  
A study of the structure and uses of pressure groups, political parties and elections in the United States. The central concern of the course is the development of a realistic understanding of the political process. 3:0:3

**PO 320**  
**American Foreign Policy**  
Contemporary foreign relations policy of the United States. An analysis of the factors affecting American foreign policy is undertaken. The governmental institutions concerned with development and execution of foreign policy are examined. 3:0:3

**PO 323**  
**Congress and the Presidency**  
This course examines the interrelationships between two of the three branches of our federal government. It is designed to provide a basis for understanding how relations between Congress and the President impact the formulation, adoption and implementation of domestic and foreign policy. The tensions between the two branches have been long-standing and constant. This course focuses on the dynamics of those tensions. 3:0:3

**PO 329**  
**Law School and LSAT Preparation**  
This course is a requirement for Legal Studies majors and minors. It will provide students with a means to prepare themselves for the rigors of law school. It will present students with strategies for getting into the law school of their choice. A significant amount of time will be spent on developing a personal statement that will improve their chances in the competition for scarce positions in law schools. It will also spend a good deal of time
helping students to prepare for taking the Law School Admissions Test. Readings on the law school experience, presentations from those who have been to law school, significant work on a personal statement usually required for law school applications, and intense preparation for the LSAT will be the methodologies employed. 3:0:3

PO 338
Politics of the Developing World
This course is intended to familiarize students with the political workings of developing countries. The course will present a broad view of historical and contemporary developments in a selection of countries from Africa, Asia, Latin America and the Middle East. 3:0:3

PO 340
Public Policy
Policies and functions of American government with the emphasis on the policy problems confronting the United States and the process of policy making. 3:0:3

PO 344
War and Terrorism
This course considers the causes of conflict and war in the international system including unconventional warfare and terrorism. Looking at contemporary theories of international relations, it will explore both the sources of international conflict and possible mechanisms for conflict management and resolution. 3:0:3

PO 345
International Organizations
This course will examine and analyze the structure and function of international organizations. International organizations will be defined broadly in the course to encompass formal intergovernmental and non-governmental organizations as well as less formal institutional arrangements. Topics to be covered include democracy and international organizations, culture and international organizations, bargaining in international organizations, political and economic integration, NGOs, and the future of global governance. 3:0:3

PO 350
Special Topics in Politics
In-depth examination of a selected issue in politics and government. 3:0:3

PO 405
Senior Thesis in Political Science
PREREQUISITES: EN 105, EN 106, passing the WCT and 60 accumulated hours. This course critically reviews the major methodological and conceptual features of the discipline. Students develop research questions and arguments, choose an appropriate methodology for analysis, and write their thesis paper. Students will be required to defend their completed thesis orally. This course satisfies the EN 306 requirement for Political Science majors. 3:0:3

PO 440
Senior Project in Legal Studies
PREREQUISITES: PO 302, PO 303 and PO 304. An advanced course in legal studies focusing on the direct application of legal analysis and basic legal research. Students will utilize provided case materials, research the legal issues, prepare trial or appellate briefs, and present the case to either a jury through witnesses and evidence or to a judicial appellate panel through oral argument. 3:0:3

PO 450
Internship
An internship in an actual work situation related to politics or public administration. Variable credit as recommended by faculty internship advisor. 3-12 hours.
PS 101 LE
Introduction to Psychology
A survey of the assumptions, history, methods, and techniques of psychology. A presentation of representative theory and research in the areas of consciousness, learning, motivation, cognition, personality, and social behavior. 3:0:3

PS 121 LE
Human Growth and Development
A discussion of the physical, social and physiological changes occurring during the life of the individual from conception to death. Emphasis is placed on the similarities and differences of the various age groups and the specialized needs of each. 3:0:3

PS 205
Child Psychology
Prerequisite: PS 101.
A study of biological, cognitive, and sociocultural development from the prenatal period through childhood. Attention will be given to theory and research, practical examples and policy implications. 3:0:3

PS 206
Introduction to Guidance and Counseling
Suggested Prerequisite: PS 101 or equivalent.
A survey of the guidance process, communication, functions of counseling, and various counseling theories. This course is designed to introduce students to the whole guidance process. Emphasis will be placed on an integrated approach to basic helping skills utilizing theory, practice, and case application. The course will provide students with the foundation to develop skills they need to establish effective helping relations. 3:0:3

PS 220 (SO 220)
Ethical Issues in Social Sciences
Prerequisite: An introductory social science course (i.e., SO 141, PS 101, CJ 100, or SW 205) and (EN105, EN106, passing WCT, and 60 accumulated hours).
Considers the moral and ethical consequences of conducting social science research, disseminating the results, and implementing practices and policies based on those findings. Critically examines those questions and choices rising at each stage of the research process, and the results of those choices on relevant parties. 3:0:3

PS 221
Adolescent Psychology
Developmental factors and problems common to the period from puberty to adulthood. Topics include: self-identity, sexuality, lifestyles, parent-adolescent relationships, and conditions leading to optimal development. 3:0:3

PS 222
Adult Development and Aging
Focuses on the developmental tasks and psycho-social services during the adult years with special emphasis placed on the social psychology of aging. 3:0:3

PS 300 (SO 300)
Research Methods
Prerequisites: An introductory social science class (i.e., SO 141, PS 101, CJ 100, or SW 205) and (EN105, EN106, passing WCT, and 60 accumulated hours).
Surveys the range of quantitative (experiments, surveys, etc.) and qualitative (observations, interviews, etc.) methodologies commonly used in social scientific research. Critically examines issues related to formulating research questions, evaluating social scientific literature, sampling, measurement, design, analysis, interpretation, and communication of results. Involves completion of data analysis projects and a research proposal. This course will satisfy the EN306 requirement for all majors in the department. 3:0:3

PS 301 (SO 301)
Social Psychology
A study of the impact of the real or imagined social environment on individuals; particular emphasis is placed on the role of social and cultural influences on individual's thoughts, feelings, and behaviors. 3:0:3

PS 302
Tests and Measurements
Prerequisite: PS 101.
An introduction to the uses of psychological tests and to the techniques of test construction and evaluation. Topics include: a survey of common tests in the areas of general classification, differential testing of abilities and measurement of personality characteristics. 3:0:3
PS 303  
**Career Counseling and Development**  
**Prerequisite:** PS 101  
Theories of career development and various approaches to career counseling across the lifespan will be critiqued. The use of career assessment instruments and career exploration resources, including technology in occupational decision-making will be evaluated. In addition, issues affecting special populations and effective adjustments in the workplace are analyzed. 3:0:3

PS 307 (SO 307)  
**Statistics for Social Sciences**  
**Prerequisites:** MA 135 and an introductory social science class (i.e., SO 141, PS 101, CJ 100, or SW 205)  
Statistical methods are a primary tool for all of the social and behavioral sciences. This course introduces a wide variety of common statistical techniques and their conceptual bases, including: basic descriptive and inferential statistics, analyses of association and variance, effect sizes, and others in their parametric and nonparametric forms. It provides a background in the relevant theories of probability, sampling, and measurement. And the student will learn how to become a more discerning consumer of statistical information as well as gaining practical experience calculating these statistics by hand and computer. 3:0:3

PS 309  
**Human Sexuality**  
Survey of topics relating to human sexuality. The themes range from the biology of human reproduction to the sociology and psychology of human mating. Many controversial subjects are discussed, to encourage students to examine their own attitudes towards these subjects. 3:0:3

PS 315  
**Theories of Personality**  
**Prerequisite:** PS 101.  
Examination of the major personality theories and contributing research evidence with particular emphasis upon motivation and dynamics of behavior. 3:0:3

PS 317  
**Psychology of Language**  
**Prerequisite:** PS 101.  
Experimental study of language, including sentence comprehension and memory, language acquisition and development, speech perception, and effects of context, perception, reasoning, and linguistic structure on processing of language. 3:0:3

PS 341  
**Positive Psychology**  
**Prerequisite:** PS 101 or permission from the instructor.  
An exploration of the scientific and applied approaches to identifying a person's strengths and promoting their positive functioning. The course will focus on human potential, emotional and cognitive processes that contribute to a person's well-being and that increase prosocial behavior and the ability to create positive environments. 3:0:3

PS 358  
**Applied Behavior Analysis**  
**Prerequisite:** PS 101 or permission of the instructor.  
This course is an introduction to the defining characteristics, philosophical orientation, goals, and limitations of Behavior Analysis. Topics will include behavior observation, operant conditioning, functional assessment, single-subject design, maintenance, and application of behavior analytic principles. 3:0:3

PS 361  
**Cross-Cultural Psychology**  
Emphasizing active learning, we will examine the sociocultural forces impacting human behavior. Specifically we will address the dynamics of culture as a psychological variable, the global perspective in psychology, theories of culture and behavior, cross-cultural research methods, cognition, language, culture and gender, socialization, cultural differences in social behavior, intergroup relations, organizational behavior across cultures, and culture and health. 3:0:3

PS 363  
**Psychology of Sport**  
**Prerequisite:** PS 101  
Overview of psychological theory and research as it relates to sports and exercise at both the individual and group levels. 3:0:3

PS 381  
**Psychology of Gender**  
**Prerequisite:** PS 101  
Critical analysis of the major psychological theories of gender development including an emphasis on biological, social, cognitive, and behavioral similarities and differences between men and women. 3:0:3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 388</td>
<td>Learning and Motivation</td>
<td>Prerequisite: PS 101.</td>
<td>A survey of major theories and supporting research related to classical and operant conditioning, social learning, and motivational processes. Consideration of behavior modification and applications in solving clinical, motivational, educational, and societal problems. 3:0:3</td>
</tr>
<tr>
<td>PS 390</td>
<td>Selected Topics in Psychology</td>
<td>Prerequisite: PS 101 or permission of the instructor.</td>
<td>Intensive study of an area of psychology selected by the instructor on the basis of student need or current issues. Variable credit: 1-3 hours.</td>
</tr>
<tr>
<td>PS 398 (SO 398)</td>
<td>Junior Seminar</td>
<td>Prerequisite: PS 101 and junior standing.</td>
<td>Designed to provide our majors with resources in career planning toward specific post-graduation goals. Facilitates preparation for the senior capstone, field placement, internships, and establishment of a successful work identity and goals. This class is not transferable from any other institution. 1:0:1</td>
</tr>
<tr>
<td>PS 401</td>
<td>Abnormal Psychology</td>
<td>Prerequisite: PS 101.</td>
<td>An introduction and investigation of the causes, development, sympto-matology and treatment of abnormal behavior. Primary focus is an eclectic view of persons and their adaptation of their environment. 3:0:3</td>
</tr>
<tr>
<td>PS 402</td>
<td>Systems of Psychotherapy</td>
<td>Prerequisites: PS 101, PS 401 or PS 315 and junior or senior standing.</td>
<td>Explores the major schools of psychotherapy. The course includes an extensive use of actual case studies. 3:0:3</td>
</tr>
<tr>
<td>PS 403</td>
<td>Special Problems in Psychology</td>
<td>Prerequisite: permission of the instructor.</td>
<td>A seminar in which special problems related to psychological theory or practice are discussed on the basis of extensive readings. 3:0:3</td>
</tr>
<tr>
<td>PS 404</td>
<td>History and Systems of Psychology</td>
<td>Prerequisites: PS 101, and junior or senior standing or permission of the instructor.</td>
<td>Study of history of the philosophical and scientific bases of the evolution of modern psychology and a critical examination of the systems of structuralism, functionalism, behaviorism, Gestalt psychology, psychoanalytic, humanistic, and existential theories. 3:0:3</td>
</tr>
<tr>
<td>PS 405</td>
<td>Independent Study in Psychology</td>
<td>Prerequisites: major in psychology, permission of the instructor, and junior or senior standing. May be taken for up to six hours. 3:0:3</td>
<td></td>
</tr>
<tr>
<td>PS 406</td>
<td>Experimental Psychology</td>
<td>Prerequisites: EN105, EN106, PS101, SO 307, SO 300, passing the WCT, and 60 accumulated hours.</td>
<td>An introduction to the design and analysis of laboratory experiments and other research methods in psychology. Topics may include: cognitive, social, perceptual, clinical developmental, and biological processes. Students conduct and evaluate experiments, may serve as subjects, and gain experiences in writing scientific research reports. This course will satisfy the EN306 requirement for Psychology major. 3:0:3</td>
</tr>
<tr>
<td>PS 407</td>
<td>Field Placement in Psychology</td>
<td>Supervised field placement in an agency specifically concerned with application of psychology. Prerequisites: major in psychology, permission of the instructor, and junior or senior standing. Variable credit: 1-6 hours.</td>
<td></td>
</tr>
<tr>
<td>PS 408</td>
<td>Cognitive Psychology</td>
<td>Prerequisites: PS 101, and junior or senior standing or permission of the instructor.</td>
<td>Students are introduced to modern concepts in cognitive psychology. Human information processing, representation and organization of knowledge, and the uniqueness of higher cognitive skills are emphasized. Classroom demonstrations and experiments are used in exploring human learning and memory. 3:0:3</td>
</tr>
</tbody>
</table>
PS 410
Social Influence and Persuasion
PREREQUISITES: PS 101, and junior or senior standing or permission of the instructor.
This course will examine empirical evidence regarding the impact of social influence on individual behavior. Specifically, addressing the role of compliance, conformity, and obedience in shaping ideas, attitudes, and behavior. 3:0:3

PS 423
Physiological Psychology
PREREQUISITES: PS 101 or permission of the instructor.
An introduction to the general principles and relationships between brain, mind and behavior; includes brain mechanisms, perception, motivation, emotion, learning, memory, higher cognition and disorders (neurological and psychological). 3:0:3

PS 424
Industrial and Organizational Psychology
PREREQUISITES: PS 101
This course examines various psychological applications in the workplace including research, testing, making personnel decisions, training, appraising performance, organization structure, teamwork, satisfaction, occupational health, motivation and leadership. 3:0:3

PS 498 (SO 498)
Senior Capstone
PREREQUISITES: PS 101 and Senior Standing.
This course serves as a senior capstone experience for students in their senior year. This course will include a comprehensive examination, a portfolio, and a major paper reflecting on the student's portfolio. There will be lectures reviewing all issues designated in the student's degree program. The comprehensive examination will be worth 25% of the student's grade. The student will be able to take the comprehensive examination up to 3 times in a semester and the highest score will be used for their grade. This class is not transferable from any other institution. 2:0:2

PY 155
Concepts of Physics I
PREREQUISITE: MA 125 or high school equivalent or permission of instructor.
COREQUISITE: PY 155L
A non-calculus approach to physics designed to emphasize the concepts that are most important to students pursuing careers in the health sciences. Topics include: measurements, force and motion, statics, vectors, and wave theory as applied to heat, sound, and light. Laboratory includes appropriate experiments to illustrate concepts. 3:3:4

PY 156
Concepts of Physics II
PREREQUISITE: MA 125 or high school equivalent or permission of instructor and PY 155.
COREQUISITE: PY 156L
A continuation of PY 155. Topics include: electricity, magnetism, wave mechanics, lasers, x-rays and nuclear radiation. Laboratory includes experiments and demonstrations to illustrate and emphasize concepts. 3:3:4

PY 205
Introduction to Physics I
Lecture and laboratory introducing the calculus based physics. Topics include: introductory kinematics and Newtonian dynamics of both particles and solid bodies, work and energy, momentum, and thermodynamics. 4:3:5

PY 206
Introduction to Physics II
PREREQUISITE: PY 205.
A continuation of the calculus physics sequence. Topics include: wave motion, electromagnetic and acoustic waves, properties of waves, and electromagnetic theory. 4:3:5.
PY 400
Special Topics in Physics
PREREQUISITES: Permission of instructor or PY 156 or PY 206.
This course offers specialized study in applied physics relevant in an increasingly technologically dependent society. At the discretion of the instructor, the course may involve laboratory work. Variable credit 1-4 hours.

RE 103
Introduction to Religion
A look at the different ways in which contemporary humanity views, studies and evaluates religion, giving special emphasis to the global nature of the human experience in religion. Approaches religion from the perspective of academic inquiry, considering art, language, ethics, ritual, and myth. 3:0:3

RE 109
World Religions
An introduction to the religion of humankind from the earliest records of spiritual life to the great religions of today. The course recognizes the possibilities of dialogue among the living traditions around the world and the resources within the local community. 3:0:3

RE 215
Selected Topics in Religious Studies
An in-depth examination of specific areas in religion not otherwise available in the department. May be repeated once for credit with change of topics. 3:0:3

RE 223
Ancient Christianity
A critical exploration of the origination and development of Christianity within the larger historical, cultural, and religious setting of the ancient Graeco-Roman world. Particular attention is paid to how early Christians understood Jesus of Nazareth, organized and regulated their churches, and dealt with important religious and social concerns. Significant parts of the New Testament are studied with regard to these matters. 3:0:3

RE 224
Ancient Israel
A critical exploration of the origination and development of the Israelite people within the larger historical, cultural, and religious setting of the ancient Near Eastern world. Particular attention is paid to how early Hebrews understood Yahweh, the God of Israel; organized and regulated their community; and dealt with important religious and social concerns. Significant parts of the Hebrew Bible are studied with regard to these matters. 3:0:3

RE 303
Life, Death and Hereafter
Consideration is given to philosophical, biblical, and literary perspectives on life, death, and what lies beyond death. The course also gives attention to such matters of contemporary concern as the denial of death, counseling, the dying and bereaved, the right to die, and funeral practices. 3:0:3

RE 304
Seminar: Explorations in Religion
Selected topics as announced. May be repeated for credit with permission of the department. 3:0:3
RE 305
Traditional Religions of Africa
A multi-disciplinary study of traditional, non-Christian religions in sub-Saharan Africa with special emphasis on the religious system(s) of one or more peoples such as the Nuer, Dogon, Yoruba, or Dinka. Topics include: concepts of divinity (God, major and minor deities, and other supernatural powers); stories of world creation and structure; relationships between religious belief and social organization; views of the human being; life, death, and the hereafter; ghosts and ancestors; spirit possession and exorcism; divination, sorcery, magic, and witchcraft; and religious institutions, leaders, and rituals. 3:0:3

RE 306
Biblical Seminar
Prerequisite: Permission of the instructor.
An in-depth study of a selected book or section of the Scriptures. 3:0:3

RE 307
Religion in Today's World
Contemporary aspects of religious thought and practice across a variety of disciplines and expressions, and considering current trends and movements. Attention will be given to religion as manifested on the world stage, with particular attention to the role it plays in the United States. The attempt is made to integrate religion with business, education, the sciences, politics consistent with current experience. 3:0:3

RE 308 (PC 308)
Religion, Conflict and Visions of Peace
Religious communities frequently have bold visions of peace and justice and yet may be major contributors to violence and oppression. Students will engage in meeting first hand religious communities in metro Kansas City as well as exploring key beliefs and practices through readings and class discussion. Accurate and empathic understandings of different faiths will be combined with critical examination of their propensities for peace and justice-making historically and in contemporarily conflicts worldwide. Contemporary conflicts will include the USA, Northern Ireland, Bosnia, the Middle East, Africa, and the Indian sub-continent. 3:0:3

RE 310
Independent Study in Religion
An opportunity for students to pursue special interests not covered by regular course offerings. Material and credit arranged in consultation with instructor. May be repeated for credit with permission of department. Variable credit: 1-3 hours.

RE 315
Special Topics in Religious Studies
This course deals with various topics in religious studies, especially those which involve interdisciplinary studies or studies concerning contemporary issues in culture and society. May be repeated for credit with change in topic. 3:0:3

RE 320
Human Community: History, Ideology, Design
This course will look at a variety of communities throughout history, how people came together, in what configuration and for what purpose. The nature and character of human community will be discussed, including such concepts as city, neighborhood, stewardship, and relationship. Study may focus on early city planning, monastic communities, utopian/millennial ideals, and modern suburbia. 3:0:3

RE 324
The Hebrew Bible [Old Testament]
An introduction to the Hebrew Bible, known to Christians as the Old Testament. The course will examine the historical, prophetic, liturgical and wisdom writings that comprise the Hebrew Bible, exploring each for its contribution to the larger narrative's presentation of God and humanity. This course will include a particular focus on the development, content and historical and contemporary application of the texts in the Jewish, Christian, and Islamic traditions. 3:0:3
RE 325
The New Testament
An introduction to writings assembled by the early Christian church as the second volume of scripture. The course will explore how, in gospels, historical narratives, and letters to faith communities, the New Testament tells the story of Jesus’ life and death, and will examine its impact on the expanding community of those who believed Jesus to be the Christ. This course will examine the content, development and narrative unity of the New Testament, with particular focus on contemporary interpretations and understandings of the text. 3:0:3

SO 141 LE
Introduction to Sociology
An examination of the social processes and structures of society, with particular attention to American society. Reviews such topics as inter-personal interaction, culture, major social institutions, inequality, deviance, and social change. Also introduces methods used in sociological research. 3:0:3

SO 206
Social Issues in Contemporary Society
This course is a study of contemporary social issues using a sociological perspective. It examines social problems that occur in society and uses social theory and research methods to gain insight into the interaction of inequality with various elements in that society. These components include the nature, level, consequences and prospective resolutions surrounding social problems in the United States and globally. 3:0:3

SO 210
Social Institutions
Prerequisite: SO 141
An overview of major social institutions, such as education, family, religion, culture and media, science and health care, politics, and the economy. Discusses their historical development, modern forms, social functions, and the ways in which they relate to one another and shape individual lives. 3:0:3

SO 220 (PS 220)
Ethical Issues in Social Sciences
Prerequisite: An introductory social science course (i.e., SO 141, PS 101).
Considers the moral and ethical consequences of conducting social science research, disseminating the results, and implementing practices and policies based on those findings. Critically examines those questions and choices rising at each stage of the research process, and the results of those choices on relevant parties. 3:0:3

SO 300 (PS 300)
Research Methods
Prerequisites: An introductory social science class (i.e., SO 141, PS 101, CJ 100, or SW 205) and (EN105, EN106, passing WCT, and 60 accumulated hours).
Surveys the range of quantitative (experiments, surveys, etc.) and qualitative (observations, interviews, etc.) methodologies commonly used in social scientific research. Critically examines issues related to formulating research questions, evaluating social scientific literature, sampling, measurement, design, analysis, interpretation, and communication of results. Involves completion of data analysis projects and a research proposal. This course will satisfy the EN306 requirement for all majors in the department. 3:0:3

SO 301 (PS 301)
Social Psychology
A study of the impact of the real or imagined social environment on individuals; particular emphasis is placed on the role of social and cultural influences on individual’s thoughts, feelings, and behaviors. 3:0:3
SO 302
The Study of the Family
A study of the family as a social institution and a social group in terms of cross-cultural, historical, and contemporary perspectives. Current controversies concerning male-female roles, sexual morality, reproduction and other issues are considered. 3:0:3

SO 303
Urban Sociology
A study of the development of the city and of the social characteristics of urbanization, ecology, social processes, group relations, and selected urban problems. 3:0:3

SO 307 (PS 307)
Statistics for Social Sciences
Prerequisites: MA 135 and an introductory social science class (i.e., SO 141, PS 101, CJ 100, or SW 205)
Statistical methods are a primary tool for all of the social and behavioral sciences. This course introduces a wide variety of common statistical techniques and their conceptual bases, including: basic descriptive and inferential statistics, analyses of association and variance, effect sizes, and others in their parametric and nonparametric forms. It provides a background in the relevant theories of probability, sampling, and measurement. And the student will learn how to become a more discerning consumer of statistical information as well as gaining practical experience calculating these statistics by hand and computer. 3:0:3

SO 309
Sociology of Sport
Explores the dynamic relationship between sport, culture and society. Analyzes issues in sport utilizing sociological theory. Topics covered in the course include socialization, race, class, gender, identity, and the social and cultural contexts in which sport is created, given meaning, played and integrated into everyday life. 3:0:3

SO 315
Minority Group Relations
An examination of the patterns and causes of prejudice and discrimination. Surveys the history and current status of groups in American society which have been subjected to discrimination based on race, ethnicity, sex or religion. 3:0:3

SO 318
Military Sociology
The military as a social institution, focusing on both the internal structure and practices of the military and its relation to other institutions (such as the government or the family), military leadership, policy issues and the role of the military in diplomacy and international relations, and the social psychological effects on service members (including the differences between enlisted personnel and the officer corps), veterans, and their families and friends. And it analyzes the dynamic role of the military in a digital age with changing operational mandates. 3:0:3

SO 322
Sociology of Health and Illness
This course examines the sociological view of health, illness, and the delivery of medical care in contemporary society. It includes social and social-psychological factors involved in being ill; social relationships and organizations that are connected with medical treatment the roles of providers and patients; and national health care systems around the world. This course integrates recent research in the field of medical sociology and highlights the importance of race, class, and gender throughout. 3:0:3

SO 325
Social Deviance
Survey of major theories of deviance and social control. Analyzes specific behaviors and identities commonly regarded as deviant: violence, property crimes, drug use, mental illness, unconventional sexual behaviors, suicide and self-destructive behaviors, among others. Explores both official and informal responses to deviantized behaviors, including criminalization and stigmatization, and their cross-cultural variation. 3:0:3
SO 326  
**Sociology of Conflict, War and Terror**  
**Prerequisite:** SO 141 or instructor consent.  
Surveys the conditions under which conflicts arise, escalate, and are resolved or erupt into open hostility. Examines the social functions and consequences of warfare, including its relation to political, cultural, and economic concerns, and its affects on combatants. Traces the reasons for terrorism and its rise from the 20th century onward, including its connections to globalization and the global community. 3:0:3

SO 328  
**Sociology of Religion**  
Sociological analysis of religious organizations, movements, and experiences with an emphasis on historical and cross-cultural comparisons. The course surveys both large-scale religious trends and demographic patterns and the social and cultural dimensions of individual religious feelings and behaviors. Topics include formal religious organizations, religious socialization, religious conflict, relations with other institutions, the worldwide rise of fundamentalisms, and the future of religion. 3:0:3

SO 329  
**Sociology of the Life Course**  
Examines the social aspects of aging from birth to death and the differences in our experiences due to age, historical period, and the cohort or generation to which we belong. Substantive topics include social psychological outcomes (such as self-esteem and stress), adolescence and identity formation, dating and family dynamics, occupational trajectories and retirement. Also examines the large scale effects of population aging trends and the effects of maturation of social relationships. 3:0:3

SO 330  
**Sociology of Youth and Youth Cultures**  
Focus on the social and cultural aspects of development from the onset of adolescence through young adulthood. Examines historical and cultural differences in the concept of “youth.” Topics include the effects of family, friends, and the media on identity and personal decisions; dating and mating; school and work; popular culture, values, and consumerism; violence, delinquency, sex, and risk taking. 3:0:3

SO 332  
**Dying, Death and Bereavement**  
Examines the demographic, cultural, and social psychological aspects of dying, death, and the grieving process. Topics include cultural and individual attitudes toward death, the medicalization of death, associated institutions, end of life care, the social role of funerals, and various forms of death, such as old age and dying young, euthanasia, suicide, and genocide. 3:0:3

SO 390  
**Topics in Sociology**  
**Prerequisite:** SO 141.  
Based each semester on a different subject area not otherwise available in the department. Recommended for any students desiring to broaden their knowledge base in the social sciences. 3:0:3

SO 398 (PS 398)  
**Junior Seminar**  
**Prerequisites:** SO 141 and Junior Standing  
Designed to provide our majors with resources in career planning toward specific graduation goals. Facilitates preparation for the senior capstone, field placements, internships, and establishment of a successful work identity and goals. This class is not transferable from any other institution. 1:0:1

SO 402  
**Independent Study in Sociology**  
**Prerequisites:** Major or minor in sociology or human services, permission of the instructor, and SO 141.  
An opportunity for the student to pursue an individual area of interest by directed readings or research, or both. This is not a substitute for standard course offerings. 3:0:3

SO 403  
**Social Theory**  
**Prerequisite:** SO 141.  
Surveys the historical development of sociological theory, examines the nature of social theory and theory construction, and reviews the principal contemporary perspectives and debates in the field of social theory. 3:0:3
SO 421
Organizational Sociology
Prerequisites: PS/SO 300 or equivalent, or instructor permission.
Study of the origins and operations of formal bureaucratic organizations, such as businesses, governments, prisons, and voluntary and service associations; their place in modern society; and their relations to one another and to individuals. Topics include major organizational theories, leadership, authority, task performance, communication, decision-making, and effectiveness. Focuses on the structural and cultural aspects of these organizations. 3:0:3

SO 425
Sociology of Work and Professions
Prerequisite: PS/SO 300 or equivalent, or instructor permission.
Analysis of work in the United States and a global economy. Examines the division of labor, central and peripheral labor markets, occupational prestige and professionalization, work and identity, occupational mobility, formal work hierarchies and informal colleagueship, socialization and work processes, types of occupations and professions, and the influences of large corporations and globalization. 3:0:3

SO 430
Field Placement in Sociology
Prerequisites: major in sociology, permission of the instructor, and junior or senior standing. Supervised field placement in an agency specifically concerned with application of sociology. Variable credit: 1-6 hours.

SO 451
Advanced Social Psychology
Prerequisite: PS 301.
An in-depth survey of the major theoretical approaches in social psychology, including: social cognition, exchange theory, group dynamics, role theory, psychodynamics, symbolic interactionism, and social constructionism. The emphasis is on critical evaluation and practical application of each theory and major studies and findings are used as illustration. 3:0:3

SO 455
Program and Policy Evaluation
Prerequisite: PS/SO 300 or equivalent.
Advanced survey of quantitative and qualitative methodologies used to evaluate organizational programs and policies. Covers all steps of the process, from value formation and goal setting, through research design, data collection, analysis and interpretation, and implementing data based program changes. 3:0:3

SO 459
Survey Methodology
Prerequisite: PS/SO 300 or equivalent.
Advanced course in the design, implementation, and analysis of survey research. Topics include operationalizing concepts, scaling and measurement, multistage sampling, wording and ordering effects, and a number of statistical analysis techniques. It also introduces practical considerations regarding the time, cost, and method of survey implementation. 3:0:3

SO 490
Special Topics in Sociology
Prerequisite: SO 141.
Based on a different subject area not otherwise available in the department. Recommended for those planning to go on to graduate school. 3:0:3

SO 496
Senior Project in Sociology
This course involves research on a selected sociological problem and preparation of a major paper in the style of a professional journal article in sociology. The paper will include a problem statement, review of relevant theory and research, and presentation of research findings and analysis. Variable credit: 1-4 hours

SO 498 (PS 498)
Senior Capstone
Prerequisite: SO 141 and Senior Standing.
This course serves as a senior capstone experience for students in their senior year. This course will include a comprehensive examination, a portfolio, and a major paper reflecting on the student's portfolio. There will also be lectures reviewing all issues designated in the student's degree program. The comprehensive examination will be worth 25% of the student's grade. The student will be able to take the comprehensive examination up to 3 times in a semester and the highest score will be used for their grade. This class is not transferable from any other institution. 2:0:2
SS 215
Selected Topics in Social Science
An in-depth examination of specific areas of the social sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.

SS 315
Special Topics in Social Science
An in-depth examination of specific areas of the social sciences. May be repeated once for credit with a change in topic. Variable credit: 1-3 hours.

SS 401
Social Sciences Colloquium
A seminar for juniors and seniors promoting understanding of selected contemporary problems from an inter-departmental perspective. Strongly recommended for all majors and minors within the division. May be repeated for credit. 1:0:1

SU 201
Introduction to Surveying
Prerequisite: MA 141. Course will cover principles and methods of surveying; handling of survey equipment during transit; field work to include foundation layouts, grade calculations, level circuits, and profiling; and compilation of field notes. 3:0:3.

SW 205
Introduction to Social Work
This course introduces students to the profession of social work and provides an overview of the professional knowledge, skills, and values necessary for generalist social work practice. The various settings for social work practice and the types of services provided by social workers are explored. 3:0:3

SW 305
Human Behavior in the Social Environment I
Prerequisite: Admission to the Social Work program. This course examines the interplay of biological, psychological, social and cultural factors which influence human behavior and human development through the life cycle. This course, which is the first in a sequence of two courses, focuses on the period of infancy to young adulthood. Attention is given to the impact of social and economic deprivation on human development. 3:0:3

SW 310
Social Work Practice I: Individuals and Families
Prerequisite: Admission to the Social Work program. This course provides the foundation for beginning social work practice with individuals and their families. It focuses on the theories, knowledge, practice skills needed to engage in a problem solving process, and the ethical framework within which this process occurs. 3:0:3.
SW 320
Social Work Practice II: Groups
**PREREQUISITE:** Admission to the Social Work program.
This course introduces knowledge and skills needed for beginning practice with groups. This includes exploration of the dynamics of group processes and the use of group interventions to address a wide range of human needs. 3:0:3

SW 325
Human Diversity and Social Justice
This course provides a foundation of knowledge for more effective social work practice with a diversity of individuals and groups. It explores the background, world view and special needs of groups which vary in such respects as race and ethnicity, religion, gender, disability, sexual orientation, and age. 3:0:3

SW 330
Social Welfare Policy and Programs
This course introduces students to the major social welfare policies and programs of the United States today, and it examines the historical circumstances which gave rise to those social welfare programs and the social work profession. Existing policies are critically examined, and attention is given to methods by which social policies might be influenced to better meet human needs and promote social justice. 3:0:3

SW 335
Social Work Research
**PREREQUISITE:** Admission to the Social Work program.
This course introduces basic methods of social research, including various aspects of research design, data collection, analysis, and reporting of findings. It examines both qualitative and quantitative research methods, and explores the application of social research knowledge to critical assessment of published social work research and evaluation of social work interventions and programs. 3:0:3

SW 405
Human Behavior and Social Environment II
**PREREQUISITE:** Admission to the Social Work program.
This is the second sequential course which examines on the interplay of biological, psychological, social, and cultural factors which influence human behavior and human development through the life cycle. An understanding of these influences provides a foundation from which to better understand and work with a diversity of clients. This course focuses on the period of middle adulthood to old age. 3:0:3

SW 410
Social Work Practice III: Organizations and Communities
**PREREQUISITE:** Admission to the Social Work program.
This course introduces students to knowledge and skills for social work practice with organizations and communities. This includes an introduction to organizational management, acquiring grants for program funding, strategies for organizational change, and the experience of working in an agency setting under supervision. Community practice includes an introduction to community change strategies and methods of advocacy. 3:0:3

SW 420
Field Instruction I
**CO-REQUISITES:** SW 310, concurrent enrollment in SW 421, and permission of the instructor.
This course provides an educationally-oriented practice experience in an agency setting under the supervision of an approved agency-based field instructor. It provides an opportunity for students to apply the knowledge, skills, and ethical principles presented in the classroom setting. Students must complete a minimum of 225 hours in the practicum setting. 5 credits.

SW 421
Field Instruction II
**PREREQUISITES:** SW 310, Social Work Major, and permission of the instructor.
**CO-REQUISITE:** SW 420.
The aim of the seminar is to provide students an opportunity to resolve issues encountered in the Field Instruction through sharing and interaction with peers under the direction of the field instructor. Through analysis of their field experiences, students understanding and integration of previous classroom learning is enhanced. 1:0:1
SW 430  
Field Instruction II  
**Prerequisites:** SW 310, SW 420, SW 421, Social Work Major, and permission of the instructor. Concurrent enrollment in SW 431 required.  
**Co-requisites:** SW 320 and SW 410.  
As the second in a sequence of two supervised learning experiences in an agency setting, it is expected that the student will engage in more in-depth practice and learning, and will strengthen a sense of personal identity as a social work professional. Students must complete a minimum of 225 hours in the practicum setting. 5 credits.

SW 431  
Field Instruction Seminar II  
**Prerequisites:** SW 420, SW 421, Social Work Major, and permission of the instructor.  
**Co-requisite:** SW 430.  
Integrates agency-based learning in the second Field Instruction placement with classroom-based learning. 1:0:1

SW 450  
Integrative Seminar  
SW 450 is the final capstone course for students who are minoring in social work. All of the required courses for the minor must be completed with a grade of C or better prior to being enrolled in SW 450. This course provides students with the opportunity to design, implement and evaluate a creative and innovation project designed to enhance the social welfare of individuals, groups or organizations. Students will demonstrate their knowledge of Research Methods, Social Welfare Policy, Eco-Systems and related social work theories. Students will demonstrate the ability to implement the seven core functions of generalist social work in the context of their service project. Students will also demonstrate their understanding of the Social Work Code of Ethics and the Six core values that underpin the profession's mission. 3:0:3

TH 100  
Introduction to Theatre  
A survey of all the elements (critical, historic, practical, artistic) contributing to the making of theatre presentations. 3:0:3

TH 101  
Basic Principles of Acting  
A practical exploration of the basic principles of acting and its application to all forms of expression. Open to all students. 1:2:3

TH 105  
Oral Communication  
A study of the basic skills in breathing, vocal control, diction, and articulation as applied to the public presentation of the following literary forms: poetry, prose, drama, reader's theatre and choral reading. Selections used as performance options include authors from a wide variety of ethnic and national origins. Open to all students. 1:2:3

TH 115  
Technical Theatre Production  
Theory and practice of the technical elements involved in theatrical presentation: stagecraft, lighting, sound, costume, and make-up. Special emphasis is given to the practical needs of teachers and religious and community theatre enthusiasts. Open to all students. 3:0:3

TH 201  
Voice and Speech  
This course will focus on the sounds of Standard American English with an eye to giving the student the tools to speak clearly and effectively. The student will learn to minimize regional or international accents. The course will also concern itself with finding the full range of one's own “natural” speaking voice, and how to avoid vocal strain by using the voice freely, clearly, effectively, and powerfully in daily conversation, in the classroom, in public speaking, and in performance. 3:0:3
TH 216 LE  
Principles of Directing  
A study of the function of the director and basic theories of composition, picturization, and movement. Development of practical skills as directors through classroom discussion and the direction of scenes. Classroom presentation of a ten-minute play and assembly of a complete director’s script for a final project. Open to all students. 1:2:3

TH 217  
Basic Principles of Theatrical Design  
Introduction to the theory and practice of scenic, lighting, costume and makeup design. A Theatre Minor requirement and strongly suggested for education and English majors interested in theatre. 1:2:3

TH 223  
Acting/Technical Theatre Workshop I  
A practical apprenticeship in the techniques of the theatre: participation in crew work and/or acting in theatre productions. May be repeated up to 3 credits total. For 1 credit a total of 40 hours work is required. Variable credit: 1-2 hours.

TH 302  
Creative Drama  
Theory and practice of the use of creative drama as an alternative teaching/learning tool and as a support technique in working with diverse-needs populations and age groups—such as drama in education for curricular and language skill enhancement; drama as self-esteem, social interaction, and coordination building tools. Course includes off-campus workshop opportunities. Course is recommended for Education, Communications, Psychology, and Social Work majors and for recreation leaders. 1:2:3

TH 306  
Acting Beyond Prejudice  
An acting course designed to specifically address issues of prejudice and discrimination through dialogue, improvisation, and script-building, ultimately culminating in several on-campus performances that will be open to the public, with the additional possibility of off-campus touring performances to local schools. 1:5:3

TH 311  
Intermediate Acting  
Study beyond Basic Principles of Acting of the tools and skills good actors develop and use will be explored: physical and vocal exercises, script analysis and character development, improvisational exercises for specific character development, period acting explorations, and applications of those skills with monologues, scenes and/or a play. 1:2:3

TH 316  
Directing II  
Prerequisite: TH 216.  
Advanced study in directing techniques. Each student must direct a one-act play. 1:2:3

TH 317  
Design II  
Prerequisite: TH 217.  
A course designed to assist the student in developing proficiency as a designer of scenery and lighting through research, classroom discussion, and design projects. 1:2:3

TH 321  
Advanced Acting  
Advanced study of the tools and skills good actors develop and use will be explored: physical and vocal exercises, script analysis and character development, improvisational exercises for specific character development, period acting explorations, and application of those skills with monologues for audition purposes, scenes and/or a play production performances. 1:2:3

TH 323  
Acting/Technical Workshop II  
Prerequisite: TH 223 and permission of theatre instructor.  
Practical experience in the techniques of theatre, designed as an extension of Acting/Technical Workshop I. Emphasis is on more advanced techniques acting in major roles, heading production crews and management supervisory work. May be repeated for up to 3 credits. For 1 credit a total of 40 hours work is required. A total of no more than 3 credit hours toward graduation may be accrued. Variable credit: 1-2 hours.
TH 341  
**Theatrical History and Literature to 1800**  
A study of theatrical history, literature, and staging practices in Western and Asian cultures up to the 1800s through readings of selected seminal plays in world theatrical literature, through readings about theatre practices and the social/political/economic forces that affected them, and through individual research and presentations for seminar discussions. 3:0:3

TH 342  
**Theatrical History and Literature from the 1800s to the Present**  
A study of theatrical literature, artistic theories and staging practices from the 19th century to the present through readings of selected seminal plays in world theatrical literature, through readings about theatre practices and the social/political/economic forces that affected them, and through individual research and presentations for seminar discussions. 3:0:3

TH 400  
**Special Topics in Theatre**  
Study and research of topics of special interest to students as further exploration of finite areas projected in preceding courses. May be repeated for a maximum of 6 hours. Variable credit: 1-3 hours.

TH 490  
**Theatre Internship**  
**Prerequisites:** Junior or senior standing and permission of department chair.  
Provides the opportunity for theatre students to gain credit for professional work with various resident theatre companies in the Kansas City area. Variable credit: 1-6 hours.

TH 495  
**Senior Project (Capstone Course)**  
The preparation and presentation of a culminating creative experience in acting, directing, or design.
Graduate programs are critical for student success in a relentlessly dynamic global employment environment and for the nation’s competitiveness in our high-tech knowledge-based economy.

Park University offers an impressive array of high quality graduate programs to over 2,000 graduate students world-wide. In 2012, students from 61 different nations were enrolled in graduate courses.

Courses are taught face-to-face and online.

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  REBEKKAH STUTEVILLE, PH.D.
  
  Director of the M.P.A. Program

Graduate Certificates (hours may be applied towards an appropriate master’s degree)

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- Computer and Network Security
- Disaster and Emergency Management
- Finance
- Global Business
- Healthcare/Health Services Management and Leadership
- International Healthcare Organizations
- Music Performance
- Nonprofit Leadership
- Artist Diploma in Music Performance

Pursuing Graduate Study At Park University:

Park University undergraduate seniors with a 3.6 cumulative grade point average, while still completing their bachelor’s degree, may be permitted to take up to nine (9) graduate credit hours in a non-seeking degree status. These credits will be applied to the appropriate graduate program after the student has received his/her undergraduate degree and has been admitted to a graduate degree or certificate program. Financial Aid is not available for courses taken as a non-degree seeking student.

For information on graduate study, including programs, tuition, and admission requirements, please contact the School of Graduate and Professional Studies at (816) 559-5625, consult the Park University 2012-2013 Graduate Catalog, or visit the website for the School of Graduate and Professional Studies: www.park.edu/grad.
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Linda Seybert
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Marsha Shapiro
(Parkville Daytime Campus Center)
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<tr>
<th>Name</th>
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<th>Education</th>
</tr>
</thead>
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<tr>
<td>Debra Sheffer</td>
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</tr>
<tr>
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<tr>
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</tr>
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</tr>
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<tr>
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</tbody>
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Visiting Assistant Professor  

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(Parkville Daytime Campus Center)  

Arthur Donald Wise  
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Thimios Zaharopoulos  
(Parkville Daytime Campus Center)  
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George S. Park  
Department of (Biblical History and Practical) Christian Training

George S. Park  
Department of Natural and Applied Sciences

Mrs. George S. Park  
Department of History

William E. Guy  
Department of English Language and Literature

Benjamin S. Brown  
Professorship of (Mental and Moral) Philosophy

Russell Sage  
Professorship (Name and application to be made by the Board of Trustees of Park University)

Katherine Adams Wells  
Teaching Foundation (not Specified)

Merlin Findlay  
Chair of Science

J. Malcolm Good  
Professorship and Endowed Chair of Mathematics

Mary Barlow  
Professorship of English and Literature

Edward F. Lyle  
Professorship of Finance

Emerati Faculty

Albert Dusing, M.A.  
Carol Getty, Ph.D.  
Jeffry Glauner, Ph.D.  
Edythe Grant, Ph.D.  
Dorothy May, Ph.D.  
William Pivonka, Ph.D.  

David Quemada, M.A.  
Harold Smith, Ph.D.  
Blanche Sosland, Ph.D.  
Daley Walker, M.A.
Appendix and Index
State Specific Refund and Tuition Recovery Policies

California

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment.

To be eligible, you must be a “California resident” and reside in California at the time of the enrollment is signed or when you received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident.”

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the council, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 10th Street, Fourth Floor, Sacramento, CA 95814, (916) 445-3427.

Georgia

Georgia requires that the amount of monies kept by the University be itemized and that not over $100.00 be retained for non-refundable application fee. The current Park University refund table will apply with the following distribution of funds for an 8-week term.

Student Refund

<table>
<thead>
<tr>
<th>Amount of Course Completed</th>
<th>Student Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;5%</td>
<td>95%</td>
</tr>
<tr>
<td>5 ≤ 10%</td>
<td>90%</td>
</tr>
<tr>
<td>10 ≤ 25%</td>
<td>75%</td>
</tr>
<tr>
<td>25 ≤ 50%</td>
<td>50%</td>
</tr>
<tr>
<td>&gt; 50%</td>
<td>0%</td>
</tr>
</tbody>
</table>

North Dakota

Park University Refund Calculation Schedule

(On-site classes only)

<table>
<thead>
<tr>
<th></th>
<th>8 week term</th>
<th>9 week term</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Days</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>14 Days</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td>16 Days</td>
<td></td>
<td>75%</td>
</tr>
<tr>
<td>28 Days</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>29 Days</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>31 Days</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>32 Days</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

- PELL/GSL: 25% of tuition due at registration first term each year the student uses student aid with Park University. The student is accountable for any debit posted to his/her account upon disbursement of financial aid.
- DOD: Must have completed 1556 with obligating signature.
- Pay at registration (PAR): All tuition is due at registration for students not receiving above funding.
Park University

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